EVENT ORGANISER FOR SATURDAY MORNING AND WEDNESDAY EVENING TWILIGHT EVENTS

The role of the Event Organizer is to make the event a success. This includes:
- getting the equipment to the event and properly set up;
- organizing the members to assist at the event; and
- packing up afterwards.

The equipment used is listed at the Attachment.

Before the Event – Collecting and Checking the Equipment

The equipment will either be in the custody of the person who organized the previous week's event, or will be at the Giralang Storage facility.

If the former, arrange the collect the equipment at the previous week's event, when the equipment is being packed up. If this is not possible then arrange to collect the equipment from the previous week's event organizer probably from their home during the week preceding your event.

If the latter, then the Giralang facility is at Tucana Street, off Canopus Cres at the old Parks Depot. Keys can be collected from the OACT office or from Pat Miethke *(*04288 30201) or Anita Scherrer (04575 84459) who live at Kaleen.

Arrange with your course planner how they will collect the flags, any stands and SI units from the previous week's event. Otherwise, you as event organizer may need to collect these items and arrange to pass them to the course planner during the week before the event.

The equipment required should fit into an ordinary car.

Event Approvals.

If the event is in Canberra Nature Park and other places such as Weston Park, that ACT Government Territory and Municipal Services (TAMS) manages, then the OACT Office arranges approvals. If the event is held on private land or a campus, such as ANU, CIT, or a school campus, then you, as organizer, together with the course planner, arrange permissions with the land manager. Note that many weeks' or months' notice may be necessary. Note that occasionally special conditions may be imposed with the approval that affect the course planning or assembly area.

At most Saturday and Twilight event locations, the assembly area is at the same location for each map. The OACT forward program and the OACT Office when applying for approval, will assume that the assembly will be at that location. If you as event organizer and the course planner wish to use a different assembly place, then you must inform the OACT Office before it applies for approval and this may be weeks or months before the actual event.

At most Saturday and twilight events, vehicular access to Canberra Nature Park (CNP) is not necessary and so no access keys need to be collected from CNP land managers. The exception to this is Wanniassa Hills where we use the north-west segment of CNP as shown on the map to park.

During the Days before the Event.

Check the equipment, particularly supplies of consumables. If the equipment is wet, then please dry them out. Check supplies of drinking cups and registration cards. Stocks of these are kept at Giralang.

Organize club members to help. This includes the hour before the event in setting up, during the event at the registration table, and after the event in packing up and collecting the controls. Your Club should have processes in place to facilitate finding the helpers this so this is not left solely up to you.

Role of the Course Planner

The course planner plans the courses, organizes and collects the maps and control description lists from the OACT Office and delivers them to the event. The course planer places out the controls. Check with the course planner that he/she will be doing these things and offer any assistance if necessary. Check in particular that the maps and control description lists will be at the event at the starting time.

Check with the course planner exactly where the Start and Finish will be, so that you can set up the assembly (ie the equipment) nearby. Mostly, however, we use the same assembly place for any given map.

Informing the OACT Office

As soon as you know, notify the Office that you are the organizer and also who the course setter is. The Office will publish your names at the event details at the OACT website events schedule. This will then enable the organizer of the previous week's event to contact you about collecting the equipment. You will know who the organizer for the event following your event so you can contact them about collecting the equipment from you.

Setting Up for the Event.

Organize other club members to help you – suggest at least 2 members plus you for setting up. Allow at least one hour before course opening to set up the equipment. Allow longer if the weather is poor and tents need to be erected. Setting up includes setting up the tables and chairs for the registration tables, and computer, the tunnel tent if necessary, banners, the clear/check/start and finish units, the brochures box, displaying the sample maps in the map boards, and putting out the drinking water.

During the event, the main responsibility is the registration table. The registration table should be manned in 2 shifts – the first shift will require at least two persons and not you. The registration procedure is explained in the OACT website document 'Taking Event Registrations'. That includes arrangements for season passes and the use of the EFTPOS machine.

There should be two queues at the registration table – one queue for season pass holders and the other queue for teams, newcomers, those hiring SI chips, those wanting to hire compasses and buy extra maps, and others. Monitor the queues at the registration table and try to alleviate any very long queues. This may include checking people's registration cards to ensure they are correct and issuing hired SI cards while people are still in the queue, so these things are done before they get to the registration table.

At the present time, OACT pays a person to be the 'Welcome Officer' who is available to answer questions and assist newcomers. Also OACT pays a person to operate the computer system and that person will bring the computer(s), printer, battery and associated items to the event.

Therefore as event organizer, you do not need to be concerned about these two functions.

After the event

At course closure, all competitors should have returned. Experience is that the last person may be up to 20 minutes late. We ask for competitors to include their phone number and car registration number on their registration card and by looking for their car will indicate if the last person is still on course or has gone home without reporting at the Finish. Please see separate note for Safety and Emergency Procedures at the OACT website under Event Management.

The event organizer is responsible for organizing packing up the equipment and collecting controls. You need helpers for this – suggest 2 persons for packing up and 2 for collecting controls. The Sport Ident units need to be turned off – use the purple stick attached to the clear/check/start/finish plastic tub to insert into each SI unit. Packing up also includes collecting any orienteering litter. Hopefully next week's organizer will be present to collect the equipment and that includes flags and field SportIdent units. If not then take the equipment home and next week's organizer will collect from there. If your event is the last event of the series, then the equipment is returned to the Giralang storage.

If items are wet, then dry the items before placing them in storage or passing them to the next organizer.

The event takings and left-over maps will be collected by either Jill Walker, or Phil Walker or Geoff Wood. The results will be processed by an OACT official who will download the event details from the computer into a usb stick and will take the registration cards. The paid computer person will pack up the computer system, check all items and take those items with him.

EQUIPMENT FOR SATURDAY AND TWILIGHT EVENTS

Number of	Item
3	Folding Tables. These are for: (1) for competitors to fill in their registration cards, and also for the brochures box, (2) For the registration table, and (3) for the computer equipment
4	Folding chairs – 2 or 3 for registration table and 1 or 2 for the computer table
1	Large plastic container containing a smaller plastic tub containing registration cards – orange, yellow, green and blue. Large container also contains pens, sticky tape, and other stationery, hire compasses, sunscreen cream. Also contains Control Description List holder.
1	Large plastic container containing auxiliary computer equipment. *(Check Note: the paid computer person may have responsibility for this – check*) This contains tub containing SI cards for hire, long length 240v extension lead, 12v to 240v invertor, a small plastic box contain containing 2 each of Clear, Check, Start and Finish SI units. Also includes the cash box
1	Start banner
1	Finish banner
1	Orienteering banner
	Direction signs to be displayed on roads leading to event.
4	Start, Finish, Clear, Check stands (for the SI units to be mounted on)
10	controls stands, to be used where it is not possible to hang controls.
1	Box of drink cups.
2 or 3	Water containers (fill from a tap and not via a hose).
1	Tunnel tent for use in wet or windy weather – one end for registration table, other end for computer table.
4	Map boards – to display courses.
1	Brochures box – containing promotional material
1	First Aid kit

Computer Equipment: The paid computer person has custody of these: Computers (and mouse and other equipment), battery pack, printer.

PLUS ITEMS USED BY THE COURSE PLANNER

45	Control flags
45	SI units to hang with control flags – no 101 to 145