Event Guidelines for returning to Orienteering

Issued by the Irish Orienteering Association

Last updated May 21st, 2021 - Operative June 7th, 2021

Pre-event	
Additional measure	**Recommendation/Implementation**
Volunteer plan	Put a clear volunteer event plan in place. Ensure all volunteers are comfortable and fully understand their roles and timings for the day, and that measures are taken to maintain the welfare and safety of volunteers and ensure they can comply with any social distancing requirements
Covid Safety Officer	Each club must appoint a Covid Safety Officer, who will be responsible for implementing these guidelines and act as a contact for the IOA and other organisations e.g. HSE
Covid Declaration and Contact Tracing Details	It is necessary for the Event Organisers to collect a Covid-19 Health Declaration and Contact Tracing information from all persons at an event. The information is to be provided by competitors, helpers, officials and even small children. If someone is not taking part but they are at the event they must supply this information. The details can be supplied as part of pre-entry to the event but reminders on email, social media and signs at the event will ask people to check that the Covid-19 Health Declaration is still valid.
General Event safety	Consider the 'riskiness' of event areas and accessibility for mountain rescue in the event of an incident. Mountain rescue procedures have changed to minimise Covid-19 risks.
Event promotion	Ensure messaging is clear and consistent across all media (club website, social media, IOA website etc.). Consider if event numbers need to be capped and publicise well in advance. Note: numbers are currently capped at 100 including volunteers.
Permissions	Obtain access to land in accordance with the relevant government guidelines, and adhere to any local or landowner-imposed restrictions.
Procedure for Dealing with a Suspected Case	Clubs should be familiar with this procedure before the event. https://www.orienteering.ie/about-us/covid-19-return-to-orienteering/

Event payment	We strongly recommend cashless payment. The IOA has put a simple online payment system in place for use by clubs. There is no charge to use this system. Entrants are simply asked to show their confirmation email on their phone as proof of payment. Alternatively, clubs may introduce their own payment mechanism (e.g. Sumup, vouchers, bank transfer) if they wish. If cash is accepted, no change should be given. Entrants paying online must be guaranteed entry to the event. If entry numbers are capped, clubs should consider moving to a dedicated pre-entry system instead (see below).
Pre-entry only	Consider if events should be pre-entry only, with no entries taken on the day. This will allow you to manage the number of participants effectively and remove the need for face-to-face interactions when entering at an event.
First Aid Kit	Clubs should add Hand Sanitiser, Masks and Gloves to their First Aid Kits. A recommendation is to have a small pack of plasters, antiseptic cream and disinfectant wipes available to hand to a person who needs it and can use without assistance.
Limited number of entries	**Numbers are currently limited to 100 participants and volunteers. A maximum of 15 are allowed to congregate in any one area (e.g. start/finish).** Local or landowner-imposed restrictions may also apply. You must have measures in place to ensure you comply with these requirements, such as only allowing pre-entries. A staggered time for arrival may allow clubs to host more people, up to the aforementioned limit, but this will vary depending on the nature of the event and of the area.
Entry form	Entry forms should require entrants to tick a box to acknowledge that they agree to abide by the IOA's Covid-19 Participant Code of Conduct.
Allocated arrival/start	Consider giving entrants allocated start times (pre-entry) or using staggered start windows (e.g. early / middle / late) to help spread out participants and avoid large gatherings of people. No more than 15 are allowed to be at the Start, Finish, Download or Registration at any one time.
Extended start times	The windows for start times may need to be extended and the interval between individual start times modified, to spread people out and avoid crowding at the start. Consider other users of the area and try to avoid times that are busy with other members of the public.

Limit of 15 persons	There is a limit of 15 people who may gather at the Start, Finish, Download, Assembly or Registration area at any time.
Masks	Masks should be worn by all persons where the 2m rule cannot be complied with (e.g. start/finish). This applies to both helpers and competitors. Masks are not required while orienteering provided at least 2m distance is maintained from others at all times. Orienteers should be advised that they may have to queue to 'punch' controls.
Post-event Refreshments	Refreshments must not be provided. Participants should be requested to bring their own food and drink with them.

Event day	
Start layout	Starts will need to be arranged so that those queuing to start adhere to any social distancing requirements e.g. a formal start layout with large, clearly defined boxes. Only one starter/household group allowed in each box, regardless of course. A 2m distance between all people should be maintained at all times. If the 2m distance is not possible, then masks should be worn by both participants and volunteers.
Start procedures	An official SHOULD record from each starter (at a minimum) their SI number, course and name. This official must maintain physical distance at all times. If the official changes, a different clipboard, pen and list should be used. If it is not possible to maintain a 2 metre physical distance then a mask should be worn.
Manual punches	These should not be used and should be removed from all controls.
SI boxes	Consider use of multiple SI boxes, suitably distanced, at any controls where there is likely to be congestion. Also courses should be designed to reduce congestion as much as possible.
SI card rental	The card issue procedure must follow any social distancing requirements. SI CARDS SHOULD NOT BE RE-USED DURING THE EVENT. A system may need to be in place to store and clean hired cards after they have been returned. Consider use of SIAC where possible to maintain physical distance.

Download area	Queues should be marked out to comply with any social distancing requirements, including a suitable distance between the event volunteers manning download and the participant. A mask should be worn by Helpers at Download if it is not possible to maintain a 2 metre distance.
	Ensure the download box is at least m from the laptop operator (and use a 'hands-free' download if possible). A car window can act as a suitable barrier, but the window should be disinfected afterwards.
No results displayed	To reduce the possibility of participants congregating in one place, results should not be printed out or displayed on screens at the event. Clubs may be able to provide live results at the event by Wi-Fi.
Map distribution	Maps should be placed in map boxes that are appropriately spaced. Consider physical distancing requirements - on the day, minimise the number of people coming in contact with maps.
Putting out and collecting controls	Clubs should be aware of the possibility of contamination of controls and take appropriate precautions when putting out and collecting.
After event cleaning	Controls may need to be cleaned before and/or after use.
Hand sanitiser	Hand sanitiser should be available at enquiries, the start and download. Competitors should bring their own hand sanitiser.
Socials	Clubs should not promote or encourage pre- or post-event socialising between members. No prize giving or presentations should take place.
Control descriptions	These should be made available online in advance of the event and printed on each map. Loose descriptions should not be provided.
Signage	Clear signage on physical distancing, event requirements and personal hygiene should be displayed prominently on entry to the carpark, at registration and at regular intervals throughout.
Isolation Area	A person who displays symptoms during the event should be asked to return to their car and should inform the Covid Safety Officer.