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# Definition of NOC Event Responsibilities

## Planner

Liase with the Event Co-ordinator to determine the timing and type of event to be planned.

Ensure that permission has been granted. (check with Series Co-ordinator and Permissions Officer). You may also need to inform local landowners and business owners of the activity.

Consider an appropriate parking and assembly area (with all weather access), and supply Web Officer of the directions to the event.

Attempt to arrange an Organiser and Vetter for the event. Refer to the Event Organiser section (p4).

Liase with the Mapping Officer to obtain excess maps from a previous event, and arrange for supply of the latest OCAD version and course setting file.

Plan draft courses and visit the area to determine suitability, and adjust as required.

Liase with Vetter to finalise courses. Pay particular attention to any potentially dangerous areas e.g. cliffs, mine subsidence, or inappropriate areas (eg. thick scrub, swampy). Courses may need to be modified to go around, or tape off those areas as Out of Bounds.

Liase with Organiser and Gear Steward to arrange for supply and positioning of equipment.

Arrange for map printing and collection.

Arrange for collection of control stands. (preferably to collect from the previous event)

Place controls in the forest and position maps at the start.

Arrange for control collection (collection maps and helpers) and return of unused maps and equipment (in consultation with the Organiser)

Highlight and notify the Mapping Officer of any map corrections made, or areas for greater attention.

**If State Forests**- About 4-6 weeks before the actual event the Organiser or Planner needs to contact the local or regional office and meet with the Ranger. It will be required to present some paperwork - evacuation plans, Risk Analysis, an indication (map) of the area to be used, +something else (??).

## Organiser

Liase with Planner and Equipment Manager to arrange for supply and positioning of equipment.

Set up the assembly area, and signage. Liase with Desk Officials and SI Operator for any requirements.

Arrange for packing up of equipment, co-ordinated with the Equipment Manager.

## Vetter

Liase with the Planner to ensure that courses meet the correct course standards and that controls will be placed in the correct position. Advise of additional map corrections if required. Be mindful of any on course hazards e.g. hard to see barb wire fences, subsidence, cliffs, thick scrub. Such areas should be taped or avoided.

## SI Operator

Liase with the SI Co-ordinator for supply and return of the SI equipment.

Complete the set-up of the SI system in readiness for the event. (Control sequences will be supplied by the Mapping Officer after map printing has been completed)

Operate the SI system during the event. (A helper would be required to allow participation in the event)

**NB. This list is ongoing. There may be additional requirements for specific events.**

# Event Safety

Major incidents at orienteering events are rare, but do occur. ONSW has developed a number of regulation guidelines to ensure safety and fairness in the development and execution of events. These can be found at http://onsw.asn.au/resources/association-manual.

**Please read** and, where appropriate, **implement** these regulations.

- Event Safety (4.13);
- Search Plan (4.17); and
- Event Cancellation (4.20).

You, as Planner, are responsible for implementing these Regulations at the event(s) you are planning. Course planners and controllers also have responsibilities. Any decision regarding search and rescue, or event cancellation should be made in conjunction with the NOC safety officers. (members of the executive).

These rules are to be used at all ONSW sanctioned events, including those organised by affiliated clubs, in order to ensure the safety of participants and those involved in event organisation.

The purpose of these rules is to:

- ensure that event organising personnel are aware of processes necessary to manage event safety;
- hazards are recognised and removed or managed at the event planning stage as far as practical;
- all participants are made aware of potential hazards as far as practical;
- participants know what to do if they get lost or have an accident;
- and organising personnel know what to do in case of an accident or participant becoming lost.

Both organising personnel and participants are responsible for safety.
At the event planning stage, the event organiser and course planner are responsible for implementation of all safety procedures. The organiser must stop, postpone, or cancel a course if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators. At events for which a controller has been appointed, the controller has final responsibility.

# Foot Orienteering.

## Course Specifications.

What type of event is it? Talk to the Series Coordinator about the event and the courses to be offered.

NOY, Minor, Training, Point-to-Point, Score ???

**NOY Events** are point-score events and will have eight line courses-

suggested winning times, course lengths (these would vary depending on the terrain)

| | | |
|---|---|---|
| Very Easy, | 20min | 2 km |
| Easy, | 25min | 2.5 km |
| Moderate Short, | 30 min | 2.5 km |
| Moderate Long, | 35 min | 3.5-4 km |
| Hard Short, | 30 min | 3-3.5 km |
| Hard Medium, | 40 min | 4.5-5 km |
| Hard Long. | 50 min | 7 km |

Pre-marked maps will be used for NOY events, requiring the Course Planner to also use the Course Setting module in OCAD9, to prepare each course and control descriptions. The control descriptions will not be printed on the map.

**Minor Events** are used to help increase orienteering skills for all members. Pre-marked maps are not generally used. Competitors are generally expected to draw their course onto their map, before their start time and ask questions of the coach or more experienced orienteers. It is also an opportunity for less experienced orienteers to try a course of a harder standard without affecting their NOY points.

Generally, minor events will have six point-to-point courses- Very Easy, Easy, Short Moderate, Moderate, Short Hard, and Long Hard. Other course styles may also be used, eg Score. Minor events can also be used as training activities so skills development exercises can also be set eg No codes, Line and corridor exercises. (If you would like to set a variation to the standard line course, please discuss with the Series Coordinator and the Coach)

## Course Standards.

**Very Easy:** Course must follow handrails and use large obvious features along the handrails as control sites. Many controls should be used. Limited compass for orientation of map only - no bearings.

**Easy:** Easy controls using handrails and introduction of contour handrails (spurs, gullies ). Some route choice (follow handrail or cut across). Large obvious features up to 30 metres off the handrail as control sites. Limited compass but no accurate bearings required.

**Moderate:** Route choice with good attack points near controls and catching features behind. Use of compass bearings and pacing introduced. Control sites on smaller point features.

**Moderate Short:** Should be designed to be a middle step between Easy and Moderate.

**Hard:** Very difficult navigation. Small point features, no obvious attack points, no handrails, etc. Use of detailed areas on the map. It may be difficult to set completely Hard courses on some maps.

## Control Descriptions.

**Symbol Descriptions** should be prepared for Moderate and Hard courses.
**Text Descriptions** should be prepared for Moderate, Easy and Very Easy courses.

# Organisation.

NOC organisation requires a planner, organiser, vetter and SI operator to nominate for each event. The club will endeavour to supply people for these tasks, but it would be to your advantage for you to recruit an Organiser and a SI operator. Coordination is needed for the event planning and you may need to coordinate with the other NOC officers.

1.Generally permission will have been organised for use of the land by the club on your behalf.

2.Decide on assembly area. All weather access or alternate plan. Parking. Conflict with other users. Have a plan of the assembly area for start, finish, registration, results etc. What if it is wet?

3.Notification in on website to include (a) directions to event, parking, assembly and if extra time may be required to get to the start. (b) Type of event and description of courses. (c) Facilities or lack there-of. (d) Any special notes.

4.Map Area; stands (note code numbers), flags, streamer trails, wrong way signs, water and cups, out of bounds area and hazards need to be taped.

Road signs: directions and warnings
All other signs at assembly area, start, etc.

5.Assembly Area:
**Event signage**: Special notes (keep information to a minimum), Display maps, Warnings if necessary, Safety bearing and course closure time.
Pre-Registration: Entry slips, control descriptions, pens that work, sticky tape, symbols sheet, tables for these. First-aid kit. For non pre-printed map days- master maps on boards with pens that work and spare pens.
**Registration**: Cheryle Todkill and Joy Guy have volunteered to be available to run the registration desk at each event, but you will need to provide the shade tent, tables, chairs, and other equipment for them. They will bring start sheets, moneys, SI sticks, Landowner consents and Disclaimer forms.
Geoff Todkill will generally bring the esky with club drinks for sale.
**Start**: Beeping clock and back-up clock. Map Trays. For club events the maps and SI Start Units should be placed in the start triangle.
**Finish**: Tables and chairs, pens, clock, spare paper for noting problems. Header board and blocks for results display. Water and cups.

6.Wet Weather: Plan for the worst possible weather. Have cover for information, registration, and finish. The club gear van normally has 3 tents available for use. Be prepared to consult with the President if there is a chance that the event may need to be cancelled.

7.Control Collection: It would be beneficial for you to prepare collection maps and arrange for your helpers.
**NB. No controls can be collected before all competitors have returned to the finish.**

It is hoped that planners and organisers attempt to involve more club members to help in conducting events.

# Equipment.

The club has a mobile gear van that contains all the common equipment. An Organiser should be arranged so that the gear turns up early to events. As course Planner you should concentrate on ensuring all controls and signs are accurate on the morning of the event and worry less about setting up the assembly area. Although the advertised start time is 9:30am, registration desk staff, know not to allow first starters until the Planner has given the OK they are happy controls have not been interfered with since placing them. You should not feel pressured by people turning up early hoping to get an early run. Competitors that turn up early can be tasked with helping set up the assembly area.
Planners should collect sufficient controls, control flags and directional signs at the previous bush event. Any gear taken from the van should be notified by leaving a note under the windscreen wiper or inside if weather is poor. Please follow this up with an email to the Gear Steward, Peter Newton to confirm. The rest of the gear required (tables, chairs etc) will turn up in the gear van on the day.

The Planner should pre-prepare a mud map of key assembly area information (where it is, where finish is) and give to the organiser who can then supervise setting up the assembly area. Organisers should oversee setting up the assembly area and develop a clear mud map for positioning of equipment (start and finish flags, desk setup etc). The Planner needs to be free to make a final check on any Easy controls that might have been stolen/moved.

Make sure you provide clear instructions to the equipment van operator on how to get to the assembly area.

As Planner you have carefully considered where to locate the assembly, start and finish. At the event prior to yours, you should sit down with the containers of signs and select those signs that you deem necessary to get people to the event (so orange directional roadside signs) and any 'stop, wrong way' type signs you might want to use on Easy courses. Arranging to collect signs, stands and control flags at the previous event minimises the need to hassle the gear steward for a time to come collect gear. The gear van has most things you are likely to need for an event e.g. 50mm wide bright orange plastic tape to make streamer trails, or red and white stripe to tape off dangerous areas, water containers for in the bush and at assembly area. If in doubt, or you have any special needs, then give the gear steward Peter Newton a call on 0438 516 257. Preferred method of contact is by email: gear@newcastleorienteering.asn.au

The gear van will stay at the end of the event to stow away all the equipment ready for the next event. Planners can assist by preparing control collection maps in advance and asking people if they could help collect controls. That way everyone gets to leave the event as early as possible without leaving the Planner to go and collect controls. Controls should be bundled in groups of 5 (so 200-204, 205-209 etc) for ease of storage. Control bundling is also the best way of ensuring no control stands are accidentally left in the bush. There are 2 sets of stands: 100 upwards and 219 downwards plus a double 250. The sets are used on alternate events and should be collected at the previous event e.g. if set 1 (100 upwards) used at NOY1, then plan on 100 upwards for as many controls are needed. So if need 52 controls then collect at least 100 - 155 to allow for a couple of spares. e.g. if set 2 (219 downwards) is to be used for NOY2 and 63 controls are required, then plan on using 155 - 219. So there may be the odd occasion when so controls in the bush need to be collected for use at the next event.
Tethers available, 4 very long blue, 22 short red, 24 intermediate yellow, 24 long green tethers, making a total of 70.

Please report any damaged equipment to the Equipment Manager. Please ensure all controls are brought in from the bush, check them off on a master map and lay all bundles of stands out on the grass to check. BOSS/MTBO controls: SI numbers are 101-109, 111-119, 121-127, 131-135. In the case of back-to-back events, a second set of corflute controls is available, with 2 as the first digit, so 201-209 etc.

Please advise the gear steward well in advance of any impending events as SI units may need to be taken off stands.

# Mapping Standards

Bush and MTBO will use the IOF mapping standard (There is an edition for Foot and for MTBO)

Park maps will use the IOF Sprint standard.

Street
The mapping standard for our Street Maps has evolved over a number of years. The base map will be given out in the correct mapping standard. If you are drawing a new map ensure that you have obtained to latest Street Standard map. (It will contain advice for the use of each symbol)

BOSS
NOC BOSS Maps will use the MTBO mapping standards, and also the special symbols for 1, 2 and 3 point controls.

# Obtaining and Preparing the Map.

Contact the Mapping Officer to obtain the latest OCAD Map file and Course Setting File (for NOY), and a number of copies of the existing paper map for initial planning.

Complete course setting and note any necessary map corrections. These must be detailed on paper copy and returned to the mapping officer. If you are unsure of a map correction, ask a more experienced colleague to help check.

(These will be kept in an archive to track any changes made to the map)

The OCAD map file can then be prepared ready for printing.

**# On our large maps that contain a number of small area maps, any map corrections must be made on the master map, then produce a partial map and place the supplied frame into position.**

The procedure for this is:

- Select the relevant map border (drawn in purple);
- Extra Menu / Partial map / Use selected object / OK
- Save as ……partial
- Open the partial map- File Menu / Open / (……partial) / Open
- Toggle back to the large map file; (Window Menu) Select and copy all symbols in the individual map frame supplied.
- Toggle back to the partial map, and paste. Keep all symbols active by not clicking anything. Move to line up the register cross. Note that it has the map shape built into it. (Best to align the purple shape in the centre of the screen so you don't have to move too far)
- Change Version date and delete any of the purple map borders from the other map areas.
- Ensure that the event map has Emergency Information clearly shown.
- Save file and add date to file name.

This procedure will allow any course setting to still line up. You will need to open the partial map as a background map into the Course Setting file. (Background Menu / Open)

(The map files will have been sent to you at the correct scale and with the correct colour settings for our printer. There should be no reason to change them)

# Some thoughts on course setting for local events.

## AIMS:

(i) Make courses enjoyable for competitors.- No rubbish vegetation. Fair and accurate controls.
(ii)Make courses challenging. - As far as their difficulty level allows and the area and map provide.
(iii)Try to test many orienteering skills. -contour interpretation, use of compass, distance judgement, map detail, route choice etc.
(iv)Think safety. Avoid (or provide warnings). -subsidence cracks, slippery rock, thick bush, steep (gravel) slopes, traffic etc.
(v) Avoid (a) Controls closer than 30m to each other. (On any type of feature)
(b) Controls closer than 100m to each other on similar features.
(c) "Mickey Mouse" controls in the middle of nowhere or in the middle of thick ~~scrub~~ (green) the detail and accuracy of the map must allow people to navigate to controls.
(vii) Balance the labour for the course setter with the demands of the above.

## IDEAS:

NB. Orienteering is labour intensive so give yourself plenty of time to do what is expected and leave time for the unexpected.
SUGGESTED STEPS:
(1) Depending on your past knowledge of the map and area, consider an appropriate parking and assembly area (with all weather access) and capacity to handle the expected numbers (50-90). Parking and assembly may be slightly separated if the parking area is considered to be safe from vandalism. Carefully consider traffic flow and parking when on or near a major road.

(2) Plan, on a copy of the latest version of the map, a set of possible courses. Start and finish should be slightly separated for clarity of master maps.

(A) Plan **Very Easy** (1.6-1.9-2.2km) and **Easy** (1.9-2.2-2.5km) courses first. Try to have just one start for all courses, so look for a suitable **Very Easy / Easy** start that allows interesting first legs for other courses. The pre-start does not have to be at the position of the start. A streamer trail may lead to the start.
**Very Easy** courses must follow handrails (mainly tracks or fences) with control stands and feature clearly visible. Adults setting **Very Easy / Easy** courses should get down on their knees to check if a control is clearly visible from a track at the eye level of children. For **Very Easy** courses, all crucial turning points need a control. (Or, possibly two to five metres along the exit track to get participants "around the corner". **Wrong Way** signs need to block incorrect choices. **Easy** courses have controls just off (20-30m) a handrail. Competitors need to know where they are along a handrail before turning off. Therefore **Easy** controls should relate to definite features along the handrail.
The **Very Easy** (and possibly **Easy**) may need a streamer trail if no track network is fully suitable. The streamer trail should use "friendly bush" areas with little vegetation underfoot.
**Easy** courses could have controls just off the streamer trail, but the exact location of the streamer trail must be shown on the event map and competitors warned that **Easy** controls may be just off this trail.
(B) Plan the longest HARD course next. Try to consider (1) Short legs and changes of direction in detailed areas of the map. (2) Long legs with plenty of route choice. (3) One or two suitable water control sites. (Maybe, add another simple control so as not to give away a detailed site by having people milling around.
(C) Decide on a rough plan as to where the other **Hard** and **Moderate** courses could go. Try to avoid having courses going in alternate directions, as this can lead to an element of luck if one competitor sees someone coming out of a control to which they are navigating. For the same reason, avoid dog legs.

(3) With the above in mind, set aside at least 4-8 hours (depending on your fitness to check things on the run) and visit the area and thoroughly check (and tape, when totally happy) all control sites. Keep in mind other possible sites that you may need when doing final adjustments later. Make a clear and complete set of map corrections. Major changes to tracks, vegetation and gully or watercourse detail should be noted for all possible route choices on all possible courses. Smaller detail (ant nests, termite mounds, car wrecks etc) should be added or deleted to help the navigation around control sites. These changes need to be made on the map file before printing.

NB Consider and traverse all course legs as well as all control sites.

(4) Return home and repeat step 2 with the knowledge you have found in the field. You would be extremely lucky not to feel that you want to change some things. Remember ! If you are in any doubt about the accuracy of the map for a particular leg or control site, then GO ELSEWHERE. (The maps are generally prepared by amateur survey. Errors will occur. Changes will take place.)

(5) FURTHER CONSIDERATIONS

(A) Maps are generally made using relative mapping techniques (absolute, may come with GPS) ie. Features are "accurate" relative to each other. Control sites should be on features to which the orienteer can navigate. An ant-nest on a broad flat spur, in green, is NOT a control site.

(B) Only use mapped features as control sites. The description that you give in the control description lists must match the mapped feature. If you think that a rock-face is more like a boulder then it needs to be changed on the map.

(C) **Easy** courses (may be **Very Easy** - with help of streamers) may follow down a watercourse, because, all branches will end up in the one main channel. Not going up, where there are many decisions about which branch to follow.

(D) The top competitors can probably cope with some rough or thick terrain, if it is accurately mapped and the course is balanced with plenty of good running fine navigation terrain. Most competitors should be encouraged (by control setting) to stay out of thick or rough areas.

(E) Do not hide controls. Look for the most open part of a watercourse. Avoid being close to a big tree that may obscure the view. Don't tuck controls in so close to a boulder or rock-face that it cannot be seen, even when on top of the rock.

(F) **Moderate** courses need to use big obvious features, either as the control site or as the attack point/ catching feature for smaller, but clearly defined sites.

(G) Keep the number of control sites to a minimum. (At club level it is hardly likely that any site would be over used even if it were part of many courses.) Don't overburden yourself with controls to put out and collect.

(H) When numbering control sites, even at the planning stage, try to use the actual control stand numbers. (Every change is a potential chance of error.)

(I) A possible strategy is to have all controls in place, (with any controls likely to be disturbed by the public) ~~or~~ hidden behind a log or under leaf litter, by the day before the event, so that on the morning of the event all that is needed is to run around and stand up the hidden controls. (If you can remember where they are.) This way you don't have to worry about carrying a number of stands or what are the code numbers. Some spare controls or a hanging flags with punches should be carried in case something has been shifted or lost. (Stands laid down to avoid interference can be tethered to a tree ready to be stood up.)

(J) If more than one **Moderate** course is being offered (NOY events) then we are trying to make the shorter **Moderate** course an "**Easy** / **Moderate**" course. Try to use harder **Easy** and easier **Moderate** control sites rather than creating a full set of new sites. One or two new sites might be needed.

(K) Your overall master map is crucial to the whole event. Check it thoroughly. Check that control descriptions are full and accurate.

# After the event:

The entry/results slips include the competitors' acknowledgement of the conditions of entry. Ensure that the entry slips for all competitors are collected when they are removed from the results blocks, and send the bundled slips to the Club secretary. The bundled slips (from each event) will be retained by the club until the end of the following year. (ie at least 12 months).

NB. If there are additional special forms required by the landowner/s, these should be supplied to the club member who was dealing with the landowner.

This event manual contains useful tips, learning from past mistakes. So if you notice something during your event, then please be sure to pass it on so the quality of events improves over time.
e.g. a comment like "this part of the map seems strange" presents an opportunity for someone to go an check.
Any new mine subsidence should be noted: Denis maintains good relations with landholders by passing on such information.
You may wish to pass registration details of freshly burnt out cars on to police (it helps the owner claim insurance quicker if the wreck is recovered).