A Guide for Event Organisers, Course Setters and Controllers

This document is written primarily for event officials of bush events. Mention is made to park events, NightNav and training events but the organisational requirements for those types of events are likely to be less onerous.

These guidelines should be read in conjunction with the document "Competition Rules for Orienteering Australia Foot Orienteering Events" available from the Orienteering Australia website (section 2.1 of Operation Manual), and the document "Guidelines for Course Setters" from the Orienteering Queensland website (Technical: OQ Course Guidelines). A risk management document is also available on the Orienteering Queensland website.

This document is based on a document originally developed by Ugly Gully Orienteers. It has been updated to reflect current practice for bush events (February 2023).

Contact the OQ Technical Officer (technical@oq.asn.au) for any corrections, updates or queries. Further information can also be obtained from your Club's Technical Officer and/or Event Officer.

1. Introduction and Overview

Planning an event makes an important and significant contribution to orienteering. The continued, fine efforts of volunteers are the 'lifeblood' of our sport. This **Guide for Event Organisers, Course Setters** (planners) **and Controllers** aims to support you in conducting a high-quality event, in the easiest possible way. We hope to have provided information that streamlines your planning; and processes which not only help your event run smoothly but reduce the workload for all. Being part of a team that organises a successful event is a very rewarding experience. It's also a great way to get to know other members of your club, maximising the best outcomes for all.

This document, primarily aimed at officials for bush events, contains specially prepared guides designed to help you complete the task for which you have volunteered. Please use the relevant guide and as a checklist to carry out the important steps required to organise the event.

Following the suggested timelines will hopefully assist you manage some of the more difficult tasks, avoid oversights and minimise frustrations. Planning an event takes time, especially a bush, OY or championship event. Where possible, start planning the event at least 2-3 months in advance. This way you will have the time to enjoy the experience.

The following table is a *simplified* overview outlining the key roles of the **Event Organiser**, **Course Setter** and **Controller**. Please refer to the *detailed* sections 2, 3, and 4 of the document to assist you with your particular task.

The Orienteering Australia Competition Rules is a very useful reference, providing higher level technical information about all aspects of event organisation, course setting and controlling.

Event Organiser (EO)	Course Setter (CS)	Controller (C)
3 months before the event		
1. Contact event team, set up communication channels, establish time frames	1. Contact event team, set up communication channels, establish time frames	1. Contact event team, set up communication channels, establish time frames
2. Ensure landholder permission is obtained	2. Check land access permission is granted	2. Check land access permission is granted
3. Ensure event appears on Eventor. Add details of event as they are decided.	3. Obtain map files. Consider when map was last updated and possible changes necessary	3. Check event details have been placed on Eventor
	4. Decide upon the site of the start and assembly area – give details to EO	
	5. Consider vehicle access for placing water on the courses.	
	6. Decide number and type of courses and give details to EO for Eventor	
	7. Decide whether to use Sportident Air (contactless timing) or regular Sportident timing	
	8. Decide which software to use (Purple Pen, OCAD)	
	9. Read/revise principles of course setting	

Event Organiser	Course Setter	Controller
At least 1 month before the event		
4. Open entries on Eventor	9. Set courses and send to controller for review	4. Review and approve courses
5. Consider extra publicity for the event (OQ bulletin, Facebook, etc.)	10. Consider water availability on courses.	
	11. Visit map if possible.	
	12. Revise courses after feedback from controller	5. Review and approve the organisation and layout of event.
	13. Draft control descriptions	6. Make as many controlling visits to the event site as deemed necessary
2-3 weeks before the event		
6. Organise and circulate Helpers' Roster	14. Field check courses and tape control sites	7. Check location and taping of control sites
7. Consider safety aspects of the event. Consult the risk checklist and Risk Management Plan submitted with the permission request.	15. Review and update courses and control descriptions after field check	
1 week before the event		
8. Arrange to collect club trailer/equipment and computer equipment	16. Check EO has collected equipment	
9. Organise cash float. Check whether signal is available for electronic payment.	17. Collect control flags, SI units, stands and water containers. Check SI units have been synchronised.	
10. Remind helpers of times and tasks	18. Prepare overall master maps showing all controls	
11. Print copy of Event Organiser's report form (available from OQ website)	19. Finalise control descriptions	8. Final check of courses and control descriptions
	20. Print copies of maps. Print loose control descriptions.	
	21. Calculate amount of water needed on courses	9. Check calculation of water needed on bush courses
1 day before the event		
12. Assist Course Setter if needed	22. Put out controls. Consider putting water out the day before.	10. Assist with putting out controls
13. Dig toilet if necessary	23. Prepare control collection maps	
14. Calculate amount of water needed at assembly. Fill containers before travel	24. Advise event organiser of assembly layout.	

Event Organiser	Course Setter	Controller
Day of the event - before		
15. Hang road signs	25. Check that weather conditions are OK for the safe conduct of event	11. Confirm that weather conditions are safe.
16. Set up event site, tent, registration table, computer, water, etc.	26. Place all remaining controls and SI units. Position water on course	12. Ensure control markers, equipment and officials are suitably positioned
17. Co-ordinate helpers	27. Assist Event Organiser if needed	13. Be present during the event. Assess the reliability and accuracy of time-keeping and results systems
Day of the event – during		
Watch everyone having a fun time at your event!		
Day of the event – after		
18. Check all competitors have returned. If not, organise a search. (Search and Rescue protocol is on OQ website)		
19. Close the course, assist with the collection of controls	28. Begin control collection	14. Assist with the collection of controls
20. Give cash float with event takings (less any expenses) and complete event report form (from OQ website) to club Treasurer	29. Pack up all equipment and return neatly to trailer	
21. Pack up all equipment neatly into the trailer		
22. Collect road signs.		
23. Upload results (or ask SI Manager)		
Post event		
24. Return trailer/equipment	30. Forward map corrections/updates to the club Mapping Officer	15. Ensure that results and reports are distributed promptly
25. Thank landowner and helpers		16. Where necessary, send reports to the appointing body (club or OQ) and copy to the organiser.

2. Event Organiser's Guide

Thank-you for volunteering to organise an event! The following checklist is a guide to help you organise your event easily and efficiently. As the **Event Organiser**, it is your responsibility to complete **all tasks** for the event, **other** than course setting and controlling and what goes on between the Start and the Finish line. Good luck and enjoy!

As soon as you volunteer for the event, make contact with the team you will be working with:

- ☐ the Course Setter
- ☐ the Controller
- ☐ the Helpers for the event

Next, clarify what you've volunteered for -

- ☐ Which area/map? _____
- ☐ What type of event? · Championship · OY · Club · Park · NightNav · Training Event

Event Type Overview

Event Type	Championship	OY	Club	Park	NightNav	Training Event
Summary	Standard cross country event, with varied challenge levels.		Cross country, parkland or mix	High speed in runnable parks	High speed on runnable streets	Practise courses or techniques.
Terrain	Forest	Forest	Forest / Park	Park	Street	Various
Courses	See OQ Course Setters guide	Hard 1-5 Moderate 1-2 Easy Very Easy	Hard 1-3 Moderate Easy Very Easy	Moderate Long Moderate Short Easy	40 minute scatter/score using MapRun	Moderate & Hard level, beginners to be assisted.
Map	1:10 000 1:15 000	1:10 000 1:15 000	1:4 000 1:5 000 1:10 000	1:4 000 1:5 000	1:7 500 1:10 000	Various
Winning times (approx)	Various winning times – refer to OQ Course Setters guide		40 minutes	20 minutes		Self timed
Other notes	If you are course setting for a Championship, you will need to consult the OA Rules.		Suitable for BCC Active Park Events			MapRun or controls
Controller required?	Yes (Level 2)	Yes	Recommended	Recommended	No	No

NOTES
* BCC Active Park Events should always have an Easy course.

Event Organiser's Checklist:

At least 3 months before the event

- ☐ Begin working in close collaboration with the Course Setter (and Controller if needed), supporting and assisting where possible. Ensure open communication channels exist and that you are provided with all relevant information. Establish clear timelines with all parties.
- ☐ Liaise with the Events Coordinator to obtain permission to use the area – this is the most important thing so please ensure this happens in a timely manner.

- ☐ Compile event details for Eventor (which is then copied to OQ website) as early as possible (at least 2 months in advance). Advertise via OQ bulletin as appropriate. Consult with the Course Setter regarding event details such as
  - number, type and length of courses;
  - type of terrain;
  - start and finish times;
  - travel directions.

  Once number and type of courses has been established, entries can be opened on Eventor.

2-3 weeks before the event

- ☐ Organise the Helper's Roster for the day. Ask people what they would like to do. Inviting new club members to help is a great way for them to get to know others. Don't put yourself into empty slots, your role is to co-ordinate and manage on the day.

  The following table is a rough guide to the jobs that need to be done for each different type of event. At a large event, it is advisable that the Organiser does not have a particular job on the day but is available to co-ordinate the other helpers. It is the Organiser's responsibility to make decisions and coordinate searches if competitors are late returning.

Job	Championship	OY	Club	Park	NightNav	Training Event
Setting Up before event	Allow 2 hours, 2-4 people	Allow 2 hours, 2-4 people	Allow 1 hour, 2 people	Allow 1 hour, 2 people	Minimal set up required	Minimal set up required – hang direction signs
Registration	All pre-entry, 1 person needed at registration to answer queries and manage hire SI sticks	All pre-entry, 1 person needed at registration to answer queries and manage hire SI sticks	1 hour, 1 or 2 people	1 hour, 1 or 2 people	1 hour, 1 or 2 people	Keep a record of participants for safety purposes
Starts (manually record all approx. start times)	Early and late shifts over 2 hours, 2-3 people per shift	Early and late shifts over 2 hours, 1-2 people per shift	1 hour, 1 or 2 people	1 hour, 1 person	1 hour,1 person	Self timed
Finish computer	Early and late shifts over 2 hours, 1 person per shift	Early and late shifts over 2 hours, 1 person per shift	1 person	1 person	N/A (MapRun)	N/A
Help Newcomers	N/A	Early and late shifts over 2 hours, 1 person per shift	1 hour, 1 or 2 people BCC Events may have many new beginners.	1 hour, 1 or 2 people BCC Events may have many new beginners.	1 hour, 1 or 2 people BCC Events may have many new beginners.	N/A
Control Collection	Estimate no. of people required, 6 controls p/person, allow 45 mins	Estimate no. of people required, 6 controls p/person, allow 45 mins	Estimate no. of people required, 6 controls p/person, allow 45 mins	3 people, 45 mins	N/A	Not required if MapRun used.
Pack Up Equipment	5-6 people	3-4 people	2 people	2 people	2 people	Not required

☐ Consider **SAFETY**

Consider any difficulties from the map and prepare a safety plan which covers risk management and includes search activities. Considerations:

- what are the anticipated weather conditions
- traffic movement around the assembly area
- safety bearings for all courses (preferably written on the map)
- time of course closure
- communication devices
- availability of first aid equipment and trained first aiders.
- nearest doctor/hospital. Do you have mobile reception at the assembly area? Consider asking the course setter to put the organiser's mobile phone number on the map.
- record approximate start times of competitors, even with electronic timing (this can also be used as a backup if the timing fails).
- OQ's Risk Management policy can be downloaded from the OQ website

1 week before the event

☐ Collect (or arrange for someone to collect) the trailer/equipment. Check that you have access to all the equipment you need including -

- Control flags and stands/hangers
- Control SI units (+ clear and check, start and finish units, stands)
- Water containers and cups (remember to fill water containers)
- Tents/tarps
- Tables & chairs
- Results display
- Toilet Paper
- First Aid Kit + defibrillator
- Streamers
- Road Signs (with string attached), and pickets and cable ties to position them
- Banners (start, finish etc)
- Start: map trays, control description board, clocks
- Map bags/ plastic sleeves if wet weather is forecast

☐ Organise cash float and/or electronic payment (check with Club Treasurer)

☐ Remind helpers, circulate Helper's Roster

Day before the event

☐ Assist Course Setter if needed

☐ Dig toilet and cover hole (saves a lot of time on the event day)

☐ Prepare any special notices that need to be displayed.

☐ Prepare a plan of where signs will be hung, so that you know how many of each direction you require.

☐ Calculate water needed for assembly area (and for remote start, if necessary). Prepare containers.

Day of event - before

☐ Fill water containers before travelling to bush sites.

☐ Hang up road signs on the way to the event. All turns should be clearly signposted so that they are visible before the turn. Use metal pickets and cable ties to ensure that critical signs do not blow down in the wind. Use too many signs rather than too few. Give sufficient warning of turns into a property off a major road where there is likely to be other traffic. Do not write on the back of signs.

☐ Set up event site. Hang banners/signs prominently :

- Assembly area (Orienteering banner)
- Parking (Ensure that the first few vehicles are parked in the appropriate position. If required, use an official, signage and taping to control where parking should occur.)
- Display Information Board with course options (difficulty and length) and safety instructions
- Start (control descriptions, trays for course maps, synchronised start clock if used)
- Clear and check (SI Off if not using SI Air, Battery Test and Air Test if using SI Air)
- Finish chute
- Finish (table, chairs, computer)
- Results display
- Toilet (tent, toilet paper, hand sanitiser)

☐ Timing – Synchronise the clocks if used at the start.

☐ Registration – arrange this last to avoid being swamped by competitors before you are ready.
- Set up Registration table (tent if necessary, tables, chairs, float, pens, SI entry)
- Registration should open at least 30 mins prior to the advertised starting time for the event.
- Ensure there is a table away from the registration desk where competitors can complete their registration card (if needed).
- The helper on the registration desk should ensure that all relevant information has been provided.

Day of event - during

☐ Co-ordinate helpers, ensure everyone knows what to do. Brief helpers if necessary.

☐ Ensure newcomers are welcomed and given beginner instruction by a helper.

☐ Watch everyone having a fun time at your event!

Day of event - after

☐ Ensure all competitors have returned from courses. When it is OK to 'close' the course, begin control collection.

☐ Upload results to Eventor.

☐ Assist Course Setter with co-ordinating control collection. Sort controls in order and return to box in trailer. Make sure water containers and cups have been collected.

☐ Check if the Course Setter and/or Controller have any expenses. Return the cash float with event takings (less any expenses) to club Treasurer.

☐ Pack up all equipment and return neatly to trailer. (Don't forget to fill in the toilet!) If the equipment is wet, it MUST be dried – especially control flags, banners and tarps.

☐ Note any breakages or items that need replenishing before the next event e.g. pens, toilet paper, cups.

☐ Collect road signs and return to trailer.

Return trailer. Report any equipment loss or damage.

Post event

☐ Ensure results are uploaded as soon as possible after the event – usually done or organised by the SI manager.

☐ Send completed Event Report form (Club or State, available from OQ website) to Club Treasurer.

☐ Map corrections/updates should be forwarded to the club Mapping Officer.

☐ Submit an accident/incident report if necessary (available from OQ website).

☐ Ensure that the landowner is thanked for the use of their land, either personally, by phone or by email.

☐ Congratulate yourself on a job well done! Orienteering wouldn't exist without people like yourself willing to volunteer to organise events. Thank-you.

3. Course Setter's Guide

Thank-you for volunteering to set courses for an event! The following checklist is a guide to help you easily and efficiently set courses that are fair and fun for everyone. As the **Course Setter**, it is your responsibility to manage **everything about the course from the start to the finish line**. The event organiser will arrange all other aspects of the event, and the controller (if required) will check your courses. Good luck and enjoy!

As soon as you volunteer for the event, make contact with the team you working with:

- ☐ the Event Organiser
- ☐ the Controller

Next, clarify what you've volunteered for -

- ☐ Which area/map? _____
- ☐ What type of event? · Championship · OY · Club · Park · NightNav · Training Event

Event Type Overview

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Winning times (approx)	Various winning times – refer to OQ Course Setters guide		40 minutes	20 minutes		Self timed
Other notes	If you are course setting for a Championship, you will need to consult the OA Rules.		Suitable for BCC Active Park Events			MapRun or controls
Controller required?	Yes (Level 2)	Yes	Recommended	Recommended	No	No

NOTES

* BCC Active Park Events should always have an Easy course.

Course Setter's Checklist:

At least 3 months before the event

- ☐ Begin working in collaboration with the Event Organiser and Controller. Ensure open communication channels exist and that you are provided with all relevant information. Establish clear timelines with all parties.
- ☐ Check with the Event Organiser that permission has been obtained to use the area – this is the most important thing so please ensure this has been done.
- ☐ Obtain an electronic copy of the map for planning purposes (contact Mapping Officer). Consider when the map was last updated and any possible changes necessary.

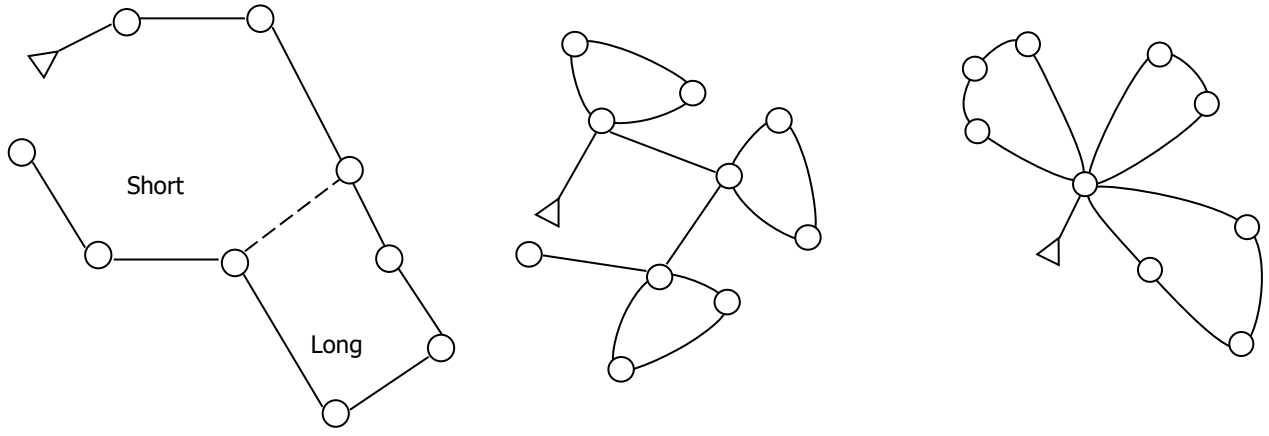
- ☐ Consult with the Event Organiser and Controller to decide upon the site of the start and assembly area. For assembly area location consider the following:
  - Accessibility under various weather conditions
  - Parking availability
  - Options for Easy/Very Easy courses
  - Limitations of map
  - Variety of start/finish location from previous events
- ☐ Decide number and type of courses. The following table provides some guidance on course difficulties. Check the OQ Guidelines for Course Setters for details for the various courses.

OQ Course Setting Guidelines

Navigational Difficulty	**Hard**	**Moderate**	**Easy**	**Very Easy**
General Description of Course	Courses have hard route choice options, complex control locations and challenging attack points. Navigation should be as difficult as possible with small contour and point features as the preferred control sites; there should be no handrails and no large attack points nearby. Route choice should be an important element of most legs. Avoid "bingo" controls – point features away from any attack points. Avoid "dog-legs".	Courses should have some (less challenging) route choice with big attack points near control sites and catching features less than 100m behind. Control sites may be point features and the control markers need not necessarily be visible from the attack point. Handrails available (but not too close), good attack points, avoid complex control locations.	Courses should have limited route choice. Control sites must be on or near drawn linear features but preferably not at turning points. This gives the opportunity to follow handrails or to cut across country. Short distances along large linear features that are not drawn (such as large gullies or well-defined spurs) may be included in the course but then large collecting features are essential. Control markers should be visible from the approach side by any reasonable route, and hung at child height.	Courses should have simple route choice and must follow drawn linear features (tracks, fences, etc.). A control site is needed at every change of direction and all control markers must be easily visible on the approach side of the control. Large obvious features, visible from and close (<25m) to the linear feature may also be used as control sites. Route must be taped if indistinct.

See OQ Course Guidelines for more detail and further advice.

Clever course setting formats allow various course lengths to be created whilst maximising the use of controls available. Look for interesting legs and try to incorporate these legs into different course formats. By increasing or decreasing the number of loops, course lengths can be easily modified to suit. Plus, they can be very interesting for the competitor!



- ☐ Provide the Event Organiser with details of the event and the courses to be published on Eventor.
- ☐ Choose which course setting software you will use. Purple Pen is simple software suitable and is available for free download at http://purplepen.golde.org/
- ☐ Read the relevant sections of the OA Rules (particularly relevant for Championship events).

  An excellent article entitled ***Course Setting an Event for the First Time*** is included later in this document (Appendix A). Although written some time ago, the advice given by Bill Fisher is still very relevant and helpful. There are also further course setting guidelines included after this article (Appendix B).

At least 1 month before the event

- ☐ Set courses – see guidelines at the end of this checklist. Have courses checked by controller.
  - Consider water availability for all courses:
    - Location and accessibility
    - Approximately 20 min intervals on course
  - Consider safety:
    - Safety bearings for all courses should be written on the map if possible
    - If there is mobile phone coverage, consider including the organiser's mobile phone number on map
  - Climb should be no more than 4% of the length of Hard courses, and 3% on all other courses.
- ☐ Control numbers

  Typically controls are numbered from 31 upwards – but check on the availability of numbers on the SI units that you will use. Numbers below 31 cannot be used.

2-4 weeks before the event (or earlier)

- ☐ Obtain permission from the landowner for each visit to the map area.
- ☐ Field check your courses by visiting each control site. At each control site:
  - Check the suitability and safety of the feature. If the feature is in anyway doubtful, choose a different site!
  - Wrap a piece of surveyor's tape on the exact point where the control flag will be positioned (use brightly coloured tape). Write the control number on the tape. This is an important step for double checking control placement when hanging flags.
  - Record details of the feature (e.g. height, area etc.) for control descriptions.
  - Have the taped control sites checked by the controller.

  In performing your field checking you might like to use the MapRun smartphone app (MapRun6 or MapRun version 7). This allows you to view your location on the map as you do your checking. To do this you will need to install the latest version of MapRun on your phone (see https://maprunners.weebly.com/). Use the "CheckSites" option to create the event on the MapRun application (see https://maprunners.weebly.com/maprun---checksites.html). You can pass on details to your controller who can also use the map file.

  Important: While MapRun can be used as an aid in setting courses, you should still be checking the suitability of each control site from the point of view of a competitor who has access only to the map and a compass.
- ☐ Contact Mapping Officer for any map updates/corrections. (Ensure you have photos and geolocations for any changes.)
- ☐ Review and update courses and control descriptions after field check.

2 days - 1 week before the event

- ☐ Check Event Organiser has collected trailer and possibly assist with this.
- ☐ Obtain you have access to the following items
  - Control flags and stands/hangers
  - SI units with the relevant control numbers
  - Water containers (need to fill), and cups.
- ☐ Print copies of maps based on Eventor entries (with extras for enter on the day). Count the maps for each course and place in separate bags to ensure they are not mixed.

- ☐ Print multiple copies of control descriptions (symbols for Hard courses, English for Easy and Very Easy courses, both for Moderate courses. Cut these up ready to use at the event. Also print off a couple of master control description lists.
- ☐ Calculate the amount of water to be placed on the course, increasing the amounts if hot weather is anticipated.

Day before the event

- ☐ Put out controls, SI units and tapes if needed on Easy/Very Easy course (highly visible controls should be placed the morning of the event to avoid theft.) When tying flags and tapes, use a single knot/bow for ease of collection.
- ☐ Consider putting water on the course the day before, as it can be time-consuming.

Day of event - before

- ☐ Check that weather conditions are suitable to conduct the event. A range of weather conditions may result in an event having to be cancelled, postponed or courses revised. These weather conditions include:
  - Flooding – making access to the map hazardous or high water crossings.
  - Fire Danger – total fire ban
  - Electrical Storms
  - Heat & humidity – temperatures above 35 C and/or with high humidity
  - Cold – temperatures below 0 C
  - High winds – gust above 30 knots

  Consult with Events Coordinator about extreme weather conditions and the criteria and procedures for canceling an event.
- ☐ Place all remaining controls and SI units.
- ☐ Assist Event Organiser if needed.

Day of event - during

- ☐ Watch everyone having a fun time at your event!

Day of event - after

- ☐ Co-ordinate control collection, with Event organiser's assistance. Sort controls in order and return to box in trailer. Make sure water containers & cups have been collected.
- ☐ Pack up all equipment and return neatly to trailer.
- ☐ Collect road signs and return to trailer.

Post event

- ☐ Forward map corrections/updates to the club Mapping Officer.

Calculating Water Needs

When Required

Water is to be provided at events on all courses where the anticipated winning time is likely to be greater than 30 minutes (including Easy courses if applicable). When deciding the quantity and location of water points, the principle to be observed is that no competitor should be disadvantaged because they require a drink. When the air temperature is expected to be in excess of 30 degrees, then everyone should be encouraged to drink before they go out on their course and additional water should be placed.

Location of Water

Wherever possible, water is to be provided at control sites. Where a large quantity of water is required, it may be necessary to create a simple, common control site to locate water e.g. near a track, so that it can be used by multiple courses and is accessible to vehicles. Place cups at controls in a plastic bag which keeps the cups clean and which can be used to bring the rubbish back.

Estimate of Quantity Required

To determine the quantity of water required for a particular event, calculate the number of orienteers expected to visit each water point and use the following formula:
a. At the first drink station, 200ml per person
b. At the second and subsequent drink stations, 100ml per person

Location of Water Marked on the Control Descriptions/ Map Required

The location of water points should be shown on the control descriptions. Where the water is not provided at the control site, it is to be marked by a cup symbol on the maps for each course.

Often, only a small quantity of water is required at a particular control and it is better to take everything with you when you go to put the control out.

Number of Water Points Required

The table below can be used as a guide to the number of water points required on each course. If very hot conditions are expected, i.e. over 30°C, then consideration should be given to providing additional water points.

Course	**No. of drink stations**	**Located at % of course distance**
Hard 1	2 (3 in steep terrain or where the course is longer than 9km)	30 and 70%
Hard 2	2	30 and 70%
Hard 3	1 (2 in steep terrain)	40 to 50%
Other hard courses	1	60%
Moderate 1 and 2	1	60%

Easy and Very Easy Courses

In the event of hot conditions being expected, water should also be provided on these courses.

Water at the Start and Finish

Water and cups should always be provided at the assembly area. Where the Start is more than 15 minutes walking from the assembly area, water should also be provided there, in particular where the temperature exceeds 24 degrees.

4. Controller's Guide

Thank-you for volunteering to control an Ugly Gully event! As a skilled and accredited **Controller**, it is your responsibility to oversee and check all aspects of course setting and event organisation, ensuring that rules are followed, mistakes are avoided and that safety and fairness is paramount. The following checklist is a general overview compiled so that both the Course Setter and Event Organiser are aware of your role. Whilst you will no doubt follow the more detailed controller's requirements outlined in the OQ Manual, please consider your role at a club level as being supportive and developmental also. Good luck and enjoy!

As soon as you volunteer for the event, make contact with the team you are working with. Ask your club Secretary for the email addresses and phone numbers of

- ☐ the Course Setter
- ☐ the Event Organiser

Next, clarify what you've volunteered for -

- ☐ Which area/map? _____
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Event Type Overview

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Map	1:10 000 1:15 000	1:10 000 1:15 000	1:4 000 1:5 000 1:10 000	1:4 000 1:5 000	1:7 500 1:10 000	Various
Winning times (approx)	Various winning times – refer to OQ Course Setters guide		40 minutes	20 minutes		Self timed
Other notes	If you are course setting for a Championship, you will need to consult the OA Rules.		Suitable for BCC Active Park Events			MapRun or controls
Controller required?	Yes (Level 2)	Yes	Recommended	Recommended	No	No

NOTES
* BCC Active Park Events should always have an Easy course.

Controller's Checklist:

At least 3 months before the event

- ☐ Begin working in close collaboration with the Event Organiser and Course Setter supporting and assisting where possible. Ensure open communication channels exist and that you are provided with all relevant information. Establish clear timelines with all parties.
- ☐ Permission to use the area – this is the most important thing so please check/assist that the Event Organiser and/or Events Coordinator has done this.

- ☐ Check that event details have been entered correctly in Eventor. Consult with the Course setter regarding details for the event and ensure information is forwarded to the Event Organiser for inclusion in Eventor.

At least 1 month before the event

- ☐ Approve the courses after assessing their quality, including degree of difficulty, control siting, control descriptions, chance factors and map correctness.
- ☐ Approve the organisation and layout of start, finish and changeover areas (if required).
- ☐ Make as many controlling visits to the event site as deemed necessary. The visits should be planned in agreement with the organiser, course setter and landowner.

Week/s leading up to the event

- ☐ Check location and taping of control sites (the MapRun technology can be used to aid this process – see details in the Course Setters section).
- ☐ Double check courses, control descriptions.
- ☐ Check calculation of amount of water needed for event.

Day before event

- ☐ Assist with putting out controls, if necessary.

Day of event

- ☐ Ensure control markers, equipment and officials are suitably positioned.
- ☐ Be present during the event.
- ☐ Assist with the collection of controls.

Post event

- ☐ Ensure that results and reports are distributed promptly.
- ☐ Submit where required any written reports to OQ with copies sent to the Event Organiser.

Appendix A. Extract from *Orienteering on the Go*, Summer 1996, by Bill Fisher

Although written before the widespread introduction of SI units and software like Purple Pen, the advice given in 1996 by Bill Fisher is still very relevant and helpful. Bill Fisher was controller for Australian Championship events and a very active course setter.

Note: some small changes to the wording have been made to reflect current orienteering practice and terminology.

Introduction

This is meant to be a step by step guide as to what to do the first time you are given a map and told to produce a set of courses for an event. Often you are given little guidance and some mistakes are seen frequently. Many articles tell you what good courses should be like but do not tell you how to create them. They also do not admit that you have to make certain compromises between perfect courses and such practical factors as pleasant access to the start and finish, time spent putting out and retrieving controls and limited resources. This article will not concentrate so much on the standards for courses, which are set out in the technical rules you should have already read, but on how to achieve those standards in practice. Clearly there are other ways of doing things and we might disagree but hopefully you will find the article useful.

Presumably your first event will be a minor club event. The same principles apply for an OY or championship event but the balance of priorities might be slightly different. For example for a championship, to get the ideal start location, you might set a longer walk from the assembly area than would be popular at a club event.

The objectives of course setting

The first objective of course setting is to **provide a pleasant and interesting occasion for the different types of competitors.** Your courses must cater for four extremes as well as some in between and those extremes have very different ideas of what is a pleasant course:

- **Long Hard** is for elite orienteers who get pleasure from what others would find gruelling or impossible. They want the maximum challenge, both navigational and physical. (In a championship event they do M or W21)

- **Short Hard** is for people who have been orienteering for a long time but are not young and fit. They want the maximum interest, which means the most difficult possible navigation, but their pleasure will be destroyed if the course is not well within their limited physical ability. (M or W60)

- **Long Moderate** is for the young and fit who are not experienced enough to be faced with the most difficult navigational challenge. They get their pleasure from completing a reasonably long course. The navigational difficulty should provide opportunities to make mistakes but not such bad ones that they cannot recover. (M or W14)

- **Novice** (or **Very Easy**) is for those who have only a small idea of what they are doing. They get their pleasure from completing the course. You cannot make it too easy. (M or W10)

Others lie between these extremes. Between the hard extremes are medium hard courses for moderately fit experienced members, and between the very easy and the short hard courses are easy and short moderate courses for newcomers to progress through as they gain experience.

Your other objective is to provide competition. On the more difficult courses this is automatic if the navigational and physical standards are right. I like to provide some opportunity for skill to beat lack of it even on the very easy course if I can do it without endangering the novices. For example, if an obvious track goes around a corner you can position flags so that cutting the corner is an advantage.

Where do you start?

The answer is not the start nor the finish nor the long hard course nor courses nor control points **but hard legs.** For a club event, access and parking may force a particular assembly area on you but if possible you should defer this decision.

Contrary to natural expectations, the hardest course to set well, and the one you should set first, is not the long hard course but the short hard course. Good legs for short hard courses are hard to find so their availability might influence the position of the assembly area. Work done on the short hard course will help you with other courses much more than the other way round.

I spend several hours over several days pencilling in hard legs all over the map without considering how I will fit them in to courses. In particular I want some of them to be suitable for the short hard course. Before I set any course I will have perhaps thirty or more legs pencilled in all over the map, although if the start/finish area has been determined I will have given special attention to its vicinity.

Finding good hard legs

Lay a transparent ruler on the map and move it around looking for good legs. Look at lines, not control points. You can usually find control points near enough to where you want them once you have decided the line of a leg.

The ideal hard leg is not one where the control itself is hard to find but one where the whole route needs care to follow from beginning to end. Positioning a very long leg on the map without enabling competitors to find a route that is too easy to navigate is difficult. With that proviso, a good hard leg is as long as possible to maximise the opportunity for a competitor to go wrong. For the same reasons a good hard course will have fewer rather than more controls.

To some extent, combat the advice given to competitors in coaching articles. (Do not take this too far though. If chance is the only way of finding the control the competition becomes a lottery instead of a test of skill.) Suitable attack points should not be too obvious or on the direct route. Do not provide handrails or collecting features. Provide the maximum opportunity to make parallel errors. Put the best routes up, not down, watercourses and down, not up, spurs. If routes must arrive at or cross linear features put them at right angles so that the direction to aim off is not obvious. Intermediate land marks are fine provided they present navigational problems in themselves.

Besides the above, legs for the short hard course must have at least one route that is reasonably physically easy, although preferably this should not be the most obvious route or the easiest navigationally. Fitting a leg of more than about 1 km into a short course is difficult but having at least one approaching that length is desirable.

When you have what seems a good leg lying along your ruler, decide how you think you would run it. If your route goes to the left, move the leg to the right. If you would go right, move the leg to the left. If you cannot decide you have got it right. Run your pencil along the leg. Keep going until you have explored every part of the map and have lines crossing most of them in all different directions.

Deciding the assembly area

Now you have a good selection of good legs all over the map including some favourite ones you will incorporate into courses if you can. You will know which parts of the map have the best legs including, in particular, good legs for the short hard course.

It is time to choose the assembly area using three criteria.

- There must be at least a couple of good legs for the short hard course in the immediate vicinity.
- There must be at least one handrail loop, preferably all tracks, of a suitable length for the novice course close to the area. If the loop is not quite complete, you might consider a streamer trail for the missing segment.
- The assembly area must be pleasant and accessible. The social activity around orienteering is one of its main attractions to many participants.

If the assembly area meets those criteria you probably have no other insurmountable problems. Leave deciding the exact positions of the start and finish until after the next step.

Constructing the short hard course

You are ready to construct your first effort at a short hard course. Two of the suitable legs nearest to the assembly area will be your second and second last legs. Join the assembly area to the beginning of the second leg. Join the end of that to the beginning of another one and so on. When the course is the right length come back to the second last leg and join that to the assembly area.

You now have your first draft short hard course. It probably needs refinement but already at least all the even numbered legs are good, which makes it a better course than many that have been set. Now refine the course.

- Only if necessary, add controls to the odd legs to prevent dog legs. (Dog legs are situations where a good route out of a control is the reverse of a good route in, so that competitors coming out give the control away to those still looking for it.)

- Try moving controls left or right to see whether that improves one leg without seriously upsetting the next. Use the same criteria as in finding good legs above.

- Try removing a control. If this would not make the course much easier then leave it out. You might have to move the new combined leg left or right to get the maximum improvement.

- You can at any point replace one or more legs with others you realise are better.

Repeat those steps until the course is as good as you can get it. If you can make this course a good one the rest will be easier.

The Start and Finish

Now you can decide the final positions of the start and finish, positioning them to suit your short hard course. If you are going to use the same start and/or finish for the novice course you need to consider that as well. The main problem with the start is making sure that a good route to the first control chosen by one competitor is not completely given away to later starters watching. If you can make the leg from the start to the first control a good leg so much the better.

Make difficult navigation necessary as close to the finish as possible. It is unfair to clever tortoises if hares can follow them through the difficult navigation and then beat them easily over a long obvious route to the finish. The finish should be close to the end of the last good leg. It is often a good idea to place an easily found control between the last good leg and the finish so that the last hard control is not made obvious.

The other hard courses

Now that you have the short hard course set you can do the rest in the same way except that the start and finish have been fixed. Join up enough good legs and then refine the courses. Because you have more distance to play with you can go further to incorporate particularly good legs and you can use longer legs. I do the long course first and then the intermediate ones in order of increasing length. You can then make parts of courses by shortcutting the long course and/or using bits of shorter ones.

Some common legs are fine and save on controls. However to confuse competitors who are influenced by others, I prefer not to use more than two successive legs in two different courses. For the same reason I would not try to use the same first control on more than one or two courses and not use the same last hard control on more than one, or at most two, courses. The last easy control is often common to all courses.

Look at having common controls at suitable points for drinks.

One idea that is common and at first sight seems very sensible is actually a mistake. Do not run courses in opposite directions around some of the same controls. Competitors leaving a control give its position away to people coming in the opposite direction.

The very easy course

You probably effectively decided this when you made sure there was a suitable length handrail loop close to your assembly area. The route must be pleasant. Remember novices are not yet sure that they want to continue this strange activity. You cannot make the course too easy. Put flags only just out of sight of each other so that your novices are frequently reassured and are quickly warned if they go wrong. If there is a track junction where they might make a mistake put a flag in sight on the correct route.

The moderate courses

We want our moderate competitors to have an interesting time but to succeed. There should be a need to think and opportunities to make mistakes but not irreversible ones.

To some extent reverse the rules for hard legs. Use short legs so that competitors are never too far from their last correctly known position. A leg straight along a simple handrail is too easy but a handrail in the vicinity is good. Make sure there are obvious collecting features at or beyond controls so they will know when they have gone too far. Legs should not traverse confusing country where competitors might make parallel errors. Run legs up, rather than down, spurs and down, rather than up, watercourses. Make sure there are easily found attack points.

As when designing hard legs, look for the line of the leg before looking for control points at its ends. A technique I have found useful in designing a moderate course is to run parts or all of it between 30 and 70 metres inside a handrail loop defined by roads, major watercourses or main ridges. This gives competitors the route choice of detouring to the handrail or going straighter and shows them when they have deviated or gone too far.

The easy course

Much of what has been said about very easy and moderate courses applies. The course should present the competitor with some problems to solve. Nevertheless, the problems should be easy and if competitors go wrong they should realise it before they are lost so that they can go back and try again. The best way to construct an easy course is again to use what is essentially a handrail loop like a very easy course. However the handrail might not all be as distinct as a track and may have some gaps. Some flags should not be right on the handrail but on an obvious feature 5 to 25 metres from a distinct collecting feature on the handrail, such as a junction.

Master maps and control sheets

[*The procedures in the following paragraph are now performed using course setting software such as Purple Pen*]. You have now designed all the courses and have drawn them on one or more **original course maps.** I like to draw all the courses on one master original course map, using different colours for the different course levels. You may notice that two controls with similar descriptions are too close together or that you could save a flag by using one control for two courses without reducing the quality of either. However this is not essential and the result often has too many lines on it to be easily followed. You may prefer to use several original course maps.

All that remains is to implement your courses.

[Checking] procedures […] are necessary. There are few feelings more depressing than learning after all your work that a course has to be disallowed after the event because of a mismarked master map, an incorrect control sheet or a misplaced control flag. It is highly likely that you will make some such mistakes initially, so the emphasis is on finding them and correcting them before it is too late. The general procedure is that everything you do is checked by a different method. A second person is handy for some parts of the procedure and essential for others. The checks I describe are the minimum.

Oddly, a mistake that results in the course being different from the one you planned is not so important, provided the master map, control sheet, flag position and flag number agree.

At this stage determine drink controls if you have not already done so. […]

Print out a **master control sheet** with control descriptions for every control. At this stage you should pay a visit to each control site as described in the next section on positioning control flags before proceeding with the following. If you should discover that errors in the map, or in your interpretation of it, make a control site you have chosen unsuitable, you may have to revise what you have done so far. […]

Positioning of control flags

There should be no compromise on the basic principle. Every site must be visited twice by two different people, or better two different pairs of people, **navigating independently at different times** before the day of the event. The second must not be influenced by knowing beforehand how the first found the site. If they disagree they should not assume either is right without very careful examination of the area. On at least one occasion because of a minor map distortion I have seen two sites both perfectly meeting the control description and both arrived at using correct technique from different attack points.

The first visitor should normally be you as course setter as you may discover that a course or control description needs to be changed.

Control flags can be placed by the second visitor if this can be done on a day before the event. If flags cannot be placed then because they might be stolen, flag placing must be done on a third visit as the second visit must occur early enough for any disagreements to be resolved. For a major event the controller may agree to be the second visitor and to do it well before the event.

Each site visitor should take a copy of the master control sheet. They should each check the site against two distinct attack points. The first visitor places a tape and writes on it the control number. The second visitor checks that they agree on the location by checking the positioning of the tape and the number on it. Both visitors should check that the control description on the master control sheet is correct and mark it off on the sheet. If there is no tape where the second visitor expects it, a new tape should be placed and a conference is essential. Neither visitor should be assumed wrong until both are convinced. Then the wrong tape must be removed.

Flag placing

[…] Placing controls provides the worst opportunity for a drastic mistake. Flag placers need to be impressed with the importance of extreme care in checking control numbers against tape numbers […]. A complete check of all courses after the flags are out, but before the event, is obviously desirable but except for a major event you may not have the resources.

In conclusion I would like to say that course setting is a very interesting exercise and if you do a reasonable job the satisfaction provided by your 'victims' is very rewarding. I wish you that pleasure.

Bill Fisher

Appendix B. General course setting guidelines

1. General

1.1 Introduction
This information, originally prepared by Eric Andrews, is based on the IOF's *Principles of Course Planning* which aims to ensure that orienteering courses the world over are planned on the same basis. The principles serve as general guidelines for the planning of all competitive orienteering events.

The principles are designed to ensure fairness and to safeguard the essential nature of the sport of orienteering.

Throughout the competition, both elements of orienteering – navigation and running – must be equally tested, as far as possible.

The map and terrain must be such that the orienteering ability of the competitor can be tested.

1.2 Basis of Course Planning
The following characteristics provide good conditions for orienteering: forested areas; terrain with limited visibility; detailed terrain; numerous small features; sparse track network; moderate climb; undeveloped areas; limited ground cover and shrub vegetation making it runnable; varied, frequently changing terrain; unfamiliar terrain.

Less suitable areas are those that include: open areas with good visibility; uniform terrain; few features to navigate by; areas with lots of roads and tracks and fences; many line and collecting features; hillsides with significant height difference; dangerous and impassable cliffs and rivers; familiar terrain.

Courses should be planned to ensure that any map inaccuracies do not affect the competition.

The course setter must understand the qualities of a good course. They must be familiar with the theory of course planning and know the special requirements of the different ages and abilities. They must assess in the field the various factors which will affect the competition.

1.3 Theory of Course Planning
LEGS
The legs are the most important elements of an orienteering course and will largely determine its quality as a whole. They create the problems of route choice and map reading.

ROUTE CHOICE
The legs should offer the competitor the possibility of alternative routes to suit their skills and level of fitness. Choices of route force the competitor to use the map to assess the terrain and vegetation and make choices about which way to go. Route choices make competitors think independently and disperse the field, thus minimising following. The different route options should present different navigational problems. The shorter routes should generally require more navigation.

MAP READING
On a good course, competitors are forced to concentrate on their navigation throughout the race. Competitors skilled at map reading should have an advantage. Sections of the course that require no map reading or close attention to navigation are wasted length and detract from the quality of the course as a whole.

THE BEGINNING OF THE COURSE
The competitor must be faced with navigational challenges right from the start and hence no view of the competition terrain should be possible from the start. The first leg should not make extreme demands, either physically or technically.

THE END OF THE COURSE
For important events, the navigation ends when the last control is reached. Where features on the ground are not sufficient to achieve this, the route to the finish should be marked by streamers.

1.4 The Controls
Controls form the beginning and end of legs.

The site of the control must be clearly marked on the map. The exact position of the flag/stand is clarified by the control description. On the ground, the control site must be a feature which is shown on the map. In the vicinity of the control, the map must portray the surroundings accurately. The direction and distance from all potential attack points must be accurate.

The navigational difficulty is increased where the control is a small feature surrounded by fine and varied detail. Controls must not be small features visible only from a distance away if there is no supporting detail on the map, because finding them is a matter of luck.

The control flag should be sited, if possible, so that the competitor first sees it when the feature described is reached.

1.5 Fairness
The course setter must take steps to ensure that the contest is fair and that all competitors have the same conditions of competition.

1.6 Course Types

VERY EASY COURSES
Skills – Map orientation; thumb map; use legend; check control numbers
Controls used on this course level must not be used for Hard courses.
These courses must be set so that all competitors complete the course successfully.

EASY COURSES
Skills – as for Very Easy plus elementary route choice and route simplification; attack points; collecting features; simple distance estimation and basic contour recognition
The controls on this course should not be used for Hard courses.

MODERATE COURSES
Skills – as for the Easy courses plus use of the compass; aiming off; route choice; distance estimation; traffic light orienteering and more advanced contour recognition.

Legs – handrails as less attractive options; varied terrain; multiple changes of direction and length; good attack points; linear collecting features beyond controls; legs which require use of both rough and fine (up to 100m); compass skills. Legs without handrail options should have easily identifiable checkpoints en route.

Controls – prominent, above ground point features with attack points within 100m; avoid complex, detailed areas; simple, unambiguous contours may be used; areas of low visibility should be avoided. The control flag should be placed on the far side of point features. Controls on moderate courses may also be used on hard courses.

The basic objective of moderate courses is to provide a technical challenge without allowing serious errors to occur. Wherever possible, the moderate course should be set with good catching features on the boundaries to collect the orienteer who strays too far.

By virtue of its different standard of navigation, the longest moderate course may be longer than the shortest hard course but it does not have to be so. The moderate courses must be comparative within themselves in relation to the number of controls and percentage of climb.

HARD COURSES
Skills – full range of orienteering skills required

Legs – courses built around good legs which provide route choice; avoid dog legs; have variety in length and direction; use detailed and steep areas for short legs; try to force changes in pace and technique; incorporate terrain which requires the maximum map reading (to good orienteers, such a challenge provides the most satisfaction); as a general rule, controls before catching features; cross overs or second maps can be used to make best use of an area.

Features such as handrails, large catching features and prominent attack points, incorporated in Very Easy, Easy and Moderate courses should be avoided if the test of the skills of orienteers on Hard courses is to be achieved.

Controls – ideally, control sites should be on smaller and point features without easy or obvious attack points so that the orienteer is required to map read all the way to the site. The feature should be seen before the control but flags should not be hidden.

Using a feature in a maze of illegible features or in dark green or using an isolated point feature in otherwise featureless terrain are "tricks" which are unfair to use.

The aim of a Hard course is to provide an enjoyable challenge for experienced and capable orienteers and to reward the skilful.

The Hard courses should be comparative within themselves in relation to the number of controls and percentage of climb. However, the shortest hard course should be set in relation to the course setting principles for older orienteers i.e., avoid complex detail, thick vegetation and steep terrain.

String Courses
A string course is an ideal way to introduce young children who are too young to go out on the Very Easy course on their own to some of the basic orienteering concepts. A string course can be set along tracks or through very easy terrain and should be 400 to 600m long. Control flags with punches are placed at frequent intervals along the route. These do not need to be on mapped features as the children will just be following the tapes and are not expected to be able to read a map. Imaginative use of cards at control sites eg. with different animal pictures on them, can help add interest for children. Sportident or punch cards can be used at each site. It is not necessary to keep accurate times of participants but it is essential to know that everyone has returned.

SETTING A GOOD COURSE

General Principles
The general principles have been covered above. This section deals with more specific considerations and stresses some of the points covered in Part 1.

1. Unmapped features must never be used as control sites.

2. Navigation vs Running – it is easier to find suitable control sites than it is to set good legs. In course planning, the quality of the legs should be the paramount concern. The more a competitor is forced to navigate and the less running without concentration and thought, the closer the leg approaches to the ideal. Avoid legs where the competitor can follow a handrail most of the way, except for easy courses. It is usually impossible to make every leg a good one because of the limitations of the map and terrain. However, it should be possible to make every control either the start or finish of a good leg, or it may be inserted to avoid a dog-leg.

3. Dog legs occur when probable routes into and out of a control have an acute angle between them. An orienteer leaving the control can give its location away to others so should be avoided. This can be achieved by introducing an extra control on the exit side, a short distance away.

4. Route Choice – try to include route choice in the legs as much as possible. Route choice forces people to think, spread them out and helps prevent following.

5. Lengths of legs – try to include at least one or two long legs on the harder courses. This usually allows more route choice. The nature of the map will determine whether you can use long legs or not.

6. Number of controls – the number of problems to solve is more important than the number of controls. If you can set a good course with a small number of controls then do so.

7. Controls Before Collecting Features – controls should be placed before collecting features rather than beyond. This will cause the less skilled orienteer to have to cover extra distance if the collecting feature is to be used.

8. Minimum distance between controls – controls on different courses must be a minimum of 60m apart if on the same type of feature and at least 30m apart if on distinctly different features. Do not use similar control numbers on adjacent control sites to avoid any confusion.

10. Variety – variety in a course adds interest. Try to get a variety of everything – different legs, control features, length of legs, terrain.

11. Difficulty of courses – when in doubt, err on the side of making the courses a bit easy rather than too hard, especially with the easy courses.

12. Cross overs in the course – be careful if these are used to ensure that the orienteer is not confused about the direction to their next control

13. Safety – control sites should be selected so that competitors are not encouraged to traverse dangerous areas e.g., steep cliffs, deep mine shafts. Courses must avoid dangerous, unmarked areas

COMMON PROBLEMS

The control site is too difficult for beginner or junior orienteers because of the detail on the map, subtle features or the difficult physical location.

The control site is too easy for experienced orienteers because it is a major feature and there is no fine navigation required.

The control site is confusing because of map deficiencies or unmapped detail. Luck will then be a factor in the results.

The control location is vague because there is no definite feature and the control description is unhelpful.

The control flag is hidden by vegetation, logs or in a pit.

There is a dog leg in the course where the obvious way in is the same as the exit route.

The course lacks variety and does not make best use of the map and terrain.

There is no route choice on the moderate or hard courses.

Lost distance – no navigation is required over most of the leg.

The course is unnecessarily physical for the anticipated weather conditions or the ages of the competitors on the course.

The course legs have not been checked for runnability or dangerous situations. Summer grass and understorey growth or debris from storm damage may be a problem.

Failure to use the best part of the area effectively – physical considerations may be overriding technical considerations in the mind of the course setter

The obvious route may take the competitor too close to the edge of the map or through an *Out of Bounds* area.

Example email request for access to private property

Dear Peter,

I am writing to request permission to use the "Lost Valley" property for an orienteering event. I have outlined our intentions for your consideration, and also forward you various details that are listed below. I would like to call you later in the week to confirm that these arrangements meet your approval, and to discuss any issues that may arise. I would also like to arrange a time to come out and meet you personally.

My details:
Fred Mapstone (Ugly Gully Orienteers – Event Organiser Ph 0400 123 456)
I have a white Holden Rodeo twin cab ute with canopy 200UGQ, which I will use to access the property.

Event Date and Proposed Assembly Area

Sunday 21st August Event Set Up from 7.00am, Starts 9.00am, Courses close 1.00pm.
Planned Assembly area: Approximately 300m west of the entry gate on the ridge top

I, along with the Course Setter and the Course Controller, would require additional access to the property on a few occasions before the event to check courses and the assembly area etc. We will also need access on Saturday 20th August to hang controls and begin initial event set up.

Thank you for your support, and I look forward to meeting and talking with you. Should you require any further information, or insurance details, please do not hesitate to contact me.

Yours sincerely,

Fred Mapstone
Event Organiser