

3. PLANNING CHECKLIST FOR EVENT ORGANISERS:

A) Before the Event

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1	<p>Obtain permission from landowner.</p> <ul style="list-style-type: none"> • In the case of National Parks, ORIENTEERING SA will already have obtained general permission for all programmed events. • Although permission in principle has already been obtained for all events using DEW land there are still some additional requirements regarding each event. • For ForestrySA Property an Event Application Form must be completed. Go to OSA Event Management Page item 7. • The Dept Environment & Water require that Park Rangers vet courses. A master map showing where controls are located is generally sufficient particularly if discussed in person with the Ranger. • Ensure permission has been sought from any private landowners. Usually the club secretary will have done this. Provide landowner with copy of the Orienteering Australia Certificate of Currency Form Go to OSA Event Management Page 	
2	<p>In collaboration with the course planner discuss any restrictions with the landowner. E.g. Keeping out of active logging areas. The owner may also be able to provide valuable information regarding hazards & changes that have been made to the mapped area such as new fences or newly felled areas. Make the course planner(s) aware of your findings. Be aware of the Orienteering Australia Environmental Code of Practice. See Appendix L.</p>	
3	<p>Arrange any keys where access is restricted. Apart from making it easier to put out controls this is a safety requirement.</p>	
4	<p>Make sure you are familiar with the ORIENTEERING SA Event Safety Policy which incorporates Recommended Search Procedures. See Appendix G. Ensure you have a record of local emergency contact information and access to a mobile phone.(check coverage). There are 3 portable UHF radios in the trailer. Set them all to one channel. They have a range of over 5km (more if repeater available) and are useful for general communication as well as rescue operations.</p> <ul style="list-style-type: none"> • Ensure that the club knapsack spray and a shovel or rake is located close to the generator when used. This is now a legal requirement. 	
5	<p>Visit the area with the course planner and select a suitable start area. Ideally this should take into account:</p> <ul style="list-style-type: none"> • Sufficient line features should be nearby to allow setting of easier courses. • Sufficient forests cover to allow competitors to leave the start and not give too much away to others who follow. • Adequate space for car parking. Access in bad weather should be considered. • Spectator viewing of competitors approaching the last control (common) may be a worthwhile option. <p>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.</p> <ul style="list-style-type: none"> • Identify hazards which might affect courses • Determine directional & safety signage required • Determine keys which may be needed for emergency access to area. 	
6	<p>Publicity</p> <ul style="list-style-type: none"> • If the timing is appropriate prepare an event preview for the SA Orienteer and send it to the Editor Frank Burden editor@sa.orienteeing.asn.au 	

	<ul style="list-style-type: none"> • Details about the event including course lengths should be posted on Eventor. If you do not have access this can be arranged by Ken Thompson: cartography@ihug.com.au A link to the information on Eventor is automatically created on the Orienteering SA website. • An article for the weekly ENEWS can be arranged by emailing Robyn Dose enews@sa.orienteeing.asn.au Information should be brief and contain no attachments. The deadline for ENEWS is Monday evening each week. 	
7	Sports Ident: <ul style="list-style-type: none"> • Ensure that SI Chief has organised the collection of all necessary equipment. • Ensure that Course planner(s) have provided all necessary course information. 	
8	Helpers & Assistant Organisers: <ul style="list-style-type: none"> • Well before the event check that everyone who has been put on the roster will actually be available on the day. The club secretary (Fi Pahor fpahor@clearmail.com.au) can provide you with an up to date membership list with full contact information. Make sure everyone knows what time they are required to be at the event on the day. • Be aware of members with first aid qualifications. (Current list available from secretary). Arrange St John's presence if it is a major event. <p>Based on their experience, allocate jobs & time slots. It is wise to have some extras available on the day. Prepare a Duties Roster See Appendix F</p>	
9	In collaboration with Course Planner arrange printing of your maps ensuring you have adequate quantities of each course. This task can be delegated to the course setter. Looking back through the numbers at recent events will be a guide to this. It is better to overestimate rather than underestimate print numbers.	
10	Collect a cash float from the treasurer.	
11	With the help of the course planner(s) Prepare a sign describing each of the courses as well as relevant safety information. This should include at least the following information: <ul style="list-style-type: none"> • Length • Difficulty • Climb SAFETY INFORMATION <ul style="list-style-type: none"> • 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. • Water Have a drink before you start a course, and if possible take a drink bottle. Water is provided on moderate & hard courses and this is indicated in control descriptions, but taking your own enables you to have a drink when you need it. • Courses close at 1.30 p.m. for Sunday events Competitors must report to the finish even if they have not finished course. • Carrying a whistle is recommended Distress signal is 6 short blasts, wait ten seconds then repeat for as long as necessary. • Where competitors have entered as a group they must stay together. • Any additional information considered necessary particularly with regard to hazards or prohibited areas <p>See sample Course and Safety Information See Appendix A3</p>	
12	Prepare any other necessary signs: <ul style="list-style-type: none"> • Registration Information <i>This should be simple enough for newcomers to follow. See Appendix A1 for sample</i> • Start Information <i>See Appendix A2 for sample</i> <p>Event Fees <i>See Appendix B for sample. See fees that can be charged in front of Orienteering SA Programme.</i></p>	

13	<p><u>Trailer Equipment & Other Equipment</u> [see Appendix C & D . Updates available from Club Equipment Officer Geoff Bennett geoffbee@internode.on.net ph 0412 032 911 List specific equipment required for the Event :</p> <ul style="list-style-type: none"> • Sat Phone & Radios fully charged. Good to have Sat phone at all events in case areas of map out of range. • Blocks and stand for results • Direction Signs x ? • 500m O Turn Signs x ? • How many tents? • How many tables? • Bunting & posts • Toilets & Porta Loos needed ? • Hand cleaning • Fence Stile(s) needed ? • check stock of Control Cards if needed • check stock of Start Time Sheets • check stock of Registration cards • check stock of Punch cards • Who is to collect O Trailer & ensure above items are in it? • Check First Aid Equipment): two freezable ice packs need to be prepared & taken on the day. • Plastic map bags in case of wet weather • Supply of membership forms for new members : https://sa.orienteing.asn.au/about-orienteing/join-now 	
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B) On the Day

1	<p>Ensure everything you need is in the trailer before leaving</p> <ul style="list-style-type: none"> • Items listed in section A. • Any remaining control markers & flags plus some spares • Master maps • Punch codes for each course if applicable • Fill up water containers 	
2	<p>Access: preferably obtain keys on a prior day</p>	
3	<p>Delegate: make sure everyone assisting knows what they are responsible for as they arrive.</p>	
4	<p>Signs: place as necessary: Be aware of Orienteering SA's guidelines regarding event directions & signage. See Appendix N</p> <ul style="list-style-type: none"> ○ Direction signs from the points mentioned in the Event Programme and for any obvious alternative direction that competitors may arrive ○ O Turn signs appropriately placed ○ 'Caution Runners on Road Ahead' sign/s needed? ○ Bunting to control/restrict vehicle parking/parking signs 	

5	<p>Set up SI/Finish [This should be done first so that SI Chief can set up computing equipment which takes some time]</p> <ul style="list-style-type: none"> • Tent to be put up • Table and 2 chairs • 2 Control stands for SI and sign • Large FINISH banner • Bunting for finish chute / exclude spectators etc • Set up Phytophthora Station (Container, brush, spray) 	
6	<p>Set Up Registration Area:</p> <ul style="list-style-type: none"> ○ Small table with Control Cards and pens ○ Set up Tent ○ Table and 2 chairs ○ At least 2 Helpers on roster at all times ○ Cash Tin with float for change ○ Maps (blank) ○ Maps (Courses 1 & 2 pre-marked) ○ Map Bags ○ Hire Equipment (SI Sticks and Compasses) ○ Event Fees list ○ First-timer's 'Promotion Bags'. ○ First Aid Box and ice packs in esky. ○ Clock at real time ○ Small table with Start Time sheets and pen ○ "Ask Me" person on roster ○ Slide out frame on top of trailer-insert poles. Set up notice/results board. Plastic A4 sheets can be used for results. ○ Notices on display (Competitors Event Information, Details of Courses, Event Fees, Special Notes, Safety Bearing) ○ Registration Cards ○ Risk form for EOD ○ Membership Forms should be available in good supply. Available from Orienteering SA Website <p>Safety Note: Hard copy entry forms should be filled in by all competitors who have not pre entered.</p>	
6	<p>Set Up Start Area</p> <ul style="list-style-type: none"> • Control Stands for S I Clear & Check stations and Start Control (with signs) appropriately placed • Set up tent and tables for 'map marking' with pens & tape if applicable • Tape down Course Master Maps • Set up Phytophthora Station (Container, brush, spray) • Obtain Orienteering SA timer (SI Chief should collect) • "Time Keeper" with Clock (4 minutes ahead) & chair; on roster to control & check all Competitors for : <ul style="list-style-type: none"> 1. Shoes are treated 2. Clear and Check SI Stick 3. Take small section of Control Card (if not full SI Course) 4. Call out Start Times for marking up maps 5. Direct Competitors through Start Control (with people on the same or similar level course starting at least 2 minutes apart) 	

7	<p>General:</p> <ul style="list-style-type: none"> ▪ Site and set up toilets ▪ Set up display area for SI Results printouts or something to hang result blocks on ▪ Location of BBQ or 'food stall' if applicable ▪ Helper/s to direct car parking where necessary ▪ Set up the fence stile(s) where necessary 	
8	<p>Suggested Procedure for Combined Pre Entry/Enter on the Day Events:</p> <p>An issue at some events has been that people who pre-enter find that maps have not been kept from them. If the pre-entry system is to be seen by orienteers as worthwhile clearly this must not occur. It probably does not matter exactly how this is done as long as a definite system is in place and that organisers & helpers at an event are aware of these processes. It does involve some extra work for the organiser (typing, printing off slips, cutting up etc could take up to an hour but saves a lot of hassle on the day.</p> <ul style="list-style-type: none"> • The SI person provides registration with a printed alphabetical list of all pre entries so that they can be ticked off as they pay. They also have a list of map numbers for each course so that they can keep track of maps available on each course. • A person who has pre-entered presents him/herself at Registration, pays the appropriate fee and is handed a yellow Start slip showing their name, SI # and course. If you can persuade your SI person it is possible to generate a list of labels • At the Start, the Starter allocates a start time and writes it on the Start Slip, and a map is allocated. Policy: NO START SLIP = NO START. • Start sheet and records who has gone out on course (Safety issue!...it has been observed that at events many people don't bother filling the traditional start sheet it & even if they have it is sometimes impossible to read!!). Also using the start slip this way is a reasonably accurate start time for the person who forgets to punch the Start!) • All maps are put into envelopes according to course. Pre allocated maps have a yellow circle sticker at top right. The course envelope has a list of pre entries stuck to front provided by SI person. The starter ticks them off as they issue each map & enter on the days added. This also helps keep track of maps available at the start & is a backup to start slips record of who has gone out on course. • Start Slips & map envelopes returned to SI chief to determine DNS and start time of missing runners. 	
8	<p>Ensure there is a sample control marker in the registration area. This is useful when explaining procedures to beginners.</p>	
9	<p>Ensure that all competitors have been accounted for. SI Chief should be able to provide this information. Follow ORIENTEERING SA Search Procedures contained in Safety Policy. See Appendix G</p>	
10	<p>In consultation with course setter allocate map areas for control and water container collection. Make sure each person picking up controls knows how to stack the controls in the aluminium carrying racks.</p>	
11	<p>In collaboration with course planner check that all controls have been collected checking them off from master control list.</p>	

12	Pack up :	<ul style="list-style-type: none"> ○ Pack up Registration & Start Area ○ Pack up Finish area ○ Pack up toilets ○ Pack up O Trailer ○ Check area for litter ○ Return access keys ○ Thank you gift for owner &/ or neighbouring property Owners as appropriate 	
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C) After the Event

1	Return the trailer:	ensure everything is returned as you found it and tents are dry. Empty Porta Loo. Report any damages to the equipment officer Geoff Bennett (geoffbee@internode.on.net) ph 0412 032 911 so that the next event organiser does not get any nasty surprises.	
2	Publicity & Results:	<p>[SI Chief for event should be able to provide most of the information needed & be prepared do following]</p> <ul style="list-style-type: none"> • As soon as possible after the event (preferably Sunday evening) send the results generated by the SI Event Organiser Software a backup version of the the SI folder eg LadyAlice23rdMay2015.skp to results@sa.orienteering.asn.au Using this address gets the results to everyone who needs them. Non- SI event results should be recorded on the spreadsheet found in Technical -> Event Management on the OSA Website: 19 Non Sport Software Result Import Template.xls • Prepare an event report (This does not need to include the results)for the SA Orienteer and send it to the editor, Jan Hillyard editor@sa.orienteering.asn.au • Prepare a short article in word format with 1-2 photographs or map snippets for placement on the web. Send as word document to cartography@ihug.com.au 	
3	Finance:	<ul style="list-style-type: none"> • Event organiser, course planner & controller setter can if they wish claim travel costs from the treasurer for up to two trips at 25c/km (45c/km if towing trailer). Alternatively actual fuel costs can be claimed on supply of a receipt. • Money to club treasurer with Event Statistics Report See Appendix E. Copy also to club secretary 	
4	Casual Registrations:	The information needed to register people as casuals is found on the EOD registration form.. The club is responsible for entering these names on Eventor. One of the club admins should do this. If there are any difficulties contact Ken Thompson cartography@ihug.com.au	