

# ORGANISING MOUNTAIN BIKE ORIENTEERING EVENTS

## **BEFORE THE EVENT**

(\*\* designates primarily the function of the Course Setter)

### **1. OACT Safety Policy**

The organiser should familiarise her/himself with the document 'SAFETY AND EMERGENCY PROCEDURES'. This document is available on the OACT website at [http://act.orienteering.asn.au/event\\_management/](http://act.orienteering.asn.au/event_management/). This is especially relevant in more remote or rugged areas.

### **2. Land Use Permission and Conditions.**

Check with the OACT Office, whose responsibility it is to obtain permission for events held on public land within the ACT metropolitan area (including Stromlo/Green Hills and Mt Majura forestry areas). For events on public lands outside ACT metropolitan area and on all private lands, gaining approved access is generally the responsibility of the organiser or Course Setter. 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.)

### **3. Event Notification.**

In addition to sending an Event Notification to the Newsletter Editor, advise the OACT Office of the details as soon as they are known, in particular, the directions to the event Assembly Area, courses offered, facilities provided, contact name and telephone number for enquiries.

### **4. Courses \*\***

For club events throughout the year, 3 courses should be offered as follows:

- Short (approximately 12km)
- Medium (approximately 17-20km)
- Long (approximately 25-30km).

The distances can vary depending on the terrain. Less experienced course setters are encouraged to contact the OACT office or the Mountain Bike Orienteering coordinator to seek assistance, and may wish to read "Successful Course Setting by Anthony Scott at [http://act.orienteering.asn.au/event\\_management/](http://act.orienteering.asn.au/event_management/). Note that this has been written for 'foot' orienteering, however can be applied to mountain bike orienteering.

### **5. Maps\*\***

Contact the OACT office or the Mountain Bike Orienteering coordinator to organize maps. Maps for course setting and masters are available from the OACT Office. Courses can either be pre-marked (requires entering the courses into the mapping software), or blank maps can be provided for competitors to mark their own course from master maps. Pre-marked maps should be used unless existing stocks are available.

- Existing Stocks.** Existing stocks of some older maps are available from the OACT Office (though these may need more updating by the course-setter). Courses are copied by runners from master maps prepared by the Setter and checked by the Controller.
- Pre-marked Maps.** At least ten days prior to intended date of collection deliver master maps for all courses, together with control descriptions, to Bob Allison (Tel: 6281 4529) who will arrange for the maps to be printed and advise you when the maps may be collected. For detailed procedure for obtaining pre-marked maps see [http://act.orienteering.asn.au/event\\_management/](http://act.orienteering.asn.au/event_management/)

REMEMBER TO TAKE THE MAPS TO THE EVENT.\*\*

### **5. Control Flags\*\***

The mountain bike orienteering controls differ to other controls in that they have an extra long string so that competitors can punch their cards which should be attached to their bikes. The controls are in a box marked "MTBO" in the equipment shed, and should be picked up with the other equipment prior to the event. See equipment below. The control code numbers of the flags, for course setting purposes, are 50 – 70 inclusive.

### **6. 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.

The Controller, Organiser and Setter 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
- Put up results (unless runners are asked to do this themselves).

The organiser, course-setter 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.**

The OACT equipment and stores trailer, with the exception of the event computer and control flags, are held in the yard of the Ron Reynolds Training Centre off Strangways Street, Curtin. The computer and peripherals are normally held in the OACT Office. The keys to the yard can be obtained from the OACT Office or from the Equipment Officer (in 2007/07 Tim Pulford - Tel: 6281 1035 - who lives nearby).

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 control cards, that the water cans are refilled and that you have plastic cups and bags for the disposal of rubbish.

For club events, the computer equipment is optional. It can be used to record times (does not require SI units at each control). It is much easier on the day to use the event computer to calculate times (does not require someone on the finish to record finish time and calculate elapsed time), however does require additional work at registration.

A list of suggested equipment to pick up from Curtin is as follows:

a) From the tin shed

- Control flags (in "MTBO" marked box)
- MTBO cards (plastic-coated – also in "MTBO" box)
- Chairs
- Rubbish bag holder & rubbish bag
- Any spare equipment not found in the trailer (see below) such as plastic cups etc.

b) From the trailer (optional – take the trailer to the event)

- Master map boards (if competitors required to mark own maps)
- Event direction signs
- Water containers
- Pens, tape etc
- Tables (2-3 is required)

- Chairs
- First aid kit and stretcher
- Notice board
- Cash box
- String and pegs to hang results
- Tent (optional – depends on weather. There is a shade tent in the tin shed that's easier to put up than the tent)

c) From the shed next to the trailer

- Control stands (the taller ones with a white rubber-covered head are light and relatively easy to carry).

#### **10. Timing Equipment. – OPTIONAL**

SportIdent (SI) is required for start, finish, clear and check controls at all Sunday events, and is desirable at SL events also for all field controls. The event computer and SI equipment (in a large clear plastic box) need to be collected a few days in advance. Ensure that the box includes the computer power cord with transformer, a mouse, the RED SI master unit and a set of Clear, Check, Start and Finish SI units. Check also that the box includes the extension power cord and the 12v-240v inverter for supplying power from a car battery.

**It is important that you familiarise yourself with how the timing equipment works, and that your helpers on the day include a competent laptop 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.** For detailed technical advice, contact Bill Jones on 62 586362.

## **AT THE EVENT**

### **11. Direction Signs.**

Ensure that direction signs are placed from an appropriate location to guide competitors to the event. Erect the "Orienteering Here Today" banner near the parking/registration area.

### **12. ACT Forests.**

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

### **13. Assembly Area.**

The assembly area is where competitors come to gain information regarding the event, and to register and pay their event fees. 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.

### **14. Information.**

Clearly display instructions for the day's event, list of courses offered, labelling the control 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.

### **15. Event Registration.**

The registration procedure (including SI units for timing) is explained in the website document 'TAKING EVENT REGISTRATIONS' [http://act.orienteering.asn.au/event\\_management/](http://act.orienteering.asn.au/event_management/). 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 sufficient quantities of pens and other materials are provided for competitors to complete their cards.

The 2007 event entry fees are as follows:

#### **OACT Members**

Adult	\$ 12
Junior/Concession	\$ 9
Family	\$ 33

#### **Non - OACT Members**

Adult	\$ 20
Junior/Concession	\$ 14
Family	\$ 54

**Group entry:** A single fee applies, assessed as the highest fee applicable to any one member in that group.

**Additional maps:** \$ 2.00 each for maps within Canberra metro area and \$3.00 each for maps outside Canberra metro area

**Compass hire:** \$ 1.00 each

### **15. Timing Equipment.**

Ensure that the computer is correctly assembled and connected to a car battery. Ensure that the Check, Clear, Start and Finish SI units are turned on. 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.

**16. The Start\*\*.**

The start point should be sited so that later starters cannot observe what route choices are made by earlier starters. 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.

**17. 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.

**18. 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.

**Cash Box.** The cash box contains a float of \$50. Check to ensure that the float consists of sufficient quantity of small change.

## **AFTER THE EVENT**

**19. 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 runner'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 the website document 'SAFETY AND EMERGENCY PROCEDURES'.

**20. Control Collection\*\*.** Control collection is the responsibility of the Course Setter and Controller. Any tape hanging at control sites, or other debris left behind, must also be cleared from the forest as controls are brought in. All controls must be checked and placed in a box in numerical order prior to being returned.

**21. Equipment Pack-up.** 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 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 Depot immediately after the event, when practicable, and the key returned to the key keeper within three days after the event.

**22. Registration Cards, Event Takings and Unused Maps.** The registration and control punch cards, the event takings (remember to leave the float of \$50 in the cash box) and unused maps are to be delivered to the OACT Office, unless they have been collected at the event.

**23. Results.** Unless done by the ACT Office, the Organiser is to collate results and send them to the Office, the newsletter editor and the Canberra Times.

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