

Mid Week Orienteering: Guidelines

Queensland / Brisbane OQ





Mid Week Orienteering: Guidelines

Overview: Mid week O runs each Thursday for most of the year. It has been running since the 1980's having evolved from the Army O programme. It runs most of the year with a short break over summer hot periods. The conclusion is the mid week Championships & BBQ (the latter being the high point!). It is heading close to overtaking the national championships & Easter 3 days!

While "weekend" O events have a lot more structure & technical requirements, the charm of mid week has been keeping organization simple (one person or two if required). While the aim is to keep it simple and uncluttered with procedures, it may be useful to have some guidelines to help newcomers organize events. The spirit and aims of mid week have made it an enduring programme, *and* that depends on its participants. The guidelines are just that - not prescriptive but to allow you to organize as you feel you can *and* provide extra advice if needed. They are intended to help you avoid possible issues but are not a rigid approach to mid week events.

Enjoy mid week O. Thanks for your contributions that make it run.

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1 Role of the Guidelines:

The aim is to have something that will help all mid week event organizers and particularly new comers to organizing.

They are intended to be a broad guide that's useful but not a strict procedural document, so it becomes prescriptive. Treat them as simple guidelines. We want to hold onto the casualness, informality & enjoyment of mid week O.

2 Spirit & Aims:

- Challenging Red (hard) courses with three lengths (short, medium, long)
The option for a very Short course is being included more recently.
- Keep it simple & easy
- Make it enjoyable...social aspects(BBQ's , prizes)

3 Who organizes it? Mid week O: Organizational Roles:

It's designed to keep each role fairly simple & easy; to share the things that keep it running. We can all contribute.

3.1 Mid Week Programme Coordinator:

- 3.1.0 Manages the base yearly template of events
- 3.1.1 Gets access & approvals to use areas already mapped
- 3.1.2 Ensures it is on OQ Website and in Eventor (events programme online)
- 3.1.3 Relies on volunteers to run each event
- 3.1.4 Liaises with OQ

Programme Coordinator: Activities

- 3.1.5 Put up a base programme for the year & encourage volunteers to complete
- 3.1.6 Email out to get contributors from the mid week O community
- 3.1.7 Have an events board (events filled or to be filled) at events
- 3.1.8 May pick an area / map & request people to volunteer to organize the event
- 3.1.9 Enters upcoming events, start directions and course options to Eventor
(event scheduling programme)

3.2 Event Organizer:

Who organizes each event? That's you... if you are a mid week O participant!

- 3.2.0 It is hoped that each mid week participant takes a turn(s).
- 3.2.1 Regular participants run events & contribute to mid week O.
- 3.2.2 Without volunteers there are no event s.
- 3.2.3 It means doing 1-2 events per year with the usual numbers.

Some leniency is allowed once you are over 70! It is an honour system. We all benefit...we all need to contribute in some way.

Running your event

- 3.2.4 Usually it is one person to run each event...to keep it simple.
- 3.2.5 For newcomers to O, extra assistance & guidance is provided; this means someone with more experience to help you organize the event (See later in the guidelines).
- 3.2.6 Volunteer if you are new...we will arrange assistance to help you.
- 3.2.7 The aim is to make it easy for newcomers to get started with running events and course setting. Guidelines for new people to share running an event with a more experienced orienteer are below: Shared Approach: Shared workload.
- 3.2.8 Two regulars set up the event entry and timing laptop O programme.
We all contribute... that's how it runs.

3.3 Event Timing: Start / Finish Laptop

- 3.3.0 This is undertaken by a couple of the regulars and anyone trained in use of the Start/ Finish Laptop programme
- 3.3.1 There are two Mid week O Start/ Finish Laptops
- 3.3.2 One is brought to the each event
- 3.3.3 It uses Mid Week O Programme written by John Cooper.
- 3.3.4 Entrants are registered in the programme
- 3.3.5 Start time is initiated for each entrant
- 3.3.6 Finish is logged for each entrant
- 3.3.7 Results are uploaded to Eventor Results after the event

3.4 Other Roles:

- **Refreshments** (Slightly higher importance than the overall coordinator in the status hierarchy)
 - May be supplied by individuals if desired
 - At least 2 events annually (MWO Champs and Breakup event) are supplied with food and drink
- **Banking**
 - Puts the event fees in the bank
- **Mid week Championships Organizer**
 - Organizes the major O event of the year
 - Main skills: BBQ lunch & creativity with fun awards
- **Publishing mid week results**
 - Uploading the event results after an event. This is done by the person with the event laptop that has the results. These are easily uploaded to Eventor Results after an event is completed. OQ accesses Eventor for results.
 - Mid Week O programme is run; event results are formatted;
 - Login to Eventor and upload results.
 - Provides anyone with access to event results plus OQ.
- **BBQ Organizer: One of the more important roles**
 - Anyone with a social inclination to add some enjoyment to any event.

4 Event Organization: Single Person

- Aim: To keep it simple (i.e. one person generally)
- See later for option for shared organizing to help those new to running an event
- Get hold of base map (for event location) in digital form
See Mid week Programme coordinator or Mapping Officer from Club holding that map
- Course setting options: Use computer course setting programmes: Purple Pen or MapRun.
For MapRun courses you need an OCAD map for setting up the event.
- Do not hesitate to ask others for advice or assistance. It will be willingly given and it's a great way to learn from more experienced orienteers.
- We want the course / event organizer to enjoy the experience too, so get help if you are feeling loaded up.

5 Event Organization: Two persons

5.1 One does course setting & Other the event organising

- 5.1.0 This option is good for someone who is new to Orienteering and particularly to course setting.
- 5.1.1 It allows an experienced orienteer to instruct and supervise the course setting.
- 5.1.2 The new person also runs the event under supervision.

5.2 How shared approach works?

- 5.2.0 Aim: To couple someone new to event organizing with someone with experience to advise & share the event organizing workload.
- 5.2.1 If you are interested in learning how to run an event and contributing, the mid week team or programme organiser will help pair up a newcomer to O event organising with someone who is experienced.
- 5.2.2 This will help you get going if it's new. The main thing is to ask for assistance. Others will be pleased to help.
- 5.2.3 The role can be split any way that suits you. The following is just one option..
 - 5.2.3.0 First event: New organiser runs the event; more experienced off-sider does the course setting (but involves the other person).
 - 5.2.3.1 Next event: More experienced organizer runs the event; New organizer does the course setting (but with checks/ guidance from a more experienced person); this is the most challenging part to get right.
- 5.2.4 Do not hesitate to ask others for advice or assistance. It will be willingly given and it's a great way to learn from more experienced orienteers.
- 5.2.5 We want the course / event organizer to enjoy the experience too, so get help if you are feeling loaded up.

6 Course Setting

6.1 Benefits of Computerised Course Setting:

- 6.1.0 Easy to experiment with different courses, lengths, loops, routes
- 6.1.1 Easy to modify courses & legs
- 6.1.2 Output: Marked up map for each course
- 6.1.3 Output: Control descriptions for each course on map
- 6.1.4 Output: Map with all controls (for setting out & collecting controls if selected option)
- 6.1.5 Provides course lengths

6.2 Options: Computerized Course Setting:

- 6.2.0 Two course setting programmes are available: Purple Pen & MapRun
- 6.2.1 There are people familiar with these who can help you get started or provide help if you get stuck at any point
- 6.2.2 They make the course planning & setting go well (once you become familiar with the programmes)
- 6.2.3 There are orienteers familiar with these programmes if you have a problem. Just ask & call.

6.3 Purple Pen

- 6.3.0 This is an easy to use programme for O course setting, printing maps and control descriptions and adding event or course information.
- 6.3.1 Good online Help is available in Purple Pen
- 6.3.2 See <https://purplepen.golde.org/> to download a copy of Purple Pen.
If it's your first use, get some tips and help from an experienced user.

6.4 Map Run

MapRun is a new format of running for O fun and fitness .

It is a form of Orienteering that uses SmartPhones (or GPS watches) for punching and timing, thus avoiding the need to put flags and SI units out on the course:

- This saves time and effort for organizers
- Courses can be left open for extended periods of time
- Instant feedback is provided with track, personal result and leaderboard screens
- Competitors require a GPS watch or a mobile with GPS
- Start MapRun for the selected event and course...do this outside the start triangle
- It allows the competitor to be started.
- The timer commences once the person is in the start triangle and a beep is given
- It displays the map on the mobile phone
- It beeps once the competitor is within 15 metres of the control location on the map
- It marks the control as completed
- It flags course completion with a beep when the competitor enters finish circle
- It records all the leg times and overall event time
- It allows the competitor's results to be uploaded to Eventor Results
- There are a couple of GPS watches that can be borrowed by competitors without a compatible watch or GPS iPhone.

- 6.4.0 Map Run 6 is used by each competitor:
 - Competitors require a GPS watch or a mobile with GPS with MapRun6 App.
 - Start MapRun for the selected event and course...do this outside the start triangle
 - It allows the competitor to be started.
The timer commences once the person is in the start triangle and a beep is given
 - It displays the map on the mobile phone
 - It beeps once the competitor is within 15 metres of the control location on the map

 - It marks the control as completed
 - It flags course completion with a beep when the competitor enters finish circle
 - It records all the leg times and overall event time
 - It allows the competitor's results to be uploaded to Eventor Results

 - There are a couple of GPS watches that can be borrowed at the start by people without their own GPS device (watch or mobile).

7 Controls: Flags or GPS Controls?

7.1 Control Flag Option:

- 7.1.0 This requires placing flags at control locations. As Mid week operates on an honour system and thus it's not necessary to have punches on flags or SI units for electronic recording.
- 7.1.1 It can mean a preliminary visit to controls after course planning to see if the control is suitable or of the area around the control has changed so much or if

the mapping around the control is not up to date. In these cases an alternate control location is selected.

7.1.2 It means placing control flags (day before or morning of event)

7.1.3 It means collecting control flags after an event.

7.1.4 All in all a lot of added work. GPS controls can reduce this significantly

7.2 GPS Control Option:

7.2.0 This requires a map that has been geo-referenced
(This means points on the map correspond to GPS locations (on GPS watches and mobile phones)

7.2.1 It means a person can do all the course setting and control location on the computer screen using course setting software like MapRun.

7.2.2 This greatly simplifies event organising as control flags are not required to be placed and collected.

7.2.3 It's important to select features for controls that are easily identifiable. Avoid using features when there are multiple similar features in that locality (e.g. creek branch).

7.2.4 It is desirable (but not essential) for the course setter to visit GPS control locations to check them before an event.

7.2.5 This avoids selecting controls where:

- control is unsuitable, or
- the area around the control has changed so much, or
- the mapping around the control is not up to date.

In these cases an alternate control location is selected or the map is updated..

7.3 Biodegradable paper flags:

- This is under investigation.
- Concept is to use orange and white crepe paper about 1/5 metre long to flag control locations.
- It does not need collection as it is biodegradable.
- Hence it halves control flag placement work. No pickup.
- Caution would be required for appropriate use / non use.
- It may only be needed for example for a GPS control / Maprun course where the feature is indistinct. For example upper water course; bend in track (indistinct); curved vegetation boundary(indistinct), etc

8 Course Planning:

Combining courses: (Multiple use of controls & legs)

This can be done in different ways..

- Start with say the long course and plan a possible route
- Cut off the end part (some legs/ controls) to make the medium course
- Cut off a further part (some legs/ controls) to make a short course

Courses can be reversed to reduce the number of people on the same leg/ direction.

(Long could be clockwise; medium anticlockwise; short clockwise to mix up the runners where there are common legs)

Alternatively..

- Start with say the short course and plan a possible route
- Add on the end part (some legs/ controls) to make the medium course

- Add on a further part (some legs/ controls) to make a long course
- Courses can be reversed as above to mix up the runners on a leg.

It is OK to use cross-overs. These make the overall area covered more compact. The course lengths are as per the recommendations (not shorter) , but it means the course setting out / collecting controls is a lot easier for the event organizer as there is less distance to travel. Works well in tough terrain.

9 Course Planning: Course Lengths/ Climb/Controls

9.1 Courses: Guidelines

This is to ensure MWO events are enjoyable, physically possible for all competitors, particularly older ones. And importantly to provide safety by avoiding extremely hard courses with too much climb. The allowance for very hot weather should include ensuring course climb % and metres are acceptable.

Competitors deserve to have the course information available – particularly climb- when selecting the courses to enter.

Use the following table as a rough guide. Each area is different and variations are OK.

The main risk of a bad course is in steep terrain. Deliberately avoid too much climb (to avoid it being excessive & unpleasant). Make courses shorter to compensate for climb in steep areas. Check the amount of climb and revise route options if necessary. Ensure that you calculate climb as part of the course setting process. Competitors can only safely choose which course to do when they are aware of both distance and climb.

Course	Flat Terrain	Undulating Terrain	Steep / Hilly Terrain
Long	4.5 km – 5.5 km 12-14 controls	4.0 km -4.5 km ~ 12 controls Climb < 3% (<120 metres)	~ 4.0 km ~12 controls <4% (<160 m)
Medium	3.5 km – 4.0 km 10-12 controls	3.0 km -3.5 km ~10 controls Climb < 3% (<90 metres)	~ 3.0 km ~10 controls Climb < 4% (<120 m)
Short	~ 3.0 km ~8-10 controls	~2.5 km -3.0 km ~8-10 controls Climb < 3% (<75 metres)	~ 2.0 km ~8 controls Climb < 4% (<80 m)
Very Short	~ 2.0 km ~ 6-8 controls	~ 1.7 km ~ 6-8 controls ~Climb < 3% (< 50 metres)	~ 1.4 km ~ 6-8 controls ~Climb < 3% (< 40 metres)

NOTE* There is no map where you can't contour runners around and therefore you should not have to exceed the climb limits:

For Steep terrain experts use 4% max climb...they advise 4.5 % absolute maximum.

For Undulating terrain experts use 3% max climb...they advise 3.5 % absolute maximum.

- **Length:** Linear distance (straight line distance measured between controls).

• **Climb:** Amount of climb along what you think is the best route choice (not necessarily straight line between controls). Just add up the number of contours you cross (going uphill) and multiply by 5 metres (usual contour interval).

For steep terrain when setting legs, look at contouring; avoid up/ down/ up legs; select controls at top of gully if approaching & exiting from above; select controls at bottom of gully if approaching & exiting from below ...to avoid superfluous climb. Check route for total climb & adjust if excessive.

• **Number of controls:** The challenge of O is not the quantity of controls but the quality of the route choices and control positions selected.

There are a limited number of control flags in each mid week box, but enough for an event.

Try to select controls that are used on other courses (multi use) to save putting out control flags unnecessarily, if you choose the flag option.

Learn to “combine courses”.

• **Course setting with** wrong course lengths (too long) or wrong climb (too much) are the main factors for dnfs (did not finish), excessive times out on a course, unenjoyable event, or dangerous courses (e.g. too long for hot weather and terrain).

9.2 CHECK:

- **After doing your preliminary course setting CHECK each course length.**
- **Especially check climb for each course (both metres and % of length against limits above).**
- **If it is outside guidelines above, adjust course route and controls to rectify.**

9.3 Pre-Planning: Selecting Overall Course Lengths:

A basic way to get a feel for the potential length of each course is to do several random routes (short, medium & long) and calculate the lengths. Adjust these to fit the appropriate length for the terrain. It gives a rough idea of potential length for each course.

9.3 Start:

At Midweek events the Start and Finish are usually at or near the Registration/Computer point. This varies for MapRun though.

Many maps have “regular start locations”. These are shown on the website for events...location & directions to the start.

It's good to find a spot with a table / shelter if possible. Also look for new start areas that can give variety to an event. You can run a start with a couple of chairs & a fold up table. The shelter option is nice as it allows for a comfortable start if the weather is bad.

There is a MWO table available and a tent if the weather is inclement and there is no table or shelter available.

Convenience of parking should also be considered.

If you decide on an alternative start you will need to let the Programme Coordinator know so it is posted on Eventor and the OQ website. (Provide new location & directions)

10. Course Planning:

10.1 Planning Each Leg:

This is the key to good courses & events. The aim is to select legs that gives several route choice options (e.g. direct- straight line; option to left; option to right) In many cases this isn't possible but it's something to aim for.

Orienteers enjoy the challenge of alternative options!

Check the leg: Can I swing it (change the end control) to add in route choice options as above?
Would it be possible to get? ...

- Straight line option...make it the hardest...extra climb..rough terrain etc
- Left option...perhaps easier terrain...less steep....or tracks
- Right option...as for Left option above

For each leg option it is good to apply some added checks... Are there attack points ...are there collecting features: See below.

This can allow us to modify the leg to make it more challenging.

If there is an obvious feature on the ground but it is not on the map, you should not use it. Always use features and control descriptions that are on the map.

10.2 Selecting Controls:

These should be features that are mapped. When doing the reconnaissance, if you feel it is confusing or too hard to find, then choose a more suitable location. Controls should not be hidden (eg. in deep pits, hidden by shrubbery, under overhangs). If you are in the right spot you should see it.

10.3 Attack Points:

These are more obvious features that we can navigate to reasonably well and then attack the control point. It is a good course setting approach.

They are important in complex terrain and especially where the control location is difficult.

Try to select a leg and final control to provide attack point options if possible.

Sometimes we can do it by slightly changing the final control position.

10.4 Collecting Features:

These are un-missable features (e.g. road / watercourse / fence/ park boundary) that pull you up. If it pulls you up just before a control it is not good route planning (e.g. it makes it too easy ... just run till you hit the road!). Collecting feature after the control are OK...it means you have overshot & are already paying a penalty.

(For easier courses, in other events they can be desirable to help new orienteers, but for red courses try to use them well)

Leg Options to Avoid:

- **Doglegs:** Avoid bringing a runner in & out the same route. It's uninteresting plus helps lead following runners to the control.

- **Unnecessary Climb:** The aim is to make routes challenging but to balance out those who are fitter with those who are better at navigating. Unnecessary climb advantages the younger fitter competitors, where we are trying to make it competitive for all ages (and fitness levels). In steep terrain look at ways to minimize the amount of climb, via contour legs or good alternate route choices. Make the optimum route perhaps longer and around the contours rather than up / down via the direct option.

In steep terrain: Avoid setting a control at the top of a feature (e.g. watercourse) if you are coming from below & then need to exit back down. It is just wasted climb.

Similarly avoid setting a control at the bottom of a feature (e.g. watercourse) if you are coming from above & then need to exit back up. It is just wasted climb.

If a large amount of climb is unavoidable and necessary then consider making it into two legs with more gradual climb (i.e. zig zag up); or contour them around after the climb to their next control to provide some recovery especially for short course runners.

- **Track Only:** Avoid routes (where possible) where the track option is really the only viable

choice. It lacks challenge.

- **Simple controls:** Avoid those you cannot miss...they're too easy to find. Little challenge.

10.5 How to fine tune a leg to avoid these issues?:

- Try swinging the leg. Does it overcome any of these problems?
- Try adjusting the end control. Does it overcome any of these problems?

10.6 Novelty Events:

These can add to the fun & enjoyment of orienteering. They can detract if not done well. Participants should be advised before an event, that it is a novelty event. Tell competitors on the day, what to expect; make instructions clear.

11. Fine Tuning Courses & Routes Options:

- **More challenging?:** After first pass do a check. Can changes for legs make it more challenging? ...more difficult navigation wise?
- **Climb?:** Check total climb in steeper terrain. See guide limits for each course. If excessive then review your legs & optimum routes. Modify routes to add in contour option or to avoid unnecessary up / down legs;
- **Weather/ Heat?:** Consider the time of year. Will it be hotter and thus better to make it shorter ...less climb. Make it challenging but not torture!

12 Safety

12. 1.Route Choice: Safety Issues

Check legs for potential safety / risk factors...

- **Possibly dangerous road crossings:** The road crossing may be necessary but you may choose to try & make it at a safer location (with better visibility, less busy road, or at traffic lights etc).
- **Steep cliffs:** Can the control be moved to a safer location if there are no safe choices along that leg?
- **Water & Hydration:** In Queensland's hot climate we can never be sure of the weather conditions. It is each runner's responsibility to take enough water for their needs.
 - **Include a pre warning notice** at the start if temperatures are high & hydration may be an issue.
 - **Remind runners (notice at the start)** to look after their personal water needs (camel back / water bottle)
 - **Taps & Fountains:** For events that have a park part, then existing taps & fountains are an easy way to add water to a course.
 - **Add Water symbol on map** near route for longer courses if existing tap / fountain is available.
- **Mobile Phone: Emergency**...If alone when out planning a course or setting controls...take a mobile phone for accident, snake bite or other emergency.

12.2 Overall Safety

- This is as a responsibility of both the event organizer and the participant.
- Due the variability of conditions and terrain with O, it's not prescriptive. It's not clear cut. We can only try our best. Participants need to contribute.

- Mid Week O has a large number of older orienteers
 - They are responsible for advising the event organizer of any health directives or significant issues related to O activities.
 - They should carry a whistle (normal O safety requirement)
 - They should also carry a mobile phone for emergency calls
 - They are responsible for having the event organizer's mobile number.
 - This is for the benefit of themselves and the organizer.
 - Safety responses / search and rescue will be initiated by the event organizer but they rely on advice from the participant primarily where this is possible.
 - Event organizers have the right to enforce these provisions under duty of care. Uncooperative participants may be declined entry.

13 Event Box:

There are two mid week equipment boxes. They are alternated, so you will use the box from the event 2 weeks prior to your event. Arrange to pick it up from the previous organizer.

If you are planning to use control flags then check the control flags (and their numbers) that are available. You need the actual control flag numbers for your course control descriptions



14 Pre Event Steps:

- **Check proposed start description** (Eventor schedule for that event) or, notify new start directions if an alternate start selected to Mid Week O organizer.
- **Print course maps**
 - Use pre entry as one input.
 - Use previous events as a guide for number of maps required for each course.
 - If there is an influx of entrants then early starters maps can be retrieved and re-used.
 - Use Office Works to photocopy maps, or print maps from course setting software and colour printer.
- **Check no. flags & total number (if using flags for controls) OR Select Control no's (for Map Run events)**
- **Plan / rough out the courses**

- **Printout all proposed controls on one base map:**

Use Course setting software option for printing all controls on one base map.

- **Do a field check:**

Take mobile for safety

- Is the selected control still findable?
- Has the terrain changed so much that the mapping in that area is not correct? (vegetation, tracks, etc)
- Have new features appeared on the ground that have not been mapped and thus it's necessary to add the new features to the map or to avoid that area (new fences, new buildings or barriers, out of bounds areas on the ground, etc.)
- Mark up any out of bounds areas on event maps (purple hatched)
- Select an alternate control feature if there are any problems.
- For flag control events put some flagging tape on the control feature. This makes it easier to find & place controls for the event – usually the day before. Flagging tape is in the Event box or buy from hardware store...

Note the field check is not essential. It takes time but provides a better quality event and avoids problems such as competitors unable to find the control.

In the case of events using flag controls it is valuable.

In the case of events using GPS controls it is not essential but can improve the event in terms of avoiding problematic controls locations.

- **Control Descriptions**

These can be set using the course setting software for each control:

- select the feature using the international O symbols
- See **Appendix 3: INTERNATIONAL O CONTROL SYMBOLS – SUMMARY**
- See **Appendix 4: INTERNATIONAL O MAP SYMBOLS**
- add in further information on features and controls. The course setting software will guide you through this as you select controls and their descriptions.

You will enter:

- Control number (Column B)
- Which of any similar feature in control circle (Column C)
- Appearance (Column D)
- Dimensions (Column E)
- Location of the control (Column F)
- Refreshment (water) (Column H)

- **Prepare a final overall base map with all final controls if using flags for controls**

This helps place control flags and collect them efficiently.

- **Prepare the final master map for each of the courses**

- This is for photocopying maps for the event. See below: Printing.
- This is unnecessary if using course setting software and colour printer for printing all course and event maps.

- **See Appendix 3: INTERNATIONAL O CONTROL SYMBOLS – SUMMARY**

<https://orienteering.asn.au/wp-content/uploads/2015/09/OA-Control-Descriptions-for-Orienteering.pdf>

- For those new to event organizing, don't hesitate to ask for assistance

- **See Appendix 4: INTERNATIONAL O MAP SYMBOLS**
<https://orienteering.asn.au/wp-content/uploads/2013/09/OA-Map-Symbols-for-Orienteering-Maps-Aust-Ed-April-20141.pdf>
 - This helps explain symbols used on maps
 - When a feature is selected on the map for control use the symbol name for the control description.
 - Do not select controls on any feature that is not on the map.

15. Printing Maps

- **Print course maps**
 - Use pre entry for an event as just one input.
 - Use previous events as the main guide for number of maps required for each course.
 - If there is an influx of entrants then early starters' maps can be retrieved and re-used.
 - Use Office Works to photocopy maps, or print maps from course setting software and colour printer.

16. Day of Event: Steps

- **Put out road signs (see Event description on OQ website)...**
 - to guide people to the last stages of event location....
 - this is important...if people can't find the start they cannot go in the event.
- **Put out controls if using flags (early morning, or done the day before is easier)**
- **Set up start & event registration:**
 - **Coordinate** with person who operates the Mid Week O laptop and programme to be at the start with the laptop.
 - **Table / chair** for laptop and registration.
 - Ideally pick a park location that has a shelter , table and seats Alternatively use the Mid week O table / chair
 - **Put out printed maps.**

17 Start

- Orienteers provide entry details: name and course.
- This is entered into the Mid Week O programme on the laptop.
- Non members: Suggest getting their phone no. for safety.
- Orienteers pay event fees to receive map
(if unable to pay on day fill out IOU and add to money tin)
members \$5; non members \$7; families membership \$12; families non members \$15;
- A map is supplied.
- **Flag Control Event:**
 - Allocate people a start time ~ 1-2 minutes apart (event starter)
 - Start time and "Go" using Mid Week O programme on the laptop

- **GPS Control events:**
 - Competitors require a GPS watch or a mobile with GPS
 - Map Run 6 is used by each competitor:
 - It allows the event to be started
 - The timer commences once the person is then in the start triangle and a beep is given
 - It displays the map on the mobile phone
 - It beeps once the competitor is within 15 metres of the control location on the map
 - It marks the control as completed
 - It flags course completion with a beep when the competitor enters finish circle
 - It records all the leg times and overall event time
 - The competitor's results are immediately uploaded to MapRun for viewing and later to Eventor Results.
- There are a couple of GPS watches that can be borrowed at the start by people without their own GPS device (watch or mobile).

18 Finishers:

- Log finish in Mid Week O programme on the laptop
- This calculates competitors' times and all the results for the event.
- For GPS Control events, finishing is completed when the competitor enters the finish circle on the map and a beep is heard.

19 Event Wrap Up:

- Check everyone is back
- If someone is overdue try to get someone to wait so the organizer isn't the only one (allows someone to be at the Finish while someone checks the course –possibly in reverse direction). Agree on signal or take mobile to recall.
- Pack up gear box.
- Pass on the money collected to the person who looks after banking; take out your costs as organizer (map printing etc).
- Collect controls.
- Collect road signs.

20 Post Event Results:

- The person who operates the Mid Week O laptop and programme will upload the event results to Eventor Results

21 Post Event:

- Pass on box to next person
- ***Well Done!***

22 Post Event: Feedback

- Ask competitors how they went? Or ask some of the more experienced mid weekers for any suggestions on the courses, controls, etc
 - Problems?
 - Improvements?
- This is a great way to identify ways to improve course setting for future events.

- Treat these as positive suggestions and the way we progressively learn & get better at course setting.
- Remember Course setting is a challenge that improves the more events you set.
- Don't worry if you discover bad legs or controls...that is something we all have done.
- It's about enjoyment and the reality of occasional mistakes!

23 Training in O event Organizing & course setting

- Overall Mid Week O coordinator: Link New event organizers or course setters with an experienced orienteer to provide guidance, training & positive feedback.
- Supply all event organizers and course setters with these guidelines.
- Ask course setters to read them and follow them.
- Events that have badly set legs or courses are no fun; they can become an unpleasant endurance event (too long or too steep); they put people off. It should be about good course setting, challenging red standard legs and enjoyment.
- Periodically use sections of the above guidelines as training reminders.
Periodically send out selected sections about course setting and event organizing with OQ notices about events. These can help organizers and orienteers (via the orienteering tips). It's about education for good O courses & events.
- Sections of particular relevance for event organizers and course setters that can be periodically included in OQ notices are:

Topic	Section of Guidelines
○ Who organises it?	3
○ Events: Shared Organizing	5
○ O Course Planning Options	6-8
○ Course Lengths & Climb: Mid Week O	9.1
○ O Course Planning: Legs, Controls, Attack points, Collecting features	10.1-10.4
○ O Course Planning: Legs to Avoid	10.5 & 10.6
○ O Course Planning: Fine Tuning Legs	11.
○ O Course Planning: Safety Issues	12.
○ Mid Week O: Event Laptop Programme	Appendix 2 summary

24 Feedback –Improve the Guidelines

If you have any suggestions for things forgotten, improvements, things to make Mid week guidelines and organizing easier or better...please send the info to Lee Smith... leesmith48@gmail.com

Thanks to all those whose inputs have added to these guidelines!

25. Encouragement:

Give it a go!

Enjoy setting courses and challenges for those competing.

Enjoy the experience. It is a satisfying and positive achievement.

*Mid week O relies on each of us doing our part. Give it a try.
Others will be pleased to help.*

We can all enjoy Mid week O, if we all play a small part

Lee Smith, John Cooper, James Mitchell...

Original Feb 2012 Update Sept 2022

Appendix 1: MID-WEEK ORIENTEERING BOXES: CONTENTS

There are two boxes, one of which is used every two weeks.

CONTENTS:

- At least 20 control flags with punches
- Box of compasses and whistles to lend on the day
- Orienteering direction signs, large and small to be used for location from nearby streets
- Streamer tape
- Event Organising and Timing laptop & software (John Cooper (0412 108 797) and Matthew Ross matthewjr88@hotmail.com can assist)
- First Aid Kit
- Map Symbols, International Control Symbols
- Fold up tables one per kit (to help organizer select alternative starts where there are no seats / benches; small – folds out to 2 m)

ALSO AVAILABLE:

- Tent for inclement weather (contact...)
- Long 2 metre table (contact....)
- Drinks Esky (contact....)
- Extra equipment, banners etc (contact...)
- Supplies top-up (contact.....)

FLAG NO's: To Find Out Flag No's for your course setting:

Check with person who has "your box"..at events 2 and 4 weeks prior to your scheduled event

Appendix 2: INTERNATIONAL O CONTROL SYMBOLS – SUMMARY

<https://orienteering.asn.au/wp-content/uploads/2015/09/OA-Control-Descriptions-for-Orienteering.pdf>

CONTROL DESCRIPTIONS FOR ORIENTEERING

Control description sheet format

Event Example		
M45, M50, W21		
5	7.6 km	210 m
----- 80 m -----> △		
1	212	↘ 50%
----- 120 m -----> ○		
2	178	↑ ▲ 1.0 / 2.0
----- 400 m -----> ○		

Conforms to IOF specifications (2018) with Australian usage

For more information refer to the publications section of the IOF website (<http://www.orienteering.org/>)

Descriptions of individual controls (guide to columns)

A	B	C	D	E	F	G	H
2	225	↘	⊙	⊞	8 x 4	<	⊙

A Control number
B Control code
C Which of any similar feature
D Control feature
E Appearance
F Dimensions/combinations
G Location of the control flag
H Other information

Column C Which of any similar feature

↑	Northern ¹
↘	South eastern ¹
↖	Upper
↙	Lower
↕	Middle

Landforms

▭	Terrace
└	Spur
∩	Gully
⊞	Earth bank
⊞	Quarry
⊞	Earth wall
∩	Erosion gully
▭	Ditch, man-made
⊙	Hill, large knoll
•	High point, mound
∩	Saddle
⊞	Depression
∩	Small depression
∩	Pit
∩	Broken ground
⊞	Termite mound, ant hill

Rock and boulders

▭	Cliff, rock face
▲	Rock pillar
⊞	Cave
▲	Boulder
⊞	Boulder field
▲	Boulder cluster
⊞	Rocky/stony ground
⊞	Bare rock
∩	Narrow passage

Water and marsh

⊞	Lake
⊞	Pond
∩	Waterhole
∩	River, watercourse
∩	Minor water course
∩	Narrow marsh
∩	Marsh
∩	Firm ground in marsh
⊞	Well
⊞	Spring
∩	Water tank, water trough

Vegetation

⊞	Open land
⊞	Semi-open land
∩	Forest corner
⊞	Clearing
⊞	Thicket
∩	Linear thicket
∩	Vegetation boundary
∩	Copse
∩	Distinctive tree
⊞	Tree stump, root stock

Man made features (cont.)

▭	Building
▭	Paved area
▭	Ruin
∩	Pipeline
∩	Tower
∩	Shooting platform
⊞	Boundary stone, cairn
∩	Fodder rack ⁴
∩	Charcoal ⁴ burning ground
∩	Monument or stone
∩	Building pass through
∩	Stairway
∩	Special items
∩	Trench
∩	Out of Bounds Area

Man made features

∩	Road
∩	Track
∩	Fire break, ride
∩	Bridge
∩	Power line
∩	Power line pylon
∩	Tunnel
∩	Stone wall
∩	Fence
∩	Crossing point

Appearance

∩	Low ²
∩	Shallow ²
∩	Deep ²
∩	Overgrown ²
∩	Open ²
∩	Rocky, stony ²
∩	Marshy ²
∩	Sandy ²
∩	Needle leaved ⁴
∩	Broad leaved ⁴
∩	Ruined

Location of control flag

⊞	North east side ¹
⊞	South east edge ¹
⊞	West part ¹
∩	East corner (inside) ¹
∩	South corner (outside) ¹
∩	South west tip ¹
∩	North west end ¹
∩	Upper part
∩	Lower part
∩	Top
∩	Below
∩	Foot (no direction)
∩	North east foot ¹
∩	Between

Dimensions/combinations

∩	Junction
∩	Bend
∩	Crossing

Other information

∩	Refreshment point
∩	First aid post
∩	Control check

Nature of route from the last control to the Finish

----- 400 m -----> ○	400m from last control to Finish. Follow taped route.
----- 150 m -----> ○	150m from last control to Finish. Navigate to finish funnel, then follow tapes
----- 380 m -----> ○	380m from last control to Finish. Navigate to finish. No tapes.

¹ 8 points of compass possible
² Use if appearance not indicated on map
³ Can be used in combination
⁴ Not commonly used in Australia
⁺ Heights over 3 m usually to nearest metre

Note: Special items must be defined for competitors in pre-event information

If "between" is used in Column G, then the two features which the control is between are shown in D and E. Heights may be shown in F. e.g.

D	E	F	G
▲	•	2.0 / 1.5	Between boulder and knoll

If either the crossing or junction symbols are used in Column F, the two features that cross or meet must be shown in D and E. e.g.

D	E	F
∩	∩	∩
Road/track junction		

Appendix 3: INTERNATIONAL O MAP SYMBOLS

MAP SYMBOLS FOR ORIENTEERING MAPS

Conforms to International Specifications (ISOM 2000) with Australian usage.
 For more information refer to the publications section of the IOF website (<http://www.orienteering.org/>)

Print size 1 : 15,000 Print size 1 : 10,000

		Contours with form lines
		High point, small knoll or mound
		Depression : large / small
		Embankment
		Erosion gully
		Earth wall / broken earth wall
		Dry ditch / indistinct dry ditch
		Pit
		Broken ground, shallow diggings
		Special earth feature, termite mound
		Lake, large dam
		Small dam, pond
		Small waterhole
		Uncrossable river or creek
		Crossable river or creek
		Creeks and watercourses
		Minor creeks and watercourses
		Uncrossable marsh
		Crossing points : bridge, ford, other
		Marsh
		Marsh : narrow / indistinct or seasonal
		Water features : tank, well, spring, etc.
		Impassable cliff
		Passable rock faces, minor cliffs
		Boulders, small to large
		Boulder field/ boulder cluster
		Stony ground, rocky outcrops
		Bare rock
		Mine entrance (adit) or cave
		Mineshaft - Danger!
		Runnable forest (white)
		Open land - fast running
		Open land with scattered trees
		Rough open land
		Rough open land with scattered trees
		Open sandy ground

Print size 1 : 15,000 Print size 1 : 10,000

		Sealed roads
		Gravel roads
		Minor forest road, vehicle track
		Major path, 4 wheel drive track,
		Minor track or path
		Minor track or path - indistinct
		Narrow ride, fire break
		Railway
		Fence
		High fence / broken fence
		Stone wall / ruined stone wall
		Power lines
		Buildings
		Ruins
		Firing range, cairn
		Cemetery / field grave
		Tower : high / low
		Special vegetation feature
		Other man made features, eg. wreck
		Built up area, uncrossable boundary
		Out of bounds - private property
		Out of bounds - dangerous terrain
		Thick forest - slow run
		Thick undergrowth - slow run
		Thick forest - walk
		Thick undergrowth - walk
		Very thick forest - no practical route
		Forest - runnable in mapped direction
		Distinct vegetation boundaries

Special symbols for Mountain Bike Orienteering

See International Specification for Mountain Bike Orienteering Maps
 May 2010 (ISMTBOM2010)

Special symbols for Sprint Orienteering Maps

See separate sheet Map Symbols for Sprint Orienteering Maps
 January 2007 (ISSOM2007) drafted April 2014

Symbols for Orienteering Courses

