PLANNING COURSES AND ORGANISING ACT ORIENTEERING EVENTS

The following guidelines have been prepared to assist organisers, course planners and controllers in the organisation of events on the OACT regular event programs, namely:
- Saturday Metro Program
- League Program (usually conducted on Sundays, occasionally combined with Saturday events)
- Summer Twilight Program (conducted on Wednesday evenings)
- Midweek Program (conducted at Wednesday lunchtimes).

There are separate guidelines for mountain bike orienteering events, street orienteering and for major events such as the Australian 3-Days and Australian Championships Carnival.

OACT Safety Policy

This policy applies to all events. The organiser should familiarise her/himself with the document 'SAFETY AND EMERGENCY PROCEDURES'. This document is **Document 6** at http://act.orienteering.asn.au/event-management/ . This is especially relevant in more remote or rugged areas.

BEFORE THE EVENT
(designates primarily the function of the Course Planner)**

The first four items should be attended to in consultation with the Controller and Course Planner and as far ahead of the event as possible. A minimum lead time of two months is suggested – longer is better.

1.   Event Planning Information. There are two sets of information which are available to assist the organiser, course planner and controller in the planning of events.

(a) **Event Planning and Management Guidelines.** These are being prepared progressively for all areas used for OACT events and, if available, are provided electronically (or in printed form if required) from the OACT Office. They contain information such as location of suitable assembly areas, directions to assembly areas, landholder contact details, comments on map quality and reliability, safety and conditions which are normally specified by the land owner or manager.

(b) **Event Planning Kits.** These are available for most areas and contain most of the above information, plus courses and results from some previous events, which may be useful in providing course planning ideas and identifying typical running speeds for the area. They are large folders which need to be collected from the OACT Office, and returned after the event.

2.   Land Use Permission and Conditions. Check with the OACT Office, which is responsible for obtaining permission for most events held on public land within the ACT metropolitan area, including Canberra Nature Park, forestry areas, urban parks, including those controlled by the National Capital Authority, and Stromlo Forest Park. These permissions cover most events on the Saturday Metro, Summer Twilight and Midweek programs, with the exception of those held at tertiary institutions and schools, which are the responsibility of the organiser or course planner. For events on public land outside the Canberra metropolitan area and all private land, gaining approved access is generally the responsibility of the organiser or course planner. When permission is granted, make sure that all conditions which may have been placed on the use of the area are strictly observed (such as out-of-bounds areas, fence crossings, disturbance to stock, provision of toilets etc.). If you have any questions, discuss them with the

Manager, Administration, OACT.   If toilets are required, arrange them through the Manager, Administration, OACT.

3.   Event Notification. Contact the OACT Office **at least eight weeks prior to the event** to confirm the location of the event assembly area and the names and contact details of the key officials (organiser, course planner, controller is applicable), and any special features associated with the event. Before confirming the assembly area location, a member of the organising team should visit the proposed location to check that there are no issues which may prejudice its use (e.g. new fences, temporary construction works).

4.   Courses**. Confirm the number and types of courses to be set depending on the type of event. The setting of the courses is the responsibility of the course planner, subject to any over-riding conditions proposed by the event controller, e.g. for safety reasons. Courses should be of the required length and standard to satisfy OACT or OA regulations, and should comply with the conditions of event approvals.

The normal course requirements are as follows:

ACT League Program. As a general rule, courses to be offered for the ACT League Program (other than Badge and Championship) are as follows:
     Red 1, 2, 3, and 4, Orange1 and 2, Green, Blue
     The Sunday Program may include other special events (e.g. team events) when the course structure varies.
The expected length and duration of the AL courses are the subject of technical guidelines; see a separate document titled '**2008 ACT League Guidelines**', see **Document 2** at http://act.orienteering.asn.au/event-management/ .

Saturday Metro Program.   The following courses (with indicative course lengths) should be offered for the Saturday Metro Program – two Orange (5-5.5 km and 3-3.5 km), one Green (2.5-3 km), one Blue (1.5-2 km).

Summer Twilight Program.   The following courses (with indicative course lengths) should be offered for the Summer Twilight Program – two Orange (5-5.5 and 3-3.5 km), one Green (2.5-3 km), one Blue (1.5-2 km).

Midweek Program. The following courses (with indicative course lengths) should be offered for the Midweek Program – two Orange (5 and 3 km), one Green (optional at most events but required during school holidays).

The shortest Red and Orange courses at ACT League events and the shortest Orange courses at other events should be set with particular regard for the needs of older or less fit competitors to avoid steep, rough terrain as far as practicable, while still offering an appropriate level of navigational challenge.

The course lengths quoted above do not apply to Sprint events.

Further information on course planning is contained in **Document 3** at http://act.orienteering.asn.au/event-management/. Coloured flagging tape for marking control sites are in the OACT storage shed at Giralang or from the OACT Office.

5.   Maps**. Maps for course planning are available from the OACT Office, either as existing printed maps or in electronic format as OCAD files. If existing printed maps are used, check that they are the latest version (i.e. as will be used for the event), as maps are periodically updated. If current printed maps are not available and you do not have the resources to use an OCAD file, current maps for course planning can be printed at the OACT office.

Except in the case of Midweek events, maps for events are normally provided with the courses marked on. The course planner can prepare these pre-marked course maps using OCAD, Purple Pen or other suitable software, and forward them to Bob Allison, who will check them then forward them to the OACT Office as PDF files for printing. If the course planner does not have the skills and/or facilities to prepare pre-marked course maps, they can be prepared by Bob Allison who should be contacted at least 8 weeks in advance of the event to make the necessary arrangements. The procedure for obtaining pre-marked maps is set out in **Document 4** at http://act.orienteering.asn.au/event-management/ .

Bagged Maps. Bagged maps are only required for events at which competitors are not able to bag the maps themselves, usually pre-entry events. Plastic bags (100 microns) for maps may be acquired from Shop Basics in Fyshwick.

6.   Control Descriptions**. Control description sheets, in international symbols for all Red and Orange courses and in English for all Green and Blue courses, are to be provided for all events, even when using pre-marked maps with the control descriptions printed on the map. The program for printing control descriptions on the map can also be used to generate pages of loose control description sheets. English control descriptions should be considered in addition for Orange courses when there might be significant numbers of inexperienced orienteers.   Email PDF files of the control description sheets to the office for printing. There is a guillotine at the office which course planners can use for cutting up sheets of control descriptions. If the maps are not pre-marked (e.g. for Midweek events) and you need a computer package to produce control descriptions contact the OACT office for advice on access to computer-based packages.

7.   Control Flags and Stands**. The usual arrangements for control flags and stands are as follows. Check with the organiser of the previous event to ensure that no numbers are missing.

ACT League events. Stands with SportIdent (SI) units and un-numbered flags. The available SI units are 101 to 180 plus 199 and 200 (twice, can be used on sawhorse stand). Stands should also have backup punches. Stands, numbers and flags for ACT League events are kept at the OACT storage shed at Giralang. SI units are kept at the OACT Office.

Saturday Metro and Summer Twilight events. Hanging flags with SI units. The available flags and matching SI numbers are 101 to 145. Stands may be used if preferred, or if there is no suitable location for hanging a control flag. All flags or stands should also have backup punches. Flags for Saturday Metro and Summer Twilight events are normally passed directly between successive course planners unless otherwise arranged. If stands are required, these may be obtained from the OACT storage shed at Giralang. SI units are kept at the OACT Office.

Midweek events. Hanging flags with punches. Two sets of flags with numbers 31 to 50 are available. Flags may be hung from stands (no punch required) if there is no suitable location for hanging a control flag. Flags for Midweek events are normally passed directly between course planners. As there are two sets, these can be obtained from the course planner for the event held two weeks previously. If stands are required, these may be obtained from the OACT storage shed at Giralang.

SportIdent units. The SI units are preprogrammed and do not require programming by the course planner or organiser. However, they should be returned to the OACT Office for regular checking and reprogramming it necessary. This includes the Clear, Check, Start and Finish units. SI units should be turned off after the event.

8.   Event Roster.   The organiser must arrange for a suitable number of club members to be available to undertake the various tasks to ensure the smooth running of the event on the day. Help is always required for packing up and control pick-up, but organising for this is often neglected. You will need a contact list for your club as it is often found that direct personal contact is the only way to obtain enough volunteers.

The controller, organiser and course planner will need to be supplemented by volunteers to perform at least the following functions (possibly in two shifts):

- Help set up and take down tent and other basic event infrastructure
- Register participants, take payments and give out maps
- Register participants electronically on the SI system, and operate SI finish timing system. Unless done by a regular OACT officer, this task requires experienced or trained operators. For Saturday Metro and Summer Twilight events, one club member is required to assist the computer operator.
- Put up results for major events (unless runners are asked to do this themselves).

The organiser and controller should remain free to oversight the event, to deal with newcomers and any complaints, and to organise recovery of controls and any persons overdue or missing.

9.   Event Equipment and Stores.

ACT League (Sunday) events. The equipment other than competing equipment and control flags and stands is kept in the event trailer which is held in the OACT storage shed at Giralang. It is located in Coree Place, which is off Tucana Street**.** The computer and peripherals are normally held in the OACT Office. The keys to the storage shed can be obtained from the OACT Office or from Anita Scherrer (0457 584459) or Pat Miethke(6241 2798, pat.miethke@live.com.au), who live nearby. Plastic bags for maps, if needed, may be acquired from Shop Basics in Fyshwick.

Saturday Metro events and Summer Twilight events. The equipment is normally passed between successive organisers unless otherwise arranged. If any items are running low, these can be replenished from the OACT storage shed (or the OACT Office in the case of registration cards).

Midweek events. The equipment is normally passed between successive organisers unless otherwise arranged. If any items are running low (e.g. punch cards), these can be replenished from the OACT storage shed or the OACT office.

The equipment should be checked a few days prior to the event by the organiser and replenished/ reconditioned as required. Ensure that you have sufficient number of registration cards in appropriate colours, that the water cans are refilled with fresh water and that you have plastic cups and bags for the disposal of rubbish.

10.   Toilets. The main guide to whether toilets should be provided is the travelling distance from home or the nearest public toilets and the duration of participants at events. Normally toilets would not be provided at regular events within the Canberra environs. For distant events toilets should be hired, unless it is more convenient and the landholder is agreeable to dig pit toilets. The conditions for most events in Namadgi National Park include hiring toilets. Arrange the hire of toilets through the OACT Office.

11.   Computing and Timing Equipment. SportIdent (SI) is normally required at all events except for the Midweek Program. OACT has two identical sets of computing equipment; Set A for Saturday/Twilight events and Set B for ACT League (Sunday) events. Both sets have:

- Dell laptop, with power transformer and power cable, mouse, and mouse mat. The computers have two main software packages, Event Director which is used for enter-on-the-day events and Sports Software which is used for pre-entry events and others such as Relay/Team events.

☐ A box containing a 24 V battery with leads for the laptop and splits printer. This is the normal power supply for the computer timing equipment. It needs to be charged before and after each event (i.e. before returning to the office).

☐ A large plastic tub with lid containing the items listed in the following paragraphs.

☐ Sine wave inverter (for connection to a car battery to supply 240 v power), power board and long electrical cable. This is a standby for the battery box and is normally not used.

☐ Nine (9) SportIdent units: Master download unit, two (2) Clear, two (2) Check, two (2) Start and two (2) Finish units in a small plastic tub.

☐ Two medium-sized plastic tubs, for Unallocated e-cards and one for Returned e-cards. Set A contains more e-cards than Set B.

There is no need to re-program any units. They are to be used for the purpose for which they have been programmed and no changes should be made. **For ACT League events, the field controls are numbered from 101 to 180, with 199 & 200 (two units) reserved for the last control(s). For Saturday Metro and Summer Twilight events, the field controls are numbered from 101 to 145.**

Unless OACT has provided an officer to operate the computer registration and timing, it is important that you familiarise yourself prior to the event with how the timing equipment works, and that your helpers on the day include a competent computer/SI operator. When you collect this gear from the OACT Office, make sure there is a guide in the computer box or otherwise ask for one; <u>see also para 27</u>.

AT THE EVENT

12.   Direction Signs. Ensure that direction signs are placed from an appropriate location to guide competitors to the event. If competitors need to turn off a main road, pre-warning signs should be placed several hundred metres before the turnoff. At some venues, additional signage may be required for safety reasons (see Event Planning and Management Guidelines for the relevant area). Erect the 'Orienteering Here Today' banner at a location which promotes the event, usually where competitors would leave a public road.

13.ACT Forests. Ensure that, if signs are supplied by the ACT Forests indicating that the area is reserved for orienteering, these signs are prominently placed at the access roads.

14.   Assembly Area. The assembly area is where competitors come to gain information regarding the event, and to register and pay their event fees. It should desirably be in a compact location, protected from the weather, with room for children to play safely away from parked cars, private or sensitive areas and hazards (e.g. dams). It is important that any event information is displayed accordingly and that it is obvious to novices where they should go to seek help and instruction. Efficient flow through the assembly to the start allows the competitors to concentrate on their race, rather than being distracted by inefficiencies in registration, information, or start procedures.

15.   Information. Clearly display instructions for the day's event, list of courses offered, labelling the registration card container to indicate the correct card colours for each course, the list of fees and course closure time. Signs should also be used to indicate direction and distance to the Start(s) and the location of toilets, when required.

16.   Event Registration. The registration procedure is explained in the website document 'TAKING EVENT REGISTRATIONS', including arrangements for season passes and the use of the EFTPOS machine. A copy of this document is also included with the event equipment. Ensure that you have sufficient stocks of registration cards, colour

coded with a different colour for each course. Make sure that enough pens are provided for competitors to complete their cards; see also **Document 5** at http://act.orienteering.asn.au/event-management/ .

17. Refusal of Entry on Grounds of Capability. Orienteering Australia Competition Rules, rule 6.2 permits the refusal of an entry on a course, the organiser considers a person is trying to compete on course beyond their capabilities.

18. Computing Equipment - On the day, ensure that the computer and splits printer are correctly assembled and connected to the battery box (or alternative power supply if necessary). Ensure that the Check, Clear, Start and Finish SI units are turned on using an E-card. Ensure that a Check/Clear set is located adjacent to the Start Area. Ensure that Start and Finish units are located at the Start and Finish Areas.

19. Water on courses. Orienteering Australia Competition Rules, rules 19.8 and 19.9, and Appendix 4 set out the requirements in regard to water controls. Course planners should also take into account the competitors who might take much longer than the winning time in determining the need to provide water controls and their placement.

20. The Start**. Ideally the Start location should be sited so that later starters cannot observe what route choices are made by earlier starters, particularly for OACT League events. The route from registration to the start should be clearly indicated by signs, streamers or tape. The Start banner is to be positioned so that it can be seen from some distance away on approach.

21. The Finish**. The approach to the finish should be marked by a funnel of bunting tape narrowing down to the finish line where considered necessary. The Finish Banner should be obvious from some distance on approach. A control flag should be hung up on the stand holding the Finish SI unit. These requirements do not apply to Midweek events.

22. Results Display. The results should be displayed using a strip of light card attached to a line using a clothes peg (supplied in the event stores). **Do not use any part of the registration card for this purpose.**

23. Cash Box. The cash box should contain a float of $100 for most events except Midweek events, when it should contain $50. Check before the event to ensure that the float is correct and consists of sufficient quantity of small change.

AFTER THE EVENT

24. Search for Missing Persons. Very occasionally a competitor fails to return to the Finish by course closure time. This can be usually verified by checking the number of finishers recorded in the computer and then checking whether the competitor's car remains in the assembly area. Provision for a search party has to be made by ensuring that at least 6 people remain at the event site until all competitors have finished their courses. For Safety and Rescue Procedures see **Document 6** at http://act.orienteering.asn.au/event-management/ .

25. SI Card/Compass Count. At the end of the event, the Organiser should count the SI cards and compasses to check whether any are missing; see Appendices A and C for more information on the number of SI cards.

26. Control Collection**. The organisation of control collection is the responsibility of the course planner and controller, but the organiser is responsible for ensuring that sufficient helpers are available. Any tape hanging at control sites or on taped routes, or other debris (e.g. drink cups) left behind, must also be cleared from the forest as

controls are brought in. Control collectors should carry either an SI belt or a small backpack for collecting SI units. All SI units must be checked and placed in the carrycase provided in numerical order prior to being returned. Numbered control flags should also be checked and placed in numerical order in a bag or box.

27.   Equipment Pack-up. If the trailer is used, the equipment should be replaced in the trailer and/or shed in the same manner in which it was found. Any damaged equipment or lack of consumable supplies for another event (e.g. cups, working pens, sticky tape, control cards, etc), must be reported to the Equipment Officer, John Scown (6292 5012, scown@light.net.au) during the week after an event, so that the equipment standard and supplies can be maintained in good order. Please ensure that all equipment is dry before it is packed away, especially tents and tarpaulins. All equipment should be returned to the storage shed immediately after the event, when practicable, and the key returned to the key keeper within three days after the event.

28.   Registration Cards, Event Takings and Unused Maps. Cash takings from the event should be counted (with the required float left in the cash box) and the amount noted by the organiser or a registration official. The registration cards, the event takings (remember to leave the float in the cash box) and unused maps are to be delivered to the OACT Office, unless they have been collected at the event by an OACT official.

29.   Results. The results are usually processed by an OACT official. If the official is not at the event, arrangements will be made to retrieve the data from the relevant computer or, for Midweek events, from the start/finish sheets.

30.   Event Folder. If an event folder has been borrowed, this should be returned to the OACT Office soon after the event, together with a master map showing the location and description of all controls used, plus any relevant new information.

31.   REMEMBER - **If not sure, ask someone.** For clarification of any of the above points, don't hesitate to contact the OACT Office at 6162 3422. There are also many experienced members in your club who are able to give you advice and help.

Appendices *[to be checked/ revised]*
   A. Saturday Metro and Summer Twilight Programs - Organisers and Course Planners Checklist & Equipment List
   B. ACT League Program – Organisers and Course Planners Checklist
   C. ACT League Program – Guidelines for Controllers
   D. ACT League Program – Equipment Kept In Trailer
   E. Equipment Stored in OACT Storage Shed at Giralang

APPENDIX A: SATURDAY PROGRAM ORGANISERS AND COURSE PLANNERS CHECKLIST and EQUIPMENT LIST

	What and When	Who
1	**Pre-event planning (six to eight weeks before the event)**	
	Check that OACT office will obtain landholder permission	Planner
	Confirm assembly area as published in Annual Program	Organiser & planner
	Agree start and finish location	Organiser & planner
	Ascertain provisos or restrictions imposed by landholders (before permission??)	Organiser & planner
	In the week prior to the event	
	Organiser/course planner arrange how and when master maps, new maps and control description lists will be handed over	Organiser & planner
2	**Map/area (about six weeks before event)**	
	Seek copies of previous courses set in the area	Course planner
	Identify map corrections	Course planner
3	**Organisation and approvals (four weeks before event)**	
	Ascertain and plan computing support requirements, including bringing equipment to event, power requirements and personnel	Organiser
	Enlist sufficient helpers for the event including at least one familiar with Event Director available throughout event. Write up a roster.	Organiser
	Emergency search plan prepared	Organiser
	At least one week before event	
	Check that permission to use the area has been obtained	Organiser
	Obtain keys to area (if needed for entry or emergency search)	Organiser
4	**Course setting (at least two weeks before the event)**	
	Prepare correct range of courses (blue, green and 2 orange) with correct distances/winning times and overall climb less than 4%	Course Planner
	Fence crossings considered	Course Planner

	No 'bingo' controls	Course Planner
	No close controls on similar features	Course Planner
	All control sites checked by event controller	Course Planner
	Before the event	
	Control sites taped	Course Planner
	Maps for event obtained from OACT Office	Organiser or planner
5	**Control descriptions (at least two days before event)**	
	All descriptions accurate and specific	Course Planner
	Start location depicted	Course Planner
	Correct indication of last control to finish	Course Planner
	English descriptions for all courses (symbols may be offered as alternative for orange courses)	Course Planner
	Control descriptions for each course have been cross-checked.	Course Planner
	All control codes >30. No ambiguous codes used	Course Planner
	Sufficient control description lists (about 50 per course) available	Course Planner
6	**Master maps (at least two days before event)**	
	All control circles accurately located for each course	Course Planner
	No important features obscured by circle or line	Course Planner
	Start triangle and finish circle correctly located/oriented	Course Planner
	Sufficient master maps prepared	Course Planner
	Control description lists attached to map	Course Planner
	Out of bounds areas and map corrections clearly shown	Course Planner
7	**Course organisation (on the day)**	
	All controls correctly sited	Course Planner
	Check code and description for every control	Course Planner
	Control flags visible at prescribed location	Course Planner
	All punches operating	Course Planner
	Start and finish correctly located	Course Planner
	On course markings (out of bounds or fence crossing)	Course Planner
8	**Event set up (on the day)**	
	Equipment, including maps, master maps, control description lists, computer, water and first aid equipment all brought to event	Organiser
	Assembly area well laid out with way to start clearly indicated	Organiser
	Sign posting to event displayed	Organiser
	Sponsor banners displayed	Organiser
	Event information displayed prominently	Organiser
	Master maps displayed on boards	Organiser
	Control cards, sticky tape and pens available	Organiser

	Clear, Check, Start and Finish stations started and obviously sited	Organiser
	Start and Finish banners clearly indicate start and finish	Organiser
	Computer set up with master control for results download	Organiser
	Vegetation impact on assembly area is minimal	Organiser
	Rubbish management and removal arrangements in place	Organiser
	Sufficient water (around 50 litres) at finish	Organiser
9	**Event Administration (on the day)**	
	Person(s) familiar with event software operating computer	Organiser
	Event details entered into computer	Organiser
	Details on control card checked for completeness	Organiser
	Membership card checked	Organiser
	Fees paid recorded	Organiser
	Competitors entered into computer	Organiser
	Results loaded into computer/handwritten on card	Organiser
	Results displayed	Organiser
	Results, spare maps and money to Executive Director (unless other arrangements made)	Organiser
10	**Packing up (on the day)**	
	Cross-check that all competitors have returned	Organiser
	If competitor is not returned, initiate emergency search plan	Organiser
	Count SI cards (see below) and compasses and identify any missing	
	All controls and tapes picked up promptly, esp in public areas	Organiser
	All rubbish removed from assembly area.	Organiser
	All equipment packed up and removed	Organiser
11	**Post Event**	
	All equipment dried (if necessary) and passed on to next organiser before next event	Organiser
	Coordinator informed of any damaged equipment or supplies required ASAP	Organiser
	Forward a set of master maps to coordinator within 7 days	Organiser
	Notify Coordinator of map corrections	Course planner
	Notify Coordinator of any new landholder requirements	Organiser

The Set A SI Cards are

A	41072	A	41096	A	41142	A	44199
A	41073	A	41097	A	41143	A	44252
A	41075	A	41098	A	41144	A	44253
A	41077	A	41099	A	41146	A	44255

A	41078	A	41121	A	41147	A	44258
A	41079	A	41122	A	41148	A	44259
A	41080	A	41123	A	41149	A	44260
A	41082	A	41124	A	44185	A	44261
A	41083	A	41125	A	44186	A	44263
A	41084	A	41128	A	44187	A	44264
A	41085	A	41129	A	44188	A	44265
A	41086	A	41131	A	44189	A	44266
A	41087	A	41132	A	44191	A	44267
A	41088	A	41133	A	44192	A	44268
A	41089	A	41134	A	44193	A	44269
A	41091	A	41135	A	44194	A	44271
A	41092	A	43137	A	44196	A	44273
A	41093	A	41139	A	44197	A	44274
A	41095	A	41141	A	44198	**Total**	**75**

SATURDAY PROGRAM - EQUIPMENT LIST

1. Wooden box for fliers, membership forms etc
2. Box drink cups
3. First Aid kit
4. 3 folding chairs
5. 3 small folding tables
6. 1 large folding table
7. 1 water bottle
8. Cash Box
9. 10 hire compasses
10. Stationery/sunscreen, etc
11. Control description holder
12. Helpers bibs
13. If necessary - Tent & poles etc ?hammer
14. Start & Finish banners
15. *Orienteering Here Today* banner
16. Various sponsor/directions signs
17. Start/Finish/Clear & Check stands
18. 10 control stands
19. Plastic tub of control cards: Orange (Orange 1), Yellow (Orange 2), Green (Green), and Blue (Blue).

APPENDIX B: CLASSIC PROGRAM - ORGANISERS AND COURSE PLANNERS CHECKLIST

1.	**Compliance with regulations**	
	Permission obtained for any variation from standard competition rules or event format	
2	**Map/area**	
	Terrain suitable for competition	
	Map corrections made	
	Permission to use the area has been obtained	
	Any provisos or restrictions imposed by landholders obeyed	
	Roads and tracks adequate for number of cars	
	Access in wet weather – contingency plans set up	
3	**Invitation**	
	Correct set of classes offered	
	Course information provided	
	Fees correct (senior, junior and max fee for family specified. Non-member surcharge? and surcharge for ecard hire?)	
	Reminder that no dogs, fires or firewood collecting at the event	
	Payment method and return address stated	
	Closing date for entries specified, late fee specified.	
4	**Pre-event planning**	
	Portable toilets hired or permission for pit toilets obtained	
	Sufficient number of toilets ordered	
	Catering organised	
	First aid organised	
	Publicity – to be planned with OACT officers	
	PA system booked (if required)	
	Write up an equipment list and hire/purchase any additional equipment that OACT does not own	
	Enlist sufficient helpers for the event. Write up a roster.	
5	**Event information**	
	Posted at least 1 week before event (and loaded on web page?)	
	Directions to event adequate (from Canberra and Sydney)	
	All course lengths given	
	Course climb given	
	Distance from parking to Assembly given	
	Distance to start given	
	Water availability at Start, on course and at finish advised	
	Reminder that no dogs, fires or firewood collecting at the event	

6	**Start list**	
	Start times randomly allocated within each class	
	Requests for Early/late starts accounted for	
	Starts grouped by class	
	No doubling up of start times within each course	
	Start lists printed (both in overall starting order for the starter and also in class order for the information booklet)	
7	**Course Planning**	
	Correct set of courses with correct distances/winning times	
	All control sites checked by event controller	
	Overall climb less than 4%	
	No 'bingo' controls	
	No close controls on similar features	
	Blue course uses hand rails/ linear features (or taped if no linear feature)	
	Green course – controls on or near handrails	
	Orange course – catching features and prominent attack points	
	Red course – suitable difficulty	
8	**Control descriptions**	
	All descriptions comply with IOF norm	
	Start location depicted	
	Correct indication of last control to finish	
	English descriptions for Blue and green courses (optional for orange courses)	
	Control descriptions for each course have been cross-checked.	
	All control codes >30. No ambiguous codes used	
9	**Course Printing**	
	All control circles accurately located for each course	
	No important features obscured by circle or line	
	Start triangle correctly located/oriented	
	Sufficient maps printed for each course (including some spares)	
	All map bags effectively sealed	
	Control descriptions on back of each map (not always necessary)	
	Out of bounds and crossing points located	
	Correct colour ink used	
10	**Course organisation**	
	All controls correctly sited	
	Correct code and description for every control	
	Control flags visible at prescribed location	
	All punches or timing devices operating	

	Drink stations set up (if required)	
	Water at start (if walk to start is greater than 10 mins)	
	Start correctly located	
	On course markings (out of bounds or fence crossing)	
	Fence crossing considerations	
11	**Event set up**	
	Toilets are hygienic and sufficient toilet paper.	
	Vegetation impact of assembly area is minimal	
	Rubbish management and removal	
	Stock management – gates kept closed if requested by farmers	
	Start set up adequate (start lanes, start clock with new batteries, start procedure)	
	Starters have backup starting clock or watch which is synchronised	
	Walk to start clearly streamered	
	Finish chute clearly streamered and safe (preferably flat, smooth ground)	
	Sign posting to event is clear	
	Gates closure procedure	
	Stock management	
12	**Event Administration**	
	Procedure for late starters	
	Finish procedure – timing accurate and backup timing in place	
	Results processing – efficient and accurate procedure	
	Results display – results clearly visible and neat	
	Sufficient water at finish	
	First Aid personnel and/or equipment is available	
	Emergency search plan or evacuation plan available (keys to gates available)	
	Orienteering time is on or behind EST	
	Jury panel available	
13	**Packing up and Post event**	
	Cross-check that all competitors have returned	
	If competitor is lost, initiate emergency search plan	
	Count SI cards (see below) and compasses and identify any missing	
	All controls picked up and rubbish from drink stations removed	
	All rubbish removed from assembly area.	
	All equipment packed up and returned to Store	
	Equipment officer informed of any damaged equipment	
	Results sent to OACT office, if not collected by OACT official	
	Results booklet printed and distributed (if required)	
	Property owners thanked	

The Set B SI cards are

B	41152	B	43178
B	41154	B	41179
B	41155	B	41180
B	41156	B	41181
B	41157	B	41182
B	41158	B	41183
B	41159	B	41186
B	41160	B	41188
B	41162	B	41189
B	43163	B	41190
B	41164	B	41191
B	41165	B	41192
B	41167	B	41193
B	41168	B	41194
B	41169	B	43195
B	41171	B	41196
B	41173	B	41197
B	41174	B	41198
B	41175	B	41200
B	41177	**Total**	**39**

APPENDIX C: CLASSIC PROGRAM – GUIDELINES FOR CONTROLLERS

A controller shall be appointed by the OACT Manager Officiating and Coaching Accreditation for all Classic Program events. The primary duty of the controller is to ensure the *fairness, safety and adherence to established standards* for the class of event being organised. The controller shall have the deciding voice in these matters. If an insoluble difference of opinion arises, the OACT Major Events Manager should be consulted.

The general responsibilities of the Controller are as follows:
☐   To ensure that the Course Planner and Organiser know the perimeters of their jobs.
☐   To ensure that the timetable of event preparation is observed.
☐   To supervise all aspects of the event, right up to ensuring the correct publication of results and submission of reports.
☐   To ensure adherence to the Orienteering Australia Competition Rules.
☐   To attend the event and to sit as a non-voting member of the jury (if one is convened).

It is the responsibility of the Controller, several months before the event, to confirm that the Course Planner/s have received advice of map details, nominated parking areas, and any other matters affecting course setting. It is the Controller's responsibility to ensure that the required tasks are carried out by the Course Planner and Organiser. The Controller should not personally carry out any tasks.

Controller's Task Check List
The following provide a guiding checklist for activities for general Classic Program events. It would have to be modified for major events, eg ACT Championships

Task	Time to complete
Before the Event	
Meet with Course Planner to discuss a timetable of event preparation, and to talk about various alternatives for the courses, position of Start, Finish and parking areas.	10+ weeks
Approve announcement for the Newsletter in conjunction with Organiser and Course Planner.	10+ weeks
Discuss entry forms with Manager, Administration and Organiser. (Pre-entry events only).	10+ weeks
Confirm pre-entry forms are sent with newsletter (Pre-entry events only).	10+ weeks
Discuss the processing of entry forms (if required), including On Line entry with Manager, Administration and Organiser..	10+ weeks
Approve armchair course plans.	8 weeks
Check taped controls	6 weeks
Confirm final arrangements for hire of toilets and other special equipment.	5 weeks
Meet with Course Planner to approve final courses, control sites and printed control descriptions.	4 weeks
Confirm arrangements have been made for transport of equipment to the event site.	3 weeks
Confirm final administrative arrangements, in particular the number of helpers, especially those with knowledge of the computing and timekeeping SI equipment are rostered.	3 weeks
Approve final instructions.	2 weeks
Confirm conduct of the start draw (Pre-entry events only).	8+ days
Confirm start lists and event instructions are published as per arrangements in Entry Form (Pre-entry events only).	7 days

Confirm all personnel and equipment (including caravan and toilet towing).	7 days
For SportIdent events ensure control stands are out.	7 days
Check final maps.	5 days
Check arrangements for transporting/placing water.	5 days
Ensure controls (see also at the Event) are put out.	1 day
Confirm transport of equipment to Assembly Area.	1 day
At the Event	
For SportIdent events ensure all SI units are out.	
Be available	
Ensure all competitors return and confirm that there is no need for a search or there were no significant injuries or incidents that require further action.	
Ensure that there are no outstanding issues regarding results	
After the Event	
Ensure control collection is done, and Assembly Area is clean and tidy.	Same day

Approval for Armchair Courses

Before the Planner goes out to tape, it is necessary for the Controller to check the initial course plans. This is done to minimise the amount of changes that need to be made to the courses after taping controls. In particular, you should check the following:

- Are all the required courses planned?
- Do the courses comply with OACT guidelines?
- Are the courses a fair test of orienteering skills?
- Do any of the possible routes cross out of bounds or dangerous areas?
- Are planned drinks controls appropriate?
- Are the number of courses using common controls such that the number of competitors in the area may result in unfair situations arising?
- Are the course lengths and climb such that the expected winning times will be near the suggested winning times?

Field Checking Taped Control Sites

There are a number of things to check when looking at taped control sites. As a final checklist for controllers, refer to the points below:

- Are the controls and the surrounding features correctly mapped?
- Are the relevant attack points correctly mapped? ·Are the tapes correctly located as indicated on the map?
- Are the number codes of nearby controls sufficiently different to avoid misreading? Watch for 161 & 191, 378 & 387, 234 & 432, etc.
- Can each control site be described with IOF control description symbols? Watch out for circles that will be larger at the scale of the final map.
- Do the control descriptions correctly describe the control sites feature as drawn on the map?
- Do the control descriptions give correct dimensions for the control site feature?
- Do the control descriptions correctly describe the position of the marker with respect to the site feature?
- For Pre-entry events, is the Start adequately concealed from the map issue and Pre-start?
- Is there any need to include map corrections such as new roads, tracks, changes in vegetation etc?

Approve Final Courses

Approval of final courses includes checking course maps, master maps, control descriptions, control numbers and master control descriptions. A short checklist is shown below:

- Do all control descriptions, numbers and positions match between course maps and master maps?
- Are the control descriptions in accordance with the IOF publication "Control Description Symbols -- Australian Edition"?
- Are English control descriptions to be provided in addition to international symbols where required?

Confirm Personnel and Equipment

Transport of equipment and rostering of personnel is the Organisers responsibility, however some equipment (e.g. maps, controls, water for drinking on courses, etc.) may be handled by the Course Planner. The Controller should confirm with both the Organiser and Planner that adequate personnel are assigned for:

- Registration
- Computer, timekeeping and resolving issues with results.
- Results display
- Start, timing, map issue (Pre-entry only)
- Finish, timing, map collection (Pre-entry only)
- Map collection at finish (Pre-entry Events only)
- Protest jury (Pre-entry only)
- Also, the Controller should confirm who in the organising party is responsible for which equipment.

Check Final Maps

The final check of maps by the Controller is very important. Controllers need to check controls and descriptions for every map to be used (either master maps or pre-marked maps). Check the following:

- Are the courses accurately drawn, are all map corrections and control descriptions shown on each map?
- Are there adequate master maps if the number of pre-printed maps are insufficient
- Do control descriptions match the course?

Putting Out Controls

After the Planner has put out controls, the controller needs to check every control site. The controller should never put out controls. At each control, check the following:

- Are the control markers placed at the site marked by the course planner?
- Are the control markers placed at the correct height to give the visibility required in the Orienteering Australia Competition Rules?
- Are the punches working?
- Are taped routes marked well?

On the Day

On the day of the event the Controller should have no set tasks. It is the Controller's job to oversee the entire event and to confirm everything is running smoothly. (The only exception here is if a protest occurs, the Controller may be required on the jury.) At some minor events, where person-power is scarce, the Controller may find themselves drawn into helping with low-priority tasks, with the Course Planner.

APPENDIX D. CLASSIC PROGRAM - EQUIPMENT KEPT IN TRAILER

IN LARGE CRATE
sticky tape, duct tape
flagging tape
biros
garbage bags
textas
single hole punch
scissors
results display bag
hire compasses
course info boxes (OY, Sunday)
cash box
block out sun lotion
folding start triangle

EQUIPMENT
ezy up tent 3x3m with walls
garbage bag holder
bunting
pigtails x 6
notice board
tables x 4, chairs x 4
map boards
25l water bottles x 2
drinking cups
first aid box
first aid backpack
stretcher
start & finish stands
clear & check stands
start, finish and "Orienteering Here Today" banners in bag

CORFLUTE SIGNS
orienteering & arrow right sign x 2
orienteering & arrow left sign x 2
logo & arrows x 6
turn off sign
runners on road

TRAILER TOOLS
mallets
hammer
connectors for trailer lights
Please use stores from the shed to restock the trailer.

PLEASE CONTACT THE OACT OFFICE IF YOU CAN'T FIND WHAT YOU WANT   OR STORES ARE LOW

APPENDIX E: EQUIPMENT STORED IN OACT SHEDS AT CURTIN
EVENT EQUIPMENT

shade tents & poles x 2
assorted signs
start clock & pre-start clock
bunting
storage tent (sq bag)
stands and stand numbers
pig tails
star pickets & caps
tomato stakes
results boards
tiles and hanging frame
graveyard poles & numbers
puma official vests
control stands
control flags
flouro vests
reflectors for night O
water bottles
finish banner poles, guys and pegs
toilet seats x4
toilet tents
string course reel
STORES
toilet rolls
hand wipes
drink cups
block out sun lotion
garbage bags
STATIONERY
clip boards
biros
textas
sticky tape
flagging tape
punch cards assorted colours

Please use stores from the shed to restock the trailer
Please return extra gear used to the sheds

PLEASE CONTACT THE OACT OFFICE IF YOU CAN'T FIND WHAT YOU WANT OR STORES ARE LOW