BUCS ORIENTEERING CHAMPIONSHIPS PRE-EVENT INFORMATION

UNIVERSITY OF EDINBURGH



21st/22nd February 2015

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Participation Statement (Please Read)

Edinburgh University Orienteering Club (EUOC) would like to warmly invite you to compete in the 2015 British University Orienteering Championships. The club has worked hard with assistance from various clubs and individuals to organise a competitive and enjoyable weekend for student orienteers from across the country.

We have a high number of entries this year therefore courses have been planned and controlled to an exceptionally high standard by members of CLYDE, KFO, ESOC and FVO. We hope that everyone will enjoy the events on both Saturday and Sunday as well as the social on Saturday night. Note that all competitors take part in events at their own risk.

Enjoy the weekend!

Edinburgh University Orienteering Club (EUOC)

Note from Ed Nicholas Chair of the BUCS Orienteering Sports Advisory Group

It is great to be at another BUCS Orienteering event and excitingly for me this is my first as Orienteering Sports Advisory Group Chair. I am always very impressed with the high levels of effort that go into running this event and massive credit to the students who make the champs happen. Thanks to Kristian and his team from Edinburgh University OC and local orienteering clubs for what will be an excellent two days which I am very hopeful you will enjoy. I should add that it is interesting times for student orienteering and I look forward to speaking to all the club captains on Saturday night about the future and what can be done. I wish you and your teams all the best and happy competing.

Ed Nicholas

Orienteering BUCS Sports Advisory Group Chair

BUCS Orienteering Championships 2016

An offer has already been received to host the 2016 Championships. Any other bids should be sent to Ed Nicholas as soon as possible.

Individual Competition

Saturday 21st February 2015, Devilla Forest

<u>ARRIVAL</u>

Location

Devilla Forest, Kincardine, Fife.

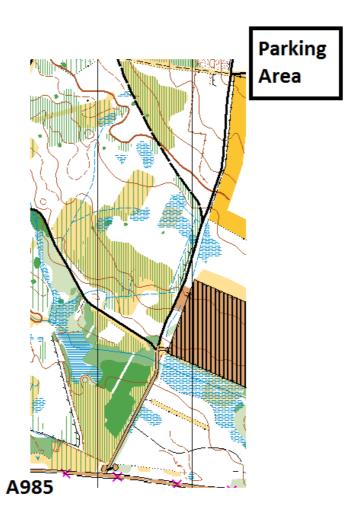
Access by road to Devilla can be made by heading north on the A90 across the Forth Road Bridge. At Junction 1 on the A90, turn left onto the A985 (signposted for Kincardine, Dalgety Bay and Inverkeithing). Continue along the A985 for 10 miles, crossing 4 roundabouts (3 straight away in Rosyth and then another one after about 5 miles just after Crombie) in this time.

Event parking will be signposted from the A985. Coaches should not attempt to drive into the event parking. A separate Drop-off point will be advised further along the A985. Competitors will walk through the forest to the assembly, avoiding the A985. Please be aware this is a busy road. It is suggested that coaches continue along the A985, turning at the roundabout outside Kincardine and reach the drop off on the correct side of the road for the forest.

Public transport links are not strong in the area of the event. If any University has problems with travelling to the events, please contact the organiser who will try to assist in making arrangements.

Parking

Event parking is available at Righead Farm (FK10 4AT) within a field. Directions to the parking are from the Forth Bridge travelling from the east along the A985. The major warning feature is that the main road enters the forest (both sides). The road signed on the right, as well as for Righead, is for the sawmill (James Callander). Parking will be 1km down this small road. A map showing the event parking is shown on the next page.



EVENT

Assembly

The finish is 1.3km from the parking along forest tracks. Note finish is back along the drive in therefore please watch out for people walking when you arrive. The start is a further 700m from the finish along forest tracks. Assembly is in the woods adjacent to the finish. The distances are the same from the bus drop off point at the main road to the start and the finish.

Enquiries, the race finish and Download will be found at assembly. Hired SI cards will be available in the University information packs; lost SI cards will incur a £30 charge. Please declare Sunday's relay teams at enquiries before 1600.

This is a popular area with walkers, cyclists, horse-riders and runners so please be aware of their presence.

No formal catering will be provided for the event so please bring plenty of water and refreshments

Permission has been granted to use toilets at The Walled Garden, Righead Farm, FK10 4AT. Please be respectful and therefore take off all shoes before entering. A café is also available but please note that they do not accept card payments.

Numbers

All competitors must wear a start number on their front, the right way up. Numbers will be displayed on the start list and will be available in the University information packs (which can be collected from registration).

Start

You will be called up 4 minutes before your start time. There will be a timed start; if you miss your start time you will be allocated a new start time at the discretion of the start official, however your time will not be adjusted. Helpers will have an open, punching start. Start times are between 1200 and 1430.

Courses

Subject to controlling:

Course (number)	Distance (km)	Climb (m)
Men A (1)	9.6	185
Women A, Men B (2)	7.3	135
Women B, Men C (3)	4.6	120

Terrain

The majority of the area is high visibility pine forest, with low lying contour detail and slow runnability underfoot. There is rock detail, water courses and some areas of low visibility scattered throughout the map. Areas of felling marked with green hashing are slow going. 1:10,000 with 5m contour intervals.

Punching

SportIdent (SI) electronic punching will be used for all courses. Control flags will be hung on metal stakes along with the SI box. Hired SI cards (as requested with entries) will be available from enquiries on the day and should be handed in after the race. If the SI unit fails to register, punch your map with the backup pin punch attached to the metal stake.

Finish

The finish is within the assembly area. Courses close at 1600. You must download at assembly, even if you do not complete the course – this is a safety check. Maps will have to be handed in after competitors finish and placed in University bags until the final start time is passed.

Safety

All competitors take part in this event at their own risk and are responsible for their own safety. The risk assessment will be available at the end of this document. Please dress suitably for the weather conditions, which may be wet and cold.

Clothing:

- Appropriate footwear for running off paths
- Whistle and compass
- Full leg cover
- Breathable T-shirt
- Cagoule

Whistles are compulsory and each competitor will be checked at the start. If you encounter an emergency, blow three sharp blasts of your whistle followed by a pause – then repeat.

Cagoules may be compulsory so please come equipped. If cagoules are compulsory, a sign will be displayed at assembly. Bring a cagoule

because you will not be allowed to run without it in adverse weather conditions.

Results

Will be on display in assembly when available and a full set of results will be available at the social. Results will also be uploaded online after the event.

Prize Giving

Prize giving will take place at the social on Saturday night.

Officials

Planner: Alasdair McLeod (CLYDE) Controller: John Emeleus (KFO) BUCS Coordinators:

- Kristian Roberts (07594929474; <u>bucs2015.euoc@gmail.com</u>)
- Heather Hale (07540950844; <u>bucs2015.euoc@gmail.com</u>)

Thank you for all those who have been involved in making this event happen. In particular:

- KFO
- ESOC
- Robin Strain and his Download Team

Relay Competition

Sunday 22nd February, Barr Wood

<u>ARRIVAL</u>

Location

Barr Wood, Stoneywood, Falkirk, FK6 6

Take junction 6 off the M9 Northbound. It is the junction after the Kelpies horse structure. Travel south on the A872 for a couple of miles and turn right. It is the first junction with a signpost. The road bends left but you turn right. Enter through a gate and the parking is up the track slightly.

Public transport links are not strong in the area of the event. If any University has problems with travelling to the events, please contact the organiser who will try to assist in making arrangements.

Competitors are reminded to stay on tracks on the way to assembly.

Parking

Parking is within the Scout Camp car park. Coaches will not be able to drive up the track so will have to drop off at the main gate.

EVENT

Assembly

It is an 800m walk from the car park to the assembly but further for those being dropped off by a coach.

The start/finish, download and enquiries will be found at the assembly area. Hired SI cards should be collected before the race and returned to Download after the race; lost SI cards will incur a £30 charge.

No formal catering will be provided for the event so please bring plenty of water and refreshments.

Portable toilet facilities will be available in the car park however queues are likely.

Numbers

All competitors are expected to wear a number on their front, the right way up. These will be in team envelopes, available to collect at the individual race on Saturday before the relay on Sunday.

First runners will wear the red bib, second runners the white bib and third runners the blue bib.

Courses

You must follow the taped route to the start or risk your whole team being disqualified as the route to assembly goes through the area.

Warming up is allowed along the route to the start and on the grass in between the start and finish tunnels.

There will be a 120m taped route from the changeover to the start kite.

Course	Distance
Men	5.1-5.4
Women	4.0-4.3
Ad Hoc	2.9-3.1

Start/Finish procedure

Handover procedure will be directed using tapes. If time allows we will demonstrate what you have to do beforehand. The men's relay will start at 10:00, shortly followed by the women's at 10.10 and the ad hoc at 10:20. You must hand in your map after you finish.

Mass start

Teams will be called up 5 minutes before the start. Runners will assemble in numerical order on the start line and sealed maps issued.

Maps may only be opened after the start. Follow tapes to the Start flag which is marked with a triangle on the map. There is no need to punch at the Start flag.

Start of 2nd and 3rd legs- After the incoming runner has touched the outgoing runner. The outgoing runner can open their map and proceed to the start flag - follow tapes for 150m. there is no need to punch at the Start Flag

Spectator Control

You will be able to see the progress of the race via the spectator control at the edge of assembly.

Mini mass starts

These will be called at the planners' discretion, once the majority of teams have changed over successfully. Sufficient notice will be given to allow competitors to get ready for their start, please follow all instructions given.

Terrain

Barr Wood is a well used scout camp with plenty of man-made features such as huts, fenced areas and outdoor equipment. The area has a mixture of open areas, very open deciduous forest, younger less visible forest and thicker coniferous forest. The bracken is dead at the moment making for good visibility and fast running. There is a little rock detail and contour detail at the top of the hill. The men's course visits an open area with gorse that has been grazed by cows and sheep though no livestock are expected to be present on the day of the race.

Some plantation woodland has been cleared and remaining trees have suffered wind damage. The cleared areas are crossable but slow, any wind blown areas are best avoided by those that wish to return promptly.

The plantation woodland is edged by uncrossable deer fences (2.5m high) there are some marked crossing points. In a few places the fence has been damaged by falling trees and may also be crossed at these points. Compulsory crossing points are marked on the map

with this symbol:)(and on the description sheet. Fences that are forbidden to cross are marked with a red line.

Мар

1:7500 with 5m contours.

Punching

SportIdent (SI) electronic punching will be used for all courses. Control flags will be hung on metal stakes along with the SI box. Hired SI cards (as requested with entries) will be available from enquiries on the day and should be handed in after the race. If the SI unit fails to register, punch your map with the backup pin punch attached to the metal stake.

Safety

All competitors take part in this event at their own risk and are responsible for their own safety. The risk assessment will be available at the end of this document. Please dress suitably for the weather conditions, which may be wet and cold. The clothing list is similar to that for the individual race.

Prize Giving

Prize giving will be held as soon as possible after the majority of teams have finished.

Officials

Planner: Rebecca Harding (ESOC) Controller: Ted Finch (FVO) BUCS Coordinators:

- Kristian Roberts (07594929474; <u>bucs2015.euoc@gmail.com</u>)
- Heather Hale (07540950844; <u>bucs2015.euoc@gmail.com</u>)

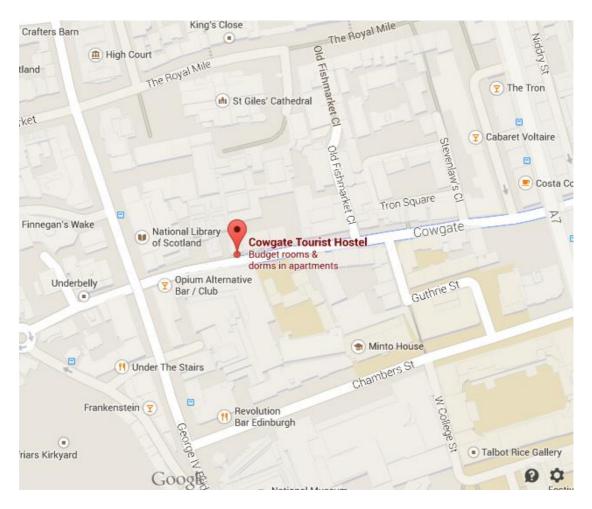
Thank you to all those who have been involved in making this event happen. In particular:

- FVO
- Robin Strain and his Download Team

Accommodation

Saturday 21st February, Cowgate Hostel

Accommodation has been booked for the Cowgate Hostel, Edinburgh, EH1 1JN. Each University will be allocated rooms depending on their size. You may have to share with another University. You will find out your rooms at check-in. Bedding is provided. Please bring a towel. There is a £20 key deposit.

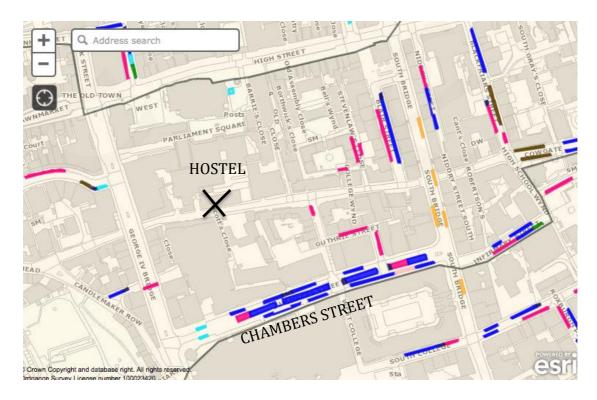


A simple cold breakfast will be available on the morning of Sunday 22^{nd} .

Parking

There is limited on-road parking surrounding the hostel and parking restrictions are in place from Monday – Saturday 08:30 – 18:30.

The closest location to park would be Chambers Street. Blue areas on the map below show parking bays, taken from the Edinburgh Council web site. For more information search:



http://www.edinburgh.gov.uk/info/20016/travel_and_parking

All valuables should be left out of sight, the organisers are not responsible for any items lost.

Train

The Cowgate Tourist Hostel is an approximately 10 minute walk from Edinburgh Waverley station.

Bus

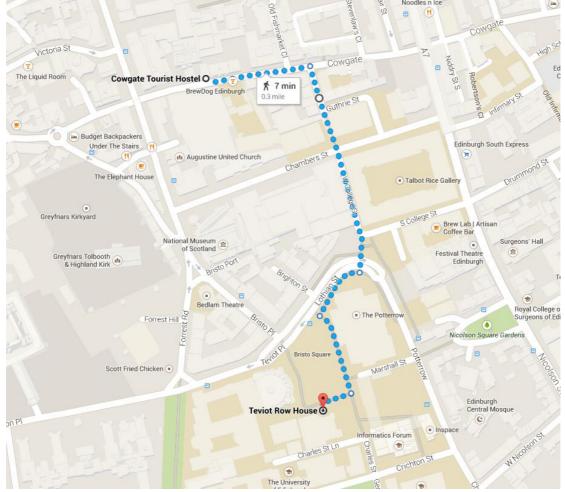
From St Andrews Square Tram Stop, opposite the bus station, the number 8, 33, 49, 14 and 5 go to the Cowgate.

Taxi

Taxis are easy to come by. The fair from Edinburgh Waverley train station to the Cowgate Hostel would be approximately £5-£7. (City Cabs: 0131 228 1211)

Social Saturday 21st February, Teviot Row House

The social will be at Teviot student union, which is located at 13 Bristo Square, Edinburgh, EH8 9AJ. EUOC representatives will take everyone from the hostel to Teviot at 18:45.



Theme

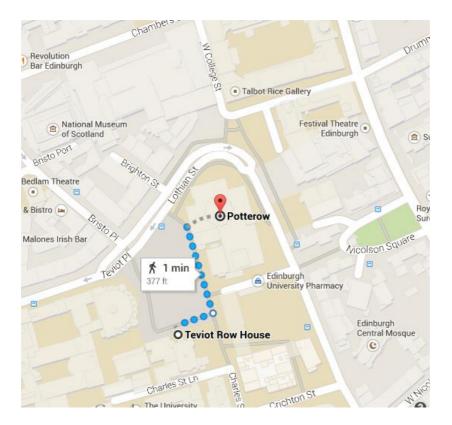
The theme for the social is **SUPERHEROES**. Details of your University superhero are on Facebook.

Meal

The meal will be a 3 course sit down meal within the Debating Hall of Teviot and will begin at 19:00.

Social

After the meal, we will go across Bristo Square to Potterrow student union. Price will be £3 (£4 after midnight) for entry and you must show a valid student card and ID featuring your Date of Birth (not a student card). Entry is not guaranteed although every effort will be made to ensure that as many people as want to can get in.



Officials

Social Coordinators:

- Calum McLeod (07805516007, social.euoc@gmail.com)
- Stephen O'Reilly (07599378340, social.euoc@gmail.com)

Edinburgh University Risk Assessments overleaf



Risk Assessment for Orienteering

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

Name of Club / satellite club name / after school club		EDINBURGH UNIVERSITY ORIENTEERING CLUB		
Name of person complet form	ing this	KRISTIAN ROBERTS	Position of person completing this form (coach, organiser etc)	ORGANISER
Venue for session / even	it / activity	DEVILLA FOREST	Date for session / event / activity	SATURDAY 21/02/2015
Name of person in charg	e of session ,	/ event / activity	KRISTIAN ROBERTS AND HEATHER	HALE (EVENT ORGANISERS)
Risk assessment signed			Risk assessment dated	28 TH DECEMBER 2014
Risk assessment checked by (name, position and date)	Print name JOHN EMELEUS (EVENT CONTROLLER) & position (coach mentor, controller etc): JOHN EMELEUS (EVENT CONTROLLER)			
	Sign and da	ite:		

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference: FK10 4AX	Place from which signed: This location , on the A985 Kincardine-Rosyth Road
Nearest A&E hospital:	Name and Post code: Falkirk and District Royal Infirmary	Map available (where): At the event assembly
Working telephone:	Landline or mobile:	Number:

	If mobile (reception checked?) Mobile	07594 929474 (K. Roberts) 07540 950844 (H. Hale)
First Aid cover	Name of first aider:	Located where?
	Stephen O'Reilly (Club Safety Officer)	At the event assembly

The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.

Hazard – note under these headings	Possible outcome / injury	Mitigation
(see suggested examples to consider)	including note on severity and	What control measure?
	likelihood of occurrence	<u>Who</u> is responsible?
In area to be used (outdoor):		
1.Tough vegetation (brashings, fallen trees).	 Small cuts, bruises, affecting a few competitors. 	1. <u>Organiser</u> to warn competitors of terrain types in final details
2. Water features: streams, wet ditches and marshes may need to be crossed.	2. Slips, falls into water.	2. Map already shows all water features. Courses planned to avoid dangerous features (<u>Planner</u>) Reminders on written info' sheet (<u>Organiser</u>).
	3. Running alongside road, very slight	3. Road declared out of bounds – marking on competitors' maps
3. Busy road at south end of area (A985)	possibility of collision with traffic.	(<u>Planner</u>) and reminder in written info' (<u>Organiser</u>).
Participants		
1. Disorientation	1. Competitor get lost for a while, staying out longer than anticipated and maybe becomes tired. Might happen to one or two competitors.	1. Courses planned by <u>Planner</u> to a well known set of standards of difficulty (advice available for beginners). Therefore no competitor should be surprised by the level of navigational challenge. British Orienteering guidelines to be put into action if
2. Tics		someone doesn't return from the forest.
	2. Small chance of picking these up, possibly serious for a few	2. <u>Organiser</u> to warn competitors in final details that tics are an outside possibility in the forest.
3. Inadequate Footwear	competitors.	3. <u>Organiser</u> to advise that appropriate footwear should be worn
5. maucquate i ootwear	3. Competitor footwear disintegrates whilst running. Unlikely to happen.	in the final details.
Other people/activities in area		
1. Horse riders	1. Competitor startles horse & rider (slight chance)	1. <u>Organiser</u> advises competitors in written info' and makes owners of nearby stables aware of event.
2. Walkers (some with dogs) & cyclists	2. Collision (very slight chance)	2. <u>Organiser</u> advises competitors in written information to be

		respectful to walkers and cyclists in the forest.
Weather		Organiser will make sure all competitors are aware of the risk
Cold & wet weather	Hypothermia (possible but fairly	(written details &, if necessary, requiring all competitors to carry
	unlikely).	a waterproof jacket).
Equipment		
1. Generator	1. Burn injury caused by touching it	1. <u>Organiser</u> will locate generator away from competitors and
	(very slight chance).	most officials, using tape to define an out of bounds area around
2. Cabling for event computer system	2. Trip hazard (very slight chance)	it.
and tent guy ropes		2. <u>Organiser</u> to follow standard advice on layout of computer &
		peripherals (in a shelter) and link to the generator. BOF
		guidelines on electrical safety to be followed.

Examples of hazards with the potential to cause harm

NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.

Area to be used: Indoors	Area to be used: Outdoors	Equipment:
 Floor surface Other equipment/obstacles Shared use (dining room / other activities) 	 Uneven surfaces Slopes/steps Slippery surfaces Tree roots/branches Vegetation (prickly, stinging) Wire / ruined fences Walls to be climbed Litter (glass, used needles) Water (streams, rivers, ponds) Cliffs / crags Traffic (including road crossings) Rail / tram lines Mineshafts / caves Military debris 	 Pencils in hand when running Pin punches Cane tops Tent guys Electrical equipment – cables Generators Cooking equipment
 Participants: Clothing / shoes Existing medical conditions Unexpected reactions/allergies Disorientation Tiredness 	Other people / activities in area:Walking dogsCyclistsHorse ridersForestry operationsPark maintenanceShooting / archeryGolfStranger danger	Weather: • Cold / heat • Rain / snow / hail • Excessive wind • Lightning



Risk Assessment for Orienteering

Risk assessments are concerned with identifying the hazards (i.e. things which might go wrong or cause an accident/injury), evaluating the likelihood of a particular event occurring (i.e. level of risk) and putting measures in place needed to reduce or eliminate the risk.

Name of Club / satellite club name / after school club		Edinburgh University Orienteering Club		
Name of person complet form	ing this	Heather Hale	Position of person completing this form (coach, organiser etc)	BUCs Coordinator
Venue for session / even	t / activity	Barr Wood, NW of Denny	Date for session / event / activity	22nd February 2015
Name of person in charg	e of session ,	event / activity	Kristian Roberts and Heather Hale	
Risk assessment signed			Risk assessment dated	1.2.15
Risk assessment checked by (name, position and date)	Print name & position (coach mentor, controller etc):			
	Sign and date:			

Emergency Information

Emergency access point (for emergency vehicles)	Post code / grid reference: FK6 6 / 795 860	Place from which signed: From Barr Wood campsite
Nearest A&E hospital:	Name and Post code: Forth Valley Royal Hospital, Stirling Road, Larbert, FK5 4WR	Map available (where): From the assembly point (with the organiser)

Working telephone:	Landline or mobile: If mobile (reception checked?) Mobile	Number: 07594 929474 (Kristian) 07540 950844 (Heather)
First Aid cover	Name of first aider: Stephen O'Reilly	Located where? At the assembly point

The Risk Assessment

It is essential that the mitigation column is completed in detail so that the control measures and who is responsible is fully understood in advance of the activity / session / event and that all staff / helpers are fully briefed.

NB: it is not sufficient only to put warnings in preliminary information as there is no way of being sure that all participants will have read them.

Hazard – note under these headings	Possible outcome / injury	Mitigation
(see suggested examples to consider)	including note on severity and	What control measure?
	likelihood of occurrence	Who is responsible?
In area to be used (indoor / outdoor):	Slipping/falling over, twisted ankle,	Courses planned away from large cliffs – Bex Harding
Slippery grass, steep slopes, prickly	cuts	Courses planned to avoid busy road crossings – Bex Harding.
vegetation, small cliffs, rocky ground,	- Moderate severity, moderate	"Caution Runners" Signs to be displayed on roads near crossing
ponds, marshes, large cliffs, traffic, roads,	likelihood.	points – Heather Hale and Kristian Roberts
slippery road surface, crags, open water	Falling from height	Competitors pre-warned of terrain, relevant footwear advised in
	- High severity, low likelihood	the final details. Safety briefing given at the start to reinforce the
	Hit by a vehicle	safety issues – Kristian Roberts and Heather Hale
	- High severity, low likelihood	Warn competitors about open water at the start – Kristian
	Falling and drowning in water	Roberts and Heather Hale
	- High severity, low likelihood	
Participants	Falling	Footwear and clothing recommended in the final details –
Inadequate footwear, clothing, medical	- Moderate severity, moderate	Heather Hale and Kristian Roberts
conditions, tiredness/disorientation	likelihood	Cagoules may be compulsory depending on weather conditions –
	Hypothermia	Heather Hale and Kristian Roberts
	- High severity, low likelihood	First aid cover provided at the event in case of a medical
	Unknown outcome of medical	emergency. Plan pre-established with first aiders for medical
	conditions	incident – Heather Hale and Kristian Roberts
	- Possible high severity, possible	Action plan pre-prepared for loss of competitor (following BOF
	moderate likelihood	guidelines on missing persons)

Other people/activities in area Public (walkers/runners)	Tired/lost people - Possible high severity, moderate likelihood Collisions between public and participants	Final details to state that competitors must respect members of the public – Heather Hale and Kristian Roberts
Competitors rock climbing	 Moderate severity, low likelihood Falling rock from competitors High severity, low likelihood 	Courses planned around highly well used public areas and rock areas – Bex Harding. Public warned of event taking place where appropriate – Heather Hale and Kristian Roberts
Weather	Falling	Footwear and clothing recommended in the final details –
Rain	- Moderate severity, moderate	Heather Hale and Kristian Roberts
Snow	likelihood	Cagoules may be compulsory depending on weather conditions.
Ice	Hypothermia	A no start policy will be implemented for compulsory clothing –
Wind	- High severity, moderate likelihood	Heather Hale and Kristian Roberts
	Disorientation - Moderate severity, moderate likelihood	If an excessive amount of snow and ice is present, the event will be cancelled for safety reasons – Heather Hale and Kristian Roberts
		Contingency in place for hypothermia – space blankets, hot flasks, sleeping bag – Heather Hale and Kristian Roberts
Equipment	Tripping over	Guy ropes and electrical cables clearly marked to make them
Tent guy ropes	- Low severity, moderate likelihood	more visible – Heather Hale and Kristian Roberts
Electrical cables	Burning	Generator cordoned off by tape and positioned away from the
Generator	- High severity, moderate likelihood	main assembly area – Heather Hale and Kristian Roberts BOF guidelines on Electrical Safety to be followed – Heather Hale and Kristian Roberts

Examples of hazards with the potential to cause harm

NB: this list is not exhaustive; nor will all these be present. It is given as an aid to the person completing the risk assessment.

Area to be used: Indoors	Area to be used: Outdoors	Equipment:
 Floor surface Other equipment/obstacles Shared use (dining room / other activities) 	 Uneven surfaces Slopes/steps Slippery surfaces Tree roots/branches Vegetation (prickly, stinging) Wire / ruined fences Walls to be climbed Litter (glass, used needles) Water (streams, rivers, ponds) Cliffs / crags Traffic (including road crossings) Rail / tram lines Mineshafts / caves Military debris 	 Pencils in hand when running Pin punches Cane tops Tent guys Electrical equipment – cables Generators Cooking equipment
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