

Wagga and Riverina Occasional Orienteers Event Organisation

6 -8 weeks prior to the event:

1. Read and conduct event as required by ONSW Association Manual Sections
 - a. 4.13 Event Safety
 - b. 4.16 OA Competition Rules
 - c. 4.17 Search Plan
 - d. 4.20 Event Cancellation

These can be found at <http://www.onsw.asn.au/resources/association-manual>

2. Obtain map of area. Contact Alex Davey. 0499919426 for electronic or hard copies
3. Identify Assembly Area and conduct a risk assessment of the chosen area. It needs to be suitable for parking about 10 cars safely; for people to mill about without being at risk from moving vehicles; and for participants to proceed to the Start and get to the Finish without being at risk from moving vehicles or potentially dangerous obstacles. Participants approaching the Finish will likely be moving at speed and not concentrating on the whereabouts of vehicles, other people, or obstacles.
4. Plan the courses. Purple Pen is the best software with which to do this. It is free and can be downloaded from <http://purplepen.golde.org/download.htm>. Instructions for using Purple Pen area available on the WaggaRoos website under *Resources and Documents*. If you need further help contact Alex Davey 0499919426. Planning can be done on hard copies of the map and transferred to Purple Pen for printing later.
 - a. **For Classic events** usually conducted in the winter bush calendar, four courses should be planned:
 - i. 5-6km hard navigation
 - ii. 3-4km hard navigation
 - iii. 2.5-3.5km moderate navigation
 - iv. 2-2.5km easy navigation.

Conduct a risk assessment in consideration of the likely attendees. Hard navigation means technically challenging not physically difficult. Many regular orienteers are 50+ years and not as physically agile as once upon a time. Steep climbs and descents; thick scrub; and terrain that is difficult to negotiate should be avoided. Rock can be slippery if wet. The possibility that event day might be wet needs to be considered.

- b. **For Score format** events there should be more control sites than a good orienteer could visit in the allocated time. They should be located to encourage selection about which way to go next, rather than having a logical order in which they could be taken. The way points are allocated to specific controls can assist with this. i.e. all high scoring controls should not form a circle around the perimeter of the map.

If using questions rather than controls remember that the answer is a check that they have arrived at the correct location so ensure the question answer is unique to the location and reasonably obvious. It should require the participant to actually get to the location to determine the answer i.e. it should not be discernable from a great distance but it does need to be unique, obvious and visible from the location marked.

Conduct a risk assessment in consideration of likely participants. In urban areas the greatest risk is traffic. Participants must be warned that they are to obey all road laws. Roads with heavy traffic should be avoided. If such roads do need to be crossed it should be at traffic lights or signed pedestrian crossings. These should be marked on the map and control sites located nearby to facilitate their use.

- c. **Other event formats** can be used if desired. A risk assessment must be conducted in consideration of likely participants and hazards to be encountered on the course.
 - d. It is good practice to allocate the SI number (or control number) at the planning stage. When revising a course always re-check the control description and the allocated SI (or control) number.

3-4 weeks prior to the event

5. Visit the area
 - a. For your own safety, if attending the area alone:
 - i. Contact the landholder prior to visiting. Check with NSW Forests or NPWS as appropriate whether any hunting permits have been issued for that day;
 - ii. Carry a mobile phone and the club's Personal Locator Beacon unit (collect from John Oliver 0427201954).
 - iii. Wear a high visibility jacket (some forests could have hunters);
 - iv. Leave details of where you will be and expected time of return with a family member or John Oliver 0427201954;
 - b. Check that the control sites do exist as mapped ;
 - c. Check that the map is accurate in the vicinity of the control and note any map corrections e.g. new tracks, overgrown tracks, vegetation changes (thickened or cleared), and removal of man-made features. The principle is whether the presence or absence of the changed feature will affect a participant's decision making or affect the fairness between possible route choices. Such changes to the map can be made prior to the event. Contact Alex Davey 0499919426 or John Oliver 0427201954 for assistance;
 - d. Tag the location of the control site with something identifiable. This will enable a vetter to find the site and ratify it; and reduces errors when locating control markers. Orange surveyors tape is recommended;
 - e. Check the control description. Note the dimensions of features that should be dimensioned in the control description (e.g. height of boulder; length and width of area features);
 - f. Check that the control flag can be located on the side of the feature as planned. Note whether the control flag can be hung from a suitable protrusion or will a stake be needed;
 - g. Check that there is a suitable point to which a SI unit (if used) can be padlocked such that it will be difficult to remove;
 - h. Conduct a risk assessment. Evaluate each control site and leg in terms of fairness and safety.
 - i. If features in a control site area do not appear correct then choose another control site and cannot be corrected by map correction then choose another location. Err on the side of easier i.e. make the control location easier to find rather than harder. If participants find controls easy to find, they will enjoy the event; it only takes one control to be difficult to find because it is hidden or the map is not quite correct to spoil the event for them;
 - ii. Identify any dangerous mine shafts, rock faces, steep erosion gullies. Either rearrange courses to avoid these being part of a reasonable route choice or surround with red and white safety tape to make obvious.
6. Have a vetter visit and check the control locations. Discuss any comments and modify courses accordingly.
7. Finalise the courses and control descriptions.
 - a. Allocate an SI unit number.
 - b. WaggaRoos have forty (40) SI units numbered from 31 -70.
 - c. If necessary transfer to Purple Pen course planning software. Contact Alex Davey 0499919426 or John Oliver 0427201954. Instructions are also available on the Waggaroos website under Resources and Documents
 - d. Print a draft copy of the maps and check them thoroughly. Check that
 - i. the circle is around the correct feature.
 - ii. the control description is correct and matches the feature.
 - iii. the correct SI unit number is aligned with the correct feature. this location of the control description printed on the map in a location that does not obscure important information (map scale, legend).
 - e. Printing of final maps: email the Purple Pen map file to Alex (alexdavay@internode.on.net) or Deb Davey (debbiedavey@internode.on.net) and they will print maps on the club printer and have then ready for collection. Allow at least 2-3 days prior to the event for printing.

2 Weeks before the event

8. Get the required equipment (items indicated in red are essential).
 - a. from John 0427201954.
 - i. SI units (3 boxes)
 - ii. SI Printer & Download Unit
 - iii. Red Basket (control flags, wires, padlocks)
 - iv. White Administration Box (Blue folder, Recording Sheets, SI sticks, cash box containing change, compasses, pens)
 - v. First Aid kit – 3 boxes
 - vi. Water containers
 - vii. Direction signs
 - viii. Banners – Start, Finish, 2 x WaggaRoos
 - ix. Control Stands
 - x. Tents; Canopies
 - xi. Tables
 - xii. Pigtail stakes

1 week before the event.

9. Locate the control flags and SI units at the control sites. SI units should be padlocked to prevent theft. Very visible flag locations in accessible locations (e.g. along roads) should not be located until the morning of the event.

1 day before the event.

10. Charge the batteries in the Finish Split Printer and ensure there is sufficient paper in the roll.

On the morning of the event

11. Locate direction signs to assembly area
12. Put out any remaining control flags/ SI Units
13. Set up Tents/ tables/ Clear, Start, Finish SI Units, and SI printer

As participants arrive

14. Have any newcomers fill in and sign a Casual Registration Form (can be done on family basis)
15. Have all participants sign the Registration and Disclaimer Sheet (parents or guardians must sign for minors)
16. Collect entry fee and SI stick hire fee. Ensure SI stick number is recorded on Registration and Disclaimer Sheet
17. Either record approx. time participant starts or have participants self-record as they start. This provides
 - a. a paper record that they really have started, and
 - b. an indication of how long they have been out and whether search procedures need to be invoked.

As participants Finish

18. Have all competitors print 2 copies of their time from the SI unit. One copy is for the participant. Write the participants name on the top and keep. This is the record that they have returned from the forest.
19. Record their finish time against their start time as another record they have returned.
20. If appropriate collect hired SI sticks.

At event conclusion

21. Check all participants have returned.
22. Pack up gear
23. Collect SI units and Control flags
24. Collect Direction signs
25. Email results to John at oliver.family@bigpond.com and provide him with a copy of all courses.
26. Return equipment to John.
27. Collapse, exhausted!