

Club services to support orienteering events

If you are involved in Planning or Organising an event, there are various club services you can call on. These relate to: Permissions, Map Printing, Bulk Emailing, Web Posting, Maprun & Spunch, and Racesignup. Each service is provided by a volunteer team of two people, with one being designated the primary contact. The services, teams and protocols (what, when and who) are shown below.

Services and Contacts

Service	Contacts (Primary and Support)
Permissions	Andrew Hopkins and Rosie Wych via email permissions@quantockorienteers.co.uk
Map printing	Brian Pearson and Chris Philip via email printing@quantockorienteers.co.uk
Bulk emailing (event relevant reminders, reports and results)	Karen Lewis and Ray Toomer via email mailer@quantockorienteers.co.uk
Web posting (event details and updates, reports and results)	Ollie Rant and Karen Lewis via email at website@quantockorienteers.co.uk
MapRun & Spunch (event publishing and dealing with post event queries and result modification)	Ray Toomer and Ano via email at maprun@quantockorienteers.co.uk
Racesignup administration (posting of events, detail modification and possibly “thank you” emails)	Claire Bennett and Phil Sorrel via email on racesignup@quantockorienteers.co.uk

Protocols

Permissions

What	Requesting permission of the Landowner(s) to hold an event. <u>Inputs (from Requester):</u> All Control Map (pdf format) and Risk Assessment. <u>Outputs:</u> Permission, or rejection, by the Landowner(s) communicated with the Event Organiser and the Event/Series Coordinator.
When	a) Inputs provided by the Requester no later than 12 weeks before the event.
Who	<u>Provider Team:</u> Andrew Hopkins and Rosie Wych <u>Requester:</u> Event Planner. <u>Others:</u> The Event/Series Coordinator.

Map Printing

What	Quality checking and printing of maps for an event. The Printing Team will liaise with the Event Planner if any revisions are required. <u>Inputs (from Requester):</u> Purple Pen File plus the base map file. <u>Outputs:</u> Maps printed on suitable waterproof paper.
When	a) Inputs provided by the Requester no later than 10 days before the event. b) Map numbers, for each course, provided by the Event Organiser the day after entries close. c) Map collection times to be agreed by the Printing Team and the Event Organiser.
Who	<u>Provider Team:</u> Brian Pearson and Chris Philip <u>Requester:</u> Event Planner. <u>Others:</u> The Event Organiser will be the recipient of the printed maps.

Bulk Email

What	Email(s) sent to specified OQ groups (Members, JOG and/or Others) to publicise events and results. <u>Inputs (from Requester):</u> Text, images and links to be sent to the specified group(s) <u>Outputs:</u> Email(s) sent to the requested groups.
When	a) Notification of request no later than 5 days before the target email date. b) Inputs provided by the Requester no later than 1 day before the target email date/time.
Who	<u>Provider Team:</u> Karen Lewis and Ray Toomer <u>Requester:</u> Event Organisers . <u>Others:</u> None.

Web Posting

What	Quality checking and posting of text and images relating to events. <u>Inputs (from Requester):</u> Text and images to be posted. <u>Outputs:</u> Event posting on the QO website.
When	a) Pre-Event - <u>Initial</u> inputs provided no later than 10 weeks before the event. <u>Detailed</u> inputs and modifications provided no later than 2 weeks before the event. b) Post-Event - Inputs provided by the Requester no later than 1 day after the event.
Who	<u>Provider Team:</u> Ollie Rant and Karen Lewis <u>Requester:</u> Pre-Event - Event Coordinators (<u>initial</u>) and Event Organisers (<u>detailed</u>). Post Event - Event Organisers. <u>Others:</u> None.

Maprun & Spunch

What	Quality checking and publishing of events on the Maprun server and dealing with post event queries and result modification. <u>Inputs (from Requester):</u> kmz format map file and kml format course file(s) plus details of required starting procedure and scoring scheme. <u>Outputs:</u> Courses published on the Maprun server and revised results.
When	a) Inputs provided by the Requester no later than 10 days before the event. b) Requests for post-event results resolution – ad hoc.
Who	<u>Provider Team:</u> Ray Toomer and Ano <u>Requester:</u> Event Planner <u>Others:</u> None.

Racesignup

What	Publishing of event details on the Racesignup server (and possibly dispatch of “Thank You” emails to competitors after the event). <u>Inputs (from Requester):</u> Details of event including car park location, names and lengths of courses, together with any other relevant information including the closing date for entries. (Post event – text that is to be emailed to competitors). <u>Outputs:</u> Event and courses published on the Racesignup server to enable pre-entry. (Post event Emails sent to competitors).
When	a) Event information to be provided by the Requester no later than 3 months before the event. b) Post event email text to be provided no later than 1 day after the event.
Who	<u>Provider Team:</u> Claire Bennett and Phil Sorrell <u>Requester:</u> Event Organisers <u>Others:</u> None