BENDIGO ORIENTEERING CLUB

Contents

Guide to running a local event

The art of running an event can be broken down into four phases.

- Six to one weeks prior to the event.
- The event prior to your event
- The week prior to your event
- The event day

This guide deals with each period in a separate section. There is a lot of information in here. The guide tries to cover everything. If you are setting for the first time do not hesitate to ask for assistance from an experienced setter and organiser. They will be happy to guide you through the process. Do this a couple of time and setting a local event will become second nature.

Four weeks prior to the event

Four weeks is arbitrary. Some people who are feeling their way may take six or more weeks to get through this stage. Those who are confident and experienced may only start two weeks before the event. Do not take this approach unless you know what you are doing. If you need to seek assistance at various stages, and plan to visit control sites, you may need three weeks to get through this stage. Remember, you have to fit it in with all the other responsibilities of life.

Getting the map and the course setting software

In almost all cases the map is determined before you nominate yourself for an event. There is next to no scope to change the map due to the long lag in permit processing.

The map file: All but one of our maps are drafted in digital format using a program called OCAD. You will need a copy of the relevant OCAD file. At the moment you will need to ask someone such as Jim or Neil for a copy to be emailed to you. There are plans to develop a web repository for these files. If you have a file from a few years ago, its worth checking if you have the latest version. Many maps have been updated or even remapped in the last few years.

ConDes software: ConDes [CONtrol DEScription] is the course setting software used by the club. It is a powerful software program, but also pretty easy to learn to use. Many club members have learned to use this software. The club has a licenses that allows all club members to install it on their own computer. [Sorry- Windows software. On Apple you will need to run an emulator].

You can download the software from the CONDES site. The latest version is CONDES 9.

http://www.condes.net/

You also need the club license code.

Club/user: Bendigo Orienteers

Serial Number: FC32T-J9KP2-NSX9D-JEJ6T-4AI81-E76K2-UJKKM-2

Resources to help get started with ConDes: There are many sources of help on the web. Here are some:

A video from the makers of CONDES to get started http://www.condes.net/flash/new_event.html

Condes web site instructions: http://www.condes.net/onlinehelp/

Condes official manual: http://www.condes.net/ver9/wcondes.pdf

The Scottish Orienteering Association has a comprehensive manual:

http://www.scottish-orienteering.org/documents/natcen/Condes_User_Guide_Version_9_current.pdf

These two documents are based on the earlier version CONDES 8. You may find them useful.

Bristol: http://www.bristolorienteering.org.uk/sites/default/files/basic_page/documents/2011/bok_condes_beginners_guide.pdf

Backwoods: http://backwoodsok.org/condes-step-by-step-instructions

We may even write our own club instructions one day.

Choosing an assembly location

With ConDes up and running you can use it to look at the map and look for possible assembly locations. The assembly location should be selected to accommodate the requirements of:

- Sufficient safe parking space for participant's cars (could be up to 50 vehicles) that doesn't put forest vegetation at risk.
- Safe and suitable assembly area for the club trailer, tent and three tables. This may need to be cordoned off from parking.
- Close to terrain suitable for a novice course (more on this later).
- You may also be influenced by the location of interesting terrain on the map.

Finding a suitable assembly location has become harder as attendances at our events has increased over the last few years. There are more cars, and our permit conditions have become stricter. Parking on vegetated areas is not allowed in some permits. Do not be afraid to plan for a walk to the start. In 2015 the longest walk to the start was 1.5 kilometres. In 2016 it was 1 kilometre. No-one complained as far as we know.

Publicise the assembly location: You can indicate your assembly location on Eventor. Log in, choose to edit your event and then select the Arena tab. You click on the google map to indicate where people should drive to. Any further instructions (such as parking, a longish walk to the start or preferred access) can be added in the event information section. If you do not have editing access to Eventor, ask for help from Colin Walker, Jim, Craig or other likely bods.

Setting up ConDes

See separate step by step guide to Condes on the club web site.

Designing courses

Setting good courses is an art that is improved by experience. Hopefully we produce a guide on this subject. There are good guides on the web. In the meantime, here are some important basics.

What style of courses to design:
The terrain will influence your style of course setting.

Middle Distance: Maps with lots of detail will allow you to set middle distance style courses. These have controls closer together with changes in direction and an emphasis on challenging navigation.

Long Distance: A map with steeper sections but less detail will be best set with long distance style courses. The course will have some long legs that provide route choice options. There will be fewer controls.

Red Line: Around Bendigo we have some good terrain that isn't suitable for either of these style events. This is "red line" country. By this we mean orienteers will run in straight lines between controls because the terrain is relatively flat and open. Despite this, a good course setter can create some wonderfully challenging courses in the terrain using the vague, subtle spur gully systems.

Bush sprints: Some of our maps are quite detailed but very small. Course setting on these maps will often mean multiple loops and crossovers to create courses with enough length. This means more than the usual number of controls.

Urban sprint: These courses are run in urban surrounds. They are shorter and less technical. The club has few of these maps. These events are run at the beginning or end of the season or for state events.

See Appendix 1.

Different courses have different requirements:
For the moment we will concentrate on the normal Bendigo Bush format with its five courses.

Course 5 – these are the most important courses to get right – the aim is to provide safe and enjoyable experiences for any orienteers especially children doing these courses. Legs are always along 'hand rails' such as tracks, channels and fences. Where there is no handrail you will need to place tapes along the leg. Courses should be designed with controls placed in such a way that will guide and encourage the novice to move in the correct direction (along tracks or other obvious linear features) towards the next control. Controls should be placed at each decision point throughout the course. Controls for novice courses should be visually obvious. Generally the length of course 5 is between 2 and 2.5km. Maps should be 1:10,000 or less.

Course 4 – Controls on these courses are placed on easier to find features- hill tops, saddles are often good choices. These courses should provide some simple route choices that are obvious to those in the terrain. Does one travel the long way around on a track or across the gully to the hill top? Less distinct hand rails can be used such as descending obvious gullies (not ascending) or following clear spurs without branches. Tapes should be considered along less obvious routes. Try to design legs with a clear catching feature behind each control (eg a road or track past the control). Course 4 is usually between 2.5km and 3.5km in length. Maps should be 1:10,000 or less.

Course 3 – This course should have hard navigation but not be physically hard. Avoid steep slopes into erosion gullies or long steep climbs or descents. Avoid heavy vegetation or very rough ground. Remember there may well be an 87 year old on the course. Maps should be no more than 1:10,000.

Course 2 – Runners on this course expect hard navigation, route choice and some toughness (but not too much). Length will depend on the terrain. On flat fast areas the course may be up to 6 kilometres. On slow tough country it may only be 4.5. Usually its around 5.5 kilometres. Maps should be 1:10,000.

Course 1 – This course requires challenging navigation and for long distance style setting, physical challenge. Courses vary between 6.5 and 7.5 depending on the speed of the terrain and the number of controls. More controls and more hills means shorter. Fast flat terrain means longer. Spur gully maps can be presented at 1:15000. Granite and mining maps can be at 1:10000.

Other formats: Some events will follow a scatter or score format. For these events there is no set course. Controls are placed around the map. In a scatter you need to get a certain number. In a score event you get as many as you can in a certain time. Sometimes the controls have differing point values. Once a year the club runs a relay, but the format varies.

Safety issues
Drinking water must always be provided on courses 1, 2, and 3. If the temperature is to exceed 25 C, two drink stations must be provided on courses 1 and 2. Drinks should be located at controls or at compulsory crossing points and must be shown on the clue sheet. Don't forget to design your courses to minimise the number of water placements and to minimise the effort to carry the water.

Dangerous features: Course setters owe a duty of care to each orienteer and should always place checkpoints in safe and accessible locations. Controls must not be placed on features that could jeopardise n orienteer's safety. Hazardous features within 20 metres of a control or on an obvious route choice must be flagged and a warning contained in the clue sheet. (Note; it is preferable to completely avoid the hazardous area.) You can use ConDes to cover dangerous areas with purple hatching.

Fair control placement:
Do not hide controls: Controls should not be hidden but placed in a position that can be seen if the orienteer has arrived at the described feature. Controls must not be placed 30m or less from each other, or within 60m on the same feature such as the same gully or spur.

Visiting control sites prior to the event. Many course setters visit the controls in the weeks prior to their event as part of course design. Not everyone has the time to do this. If you do have the time there can be benefits.

- You will discover if the map has dated or has errors.
- You can tape the sites which reduced the pressure putting out the stands before the event.
- Do you need to lock the control and is there anywhere to lock it?
- Finally, wandering around in the forest without pressure can be very relaxing.

Most people who visit their control sites will find reasons to change a number of their controls. Often this is because of locking points. As a guide, for simple spur gully maps you may be able we recommend at a minimum visiting the site and walking around course 5. This is the course most likely to be impacted by map issues. For maps on more complex granite or gold mining terrain we strongly recommend visiting all sites to check them prior to finalising courses.

Efficiency
How many controls: It is desirable to minimise the number of controls that need to be placed. As a guide, for long distance style courses on spur gully terrain, 25 controls should be enough. For middle distance style courses on gold mining or granite you may need 35 controls. The standard control set for our bush events goes from 51 to 85 which gives 35 controls. In some situations you will need more controls due to the nature of the map (multiple loops on a small map) or the event format (State Series for example). Additional controls can be provided for these situations.

Efficient design to reduce work: Try to place control sites in groups and/or near road or track access to minimise the work needed to put out and collect controls.

Map Layout

Increasingly maps are being drafted with minimal information on the OCAD file. This is because most layout can be achieved within ConDes. Here are some items that you may need to add to the map using Condes:

- Map name
- Scale
- Contour interval
- Course closure time
- Course setter

Control descriptions: Condes automatically creates control descriptions on the map. You will have to move these around so they do not cover courses. You can make the control descriptions smaller as well.

Safety Bearing: A safety bearing must be indicated on the map for all courses. The bearing should be a cardinal bearing (North, South, East or West) and must direct the orienteer to a major vehicle track. The track may not be the same track for each course and there may be more than one track crossing the bearing. The objective is to at least narrow the search area for a lost orienteer and at best help the orienteer relocate and return to the assembly area. If you are using Condes, the safety bearing can be included with the event name and spaced to fit centrally on the second line. Alternatively, the bearing can be included separately for each course by entering it as a new class.

Mobile phone number: A mobile phone number should be included on maps for all courses to allow orienteers, especially newer orienteers, to contact the course setter if necessary. This mobile number should be for a phone which the course setter will have with him or her on the day of the event. You can use your own phone. The club has a phone for this purpose. Its phone number is: 047 8956990. Of course this should not be included for maps where there is no mobile coverage.

Private land: Not all our maps show private land accurately. You may need to show out of bounds areas on the map using ConDes purple lines. You can easily check land ownership status by using the Victorian Government web sites LASSI2 or Land Channel. Google gets you there.

Map printing

This can be done in the week before the event, but that doesn't leave much time if there are problems.

Where to print the map: As course setter it is your responsibility to prepare the maps for each course and arrange to have them printed. In the past the club has used commercial print shops. One of our members, Jim Russell, offers a map printing service. Unlike the commercial shops, Jim's service includes looking at the maps to make sure they are complete for orienteering. He can also undertake basic map layout tasks using the condes file and OCAD file. Your print shop operator will merely print a pdf you have produced. If there are problems they will not noticed. Chris Naunton offers a similar service.

The orienteer based service sounds the best option, but do not forget that orienteers such as Jim go on overseas orienteering trips mid-season. Then you will need to use a commercial print shop.

How many maps to print: It is your option to decide how many maps you are likely to need. It is better to have too many than not enough. To help you decide on the number of maps to print for each course, the following are the participation figures for 2015 events: Course 1: 23%, Course 2: 30%, Course 3: 28%, Course 4: 13%, Course 5: 6%. Total number of orienteers varied from 37 to 91, with an average attendance of 63. Please ensure you have a number of All controls maps to assist with control collection. Additional all controls maps are very useful when we run out of maps on some courses. In2016 map use on course 4 has been higher than in 2015.

How to create a file for printing: For a commercial print shop you need to produce pdf files for each course. On ConDes use the Export function. You can alternatively send your condes file to Jim Russell and he can produce a pdf from this whilst checking layout etc. We may produce a guide to layout and preparation for printing later this year. See the separate guide to using Condes. Its on the club web site.

Map collection: Do not forget to arrange to pick up the maps

At the event prior to your event

Control collection

Control collection: It is the responsibility of the Helper at the previous event to organise for the collection of all controls. Other club members should be co-opted to help with collection. There are generally too many controls for one person to collect in the time available. Control collecting can begin at 3.00 pm once courses close, or earlier for courses on which everyone has finished. You should not start collecting controls if the organiser is concerned about a possible “lost” orienteer. You will be needed to assist in a search since the organiser cannot leave the assembly area until everyone has returned.

Trailer pickup

Trailer: Either take the equipment trailer with you when you leave or arrange for someone else to do this if you do not have a tow bar. This would need to be arranged prior to event day. [One day we hope to have a shed to store the trailer]

Trailer security: The keys to the trailer are stored in a small magnetic key safe. This is stored underneath and to the left of the water tap on the trailer. Reach under and to the left of the tap and feel upwards.

Trailer safety: When hooking up the trailer make sure to connect both safety chains in a cross-over fashion. Also check that the ball has fully lowered onto the ball. It is easy to leave the ball in a raised position because the ball catch has remained in a jammed up position.

The next organiser

The organiser of the event following yours: Co-ordinate getting gear to the next organiser. Find out who the next organiser is and then discuss whether they will be able to take the trailer to their event. If not, ask around to find someone who can take the trailer.

If you cannot be at the event before yours, let the organiser of that event know, and negotiate an arrangement about control collecting as well as the trailer. Its also a good idea to build up goodwill by helping to collect controls at some of the preceding events.

Publicity

This is a good chance to let people know about your event. You can make a sign with the name of the map and any interesting details. They can follow up on Eventor.

The week before your event

Preparing event day computers

There are two options for events today. One is the club computer using software called OE and OLynx. The other option is SIME based on a printout box with inbuilt software. This system is suitable for score and scatter events in particular.

OE and Olynx- Someone needs to load your course information into the computer in the week prior to the event. There are step by step instructions in a folder in the computer case. Alternatively, if you find this too demanding, you can ask another club member with experience on this to set up the computer. When you know what you are doing the task takes no more than 20 minutes. Some people to approach include Neil Barr, Jim Russell, Colin Walker, Andrew Wallace, Michael Brench, Louise Hall or Jason Carter. Pick the one you feel most comfortable approaching.

If you plan to set up the computers yourself on the day of the event, then have a practice setup the week before the event. There is a step by step guide in the computer box.

SIME: SIME requires no pre-event programming. The cost of this is the need to extract results from the system afterwards. Colin Walker is the person to approach to do this task. He understands the system better than anyone else in the club. In comparison, if there is mobile reception at the assembly area, the results from OE will be extracted and published with three menu choices prior to leaving the event.

Charging: The hardware items you intend to use (including the club phone) must all be charged prior to your event, so they have enough charge to run during the event. For OE this includes the laptop, tablet and splits printer. For SIME you need to charge the splits printer.

Putting out the controls

When to put out controls: Putting out all the controls on the Saturday morning immediately before the event is becoming less common. There are now more courses and controls than ten years ago. We use stands and locks which means more to carry and more time to fiddle.

If there are a small number of controls (low 20s), they are placed efficiently, and the sites are already tagged, it may be possible. The risk is putting yourself under stress and making mistakes. If the terrain is complex or you have not already visited the sites, we recommend placing at least some of the controls out well before the event. Strategies vary amongst members including:

- Sunday the weekend before the event (certainly lock all controls)
- Mid week- In spring and autumn, some people put out a few controls over a number of nights after work. This will only work on maps close to where you work or live.
- Some people are lucky to work less than 5 days a week, and have the option to take a mid-week day to place controls.

Don’t forget to put out the water controls.

Control security and locking: The club controls are valuable in the sense that it is expensive to replace them ($250 a control). We encourage the use of locks and wires whenever there is a risk of control theft or damage. This is most likely in areas close to settlement and close to tracks. You can expect to lock nearly all controls on a map such as Norfolk Hero which is close to town, has many tracks, is popular with riders and has good visibility. For an event on Mt Korong or Kooyoora with few tracks or visitors and low visibility, far fewer controls would be locked. Locking controls is time consuming.

Check, check, check: If you have never set a course, you will not believe how easy it is to misplace controls. You wander out into the bush with an armful of controls and the risk is that you will swap two of these controls around if in a hurry. Its good tactics to have multiple redundancies in your checking. I normally go out with an all controls map and a list of all controls and their description on a separate sheet. On placing the control, I check the number on the SI box against the number on the map, and then mark it with a highlighter. I then cross off the control on the control list after checking that the description fits what is around me. This helps guard against misreading a number. If I previously tagged the site with a numbered tape, I remove the tape and check this as well. Then I lock the control.

Check the trailer

Do you have everything you need in the trailer? Top up the water. If thw water tastes plastic then you can empty the water bladder and refill. Look under the back of the trailer to find a plastic water reservoir. On the left hand side you will see a plastic bolt. Unscrew this and the water will drain. Rescrew in and the refill the bladder.

Directions from assembly to the start

Some events have a start that is not visible from the assembly. Inthis case you need to have some means of getting orienteers to the start. Normally a sign and streamers will do. But with longer walks you may need written instructions, a map or you may even put the walk to the start on the orienteering map.

ON THE DAY OF YOUR EVENT

8:00 -11.30

Park trailer at assembly area. You may need to lock it. There is a trailer ball lock in the trailer. You can also lock the ball down using a control lock on the ball lifting catch.

Get controls out.

11.30 – 12:00

- Erect tent (if needed) and put out tables.
- Put cash tin out and open.
- Set up computer.
- If the start is not in view of the assembly area, you need to make sure orienteers can find the start. You can put the route on the map, or put out streamers, or provide written map and instructions.

The club safety regulations must be displayed and explained to newcomers before they start. Make sure they understand how to use the safety bearing and are aware of the return deadline. These require that compasses and whistles are carried at all times. Compasses are available for lending and whistles for purchasing.

- First aid equipment must be available. The kit is stored in the trailer.
- Put out any bunting needed to control parking. You should try and keep cars away from where people are milling around. Do not underestimate the determination of every driver to park his or her car next to the event trailer.
- If you are using OE and OLynx you put out the results holder, but no results slips. They are not needed. If you are using SIME, put out the results holders and the results slips.
- Finally, when all is ready, then place maps out for orienteers. If you place them out earlier, you will be hassled to allow starts when you are not yet organised.
- Hide the download box until you have your first finisher.

12:00-2:00

The first start time is 12.30pm, but people will be arriving by 12 and wanting to enter. The last start is at 2.00pm. Try and stick to this. You may well have an experienced orienteer arrive late and ask to start late. You know they will finish the course. Its your discretion whether to allow a start, but if you do, negotiate them to run a shorter rather than longer course, emphasise that control collection will start at 3.00pm and suggest they could help with control collection. Definitely 3.05 is too late.

There will usually be a person there who will set up the Newcomers' Table and they will ascertain newcomer abilities and advise on suitable courses, as well as follow up with them after they have competed. Your helper on the day will also help out in this area.

Monitor the download of returning orienteers. The main thing is to make sure they use the download box. If they get a splits printout then you know the result is recorded.

2:00-3:00

Monitor missing orienteers (on OE via computer) to know when courses are empty and next weeks organiser can send out control collectors. This is most likely for the novice course.

Monitor courses for possible “lost” orienteers and activate search procedure early if considered necessary – for example an early starting novice.

3:00 onwards

The return deadline is 3.00pm (60 minutes after the last allowable start time). All orienteers must return to the assembly area before this time even if they have not completed their course. You should not leave the finish area until all orienteers have returned.

If there are orienteers unaccounted for 30 minutes after the course closure time, a search procedure should be activated (refer to club Emergency Response Plan).

You should monitor the number of experienced orienteers remaining towards the end of the event in case a search is required.

When all orienteers are finished you can finalise results. There are 2 systems for results that the club is currently using:

- If using the computer based registration, OE software results can be uploaded to Eventor from the event site when all orienteers have finished, using wifi connection.
- SIME is a simpler system to set up on the day and requires no uploading of course files onto the OE software. If using this system, you must provide the download box, its cables and the finish cards to a person skilled in using SIME to do results. These people are: Colin Walker, Jim Russell and Chris Creely. The finish cards are to be handed to someone who can use SIME to publish the results (Colin Walker, Jim Russell). The other download box (the one NOT used by you, the one being returned from the previous event) needs to be put in with the remaining SI gear, so as it will be ready for the next organiser

Money: to be bagged up and given to the Treasurer either at the event, or during the week. Alternatively, to be banked (or transferred) to BSB 633108 Acc 53076063 Bendigo Orienteer’s Inc. with details to be emailed to treasurer@bendigo-orienteers.com.au

Control collection should be organised by the organiser of the next event. Your role is to provide copies of the all controls master map and to stay with the trailer and help sort gear as it comes in. There is a possibility there is no organiser for next week present. In that case you will have to coordinate control collection.

Home after the event

With luck there will be nothing to do but…

OE Results

If there was no reception after the event, you may have to take the computer home to upload results, or arrange for the next organiser to upload for you. It’s a small job.

Publicity

You can also write up a small report on the event for the web site or team app. Don Cherry runs team app. Talk to Louise Hall about the web site.

Now you can really enjoy next week’s event.

Appendix 1: Map assessment

This table is one person's assessment of the suitable event formats for our club maps.

***= Excellent for this format

**= Suitable for this format

*= Marginally suitable or only suitable format

	Long	Middle	Red line	Bush sprint	Urban Sprint
Axedale			*		
Bendigo La Trobe					***
Birds Reef		**		*	
Black Jack Gully				*	
Browns Reef	**		*		
Camp Hill					***
Crusoe	**	*			
Dead Bullock Gully	*	**			
Devonshire Reef				**	
Diamond Hill Nth		***			
Diamond Hill Sth		**			
Golden Gully				***	
Fiddlers Green	*	*	*		
Gateway Park					*
Kangaroo Gully	**	**			
Kooyoora	***	***			
Longlea			*		
Lyell Forest			**		
Mandurang	**				
Morton Ridge				*	
Mosquito Creek			***		
Mt Ida	**				
Mt Korong		***			
Mt Tarrengower	***	**			
New Saint Mungo				**	
Norfolk Hero	*				
One Tree Hill	**				
Peter the Great Gully		*	*		
Rocky Rises				*	
Sedgwick	***				
Smiths Reef	**		**		
South East College					**
Specimen Hill				*	
Wildflower Drive	*		*		

Appendix 2 – Task checklist

6-2 weeks prior to event

Getting digital map

Installing ConDes if needed

Choose an assembly area

Publicise assembly on Eventor

Design courses

Check control sites

Layout of map for event

Arrange map printing

At event prior to yours

Arrange control collection

Pickup or arrange transfer of trailer

Liaise with organiser of the event after yours.

Week before event

Prepare event day computers (or have someone else arranged to do it)

Charge computers, printers etc

Put out some controls

Check the trailer

Do you need printed directions from assembly to start

On the day

Trailer to assembly area (and lock)

Put out remaining controls

Erect tent and tables

Arrange directions to start

Set up computer (or arrange someone else to do it)

Bunting to control parking

Oversee registration and result download

Monitor for overdue orienteers

Help pack away as controls are collected

Upload results