## PLANNING CHECKLIST FOR COURSE PLANNERS:

## A) Before the Event

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| 1 | **Discuss any restrictions regarding the map area with the event organiser**. Be aware of the Orienteering Australia Environmental Code of Practice. See Appendix L. Make sure you are familiar with the **Orienteering SA Event Safety Policies & Guidelines**  which incorporates **Recommended Search Procedures**. See Appendix G. |  |
| 2 | Obtain copy of the latest version of the map file from Ken Thompson cartography@ihug.com.au  Purple Pen (available from http://purplepen.golde.org/ ) is an excellent programme for course planning (preferred).  It can read any version of OCAD map files. If you prefer OCAD OCAD 9 is available from the club Technical Officer (Ken Thompson) If you intend to use OCAD 9 you will need to get a converted version of the map file from cartography@ihug.com.au Alternatively, particularly if it is a major event you may prefer to use OCAD 12 which is on the mapping computer held by Phil Hazell philhazell@internode.on.net<br>• When numbering courses call them only 1,2,3 etc in consecutive order otherwise there will be problems when they are imported into Sport Software. Classes, if named should be the same as in the Orienteering SA Course Specifications. |  |
| 2 | Visit the area with the event organiser and **select a suitable start area**. Ideally this should take into account:<br>• Sufficient line features should be nearby to allow setting of easier courses.<br>• Sufficient forest cover to allow competitors to leave the start and not give too much away to others who follow.<br>• Adequate space for car parking. Access in bad weather should be considered.<br>• Spectator viewing of competitors approaching the last control (common) may be a worthwhile option.<br>Draw up a mud map showing location of the start, finish, registration, toilets, fence crossings if any, parking, and competitor's directions for Start to 1st Controls and last Control(s) to Finish.<br>• Identify hazards which might effect courses<br>• Determine directional & safety signage required<br>• Determine keys which may be needed for emergency access to area. |  |
| 3 | Do an "**armchair" planning of the courses** using OCAD or Purple Pen. Printed guidelines on are available from the ORIENTEERING SA Website. taking the following into account:<br>• If others are assisting ensure you **communicate** to minimise the number of controls. However this should not be done at the expense of compromising courses.<br>Be aware of the **number of available controls**. If it is a full SI event we currently have SI holders for 100 controls. SI units are pre-programmed and marked on the top from 101- 200. Numbers up to 220 are available. The club also owns 46 lockable controls (numbered 30 - 75). It is always safest to check with Geoff Bennett geoffbee@internode.on.net ph 0412 032 911<br>• for any controls missing or under repair. Be aware of the guidelines appropriate to the type of event. See ORIENTEERING SA Website for full set of **Course Specifications**.  . Consider **placement of water controls** in easily accessible locations common to several courses. While competitors are encouraged to carry their own water drinking water still |  |

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| | needs be provided on all courses at intervals of no more than 20 minutes (based on expected winning times) if the temperature is expected to exceed 20 degrees and of no more than 30 minutes in cooler conditions. Allow 200-300ml per competitor.<br>• Be aware of **what is required for each level of difficulty** See Appendix J (Course Planning Guidelines)<br>• If setting a very long course be aware of the **limitations of most SI sticks.(Type 5) They can only record 30 controls** (not including clear, check, start, & finish) including mispunches. They can record a further 6 control visits without the split times. For this reason no course should have more than 28 controls. **PCards, which we borrow for the School Championships are limited to 20 controls.**<br>Be familiar with the ORIENTEERING SA **Course Specifications,** (ORIENTEERING SA web site.) for your type of event<br>• Discuss your proposed courses with the event controller. | |
| 4 | **Visit each of the control sites** and<br>• Ensure that features used are marked on the map.<br>• Place survey tape or survey pins (we now have 150!) in a prominent place to make it easier to place controls.<br>• Record the detailed control description referring to the **IOF control descriptions chart** See Appendix K . Always indicate where the control is in relation to the feature (e.g. eastern foot) New IOF Guidelines were published in Jan 2018 but a summary sheet is not available as yet<br>• Look out for any changes in the map (e.g. new fences, tracks) and mark them on the map. This information should be later transferred to the master map or computer file. Speak to the Club Technical Officer about any proposed changes.<br>• Make sure any safety information is marked correctly on the map (Out of bounds-purple vertical lines, Dangerous area – purple cross hatching, Forbidden route – purple crosses along a route, uncrossable boundary – purple line e.g. electric fence)<br>• The course closure time and safety bearing should be included on the map.<br>• In the case of very easy courses decide where a streamered route will be necessary. | |
| 5 | Get the event controller to<br>• Check the **position of the control ribbons.**<br>• Before printing the maps ensure **printed clues correspond with control location on map** and that the **correct number code** have been used**.** | |
| 6 | **Re-Check that all the control marker Velcro strips you need are present** as soon as possible after the previous club event. Report any problems to the Equipment Officer | |
| 7 | Use OCAD or Purple Pen **to produce clue lists.** Clue lists should be printed on the map and available for competitors in loose form. Text & international descriptions need to be produced for all easy or moderate courses and international symbols for all hard courses. Usually only one is put on the map. In general it is recommended that Purple Pen be used as it will read any version of OCAD. Unless it is a full SportIdent event a **punch code list** needs to be produced for each course. See **Appendix M** for complete list | |

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| 8 | Provide the **SportIdent Chief & organiser for the event with a copy of Course (Length, Climb) & Class details** if appropriate. In the case of a full SI event control codes for each course will also need to be provided. Alternatively, they can be exported from OCAD as an XML file. Choose course>export>courses(XML).If doing this classes in OY event or above must be set up in OCAD in the same format as ORIENTEERING SA guidelines. The short class name should be used. | |
| 9 | **Produce one map with all the controls marked** and divide the area up for control collection after the event. Print the whole list of control codes on this map. (Event Organiser or OCAD will do this for you) Have sufficient copies of the map so that you can give one to each person helping to collect controls. | |
| 10 | In cooperation with the event organiser **arrange printing of your maps** ensuring you have adequate quantities of each course. Looking back through the numbers at recent events will be a guide to this. Pre-marked maps must be provided for easy and very easy courses for Sunday and OY events. It is better to overestimate than underestimate map numbers. | |
| 11 | For Badge & State Championship events maps must be sealed once control sheets have been attached. Plastic bags should be available at other events where there is a likelihood of rain. | |
| 12 | In cooperation with the event organiser **Prepare a sign describing each of the courses.** This should include at least the following information:<br>• **Length**<br>• **Difficulty**<br>• **Climb**<br>**SAFETY INFORMATION**<br>• **Safety Bearing** Use this when lost if confident to do so. Otherwise remain in one place on a track as these are always searched first.<br>• **Water** Have a drink before you start a course, and if possible take a drink bottle. Water is provided on longer courses and this is indicated in control descriptions, but taking your own enables you to have a drink when you need it.<br>• **Courses close at 1.30 p.m.** Competitors must report to the finish even if they have not finished course.<br>• **Carrying a whistle is recommended** Distress signal is 6 short blasts, wait ten seconds then repeat for as long as necessary.<br>• Where competitors have entered as **a group they must stay together**.<br>• Any additional **information considered necessary** particularly with regard to **hazards or prohibited areas**<br>See sample **Course and Safety Information Sign** See Appendix A3 | |
| 13 | If it is a full SI event contact the SI Chief to **arrange for the SI units to be re programmed only if necessary.** This is not normally necessary with the new BSF7 units unless the time needs to be reset. Where the final control is very close to the finish the time should be checked to avoid the possibility of a negative split time. Prior to events where all controls are close together, such as a sprint event it is wise to re-programme all control units. | |
| 13 | **Put out controls and water.** Usually this is best done close to the event. The event controller would normally check that controls are correctly placed & match the appropriate control codes. | |
| 14 | **Place ribbons** between controls where necessary on very easy course.. | |

| 15 | Arrange printing of maps at Snap Print Hilton (Wayne Moir) by no later than Wed prior to a Sun event. In deciding map numbers be guided by both pre entries and numbers at similar events. Checking results on the web is a good way to do this. It is better to have too many than not enough. Always print All control maps to facilitate collection and for safety reasons. A number of blank maps is always useful. | |
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| 16 | Draw up a collection plan with maps ready to hand out to volunteers. Get people to commit to this as early as you can in the event and on the day let them know when it is OK to go. The SI chief should be able to tell you who is still on a course. Controls can be collected any time after the close of courses. | |

## B) On the Day

| 1 | **Ensure you have everything you need before leaving** (communicate with event organiser who may do some of this for you)<br>• At least 8 Control stands for start & finish plus some spares (minimum: 2 clear, 2 check, 2 start, 2 finish)<br>• Maps<br>• Master maps<br>• Punch codes for each course if not full SI event.<br>• Plastic map bags in case of wet weather | |
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## C) After the Event

| 1 | **Check that all controls stands and SI units have been collected** checking them off from master map & laying them out in sequence. | |
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