

# BENDIGO ORIENTEERING CLUB - LOCAL EVENTS

## GUIDELINES AND RESPONSIBILITIES FOR COURSE SETTERS AND HELPERS

### 1. Course Planner/Organiser

#### COURSE PLANNING

##### 1. Starting Location

The starting location should be selected to accommodate the requirements of a novice course and to allow easy vehicle access on an all weather track or road. Preference should be given to locations that are close to main roads with parking space available.

##### 2. Novice Courses

Novice courses should be designed with controls placed in such a way that will guide and encourage the novice to move in the correct direction towards the next control.

##### 3. Safety

A **safety bearing** must be indicated on the clue sheet for all courses. The bearing should be a cardinal bearing (North, South, East or West) and must direct the competitor 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 competitor and at best locate the competitor on a track.

- *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. Each class entry needs to be slightly different e.g. lower case or capitals, or Condes will not accept the entry.*

A **mobile phone number** should be included on maps for all courses to allow competitors, especially newer competitors, 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. Of course this should not be included for maps where there is no mobile coverage.

##### 4. Control Placement

Controls must not be placed on features that could jeopardise a competitor's safety. Course setters owe a duty of care to each competitor and should always place checkpoints in safe and accessible locations. They should not be hidden but placed in a position that can be seen from within the "circle".

##### 5. Hazardous Features

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 avoid completely the hazardous area.)

##### 6. Drinking Water

Drinking water must always be provided on courses A, B, C. If the temperature is to exceed 25 C, two drink stations must be provided on courses A, B. Drinks should be located at controls or at compulsory crossing points and must be shown on the clue sheet. Drink stations located at compulsory crossing points must be highlighted on the master maps

##### 7. Maps

As course setter it is your responsibility to prepare the maps for each course and arrange to have them printed. 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 participants 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.

#### COURSE LENGTHS

##### Bendigo Classic Events

Course 1:	6.7 – 7.2 Km, Hard navigation
Course 2:	4.7 – 5.2 Km, Hard navigation
Course 3:	2.5 - 3.5 Km, Hard navigation
Course 4:	3.0 - 3.5 Km, Moderate navigation
Novice 5:	2.0 – 2.2 Km, Easy navigation

## **THE EVENT PRIOR TO YOURS**

1. It is the responsibility of the Helper at the previous event to organise for the collection of all controls. Other club members can be co-opted to help with collection.
2. Control collecting can begin at 3.00 pm once courses close.
3. You should not start collecting controls if the organiser is concerned about a possible “lost” competitor. You will be needed to assist in a search since the organiser cannot leave the start area until everyone has returned.
4. 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.
5. Ensure printer and computer are charged up during the week.

## **ON THE DAY OF YOUR EVENT**

### 1. General duties

First start time is 12.30. Ensure that controls are placed prior to this time.

There will 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.

Continually monitor courses for possible “lost” competitors and activate search procedure early if considered necessary.

### 2. Safety responsibilities

The club safety regulations must be displayed and explained to newcomers before they compete. Make sure they understand how to use the safety bearing and are aware of the return deadline. *Compasses and whistles must be 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.

### 3. Start times

Competitors start themselves anytime between 12.30pm – 2.00pm. (For a normal Saturday afternoon event). Pre-marked maps are provided to competitors.

### 4. Return deadline

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

If there are competitors 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.

### 5. Costs

Displayed on information board.

### 6. Results

There are 2 download boxes used with the local gear, the one you used is to go in the ice cream container with the appropriate cables (2 of), along with the finish cards, these are to be handed to someone who can use SIME to do the results, like Colin Walker, Jim Russell, Chris Creely, or contact any of the before mentioned, and they will show you how to do it. Results are provisional until up loaded to website.

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

### 7. Money

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](mailto:treasurer@bendigo-orienteers.com.au) Alternatively to be bagged up and given to the Treasurer either at the event, or during the week.

## 2. Helpers

Below are some tasks that need to be completed.

Welcome and help newcomers.

At most events a newcomers table is set up. Please assist by showing beginners how to select a suitable course and register.

### **Co-ordinate Control Collection.**

Before the end of the event ask the organiser for a mastersheet with all controls marked. Ask orienteers if they are able to assist with the collection of controls. Circle controls on the mastersheet to ensure that they are all collected. Please wait until course closure before collecting the controls.

### **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.

### **Money**

Our treasurer, Andrew Wallace will collect the money if he is at the event today but if not you will need to count it and put it in the bank using the deposit book provided.

### **Results**

When using the computer, and OE 2010, you will need to produce results. In Results >

Split times > Courses > Export > XML > write in name, for example, 'Bush Classic 3' > OK

Email this file to [results@bendigo-orienteers.com.au](mailto:results@bendigo-orienteers.com.au)

Write up on website.

Write a report of the event which includes who the organiser was and in what area the event took place. Mention the efforts of people who ran well or are improving. Email the report to [results@bendigo-orienteers.com.au](mailto:results@bendigo-orienteers.com.au) so it can be put on the website and in the Bendigo Advertiser. See examples on Page 2