



ORIENTEERING TASMANIA

POLICIES AND GUIDELINES

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KEYS TO ORGANISING SUCCESSFUL EVENTS

1. Understand what tasks need to be completed and by when
2. Start organising the event early
3. Double-check all important steps
4. Seek help if you need it

ROLE OF THE EVENT ORGANISER, COURSE PLANNER, AND CONTROLLER

The organisational structure for an orienteering event depends on its size and importance. Events in Tasmania generally only require a Course Planner and Controller and the purpose of these guidelines is to focus on these roles.

An extremely important characteristic of the relative roles of the Planner and Controller is that every important activity is double-checked. For smaller events it is often convenient to share the role of the Planner and Controller between the team depending on the relative experience and interests of each team member. However EVERY important step should be double-checked by someone else on the team.

Event Organiser (large events only - Eg Tasmanian Championships and bigger)

- Overall event coordination
- Establish the timeline for the event
- Establish a checklist of what has to be done and by whom
- Arrange sponsorship after consulting with the Orienteering Australia Councillor or the Orienteering Tasmania President
- Arrange publicity etc

Course Planner

It is the role of the course planner to plan challenging courses for the event appropriate to the state guidelines. See [Course Planning Guidelines](#) and [Event Types](#)

- Chooses the control sites,
- Determines the shape and length of the courses
- Determines location of water controls
- Prepares draft control descriptions
- Initially locates control sites in field

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Course Controller

The controller is responsible for all technical aspects of the event, but should avoid doing anything other than a checking role. The overall objective of the controller is **to ensure that the event is fair and fun.**

Some key tasks that the controller should be involved in are:

- Check that the map is of a sufficient standard, particularly if the map is new.
- Check that the Planner has contacted the landowner(s) to gain permission to use land
- Ensure that the courses are set to the correct standards of length and difficulty
- Agree with the Planner on a preferred method for taping, checking and coding control sites, and recording draft control descriptions.
- Check controls are in the right place and that they are fair;
- Check that controls are correctly marked on master maps or competitors maps if pre-marked.
- Check that control descriptions are in accordance with International Orienteering Federation (IOF) guidelines (control descriptions link in Policies page.).
- Ensure that the administration of the event will be fair to competitors in respect to things such as timing, control card checking, results posting, food stalls, crèche, toilets, event information etc.
- Ensure that Safety Checklist is completed and that health and safety aspects such as water, first aid, and emergency procedures are provided for.
- Provide a disputes resolution process, eg jury
- Ensure results are provided to the Statistician after the event (Planner or Organiser usually does this).
- Ensure other post event tasks are completed; collection of controls; return of equipment (Planner usually does this); money to the treasurer etc

ORIENTEERING AUSTRALIA (OA) COMPETITION RULES / GUIDELINES

Organisers setting courses can make good use of rules and guidelines developed both in Australia and overseas.

See the [OA Competition Rules](#) for the current rules.

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STEP BY STEP GUIDE TO EVENT ORGANISATION

The following series of steps assumes you are organising a TOS or State League event. The process is similar but simpler for Local Events.

At Least Eight Weeks Before

- Form your organisational team and allocate responsibilities.
- Ring the Mapping Coordinator (currently Greg Hawthorne, Ph 6267 5023) for southern events and Paddy Pallin in the North to ensure at least 200 maps (for local or schools events) and 150 maps (State events) are available for the area.
- Visit the area to select an Assembly and Start area taking into account access to the preferred terrain, parking and suitability for moderate navigation and novice courses. At the same time telephone or visit land-owners (both private and Crown land). Introduce yourself as a representative of OT and request permission to conduct an event on the planned date. Take plenty of time and listen carefully. Inform them which days you'll be on the land, car type and colour and a contact phone number. Give them a map if they don't have one and explain the detail on it if they express interest. Invite them to come along to an event. Discuss any out of bounds areas, gates and fences, any special requirements and where you would like the Assembly area.

Many landowners require a copy of OT's current Public Liability certificate. The OT Secretary sends this to State and Local Government authorities, and private landowners who have previously requested it, early in the calendar year. If a copy is required, contact the [OT Secretary](#) giving the landowner contact fax or postal address and a copy will be provided.

Note: It is especially important that this be done well ahead of the event date to ensure that alternative arrangements can be made if the area is not available. EVOC contact all landowners at the start of the Calendar year. Check with EVOC officials to ensure this has been done.

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- ❑ Give details of event to the [Newsletter Editor](#) for inclusion in the OT Newsletter. The closing date for this is the 12th of each month. If pre-entry is required you have to ensure the pre-entry form is included in the newsletter well before time. Details of events in June for example should appear in the May newsletter, which should be lodged with Editor by 12th April.

Information required includes:

- Map name, scale. ("Littlechild Creek" alone is unsatisfactory as not everyone knows where it is. So say "Littlechild Creek", St Helens., or "Sandstone Valleys", Melton Mowbray etc.
- Name of organising club, course Planner and Controllers names and contact phone numbers
- The courses available. It is not satisfactory to simply say "TOS 5, usual 8 courses." Cater for the beginner, and list out each course number, its length, and climb. (These don't have to be dead accurate at this stage.) So then people have time to consider what course they might run.
- How to get to the Assembly area. Don't simplify these. Spell out the details so that a Newcomer is not left bewildered by your instructions.
- Any special information such as notification of a long walk to start, pre-entry, badge event or other non-standard fee, use of Sportident etc.

At Least Four Weeks Ahead

- ❑ Carefully review OT's [Safety Policy and Guidelines](#)
- ❑ Carefully review OT's [Course Planning Guidelines](#)
- ❑ The Planner sets the courses on maps, and has the Controller or another experienced orienteer checks them. Set novice, moderate and shorter hard navigation courses first. Decide where water controls will be required
- ❑ Sportident is required for State League events, is expected it will be used on TOS events and is optional for all other events. If Sportident is to be used review OT instructions on its use ([document to come - check Director Technical](#)).

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- If Sportident is not being used visit your club equipment store to obtain a list of control codes available.
- Go out to the area to tape the control sites and to make any necessary map corrections. Mark the exact location of control sites using survey flagging tape. Record the control code on the tape with indelible pen. Describe in full detail the control site, dimensions and location of the flag relative to the feature. Prepare an overall master map showing all control sites and the planned control codes.
- Have the Controller check the taped control sites against the master map and descriptions. This preferably occurs on a separate visit². The Controller should especially check that novice and moderate control sites and course legs are not too physically or technically difficult.

At Least Two Weeks Ahead

- Arrange for helpers for the start, finish and registration tent. Ensure there is a supply of Non Member registration cards and arrange for a novice instructor to be available.
- Calculate course lengths and climb carefully. See [OA Rules](#) Clause 16.3 for a guide on doing this. Prepare an Event Information sheet detailing any special information, safety issues, acknowledging the landowners, giving the length and climb of the courses offered and describing the length and direction to start. Also indicate if map corrections will be required. [OT's Safety Policy and Guidelines](#) should be reviewed again at this point.
- Prepare sufficient numbers of control descriptions. International symbols should be used for TOS, State League and Championship events for at least the hard navigation courses. An easy to use computer program (CONDES) is available to print either international or "English" descriptions. Email [Greg Hawthorne](#) to get a copy.
- Check contents of the club gear store against inventory and talk to your Club's equipment officer if anything is missing or broken. Collect from your club's store the correct control stands plus spares and enough flags for every stand.

² An efficient technique is for both Planner and Controller to go to area on the same day. Each puts out tapes on half the area and checks the other half.

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- Prepare sufficient pre-marked maps if applicable. This can be done by hand drawing or using a “map marking box” (available from EVOG and used for large quantities of maps). All pre-marked maps should be carefully checked. CONDES and OCAD also have good facilities for pre-marking maps but generally this is only useful for A4 sized maps (possible A3 in the future).
- For TOS events, make:
 - 1 Master Map for course 1, 6, 7 and 8
 - 2 Master Maps for Course 2
 - 3 Master Maps for courses 3, 4 and 5.
 For Local events make three copies of master maps for each course.
 Put relevant map corrections and clue sheets on the FRONT of each master map. Get somebody else to check all the master maps and clue sheets against the overall master map.
- Ensure time registration (start) sheets are available. For those courses with only one master map, rule out every second and third two-minute time slot. For courses with two master maps, rule out every third time slot.
- Buy pens, tape etc. as required.
- If required, make at least two map correction maps showing all corrections, numbered in sequence around the edge. Make more copies if there are many corrections.
- Make two more master maps showing every control position and stand number for putting out and collecting controls. Get somebody else to check these maps against the overall master map.

One Week to One Day Before

- If using Sportident, arrange for computer to be programmed for the event using Comp-O and the OT participant database. (See link to Sportident Guidelines). Contact the Technical Director (ph 6225 1738 mob 0407 873 845) for assistance. Arrange for OT's Sportident e-cards for hire to be at the event.
- Load stands into carriers and check that you have the necessary code labels to attach to the stands. At each control point check location, number and clue sheet description for each course using that control. Check the control number against the number on the

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flagging tape. Note, it is preferable that the stands be put out by someone who has previously visited the control location. For non-Sportident events record punch patterns on master control cards. Remove tape marker and put out all controls except those that might be stolen.

- Use coloured tape (yellow and light blue are good) or coloured flags (not control flags) to provide a handrail for novice courses where necessary.
- Place water at appropriate sites.
- Put master maps into their map boards and check that the pens work. Ensure map corrections and control descriptions are shown on each master map.

On the Day or the Day Before

- If using Sportident, program the base stations using SIManager at the latest possible convenient time before installing them onto the control stands.
- Fill water containers, put out road signs and last controls. Set up tent, toilet, start and finish and map marking tent if wet. Note that the preferred method of hanging signs is to use the eyelets with rope - minimise the use of nails.
- Complete the Safety Checklist.
- Synchronise clocks and organise helpers; 2 in the tent, 1 or 2 starters, 1 finisher, 1 novice instructor and at least 3 good orienteers for control collection and possibly search and rescue. For Sportident, it may be necessary to have secured the services of a person familiar with registering finishers on the computer.

Afterwards

- Check everyone is back! If not, see OT's [Safety Policy and Guidelines](#).
- Collect controls, pack equipment carefully, pick up road signs.
- Provide copies of all map corrections to the [Mapping Officer](#).

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- ❑ Document money collected and spent and give money and documentation to your club treasurer. A special form exists for this in the North (EVOC). Please note:
 - event fees collected
 - itemised expenses
 - Sportident E Stick sales
 - Sportident E Stick rentals noting whether sticks used were owned by your Club or OT

- ❑ Return the equipment with contents in good order and store according to your club's arrangements. Report or repair any items lost or broken.

- ❑ Compare actual winning times with predicted. If actual times were vastly different to planned try to understand why. Write up and forward to Mapping Coordinator to be placed in a map folder for that area. This information can be used by future organisers to help them calculate course lengths.

Results Processing For All Events

Larry Podmore is the current State Statistician. Larry will arrange for results of all events to go to the State newspapers. He will also forward the results to the OT Newsletter editor and OA officials when necessary.

- The preferred method of processing results is to use Tasmania's own Comp O software. This is available at www.tasorienteeing.asn.au/downloads/CompO3/CompO3.zip

If you have not used Comp O, read the [Training Manual](#) or find someone in your club who can provide assistance. After entering the results send the results file to stats.oti@trump.net.au

COMPLAINTS AND PROTESTS

Every Orienteer has the right to protest if they feel that some aspect of the organization or another Orienteer's behaviour has compromised their result.

The following is an extract from OA's Competition Rules

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26. Complaints

- 26.1 A complaint can be made about infringements of these rules or the organiser's directions.
- 26.2 Complaints can be made by event or team officials, competitors or anybody else connected with the event.
- 26.3 Any complaint shall be made orally or in writing to the organiser as soon as possible. A complaint is adjudicated by the organiser. The complainant shall be informed about the decision immediately.
- 26.4 There is no fee for a complaint.

27. Protests

- 27.1 A protest can be made against the organiser's decision about a complaint.
- 27.2 Protests can be made by team officials, competitors or event officials.
- 27.3 Any protest shall be made in writing to a member of the jury as soon as possible after the organiser's decision about the complaint.
- 27.4 There is no fee for a protest.

Jury

- A jury shall be appointed to rule on protests.
- A jury shall consist of three members

In Tasmania, protests are heard by a Committee, preferably convened by a Level 3 or an experienced Level 2 controller. The event Organiser should approach a suitably qualified Controller and request their assistance. For State Events (TOS, SL) this person should be selected in advance of the event. This Convenor should then select two other orienteers to assist. On receipt of a protest, the committee will meet at its earliest convenience and consider the evidence. Several courses of action are available as outlined in the OA rules. The final decision should be notified to the Director of Events who shall publish the committee's findings in the newsletter and may make suggestions on how to avoid such situations in the future.

Remember

As an organiser don't take protests personally. While we all try to avoid mistakes, we all make them. A protest is a way to solve the problem within the rules.

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