

GUIDELINES FOR FOREST / FARM EVENT COORDINATORS

Venue		Date
Setter		
Controller		
Coordinator		
Map storage	Wilsons	636 4539
Equipment officer	John and Rae Powell	624 1513
Events coordinator	Scott Vennell	529 0150

Helper timetable

	GATE	START	FINISH	REGISTRATION
09:30 - 10:00				
10:00 - 11:00				
11:00 - 12:00				
12:00 - 13:00				
13:00 - 14:00				
14:00 -				

The Coordinator's responsibilities are to approve the Setter's proposed registration, start, finish, and master map areas, ensure the event is publicised; arrange for helpers and supply them with the necessary information; ensure the gear is available and arrange for its transport; supervise on the day.

At Least 1 Month Before the Event

- Ensure newspapers, AOA magazine editor have notice of Event
- Liaise with Setter / Controller, ensure planning is on schedule, check Registration, Start, Finish, master map areas, taking into account access, parking, shelter; toilets, gear available and distance to be carried.
- Arrange collection of forest key if not done by Setter or Vetter
- Organise helpers for the event
 - Forest gate 1 person for every hour from 9:30am to ?
 - Finish 2 people for finish from 10:30 to course closure plus someone to post results on board
 - Start 1 person for start per hour
 - May require someone to direct parking

Up to One Week Before the Event

- Arrange collection of Campomatic from Equipment Officer, check required equipment available (see list)
- Ensure there are sufficient supplies of purple pens, envelopes, and change in cash box.
- Prepare handout information sheet if required

On the Day of the Event

- Put up direction signs to event - allow for Orienteers driving from North as well as South
- Ensure details of courses, grades, entry fees, and prestart procedures are displayed
- Synchronise start and finish clocks
- Set up caravan with maps, plastic bags, cash box

- Set up start - tape route to master maps; banner; table, chair, clock, map shelter if needed, map boards, pens
- Set up finish area - erect tent if necessary; table chair, paper, pen, finish banner; finish chute if necessary
- Set up toilets
- Set up water for both start and finish
- Check that all competitors have returned

After the Event

- Clean display boards
- Check someone is notifying newspaper of results for provincial and New Zealand championships
- Ensure money collected is banked, Club Treasurer notified; leave sufficient change in cash box for next event
- Claim expenses from Club Treasurer
- Return and pack Campomatic. Allow wet equipment to dry
- Advise Equipment Officer of any equipment lost, damaged, or depleted

Equipment required for farm / forest events

- Maps (liase with Setter)
- Clipcards and control description sheets (liase with Setter)
- Master map boards
- Envelopes and envelope box for results
- Clocks and batteries
- Noticeboard for instructions and event particulars
- Start banner
- Finish banner
- Orienteering banner
- Results banner and string
- Club flag
- Fill large water containers for finish
- Drinking cups
- Purple ball point pens
- Plastic bags for maps
- Stapler and staples
- Felt tip marker pens, wet weather pens
- Instructor bibs
- Orienteering direction signs
- Tables and stools for registration, start, finish, etc.
- Cash box with float
- Orange covers or underlays for master maps
- Open end white tunnel tent and poles
- Club membership forms and coming events sheets
- First aid kit
- Start grid and finish tape
- Toilet seat
- Toilet tent
- Spade and auger
- Large plastic bags for toilets
- Finish control ZZ
- Rubbish bags
- Mallet for tent pegs
- Finish number stamper
- Hammer and nails (to put up Orienteering direction signs)
- Information sheet (to hand out at forest gate)
- Instructions to be read out at start (liase with Setter)
- Start triangle

GUIDELINES FOR FOREST / FARM EVENT SETTERS AND CONTROLLERS

Venue

Date

Setter

Controller

Coordinator

Map storage	Wilsons	636 4539
Equipment officer	John & Rae Powell	624 1513
Events coordinator	Scott Vennell	529 0150

Setter's responsibilities

The Setter's responsibilities are to plan courses appropriate for the Orienteering Event for the approval of the Controller. Planning also includes selecting Start/Finish areas and registration. The Setter also places and collects controls.

Controller's responsibilities

The Controller's responsibilities are to advise and evaluate the courses and control sites proposed by the Setter to ensure that they provide the appropriate technical and physical difficulty. The Controller approves the courses proposed by the Setter, checks control descriptions, master maps, map corrections, clip cards, and notices to Event participants. The Controller will collect the event results and publish them with Setters and/or Controller's report, acknowledgments, course ranking's, coming events, and Club Secretary's telephone number. The Controller should appoint a 3 member jury for protests and sit as a non-voting member on the jury. Supervise the general organisation of the event and ensure rules are kept.

At least two months before the event

- Ensure AOA magazine Editor has details of the Event
- Obtain maps from map storage. Check with Events Coordinator for an estimate on number of maps required.
- Plan courses at least 2 months prior to event. Consult previous courses on the map for a guide to course lengths and climb (Events Coordinator will have these). See course specification (AOA rules for OYs or NZOF rules for Badge events) or consult AOA Technical Officer.
- Visit control sites and record control circle on map, control description, and control description. Place controls and flags. Setter and Controller should do this together. Mark sites with pink spray.
- Check with event coordinator the permission for map area is obtained for all visits to the area. Check and that forest on map is not to be felled prior to event.
- Plan the area for start and finish. The walk to the start should avoid areas where other runners can be seen. Finish may be visible from car parking and registration area to allow spectators to see runners. From the last control to the finish should be a clear run - no fences, remove large trimmings, use tape.
- If using tape to finish it should be unambiguous - if other courses tape to last control (course 8 may do this if there are no handrails) then stop tape to last control short of last control.
- Plan car park area. This may require additional permission from landowners - a farm paddock, or Inland road used during a week day.

Three weeks before the event

- Obtain required number of control standards and flags from Equipment Officer
- Finalise the courses
- Prepare and copy control descriptions (the club computer should have this capability soon)
- Prepare master maps (normally used for OYs). 3 copies for courses 1 to 5. 2 copies for courses 6 to 8. Copy map corrections on to master maps. Make 3 copies of map corrections. Mark master maps with a large clear course number so that runners can easily identify their own master maps. Ensure that purple marker pens work.
- Select control(s) for water stop. This may be 1 or 2 common controls for courses 1 to 6. Place 2 litres for every 10 competitors.
- Prepare 3 copies of master map layout with every control marked on it

Up to one week before the event

- Place controls on sites marked previously with pink spray
- Print required number of control descriptions and master maps. Use the Club computer and Plotter to do this.

On the day of the event

- Place drinks
- Be available to help with all aspects of the event
- Lay out master maps on boards. Place large numbers on each map to identify the course.
- Organise punch cards for checking finishers' clip cards (may use first 3 similar cards)

After the event

- Pick up controls with helpers
- Claim expenses from Club Treasurer
- Controller to publish results