

Ugly Gully Orienteers - Course Setter's Guide

Thank-you for volunteering to set courses for an Ugly Gully 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, meet the team you working with -

- Event Organiser
 NAME _____ PHONE _____ MOBILE _____ EMAIL _____
- Controller
 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	1:4000 1:5000 1:10 000	1:4000 1:5000 1:10 000	1:4000 1:5000	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.

Choosing the best type of event for you to organise.

Club events are designed to be simple to organise, where the quality of organisation is good, but the workload is not onerous. It is best to match your experience and skill in course setting to the degree of difficulty and complexity of the event. The table below lists in order of difficulty, the type of local club events commonly organised.

Degree of Difficulty	Type of Event	Event Characteristics
Easiest – recommended for first time Harder – for those with more time and experience	Local Club Scatter	Competitors mark own course on map
	Local Club	Competitors mark own course on map, no SportIdent
	Park O (2 courses)	Competitors mark own course on map, no SportIdent
	Park O (2 courses)	Premarked maps, use SportIdent
	Local Club Scatter	Premarked maps
	Local Club	Premarked maps, with or without SportIdent

Course Setter's Checklist:

At least 3 months before the event

- Begin working in close collaboration with the Event Organiser (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 time lines with all parties.
- Check/assist that the Event Organiser has obtained permission to use the area – this is the most important thing so please ensure this is done. Details about who to ask are in the map file for your event.
- Collect the maps for planning purposes (UG maps from club Mapping Officer, OQ maps from Trevor Sauer ph 3882 1774). Club maps may need to be printed as we do not hold large quantities of map stock. Discuss with Club Mapping officer procedures for printing maps. Course can be printed on maps rather than hand drawn.
- Decide what type of event format you are going to use. Refer to the tables on page 1 for guidance. A number of simple but interesting course format diagrams are depicted at the end of this checklist.
- Consult with the Event Organiser (and Controller if needed) deciding upon the site of the start and assembly area. For assembly area location consider for following
 - Accessibility under various weather conditions
 - Parking availability
 - Options for blue/green courses
 - Limitations of map
 - Variety of start/finish location from previous events
- Liaise with the Event Organiser who will compile newsletter/website details for the event.
- Decide whether to use *SportIdent* or traditional punching/timing systems. If SI is used, establish contact with a person knowledgeable with SI. The UG Technical Officer or Tim McIntyre (ph 3878 1547) can assist here.
- Consider whether you will use computer based, course setting software such as *OCAD* or *Corpse*. Assistance is available both from within the club and from OQ to help you use such software for course setting, producing master maps, pre-marked maps and producing English & international symbol control descriptions.

UG is licensed for members to use its copies of these programs. You will, however, need to obtain copies of the software, and allow yourself time to become familiar with the idiosyncrasies of these programs well in advance. Copies of OCAD and/or Corpse are available from either Jon Sutcliffe (ph 3870 2605) or Lance Read (ph 3876 2340). It is strongly suggested that you use OCAD for local club events.
- Read the relevant sections of the OQ Administration and Technical Manual. The club Technical Officer has a copy you can borrow, and there is a copy in either trailer. Attendance at a course setter's workshop is highly recommended if available.

An excellent article entitled [Course Setting an Event for the First Time](#)  time is linked for your perusal. Although written some 10 years ago, the advice given by Bill Fisher is still very relevant and helpful (and far less technical than the manual!) You may also wish to read OA's notes about the [Aims of Course Setting](#) .

At least 1 month before the event

- Set courses – see guidelines at the end of this checklist. Have courses checked by controller if needed.
 - Consider water availability for all courses:
 - Location and accessibility
 - Approximately 20 min intervals on course
 - Make sure there's enough water for all competitors – especially in hot conditions
 - Measure approximate straight line course coverage (use string, measuring wheel or software)
 - Climb should be no more than 4% on the longest red courses, and 3% on all other courses.
- Draft control descriptions

These control numbers can be used for the following types of events:

 - For OY, State and Badge events controls can be numbered from 31-89
 - For Local Club, Club Scatter, Park and Street O events controls can be numbered 31-60
 - For events using SI units, lockable plate controls can be numbered 31-50

2-3 weeks before the event

- 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 electrical tape on the exact point where the control flag will be positioned. (use bright coloured tape). This is an important step for double checking control placement when hanging flags.
 - Write the control number on the tape.
 - Record details of the feature (eg height, area etc) for control descriptions.
 - For events that require a controller, or if you're not absolutely sure that you have got everything in the right place, have the taped control sites checked by the controller or a more experienced course setter.
- Review and update courses after field check.
- Review and update control descriptions after field check.

1 week before the event

- Check/assist Event Organiser has collected OQ or UG trailer.
- Obtain the following items from the trailer
 - Control flags – 31 to 89 (note any missing numbers) and punches, or
 - Control plates for SportIdent – 31 to 50 + chains and locks
 - Water containers (need to fill), and cups.
 - Map boards
- Prepare overall master maps showing all controls (2 copies)
- Finalise and print multiple copies of control descriptions (symbols for Red and Orange courses, English for Green and Blue courses). Cut these up ready to use at the event. Also print off a couple of master control description lists.
- Print copies of maps if using pre-marked maps. Contact Jon Sutcliffe or Thor Egerton (ph 38702605) to arrange printing of maps using the club printer.

Day before the event

- Put out controls, SI units and tapes if needed on blue/green course (highly visible controls should be placed the morning of the event to avoid theft.)
- Prepare master maps for each course (2 of each). Check printed maps
- Prepare maps for easy control collection.

Day of event - before

- Place all remaining controls and SI units.
- Assist Event Organiser if needed.
- 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 the OQ Manual Section 11.5 for detailed guidelines about extreme weather conditions and the criteria and procedures for canceling an event.

Day of event - during

- Watch everyone having a fun time at your event!

Day of event - after

- Assist Course Setter co-ordinate control collection. 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.

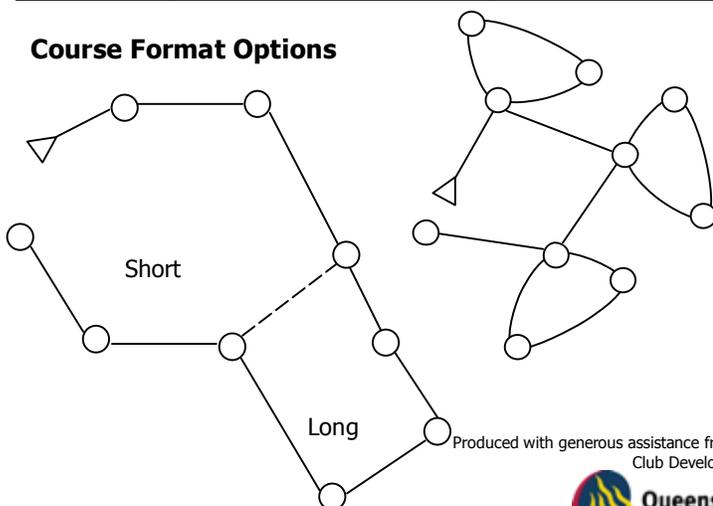
Post event

- Give copies of master maps to Event Organiser to update map folder (which is to be returned to club Technical Officer). If course setting has been completed in OCAD, forward copies of these files to the UG webmaster who will save them in the online map notes. Please include any notes regarding updates or changes to be included in the map file.

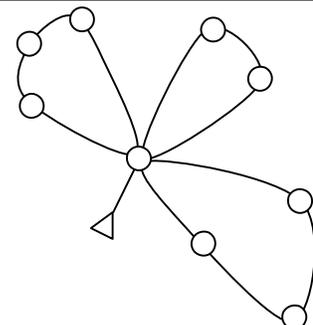
OQ Course Setting Guidelines

	Red	Orange	Green	Blue
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.	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 fairly small 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.	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.
Length (km)	Red 1: 8.0 - 10.0 Red 2: 6.0 - 7.5 Red 3: 4.0 - 5.0 Red 4: 2.5 - 3.5	Orange 1: 3.5 - 5.0 Orange 2: 2.5 - 4.0	Green: 2.0 - 3.0	Blue: 1.0 - 2.0
Maximum Climb (% / metres)	Red 1: 4 / 320 - 400 Red 2: 4 / 240 - 300 Red 3: 4 / 160 - 200 Red 4: 3 / 75 - 105	Orange 1: 3 / 105-150 Orange 2: 3 / 75-120	Green: 3 / 60 - 90	Blue: 2 / 20 - 40
Winning time (minutes)	Red 1: 70 Red 2: 60 Red 3: 50 Red 4: 40	Orange 1: 45 Orange 2: 35	Green: 25	Blue: 20
Number of Controls (approx)	Red 1: 12 Red 2: 10 Red 3: 9 Red 4: 7	Orange 1: 9 Orange 2: 8	Green: 9	Blue: 9

Course Format Options



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!



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