

## EVENT ORGANISATION GUIDELINES

Running a successful orienteering event requires a lot of effort by many volunteers. But it has its own rewards too. After an event, organisers universally report that their efforts in identifying control locations and planning courses have been rewarded with an improvement in their own orienteering skills. So, even if you are a relative newcomer, you will learn and have fun if you volunteer to assist in some way at an event. So why not have a go?

This guide will help you organize a successful orienteering event. The guide references other documents. Like this guide, these are available from the “Event Organisers Toolkit” section of the Orienteering Tasmania (OT) website and can be linked to from this document.

This guide refers to various OT volunteer positions. The most up to date names and contact details for these people can be found [HERE](#) on the OT website. Some further details for Southern events can be found on a separate document ‘Southern Event Organisation Guide’.

### 1 KEYS TO ORGANISING SUCCESSFUL EVENTS

1. Understand what tasks need to be completed and by when
2. Start organising the event early
3. Double-check all important steps
4. Seek help if you need it

### 2 ROLE OF THE COURSE PLANNER AND CONTROLLER

The organisational structure for an orienteering event depends on its size and importance. Events in Tasmania generally only require a Course Planner and Controller and the purpose of these guidelines is to focus on these roles. An extremely important characteristic of the relative roles of the Planner and Controller is that every important activity is double-checked. For smaller events, it is often convenient to share the role of the Planner and Controller between the team depending on the relative experience and interests of each team member. However, EVERY important step should be double-checked by someone else on the team.

For local events, the team may not be as experienced as for an Orienteering Series Tasmania (OST) event. In this case, it would be worthwhile seeking out an experienced mentor in the early stages for advice on problems arising and particularly to check draft course layouts.

The OT website ([Organisers Toolkit](#)) has documents specifically targeted at people organising smaller, local events. Please go to the website to see these.

#### 2.1 COURSE PLANNER

It is the role of the course planner to plan challenging and fair courses for the event appropriate to Orienteering Tasmania guidelines. OT’s [Course Planning Guidelines](#) and the [Event Series and Types Guidelines](#) are ESSENTIAL reading before setting courses.

#### 2.2 COURSE CONTROLLER

The controller is responsible for all technical aspects of the event but should avoid doing anything other than a checking role. The overall objective of the controller is to ensure that the event is fair and enjoyable for competitors.

Some key tasks that the controller should be involved in are:

- i) Check that the map is of a sufficient standard, particularly if the map is old.
- ii) Check that the Planner has contacted the landowner(s) to gain permission to use land.
- iii) Ensure that the courses are set to the correct standards of length and difficulty.
- iv) Agree with the Planner on a preferred method for taping, checking and coding control sites, and recording draft control descriptions.
- v) Once taped, check controls are in the right place and that they are fair.
- vi) Check that controls are correctly located in course setting software such as Condes
- vii) Ensure the administration of the event in respect to things such as timing, results posting, food, toilets, event information etc.
- viii) Ensure that a Safety Checklist as per the OT [Event Safety Policy](#) is completed and that health and safety aspects such as water, first aid, and emergency procedures are provided for.
- ix) Provide a disputes resolution process, e.g. jury, if required (major events only).
- x) Ensure results are provided to the OT Statistician after the event as promptly as possible.
- xi) Ensure other post event tasks are completed; collection of controls; return of equipment; etc

Everyone is encouraged to participate in the appropriate Level 1 and Level 2 Controller courses that are periodically conducted by Orienteering Tasmania.

### 3 STEP BY STEP GUIDE TO EVENT ORGANISATION

The following series of steps assumes you are organising an OST event. The process is similar but simpler for Local events.

#### 3.1 AT LEAST EIGHT WEEKS BEFORE

- Form your organisational team and allocate responsibilities.
- Contact the OT Mapping Officer to get the most recent digital copy of your map. Also ask them for any additional information about the area that might have been recorded in the OT Map database, including permission information.
- Contact Landowner(s)  
Telephone, email or visit land owners (both private and government). If your event is on land managed by the Parks and Wildlife Service please read OT's Agreement with them - [Authority to Conduct Orienteering Events on Reserved and Crown Land](#). We are required to notify the relevant Land Manager 4 weeks prior to the event.  
When contacting landowners, introduce yourself as a representative of OT and request permission to conduct an event on the planned date. Take plenty of time and listen carefully. If requested, a [draft letter to landowners](#) requesting access is available. Some landowners will request a copy of OT's [Public Liability Insurance policy](#).
- Complete an initial field visit  
Once permission has been received, arrange a visit to the area to select an Assembly and Start area taking into account access to the preferred terrain, parking and suitability for moderate navigation and novice courses. Inform the landowner which days you'll be on the land, car type and colour and a contact phone number. Once you have visited the area, discuss with the

landowner any issues arising such as observed hazards, “out of bounds” areas, gates and electric fences. Invite them to come along to the event. **Note:** It is especially important that contact with landowner be done well ahead of the event date to ensure that alternative arrangements can be made if the area is not available.

### 3.2 AT LEAST FOUR WEEKS AHEAD

- Review the OT Event Safety Policy.  
Act on any issues that a review of this policy raises.
- Before setting courses see the Course Planning Guidelines and the Event Series and Types Guidelines on OT’s website.
- Set draft courses using Condes software.  
Google “Condes” and you will find information about the software and a download link. Download and install Condes on your home PC (Windows only). Contact the mapping officer to obtain the software registration code. Use the online help or contact an experienced orienteer in your club if you need help learning to use Condes. To ensure that the correct course/classes are used in Championship events, download the [Championship Class and Course Groupings for Condes](#) template from the website.
- Ensure the Controller or another experienced orienteer check the draft courses BEFORE going into the field. The Controller should especially check that novice and moderate control sites and course legs are not too physically or technically difficult.
- Allocate SportIdent control numbers in Condes.  
For information about SI unit number codes contact  
South: [sportident@tasorienteeing.asn.au](mailto:sportident@tasorienteeing.asn.au)  
North: Contact Chris Brown (6331 8435) in the north.
- Complete a field visit to mark control locations.  
Print out a master map from Condes and go out to the area to place flagging tape at the control sites and to make necessary map corrections. Record the control code on the tape with an indelible waterproof pen. Describe in detail the mapped feature, its dimensions and the location of the flag relative to the feature.  
IMPORTANT – If you are going into the field always inform someone at home where you are going and when you will be back. Ensure they know what to do if you do not return as planned. ALT has a personal locator beacon that can be borrowed.
- Take note of whether your controls will be on stands or require to be security locked. If any are locked, make sure to mention this when requesting control number allocations.
- Avoid using more than 18 controls for local events as P cards commonly used on these events are not capable of storing more times than this.
- Update courses and control descriptions in Condes  
Transfer the control descriptions into Condes and make any control location changes that are required. If you noticed that changes to the map are required, please contact the Mapping Officer.
- Complete field visit to check control locations  
Have the Controller check the taped control sites against the master map and descriptions. This preferably occurs on a separate visit. **NOTE:** An efficient technique is for both Planner and

Controller to go to area on the same day. Each puts out tapes on half the area and checks the other half.

- Use the [Event Information Flyer Template](#) to provide detailed event information for the website, e-bulletin and Eventor as soon as possible. Make sure the Template has the courses named exactly as in your Condes file. If pre-entry is required ensure the pre-entry details are provided.

### 3.3 AT LEAST TWO WEEKS AHEAD

- Arrange for helpers on the day of the event  
You will need at least one experienced person to operate the timing system computers in the trailer. You will need two people in the registration tent, one at the start, one novice instructor and a few orienteers for control collection and possibly search and rescue.
- Arrange someone to tow your club equipment trailer to and from the event. Location of club equipment and trailers:  
**EVOC** - Storage located at Windsor Community Precinct. Keys are available from Chris Brown & Paul Pacque, Donelda Niles, Valerie Brammall, Paul Le Fevre, Ron Briggs and Peter Hoban.  
**AL** - Shed at Regatta Grounds. Keys with Jeff Dunn, Martin Bicevskis, Miriam Palmer, Jon McComb and Bert Elson, or ask Bert ( 0415 844 591/ 6234 2991) for how to pick up the spare from nearby Glebe.  
**PF** - Jo Bissett at 9 Aurora Place, Devonport. Phone 6424 3007
- Organise for someone to collect a portaloos if no toilet is available at the event venue (Southern portaloos is stored at Athletics Centre; SI Manager has a gate key)
- Organise Catering  
For remote events, contact the School Team Manager (schools@tasorienteeing.asn.au) to discuss catering at the event.

### 3.4 ONE WEEK TO ONE DAY BEFORE

- Collect SI boxes.  
North - currently held by Christine Brown and Paul Pacqué at 11 Havenbrook Drive Trevallyn.  
South - held by the current SI manager, email [sportident@tasorienteeing.asn.au](mailto:sportident@tasorienteeing.asn.au) to arrange pickup.
- Collect gear from equipment store  
From your club's store obtain enough control stands and flags plus spares. Lockable controls are used for local street events where theft is a possibility. The locking controls are kept with the SI boxes. Also collect water containers and cups and flagging tape/markers for marking taped routes (to start, from finish, easy courses etc)
- Complete a field trip to place control stands, taped routes & water  
When putting out controls check location, number and description for each control against your "master" map. Check the control number against the number on the flagging tape. Remove tape and put out all controls except those that might be stolen. Note, it is preferable that the stands be put out by someone who has previously visited the control location. Use coloured tape (yellow and light blue are good) or coloured pin flags (not control flags) to mark taped routes. Place water and cups at nominated control sites (if necessary).
- Print Maps and Control Descriptions  
Maps and control descriptions are printed from Condes. Organise the printing of the desired

number of maps of each course for your event. This can be arranged with Mike Morffew in the south (Phone 0419 442070 or [mike@morffew.net](mailto:mike@morffew.net)). Check the results from recent similar events to estimate the number of maps needed. Ensure spares are sufficient.

Print some master maps showing every control position and number for putting out and collecting controls.

- All maps should include at least the map scale, contour interval, a scale bar, a magnetic north arrow and a legend. The map legend should be printed on the reverse side if there is insufficient room on the map. It is also desirable that the OT logo and website address be included on maps.
- OST and Championship Control descriptions  
International symbols should be used for OST and Championship events for at least Courses 1 to 5. English language descriptions (on map) and optional international symbols (separate) should be used for Courses 6 to 8.
- Local Event Control Descriptions  
Use English language descriptions on the map for all courses. Provide separate international descriptions on paper for the long and medium course, English descriptions on paper for short and beginners course.
- Prepare a news-sheet for display in the sandwich boards at the event  
Detail any special information, acknowledging the landowners, giving the length and climb of the courses offered and describing the length and direction to start. A [Todays Event Information template](#) is available on the website
- SITiming & Livelox Setup  
Send the Condes file with your courses and OCAD map file to whoever is setting up the event in SITiming and Livelox- the SI manager [sportident@tasorienteeing.asn.au](mailto:sportident@tasorienteeing.asn.au) in the south or Chris Brown in the north (6331 8435)
- For OST and Championship events, place maps in new plastic bags the night before. For local events provide bags on the day for use if required.

### 3.5 ON THE DAY OR THE DAY BEFORE

- Talk to the landowner to understand any last-minute requirements re parking, gate closures, status of electric fences etc.
- Pick up and deliver the trailer to the event site.
- Provide instructions to your helpers. Try to arrange things such that as many of your volunteers as possible have a run on the day.
- Set up registration tent, toilet, start and finish.
- Set up sandwich boards with sample maps, event information and safety information.
- Set up results tent frame
- Fill and place water containers at Assembly area.
- Put out any unplaced controls
- Complete a last-minute control location check and SI box “switch on” for sprint events
- Synchronise any clocks being used

- Set up the SITiming equipment.
- Put out clear, check, start and finish SI boxes. Ensure that the memory of the start boxes has been cleared for a later SITiming safety check

### 3.6 AFTERWARDS

- Check everyone is back! The Safety Check feature of SITiming should always be used.
- Follow the procedures in the OT Event Safety Policy if competitors are outstanding.
- Collect controls, pack trailer carefully, and pick up road signs.
- Ensure all gates are left closed or open as per instructions from the landowner.
- If there has been any damage to a landowner's fences or other infrastructure notify the landowner of this.
- Computers, battery inverters and controls should be returned to whoever you collected them from and not packed in the trailer.
- Pass a copy of all courses to your club person if the club keeps a register of all events & courses.
- Request any reimbursement from your club treasurer.
- Return the trailer with contents in good order. Report or repair any items lost or broken.
- If the event was wet, hang up the flags in the shed to dry and partly open the tents inside.
- Pass any map corrections and useful notes for future organisers to the mapping officer.
- Compare actual winning times with predicted. If actual times were vastly different to planned try to understand why.

### 3.7 RESULTS PROCESSING

The SI Manager will upload results, but if you want to do it yourself here is how.

Look at results in SITiming on event computer (Event Home>>Results>>View Results) and clean up if necessary – make second runs n/c; check people are in correct classes, spelling etc. To make changes go to Event Home>>Entries, search for the name and then Modify Entry.

#### **Create Results files on event computer**

There are up to 4 results files required:

1. The *zip* file for backup (all events)
2. The *xml file by class* for Eventor, Winsplits and Statistician (all events)
3. The *xml file by course* for Winsplits (for OST/Champs events)
4. The *csv file* for the Statistician (for calculating OST, Champs and Twilight event points)

Insert a USB stick into event computer.

1. **Zip file** All events.  
Event Home>>Backup Event

First navigate to required place on your USB for saving (via box with 3 dots on the right of 'Filename'), type in filename, then 'Write File'. Usually use the name of the event on SITiming, which will be <yyyy-mm-dd Place Event-Type > e.g. '2016-11-04 Wild Dog Creek OST8'

2. **xml file by class** All events (for Local events class=course)  
Event Home>>Results>>Export Results>>Export XML results  
Save as Version 3.0. First navigate to required place on USB stick for saving, type file-name (<Place Event-Type 'by class'> e.g. 'Wild Dog Creek OST8 by class'), then 'Write File'
3. **xml file by course** OST and Champs event only  
Same as 2, but now tick the box 'Export by Course rather than Class', type a new file-name (e.g. 'Wild Dog Creek OST8 by course'), then 'Write File'
4. **csv file** OST, Champs and Twilight events  
Event Home>>Results>> Export results>>Processable CSV results  
First navigate to required place on USB stick for saving, type file-name (<Place Event-Type> e.g. 'Wild Dog Creek OST8'), then 'Write File'

#### Send files for Eventor and Statistician

- Now plug the USB into your home computer.
- From your home computer, send all the files you have created to [results@tasorienteeing.asn.au](mailto:results@tasorienteeing.asn.au)

Results person will add results to Eventor and Winsplits, but if you'd like to do Winsplits yourself here is how.

#### Uploading Winsplits results

- On your home computer, go to the Winsplits website (from link on OT results page or Google it)
- Upload split times (top of page in middle)
- File format: IOF XML ... Next>>
- Insert your email address for getting a username and password, so you can change results later if necessary
- Choose File - Browse for the *xml file (by class or by course)* ... Next>>
- Organizer: Orienteering Tasmania
- Country: Australia
- Classification: regional event ...Next>>
- Event name – delete the date at the start, add 'by class' or 'by course' as necessary
- If all looks correct ..Next>>
- Winsplits will give you an event number and password, so you can change the file if necessary. It will also email this to you, so no need to write it down
- If OST or Champs event, do this for both class and course

### 3.7 ISSUES THAT CAN ARISE DURING AN EVENT

If a safety related incident or near miss occurs during the event, or if you identify a risk that needs attention, you should fill in the form [Incident Report Template](#), copies of which are in the stationary tray in the trailer and forward it to the OT Secretary.

#### **Complaints and Protests** (Extract from the OA Competition Rules)

A “complaint” can be made about infringements of the OA rules or the organiser’s directions. Complaints can be made by event or team officials, competitors or anybody else connected with the event. Any complaint shall be made orally or in writing to the organiser as soon as possible. A complaint is adjudicated by the organiser. The complainant shall be informed about the decision immediately. There is no fee for a complaint.

A “protest” can be made against the organiser’s decision about a complaint. Protests can be made by team officials, competitors or event officials. Any protest shall be made in writing to a member of a jury as soon as possible after the organiser’s decision about the complaint. There is no fee for a protest.

A jury shall be appointed to rule on protests. A jury shall consist of three members. In Tasmania protests are heard by experienced orienteers. On receipt of a protest, the jury will meet at its earliest convenience and consider the evidence. OT’s Technical Director shall convene and chair the meeting. The Technical Director shall publish the committee's findings in the newsletter and may make suggestions on how to avoid such situations in the future.

#### A Note About Protests

As an organiser don't take protests personally. While we all try to avoid mistakes, we all make them. A protest is a way to solve the problem within the rules.