OACT Guidelines for Event Management – Doc 11

CHECKLISTS FOR MIDWEEK EVENTS

Revised 25 March 2018

1. TIMELINE FOR KEY TASKS

Eight weeks before

- Check whether the OACT office will arrange landholder permission. Arrange permission if necessary.
- Organiser inspects and confirms assembly area.

Four weeks before

- Ascertain conditions imposed by the landholder for previous events (see Event Planning and Management Guidelines if available, event folder or past approvals).
- Obtain copies of maps for course planning.
- Prepare draft courses on paper.
- Confirm information for website.

Two weeks before

 Tape control sites, prepare control descriptions and identify any essential map corrections.

One week before

Obtain control flags and other equipment from previous organiser.

During the week before

- Collect maps from office. Check that these are the same as those used for course planning and master maps.
- Prepare master maps.
- Prepare loose control description lists.
- Obtain keys if required.
- Familiarise yourself with safety and emergency procedures.
- Check that event information on the website is correct.

Immediately before the event

- Put out control markers, remove control tapes and tape any marked routes (may be done on the day before in areas which have a low risk of interference).
- Put up direction signs if needed and 'Orienteering' banner.
- Set up assembly area and start/ finish.

After the event

- Check that all competitors have returned initiate search plan if necessary (see **Documents 10 and 14**).
- Collect controls, start/ finish equipment and tapes in the field.
- Take down direction signs.
- Ensure that results are being taken care of.
- Pass event takings on to responsible person.
- Remove all rubbish from assembly area.
- Pack up assembly area equipment.

Post event

- Dry wet tents, controls and other equipment if necessary, and pass to next organiser.
- Advise Midweek Series Co-ordinator and the OACT Office of any damaged equipment or shortage of supplies.
- Return leftover maps to OACT office.
- Return event folder to OACT office, if borrowed.
- Notify Bob Allison of map corrections (if not already done).

OACT Guidelines for Event Management – Doc 11

2. COURSE PLANNING CHECKLIST

- Correct range of courses with appropriate course lengths.
- Courses planned and checked in accordance with relevant guidelines (see Document 2: Successful course planning and Document 10: Organising and course planning for Wednesday Midday events).
- Shortest Orange course suitable for older and less fit competitors.
- Fence crossings considered.
- Controls sited to avoid environmentally sensitive areas, including likely routes to and from controls.
- Sufficient control flags for the planned courses with all punches working.
- Control code numbers within range of available flags/stands.
- Start and finish locations correct on map.
- Correct indication of last control to finish.
- All control descriptions accurate and complete (including size of feature and location of control flag).
- English control descriptions available for courses that require them.
- Sufficient control description lists available.
- All control flags correctly located and checked, with tapes removed.
- Control flags clearly visible at designated locations (i.e. not hidden).
- Start and finish location correct in terrain.

3. ORGANISING CHECKLIST

- Equipment, including maps, control description lists, water and first aid equipment all brought to event.
- Copy of event approval and emergency contact numbers brought to event.
- Assembly area well laid out with way to start clearly indicated.
- Signposting to event displayed, if required.
- Parking area clearly designated to avoid conflict with assembly area.
- Event information, including any warnings or other instructions, displayed prominently.
- Master maps displayed on boards.
- Registration/ punch cards, sticky tape and pens available.
- Assembly area set up to minimise vegetation impacts.
- Sufficient water (about 10 litres) at finish.

4. EQUIPMENT

Control flags with punches – 2 sets (for alternate events) with numbers 31 to 50 Table – for setting out control cards, tape, etc.

3 x chairs – 1 for organiser, 1 for start/finish clipboard, 1 spare 5 x master map boards

Large plastic box containing:

- Tarpaulin/shelter for wet weather use
- Medium box containing control cards, sticky tape, hole punch
- Container of pens, felt markers, spare sticky tape
- Cups
- Cash box with \$50 float
- Box of hire compasses (12)
- Clipboard with watch for start/finish self-timing
- Small board with list of events and organisers
- Concertina folder containing spare time sheets, map symbol sheets (for beginners), scrap paper
- Warning notices for display at relevant events
- 2 x 5-litre water bottles to be filled before coming to event

OACT Guidelines for Event Management – Doc 11

• First aid kit

The above equipment should fit into the boot of a typical car.