



## A Guide for Event Organisers, Course Setters and Controllers

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*These guidelines should be read in conjunction with the following documents:*

[\*Orienteering Australia Operations Manual\*](#),

[\*Orienteering Australia Competition Rules for Foot Orienteering Events\*](#)

[\*Orienteering Queensland: Course Setting\*](#)

[\*Orienteering Queensland: Event Organisation\*](#)

## 1. Introduction and Overview

Planning an event makes an important and significant contribution to our club. The continued, fine efforts of organisers 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 club 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 work load 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 the club, maximising the best outcomes for all.

This booklet 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. Where possible, start planning the event 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.

[Orienteering Australia's Operations Manual](#) is a very useful reference, providing higher level technical information about all aspects of event organisation, course setting and controlling. See in particular the [Rules for Foot Orienteering](#).

Event Organiser (EO)	Course Setter (CS)	Controller (C)
<b>3 months before the event</b>		
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 permissions 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 circulated
	4. Decide upon the site of the start and assembly area – give details to EO	
	5. Decide number and type of courses and give details to EO for Eventor	
	6. Decide whether to use manual or SportIdent timing system	
	7. Decide which software to use (Purple Pen, OCAD, Corpse)	
	8. Read/revise principles of course setting	
<b>At least 1 month before the event</b>		
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. Revise courses if necessary after feedback from controller	5. Review and approve the organisation and layout of event.
	12. Draft control descriptions	6. Make as many controlling visits to the event site as deemed necessary
<b>2-3 weeks before the event</b>		
6. Organise and circulate Helpers' Roster	13. 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.	14. Review and update courses and control descriptions after field check	8. Double check courses, master maps, control descriptions

Event Organiser	Course Setter	Controller
<b>1 week before the event</b>		
8. Arrange to collect UG trailer and computer equipment	15. Check EO has collected trailer	
9. Organise cash float	16. Collect control flags, SI units and water containers from trailer or from last user. Check SI units have been synchronized.	
10. Remind helpers of times and tasks	17. Prepare overall master maps showing all controls	
11. Print copy of Event Organiser's report form (see <a href="#">Appendix 2</a> below)	18. Finalise and print control descriptions	
	19. Print copies of maps	
	20. Calculate amount of water needed on courses	9. Check calculation of water needed on bush courses
<b>1 day before the event</b>		
12. Assist Course Setter if needed	21. Put out controls. Consider putting water out the day before.	10. Assist with putting out controls.
13. Dig toilet if necessary	22. Prepare control collection maps	
14. Calculate amount of water needed at assembly. Fill containers before travel		
<b>Day of the event - before</b>		
15. Hang up road signs	23. Check that weather conditions are OK for the safe conduct of event	11. Be present during the event
16. Set up event site, tent, registration table, computer, water, etc. Synchronise watches and clocks if using manual punch.	24. 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	25. Assist Event Organiser if needed	13. Assess the reliability and accuracy of time-keeping and results systems
<b>Day of the event – during</b>		
Watch everyone having a fun time at your event!		
<b>Day of the event – after</b>		
18. Check all competitors have returned. If not, organise a search. (Search and Rescue protocol is in trailer)		
19. Close the course, assist with the collection of controls	26. Begin control collection	14. Assist with the collection of controls
20. Give cash float with event takings (less any expenses) and completed <a href="#">Event Report</a> form to club Treasurer	27. Pack up all equipment and return neatly to trailer	
21. Pack up all equipment neatly into the trailer		
22. Collect road signs and return to trailer. Return trailer		
<b>Post event</b>		
23. Upload results (or ask SI Manager)	28. Forward map corrections/updates to the club Mapping Officer	15. Ensure that results and reports are distributed promptly
24. Update map folder. Include copies of all courses plus any notes.		16. Where necessary, send reports to the appointing body (club or OQ) and copy to the organizer.
25. Thank landowner		

## 2. Ugly Gully Orienteers Event Organiser's Guide

Thank-you for volunteering to organise an Ugly Gully 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. Ask the Ugly Gully Secretary for the email addresses and phone numbers of

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

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
<b>Summary</b>	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.
<b>Terrain</b>	Forest	Forest	Forest / Park	Forest / Park	Park	Street	Various
<b>Courses</b>	Hard 1-8 badge Hard 1-4 OY Moderate 1-2 Easy Very Easy	Hard 1-4 Moderate 1-2 Easy Very Easy	Hard 3 (Long) & Hard 4 (Short) Moderate 2 Easy Very Easy	Scatter: Long 18/20 Short 12/20 Easy Very Easy	Long Short	Long 18/20 Short 12/20	Moderate & Hard level, beginners to be assisted.
<b>Map</b>	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
<b>Winning times (approx)</b>	Various winning times – refer to <a href="#">OO Course setting</a>		40 minutes	40 minutes	20 minutes	25 minutes	Untimed / self timed
<b>Other notes</b>	If you are course setting for an OY, Badge or State Event, you will need to consult the <a href="#">OA Manual</a> and <a href="#">Foot O rules</a>			Suitable for BCC Active Park Events			Streamers and/or controls used
<b>Controller required?</b>	Yes	Yes	Yes	Yes	Informal	No	No

NOTES

\* BCC Active Park Events should always have a Very Easy course.

## 2a. 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 time lines with all parties.
- Liaise with the Ugly Gully Events Coordinator to obtain permission to use the area – this is the most important thing so please ensure this happens in a timely manner.

Requirements and processes for obtaining landholder permission are contained in the Map Folder for each map. Land permits will usually be arranged by the Events Coordinator. A copy of the map folder should be sent to you by the Events Coordinator as it contains useful information regarding landholder special requirements and contact details as well as local Emergency Services details. If not sent to you – ask.

- 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 and UG Facebook page 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.

- Consider **SAFETY**

Consult the risk checklist and Risk Management Plan submitted with the request for permission to use the land. Consider any difficulties from the map and prepare a safety plan which 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. Ensure ice will be available on the day
- 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 website (<https://oq.asn.au/forms-and-downloads/category/oq-policy---compliance>)

- Roster of helpers

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	OY/Badge State	Local Club	Local Club Scatter	Park (Sprint)	Street O	Training Event
<b>Setting Up before event</b>	Allow 2 hours, 2-4 people, allow extra time for digging the toilet	Allow 1 hour, 2 people	Allow 1 hour, 2 people	Allow 1 hour, 2 people	Allow 1 hour, 2 people	Minimal set up required – hang direction signs
<b>Registration</b>	Early and late shifts over 2 hours, 2 people per shift	1 hour, 1 or 2 people	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
<b>Starts</b> (manually record all approx. start times)	Early and late shifts over 2 hours, 2 people per shift	1 hour, 1 or 2 people	Mass start 1 person	1 hour, 1 person	Mass start 1 person	Self timed
<b>Finish computer</b>	Early and late shifts over 2 hours, 1 person per shift	1 person	1 person	1 person	1 person	NA
<b>Help Newcomers</b>	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 person	1 hour, 1 or 2 people BCC Events may have many new beginners.	1 hour, 1 person	NA
<b>Control Collection</b>	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	3 people, 45 mins	3 people, 45 mins	Not required if streamers used.
<b>Pack Up Equipment</b>	5-6 people	4 people	4 people	4 people	4 people	Not required

### 1 week before the event

- Collect (or arrange for someone to collect) the UG trailer from either the previous organiser or from James Mitchell (0423 046 001). Check that the trailer has all the equipment you need including -
  - Control flags or plates
  - Control punches/SI units (+ clear and check, start and finish units, stands)
  - Pens (check that there are enough as these often go missing!)
  - Water containers and cups (remember to fill water containers)
  - Tents/tarps
  - Tables & chairs
  - Results hangers
  - Toilet Paper
  - First Aid Kit
  - Streamers
  - Road Signs (with string attached), and pickets and cable ties to position them
  - Banners (start, finish etc)
  - Timing system (stop watch or start clock)
  - Map bags/ plastic sleeves if wet weather is forecast
- Organise cash float (check with Club Treasurer)
- Remind helpers, circulate Helper's Roster via email or phone
- Print copies of Event Organiser's forms ([Local Club Event Report](#) or [OY/Badge Event Report](#) or see [OO website - Forms and Downloads](#)). You will need these to reconcile finances and for general records.

### 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 at each of the following areas:
  - Assembly area (Welcome to 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, clipboard with blank paper, pens, synchronized start clock)
  - Clear and check
  - Finish chute
  - Finish (table, chairs, computer)
  - Results display
  - Toilet (tent, toilet paper, hand sanitiser)
- Timing – Synchronise the clocks/timing systems to be used at the Start and Finish.
- 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, control descriptions, 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 the registration card has been fully completed, especially car registration and phone number.

## 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.
- Save SI results for upload, or collect results cards for each course for compiling results later.
- 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) and completed Event Report form (Club or State) to club Treasurer.
  - Any expense claims must have receipts. Please attach these to the appropriate form ([OO website: Forms and downloads, Event resources](#)).
  - Also deduct your travel expense entitlement (State events only – see form).
- Pack up all equipment and return neatly to trailer. (Don't forget to fill in the toilet!) Unfortunately, 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 to James Mitchell's residence, unless other arrangements have been made with the next Event Organiser. Report any equipment loss or damage to James Mitchell.

## Complaints/problems

Despite the best efforts of organisers, problems sometimes arise:

Minor events – be polite, listen to concerns, and apologise (especially to newcomers) if the experience was not what they expected/hoped for. If necessary, explain that there is a huge amount of work that goes into setting up events, and sometimes things go wrong. See also the policy document “Handling Confrontation” (<https://og.asn.au/forms-and-downloads/category/og-policy---compliance>) on dealing with irate members of the public.

Major events: See Sections 27 and 28 of the [OA Manual](#).

## Post event

- Ensure results can be uploaded as soon as possible after the event – usually done or organised by the SI manager. Advise whoever is doing the upload of any organiser's comments that you would like to have included.
- Update map folder with copies of all courses plus any notes and forward to Events Coordinator.
- Map corrections/updates should be forwarded to the club Mapping Officer.
- Submit an accident/incident report if necessary: [Incident Report Form](#)
- Ensure that the landowner is thanked for the use of their land, either personally, by phone or by letter.
- Congratulate yourself on a job well done! Orienteering wouldn't exist without people like yourself willing to volunteer to organise events. Thank-you.

See [Orienteering Queensland: Event Organisation](#) for further information



### 3. 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, make contact with the team you working with. Ask the Ugly Gully Secretary for the email addresses and phone numbers of

- the Event Organiser
- the Controller

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
<b>Summary</b>	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.
<b>Terrain</b>	Forest	Forest	Forest / Park	Forest / Park	Park	Street	Various
<b>Courses</b>	Hard 1-8 badge Hard 1-4 OY Moderate 1-2 Easy Very Easy	Hard 1-4 Moderate 1-2 Easy Very Easy	Hard 3 (Long) & Hard 4 (Short) Moderate 2 Easy Very Easy	Scatter: Long 18/20 Short 12/20 Easy Very Easy	Long Short	Long 18/20 Short 12/20	Moderate & Hard level, beginners to be assisted.
<b>Map</b>	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
<b>Winning times (approx)</b>	Various winning times – refer to <a href="#">OO Course setting</a>		40 minutes	40 minutes	20 minutes	25 minutes	Untimed / self timed
<b>Other notes</b>	If you are course setting for an OY, Badge or State Event, you will need to consult the <a href="#">OA Manual</a> and <a href="#">Foot O rules</a>			Suitable for BCC Active Park Events			Streamers and/or controls used
<b>Controller required?</b>	Yes	Yes	Yes	Yes	Informal	No	No

NOTES

\* BCC Active Park Events should always have a Very Easy course.

### **3a. 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 time lines 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 UG 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. Check [OO guidelines](#) (pp. 3-4) for length, difficulty, climb and winning times for the various courses.
- 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 for beginners to use and is available for free download at <http://purplepen.golde.org/>
- Read the [OO guidelines](#) and revise the relevant sections of the [OA Foot Orienteering Rules](#), especially **Appendix 2** (pp. 32-38) and **Appendix 7 Section 6** (p. 55).

An excellent article entitled *Course Setting an Event for the First Time* is included below ([Section 3b](#)). Although written some years ago, the advice given by Bill Fisher is still very relevant and helpful.

#### **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
  - Measure approximate straight line course coverage (Purple Pen does this automatically, or use string, or a measuring wheel)
  - Climb should be no more than 4% of the length of Hard 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. Extra units can be sourced if sufficient notice is given. Contact the Events coordinator.

## 2-3 weeks before the event

- 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 electrical tape on the exact point where the control flag will be positioned (use brightly 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 (e.g. height, area etc.) for control descriptions.
  - Have the taped control sites checked by the controller.
- Review and update courses and control descriptions after field check.

## 1 week before the event

- Check Event Organiser has collected OQ or UG trailer and possibly assist with this.
- Obtain the following items from the trailer or previous user
  - Control flags
  - SI units with the relevant control numbers (+ chains and locks for street and park events)
  - Water containers (need to fill), and cups.
- Prepare and print overall master maps showing all controls (2 copies)
- Finalise and 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.
- Print copies of maps. Contact the Ugly Gully Secretary to arrange printing of maps using the club printer. Count the maps for each course and place in separate bags to ensure they are not mixed.
- Calculate the amount of water to be placed on the course ([OO guidelines](#), pp. 5-6), 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.
- If using hanging controls and punch cards, then a record of punch codes should be made before going out into the field and a master punch card should be made for each course.
- 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.

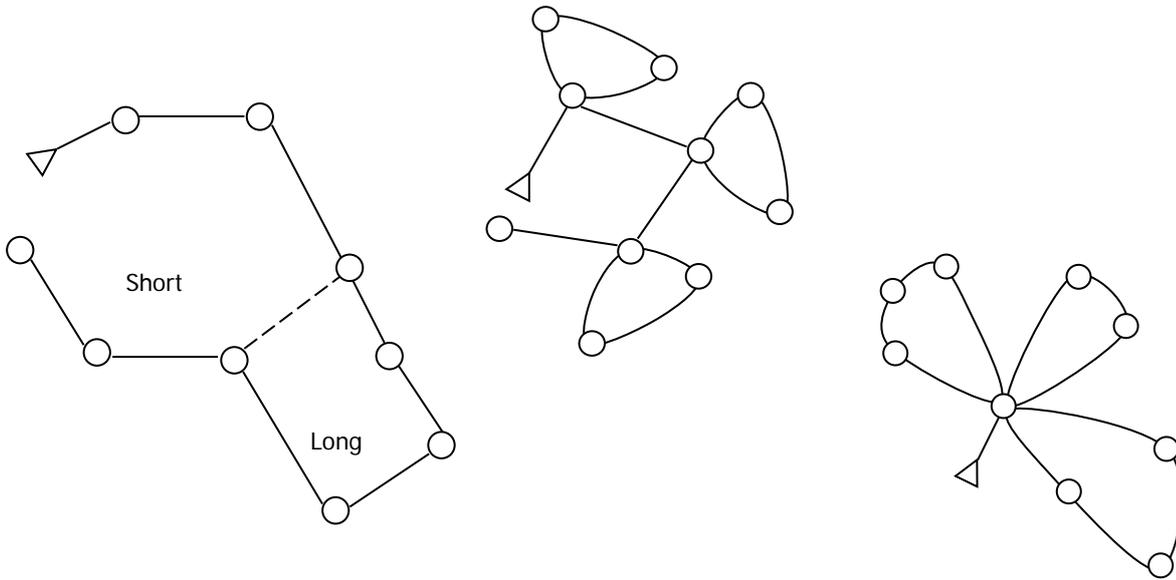
## OQ Course Setting Guidelines

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.	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, 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.
Length (km)	Hard 1: 7.0 - 12.0 Hard 2: 5.0 - 7.5 Hard 3: 3.5 - 6.0 Hard 4: 2.5 - 4.0	Moderate 1: 3.5 - 5.0 Moderate 2: 2.5 - 4.0	Easy: 2.0 - 3.0	Very Easy: 1.0 - 2.0
Maximum Climb (% / metres)	Hard 1: 4 / 280 - 480 Hard 2: 4 / 200 - 300 Hard 3: 4 / 140 - 240 Hard 4: 3 / 75 - 120	Moderate 1: 3 / 105-150 Moderate 2: 3 / 75-120	Easy: 3 / 60 - 90	Very Easy: 2 / 20 - 40
Winning time (minutes)	Hard 1: 70 Hard 2: 60 Hard 3: 50 Hard 4: 40	Moderate 1: 45 Moderate 2: 35	Easy: 25	Very Easy: 20
Typical number of Controls (approx..)	Hard 1: 12 Hard 2: 10 Hard 3: 9 Hard 4: 7	Moderate 1: 9 Moderate 2: 8	Easy: 9	Very Easy: 9

See [Orienteering Queensland: Course Setting](#) for more detail and further advice.

## 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!



## 3b. COURSE SETTING AN EVENT FOR THE FIRST TIME

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.*

### 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 a badge 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 badge event they do M or W21 L)
- **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 W6O.)
- **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 W15)
- 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**

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 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 flag 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*

### 3c. 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 (CORPSE software can be used to help calculate this) 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

#### 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%
Hard 4	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.

#### 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.

## 4. 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 [OA 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 working with. Ask the Ugly Gully 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? \_\_\_\_\_
- 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
<b>Summary</b>	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.
<b>Terrain</b>	Forest	Forest	Forest / Park	Forest / Park	Park	Street	Various
<b>Courses</b>	Hard 1-8 badge Hard 1-4 OY Moderate 1-2 Easy Very Easy	Hard 1-4 Moderate 1-2 Easy Very Easy	Hard 3 (Long) & Hard 4 (Short) Moderate 2 Easy Very Easy	Scatter: Long 18/20 Short 12/20 Easy Very Easy	Long Short	Long 18/20 Short 12/20	Moderate & Hard level, beginners to be assisted.
<b>Map</b>	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
<b>Winning times (approx)</b>	Various winning times – refer to <a href="#">OO Course setting</a>		40 minutes	40 minutes	20 minutes	25 minutes	Untimed / self timed
<b>Other notes</b>	If you are course setting for an OY, Badge or State Event, you will need to consult the <a href="#">OA Manual</a> and <a href="#">Foot O rules</a>			Suitable for BCC Active Park Events			Streamers and/or controls used
<b>Controller required?</b>	Yes	Yes	Yes	Yes	Informal	No	No

**NOTES**

\* BCC Active Park Events should always have a Very Easy course.

## **4a. 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 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 land owner.

### **Week/s leading up to the event**

- Check location and taping of control sites.
- Double check courses, master maps, 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.
- Assess the reliability and accuracy of the time-keeping and results systems.
- 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.



Fred Mapstone  
84 Rocky Rd  
Mt Coot-tha 4066  
Ph 0407 518 470

27 June 2014

Mr Peter Lander  
"Lost Valley"  
Ugly Gully Rd  
Mt Crosby 4306

#### REQUEST FOR PERMISSION TO USE PROPERTY FOR ORIENTEERING EVENT

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 0407 518 470)

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 trap shooting area on the ridge top

Both I and the Course Setter 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 20<sup>th</sup> 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