

This supporting document describes what is involved for setting up, running and taking down events for landowners or concerned parties.

What is an Orienteering Event & How is it Planned?

Orienteering is a sport which involves navigation and walking, jogging or running around a course set by a course planner. These events can take place in forsts, open land, urban areas, universities etc. These courses are defined by several checkpoints or flags which the participants navigate to called "controls". Participants record that they have reached these controls by means of a small electronic tag. These courses vary in difficulty and distance based on the orienteers ability and age.

The controls may be attached to fixed objects (a tree or a railing), mounted on plastic stakes or placed on trestles. These controls will normally be put out on the day before or the morning of the event but are removed immediately after the event finishes. We undertake to cause no damage to vegetation, or structures, to leave no litter, and not to interfere with other users of the area as outlined in our Environmental Policy and we are an active member of Leave No Trace Ireland.

We will have experienced officials and marshals at the event to ensure the safety of participants and of other users of the area for the duration of the event. If deemed necessary by our officials, we will also display signs to notify both pedestrians and traffic that there is orienteering in progress or appoint marshals to areas as necessary to ensure a safe event for both participants and non-participants alike. Our organisation has over 40 years of experience in running these types of events and over this time we have built up considerable experience. Participants are warned to be conscious of their own safety and that of other users of the area.

Our event organisers are insured through the Orienteering Ireland CLG Combined Liability policy. A copy can be provided to you on request. For this event, a special detailed orienteering map is used, and any specific safety requirements are given to all orienteers before they take part.

Orienteers normally enter in advance to allow us to plan for numbers taking part. A small number of orienteers may be allowed to enter on the day. Our orienteers begin their courses in a staggered format which means that there only a limited number of people out at any one time.

Our mappers, planners and controllers conduct several site visits in advance of the event to ensure that they are aware of any danger (either natural or man-made) that should be taken to account when planning what courses people will compete on. This includes the considerations of flora and fauna to ensure that any areas that should not be disturbed remain so.

After mapping the area and designating any areas out of bounds which are required by the landowner, or the natural/built environment, the course planner will plan where orienteers will go and account for the route choice (what avenues of approach) the orienteer may take to get to this control while also considering how safe all of these route choices are. Our controller will then consider each control site

METHOD STATEMENT



and the route choices to ensure that they are appropriate to the physical and technical ability of the orienteer, and that they are safe to use for the event.

After multiple cross checks by the mapper, planner and controller, the event organiser will perform a final check and conduct an event risk assessment which encompasses the entire event (e.g. parking, traffic management, first aid etc) and not just the courses.

Your assistance in the hosting of this event is much appreciated by our orienteering community, and if you require any further information, please contact us and we will be happy to chat with you.

Our event liaison as listed below.

Event Start Times: _____

Event Finish Time: _____

Event Centre Location: _____

Point of Contact: _____

Contact Information: _____

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