

Prior to the event

Map and Question Sheet

- On the map - check the control circles are in the right position and labelled clearly and correctly
- Question Sheet - check the questions and answers are correct and not easy to confuse (maybe capitalise every second question's answers and space out similar questions)
- Keep the questions and answers as concise as you can so the print isn't too small to read
- Ask someone to check the course before printing
- Email finished map and question sheet files to Geoff Todkill in time for him to print and deliver them to the previous event for you to pick up. (email: gctodkill@bigpond.com)

Collecting the Gear

- Check if you need any special gear and email Sam or Peter before the previous event (email: streeto@newcastleorienteering.asn.au or bap1551@cnn.net.au)
- Will you need tents on the day if it rains? Let Sam or Peter know asap.
- Collect all the gear at the end of the previous event (or arrange someone to pick it up for you)

Ready for the day

- Organise 2-3 people to help out on the day at the finish - marking answers and adding up scores and someone willing to help on the computer with times (we will show you what to do).
- Once you have the maps and clues printed, check all clues again in the few days before the event (or early on the day) just in case there has been a last minute change.
- Write or type up any special instructions ready to put on the noticeboard (eg. dangerous road crossing points, special out of bounds areas, etc)
- Fill up the water containers with fresh water to take to the event.
- Plug in the orienteering laptop and emergency phone to charge them up before your event.

On the day

- Arrive with plenty of time to set up (other people may arrive early and help set up but try to organise one or two people to help you just in case). As organiser you are not obligated to let anyone start early. Participants should arrange with you beforehand if you are ok for them to have an early (or late) start.
- Decide where the finish, registration and start will be and where the results will be hung up.
- Put up the orienteering flag in a visible spot and the start and finish flags and SI units at start and finish. Put clear and check units near to start in a visible location.
- Synchronise clocks - small one each to registration, finish and start and beeping clock to start.
- Start will need the blocks and trays, a small clock and the beeping clock. Make a start triangle on the ground with red/white tape and tent pegs. The start team will set up the rest of their gear.
- Set up registration with start-sheet, entry slips, pens and highlighters, tape and small clock, key box and question sheets. Put the water container (filled with fresh water) and cups nearby.
- Tape the blank maps to the noticeboard with any safety notices (eg. busy road crossing points).
- Hang up the block hanging board with rope in a convenient location (not too near the finish).
- Set up the finish with computer, space for blocks, pens, clock, and answer sheets for marking. Turn on the emergency phone (and turn it off again when packing up after everyone is back).
- Afterwards pack up the gear and hand on to the next event organiser.