

Ugly Gully Orienteers – 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 and OA manuals, 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, meet the team you will be working with -

- Course Setter
 NAME _____ PHONE _____ MOBILE _____ EMAIL _____
- Event Organiser
 NAME _____ PHONE _____ MOBILE _____ EMAIL _____

Next, clarify what you’ve volunteered for -

- Which area/map? _____
- What type of event? OY/Badge State Local Club Local Club Scatter
 Park (Sprint) Street O Training Event

Event Type Overview


Event Type	OY/Badge	State	Local Club	Local Club Scatter	Park (Sprint)	Street O	Training Event
Summary	Standard cross country event, with varied challenge levels.		Cross country, parkland or mix	Cross country, parkland or mix	High speed in runnable parks	High speed on runnable streets	Practise courses or techniques.
Terrain	Forest	Forest	Forest / Park	Forest / Park	Park	Street	Various
Courses	Red 1-8 badge Red 1-4 OY Orange 1-2 Green Blue	Red 1-4 Orange 1-2 Green Blue	Red 3 (Long) & Red 4 (Short) Orange 2 Green Blue	Scatter: Long 18/20 Short 12/20 Green Blue	Long Short	Long 18/20 Short 12/20	Orange & Red 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 1:10 000	1:4 000 1:5 000	1:5 000 1:10 000	Various
Winning times (approx)	Various winning times – refer to OQ Manual		40 minutes	40 minutes	20 minutes	25 minutes	Untimed / self timed
Other notes	If you are course setting for an OY, Badge or State Event, you will need to get more information from the OQ Manual.			Suitable for BCC Active & Healthy Park Events			Streamers and/or controls used
Controller required?	Yes	Yes or Club Tech. Officer	No – see Club Tech. Officer if needed	No – see Club Tech. Officer if needed	No – see Series Coordinator	No – see Series Coordinator	No – see club coach
SportIdent	Yes	Optional	No	No	Preferred	No	No

NOTES

- * For Local Club events, a variety of event formats are generally possible. You may wish to check with the club technical officer to discuss options.
- * BCC Active & Healthy Park Events should have a beginner’s course.
- * Still need more details... refer to OQ Manual.

Controller's Basic 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 time lines with all parties.
- Permission to use the area – this is the most important thing so please check/assist that the Event Organiser has done this. Details about who to ask are in the map file for your event. See [UG Website](#) .
- Event details have been sent to the newsletter prior to publication deadlines. Consult with the Course setter regarding details for the event and prepare information for newsletter and OQ website.

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 land owner.


Week/s leading up to the event

- Control sites taped and checked
- Double check courses, master maps, control descriptions

Day of event

- Ensure control markers, equipment and officials are suitably positioned
- Be present during the event.
- Assess the reliability and accuracy of the time-keeping and results producing systems
- Assist with the collection of controls.

Post event

- Liaise with Event Organiser to check that results have been sent to the OQ Website Manager.
- Submit where necessary, or as required any written reports to OQ with copies sent to the Event Organiser. A sample [Controller's Report template](#)  is attached to assist.

