

## **DRINKING WATER ON COURSES**

Drinking water shall be provided on all courses at intervals of no more than 20 minutes (based on expected winning times) if the temperature is expected to exceed 20°C and at intervals of no more than 30 minutes in cooler conditions. Drinks may be placed at control sites, compulsory crossing points, or at other locations providing they are clearly marked on maps and are placed so as not to influence route choice.

At least pure water of suitable temperature shall be provided to allow for 200-300 ml per competitor passing through the drinks point. Sharing of drink containers should not occur and disposable cups must be provided.

Water need not be provided at the Start or Finish (with the exception of Badge and Championship events), other than a small amount for First Aid. Competitors are encouraged to provide their own water for post-event rehydration, and to carry it during their run.

If a club is experiencing problems providing water on the course, they may apply to the Bush Committee for a special exemption. Any lack of water provision must also be widely advertised prior to the event.

## **FIRE DANGER**

General Orienteeing Victoria policy is to cancel bush and MTBO events on days of Total Fire Ban. However, the Board, in consultation with event organisers and any other relevant parties, has the authority to make variations for specific events, taking into account factors such as the start times of the event, expected fire danger at the event location, the ease of evacuating competitors in the event of a fire, and the ability to communicate any decision effectively to all potential competitors. Any decision to vary the policy must be published in advance.

Park/street summer series events are exempt from Total Fire Ban cancellations. However, park/street officials have the right to alter or shorten courses in extreme conditions such as high temperatures or humidity, or flooding; or under any circumstance where competitors are placed at undue risk (eg unsafe creek crossings).

All orienteeing events will be cancelled in the event of declaration of a “Code Red” day. Notification of event cancellation will be via the Orienteeing Victoria website.

## **SIGNAGE**

Travelling to an orienteeing event can be stressful. Directional signage to events is a vital part of safety planning, and is particularly important to ensure all competitors, particularly newcomers, arrive safely and with a minimum of anxiety. All clubs have a standard set of signs, and these should be used in the following manner:

- Large red and white 300m/200m/100m Turnoff signs – place either side of turnoff from major road, on which general traffic can be expected to travel at 80-100 kph - therefore competitors braking suddenly to turn presents a danger to themselves and other traffic. These signs are designed to warn competitors that they need to slow down and prepare to turn. They should NOT be used on small forest roads with minimal traffic and slower travel speeds. For example, if your event was on Basalt Road near Daylesford, you should place a “300m” and “100m” turnoff sign on the Midland Highway on the Daylesford approach, and a “200m” turnoff sign on the Ballarat approach.

Note that the smaller “Orienteing” directional arrow signs, often positioned at the turnoff itself, are NOT sufficient warning when competitors are traveling at speed.

- Large yellow and black “Runners/Cyclists on Road” signs – place on any roads in the competition area where general traffic may reasonably be expected, and where competitors may reasonably be expected to cross. For example, the Melville Caves Road in Kooyoorra State Park is used by many sightseers, and is often crossed by competitors completing courses.

- “Orienteing” directional arrow signs should be used at any intersection on minor roads or forest tracks where travel speeds are low and high volumes of other traffic are not expected. It is also helpful to place these signs midway along a long stretch with no intersections, to reassure competitors they are still traveling in the right direction.

- Parking signs should be provided at the assembly area to direct competitors to the parking area. A Parking official should also be provided by the organizing club to ensure competitors park safely and appropriately in accordance with landowner requirements.

Organisers should also consider that competitors may have difficulty finding their way back to a main road from the assembly area after the event, and may like to provide directions as part of their event handout.

## **HEALTH AND SAFETY CHECKLIST FOR ORGANISERS**

### **Course Setting**

- Has provision been made for shortening courses at short notice in the event of extreme weather conditions (eg severe cold and rain, flooding of creeks, very hot weather)?

### **Equipment and personnel**

- Club first aid kit
- Is the Orienteing Victoria safety kit and stretcher available at the event?
- Have the Orienteing Victoria radios been requested for the event?
- Is a trained first aider, doctor or nurse available throughout the event?
- Has a search coordinator been appointed for the event?
- In the event of extreme weather conditions, will there be on hand appropriate provisions for an emergency (eg sleeping bags/rugs, sufficient water for heat related problems)?
- Are hand washing facilities available at toilets?
- Are refuse bins, disinfectants and gloves available?

### **Provision of water**

- Have sufficient quantities of water been planned for (200 to 300 mls per competitor, more in hot weather)?
- Do drinking containers and provisions comply with OA recommendations?
- Are arrangements in place for replenishment of water supplies in hot weather or where larger than expected numbers are running on a particular course?
- Is water available at the start, bearing in mind the likely temperature and the distance to the start from the assembly area?
- DO NOT recommend or plan on creeks and streams as a source of drinking water

### **Pre-event information for competitors**

Does the handout sheet contain the following information?

- Control pick-up time and the need to abandon courses at this time

- All competitors (including DNFs) to register with the finish officials
- Direction of safety bearing
- The correct use of whistle in an emergency
- Any particular safety concerns (eg traffic on through roads, fallen fences etc)

**Pre-event checks by organizer/search coordinator**

- Have the local police (nearest weekend operating station) been given advance notice of the event? (date, map, locality, precise assembly area etc)
- Has the search coordinator noted the location of the nearest hospital with casualty facilities?
- Has a check been made as to the suitability of an area for mobile phone use AND the location of the nearest phone for summoning help?

Organisers should refer to the OA Health and Safety Guidelines for further information.

**Emergency Phone Numbers**

**For emergency attendance by Police or Ambulance, dial 000 in all areas**

**Police**

|             |   |
|-------------|---|
| Bendigo     | (03) 5440 2510                                    |
| Ballarat    | (03) 5337 7222 or 5337 7215 for general enquiries |
| Castlemaine | (03) 5472 2333                                    |
| Daylesford  | (03) 5348 2342                                    |

**Ambulance**

|            |                           |
|------------|---------------------------|
| Bendigo    | (03) 5444 6988            |
| Ballarat   | (03) 5332 1631 or 13 3009 |
| Daylesford | (008) 01 5122             |

**State Emergency Service**

|            |         |
|------------|---------|
| Any region | 132 500 |
|------------|---------|

**Country Fire Authority**

|              |                |
|--------------|----------------|
| Headquarters | (03) 9262 8444 |
| Bendigo      | (03) 5443 7444 |
| Ballarat     | (03) 5331 7966 |

# INCIDENT REPORT FORM



## Introduction

This form is to facilitate the registering of incidents, compilation of information and statistics about incidents involving orienteering which result in: persons lost/ missing, injury and/ or death, and loss/damage to property. (please include incidents which have the potential to do so )

This form to be completed by event organiser, to the best of your ability, making enquiries and investigations if necessary. Include more information in writing if possible, with maps and diagrams.

Please send this form to Orienteering Victoria’s Office: PO Box 1010, Templestowe Vic 3106 (within 7 days)

## Outline of Incident

Date    /    /                         Time       

Outcome:

Lost / Missing    Minor Injury    Serious Injury    CPR used    Hospitalisation    Death

Organisations involved: Club    School    Park Rangers    Forest Rangers Police  
   SES    Ambulance  
   Other \_\_\_\_\_

Brief Description of Incident

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Nature of injuries ( if any)

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Procedures carried out

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Number of people in group       

Name of Orienteering Official in charge \_\_\_\_\_

**Full details required on following page**

