PRE-START SAFETY CHECKER

SAFETY CHECKER: 1 or more persons
-----------------------   perhaps the MOST important job of all. Please be thorough

SETUP and   EQUIPMENT needed:

> **LARGE "SAFETY CHECK " SIGN displayed facing incoming runners**
> > **STUB fill-in sign**
> > **Various other signs: Etiquette"HUSH", STOP, "Which Course" etc**
> > **IOF SYMBOL DISPLAY**

> **GET COURSE CLOSURE AND SAFETY BEARING FROM MD OR CS**

> **Table space and supplies for runners to use**
> > **Pens, Staples, scotch tape, safety pins, map-bags**

> **MAPS and CLUE Sheets** see notes below

PROCEDURE: PRE-START SAFETY CHECKING :

STEP 1. SAFETY ITEMS and TIME
> Whistle?
> Watch?
> Safety bearing?
> Course Closure = no controls!
> Return in 3 hours from THEIR OWN start time or Closure, whichever first

STEP 2.   SUITABLE COURSE
> Determine that runner is on appropriate course, especially advanced courses.
> note: if runner doesn't understand IOF symbols, good clue they do not belong on advanced.
> GROUPS need etiquette reminders (quiet at all times, leave controls quickly, stay together)

STEP 3. CHECK STUBS very important
> Check that the STUB is COMPLETE and LEGIBLE.
> > If not filled in, have runner step aside to do it   **DON'T do it for them**
> > If not legible, have them redo it on the back.
> Category = Age and Gender, ie M35+, Course = Color Letter (W,Y etc)
> need these extra fields (may not printed on Stub): -   CLUB, Parked at, Staying At,:

STEP 4 RUNNER READY, give out Clue sheets and Maps
> Stub is complete, and runner understands Steps 1, 2 and 3

> NOW give out blank maps and clue sheets
> Everyone gets clue-sheets now, once checked for being on appropriate course
> WHITE and YELLOW copy OFF the clock, so get Blanks or PRE-MARKED maps now.
> ORANGE and ADVANCED three options
> 1.   Copying OFF the clock: Give runners CLUE SHEETS NOW, and blank maps
> > about 5- 10 minutes before their likely Start time. (pr they can copy and
> > give to you to hold)
> 2.   Copying ON the clock: Give runners blank maps and Clue sheets
> 3.   Pre-printed maps: just give Orange and Advanced runners their clue sheets.

STEP 5   RUNNER may go to Start