

# Local Event Organisation Guide – Southern Tasmania

May 2024

## RESOURCES ON OT WEBSITE

At the top of the OT website home page click on **Organiser’s Toolkit**.

This webpage has lots of useful stuff! Especially **Event Organisation Guidelines**. Please read the whole thing – it gives you a timeline of when to do what, as well as links to other useful documents. The document you are reading now is a “short” version of *Event Organisation Guidelines*. It is applicable if you are organising a Local event in the south.

## USEFUL CONTACTS

See the Contact Us menu item on the OT website for a full set of contacts. **Please use the generic emails below, rather than personal emails, as personnel may change.**

why	who (usually)	email	phone
Map printing	Mike Morffew	map.printing@tasorienteeing.asn.au	0419 442 070
Get the map, permission details & Condes password	Greg Hawthorne	mapping@tasorienteeing.asn.au	0417 544 501
Find out what SI numbers to use; SITiming and Livelox setup	Kate Lucas or Rohan Wolfe	sportident@tasorienteeing.asn.au	0427 564 143 0408 764 269
Equipment Officer	Bert Elson	membership@tasorienteeing.asn.au	0415 844 591
Course planning, Condes advice	Jeff Dunn	statistician@tasorienteeing.asn.au	0459 443 481
Australopers Treasurer	Julian Roscoe	roscoejulian@gmail.com	0418 123459
General questions	Sally Wayte	webcontent@tasorienteeing.asn.au	0407 093 694
Results	Ian Rathbone, Jeff Dunn	results@tasorienteeing.asn.au	0418 515 003 0459 443 481
Event info flyer	Ian Rathbone, Jeff Dunn	eventinfo@tasorienteeing.asn.au	

## GETTING PERMISSION

Unless otherwise informed it will be your responsibility to get permission for the event. The document **Orienteering Permissions** on the Organisers’ Toolkit summarises the landowners/managers for each map, and shows permission requirements. Best to start the permission process two months before the event.

## SAFETY

Please read the **Orienteering Risk Assessment** on the Organisers’ Toolkit, so you are aware of your responsibilities in regard to safety.

As event organiser, it is your responsibility, in conjunction with the Club President, to decide if an event needs to be cancelled for safety reasons. Please be familiar with the document **Event Cancellation Policy** on the Organisers’ Toolkit.

## LOCAL EVENT SPECIFICATIONS

Course	Approx. length	Navigation	# controls	Max Climb*
Long	4-6 km	Hard	14 - 18	4 to 5%
Medium	3-4 km	Moderate/Hard	10 - 15	<4%
Shortened Medium	The Medium course with some controls omitted, in order to make the course shorter or physically less demanding for older competitors. It is optional to offer this course.			
Short	2-3 km	Easy	9 - 12	<4%
Novice	1.5- 2 km	Very easy	9 - 12	<4%

\*Climb is calculated as climb/distance for optimum route choice.

- It is preferable to use a maximum of 18 controls on any course, because some people attending local events will be using P-cards which will only store 20 punches, and we need to allow for the occasional double punch. If you really want more than that, you can offer free loan of SI-sticks.
- Plan the courses using International symbolic control descriptions for all courses, but have Condes convert them to text, and over-ride Condes text if necessary, e.g. 'bench' instead of 'man-made object', so that all courses end up using English descriptions

## TRAILER

The trailer and all equipment is in the storage shed at the Regatta Grounds (located in between the M & F toilets in the car park). You are expected to largely load the trailer or your car from the shelves and replace equipment after an event. Key personnel, especially those living locally, including Martin Bicevskis, Jeff Dunn, Geoff Powell, Jon McComb, Miriam Palmer and Bert Elson have sets of keys to the shed. In addition the spare set to be used by event organisers lives in a small key lock safe on Miriam Palmer's porch at 13 Glebe St, Glebe (just up the road from the shed). To get the keys you will need the combination (and if at night a torch to see the safe's combination wheels). The combination is easy to remember. You can get it from any of the above-mentioned people. Please also remember to return the keys after the event.

Check that the battery in the trailer is charged (see instructions in trailer).

The SI units will be in the cupboard in the Australopers shed. Don't forget Start, Finish, Clear and Check units in a blue case.

Check the trailer has what you need. Extra items you may need to get from the shed are: SI units, control stands, flags, water containers, tents, pin flags, directional signs. See the checklist below.

## TOILET

The portaloo is stored at the Athletics Centre. The key to open the Athletics Centre gate is in the storage shed, on a hook next to the door on the left as you come in. It is attached to a large block of wood. The combination for the lock on the toilet door is the same as for the shed key safe.

## FILES TO SEND

### 4 weeks before the event

Fill in *Event Information Template for Eventor* on the Organiser's Toolkit and send it to [eventinfo@tasorienteeing.asn.au](mailto:eventinfo@tasorienteeing.asn.au)

Don't worry if you haven't finalised details of courses - it is preferable to get this information out early.

### 1 week before the event

- Send the Condes file and OCAD map file to the the SI Manager at [sportident@tasorienteeing.asn.au](mailto:sportident@tasorienteeing.asn.au) so the event can be loaded into SITiming and Livelox.
- Create a pdf file of the event by exporting from Condes, and send it to Mike Morffew [map.printing@tasorienteeing.asn.au](mailto:map.printing@tasorienteeing.asn.au) for printing. You will need to pick the maps up from his house in Warrane. Let Mike know how many maps you want and whether you want separate control descriptions.

## NUMBER OF MAPS TO PRINT

Use previous recent events a a guideline. EOD numbers fluctuate randomly, so print at least 10 extra of each course. At the event keep the EOD maps separate from the pre-ordered ones, to ensure all pre-entered people get the map of their choice. Too many maps is better than not enough!

## YOUR ON-THE-DAY HELPERS

- Have a look on the AL webpage (under Membership and Clubs menu) for the AL Volunteer Roster for the year to find out who your on-the-day helpers are. Sally Wayte or Ian Rathbone can provide their contact details if you wish to get in touch with them before the event (probably a good idea!).
- It will be helpful for you and them to read the document **Registration Desk Tasks** under 'On The Day of The Event' on the Organisers' Toolkit.
- If there are no helpers listed, put out a call on O-Training Tasmania Facebook page, or ask around at the previous event.

## IT EQUIPMENT

- Arrange with the SI Manager on how computers and the iPad for taking payments are getting to and from the event.
- The SI units will be in the cupboard in the Australopers shed. Don't forget Start, Finish, Clear and Check units in a blue case.
- Instruction will be given on running computers on the day, or the SI manager may also agree to be hanging around early in the event to make sure the first downloads work.
- Instructions on using the iPad for payments are on a laminated sheet in the iPad bag.

## AFTER THE EVENT

- Make a backup of the event to send to [results@tasorienteeing.asn.au](mailto:results@tasorienteeing.asn.au). The SI manager will do this for you if they are at the event.
- Computers and iPad go back into the cupboards in the shed unless the SI Manager takes them home.

- Put SI units back in the cupboard. Plug in the battery to charge.
- Pass all forms on the SI Manager (or leave them with computers in cupboard if SI manager not at the event) who will forward them to Ian Rathbone so that information gets updated on the database.
- If there are any cash takings deposit them into the OT bank account, and let Christine Marshall ([treasurer@orienteering.asn.au](mailto:treasurer@orienteering.asn.au)) know the details.
  - A/c name: Orienteering Tasmania
  - BSB: 017-010
  - A/c number: 2792 38699
  - Ref: Event name
- If you have expenses, provide a receipt to treasurer Julian Roscoe (taking a photo and emailing is fine). Keep track of the km you have driven in organising the event; AL will reimburse you 35c per km when not towing a trailer, or 70c per km when towing. Non-organisers towing trailer or portaloos can be reimbursed 35c per km.

## ORGANISERS GEAR CHECKLIST

Allow lots of **time** at the shed to take unneeded gear out of the trailer, find the right place to put that gear, and to find and load everything your event needs.

The trailer has **not** been prepared for your event. Do not assume any particular thing is in the trailer. You need to think through your event, make a list of all you need, and stow it carefully and securely in the trailer. Look around the shed for anything you may have forgotten. Discuss needs with the equipment officer (Bert).

After the event, please put things back where you found them in the shed. If any gear is wet, hang it up or spread it out to dry – at home or in the shed. If anything is lost or broken, please let someone.

### EQUIPMENT

Feel free to discuss your equipment needs.

It is usual but not obligatory to take the trailer.

If you do not use the trailer but take core equipment from it, then after your event please put it back as and where you found it.

### CORE EQUIPMENT

- SI units, including SFCC
- Crate containing
  - o Loaner dibbers
  - o Cash box
  - o Sale P-cards
- Crate containing
  - o Spare printer rolls
  - o Spare sticker rolls
  - o Miscellaneous tape, tools...
- Small plastic box of loaner compasses
- Mini printer in blue case (check spare batteries and paper rolls). This is backup in case of computer failure.
- Stationery (black metal drawers) contain:
  - o Blue and yellow forms
  - o Membership info flyers
  - o Pens etc
  - o Map bags
  - o Sheets of results labels

- Map legends
- Band-aids (so you don't need to break the seal on the first aid.)
- Defibrillator (in front left on bench. Don't put anything on top of it)
- First aid kit. (If cable tie is missing then it has been opened and contents could be missing.)
- Minimum tables and chairs
- 1 sandwich board for notices
- Start & Finish banners
- Sets of signs to Start and random others
- Backup 12V battery

#### POTENTIALLY NEEDED FOR YOUR EVENT

- Control stands, racks, flags, extra stands for start, finish
- crates with map trays
- cones for start/finish etc, traffic control, attaching Velcro signs
- signs: direction to event, to arena, to Start. Weights for big corflute signs
- "runners on road" signs
- weather protection. (If raining an extra tent is required to supplement the trailer verandah.) Pegs are not included in tent bags. Use tent weights instead on irrigated grass or hard surfaces. Tent sides are separate as well as gutter kits for paired tents.
- all water requirements. We do not provide cups.
- toilet stuff will ideally be carried in the toilet, but don't assume that it is there! Need water containers (filled prior to travel), paper, chemicals, cleaning stuff, toilet paper. Unless otherwise informed, toilet should be emptied after event.
- pins flags or tape for route marking
- bunting and pig tails for dangerous areas, OOB, finish chute etc
- some maps bags are in black metal stationery box, but check if rain or pre-bagging expected or A3 required
- result blocks and hangers
- other. Visualise your whole event

#### TRAILER USE

Speak up if you are a novice trailer user.

- a) note the rear leg. **Only** use this if unhitching the trailer
- b) a wheel brace and electric tyre pump should be in the front of the trailer
- c) if you don't understand the trailer brake, please ask

- d) The trailer **will** bounce and lurch around. Unless you stack and secure gear carefully the trailer will be a shambles and gear may be destroyed!
- e) Safety: if all the weight is loaded onto the very back of the trailer (so that the towbar tends to lift up) then the trailer can destabilise the car in some driving conditions.
- f) The side locks are not used. To open side, raise the inside bolts then grab two latches outside and yank (hard).
- g) When leaving the trailer in the shed you can leave the side and door open for ventilation
- h) When the trailer is away from the shed and unattended
  - padlock towball
  - bolt (inside) the fold-down side
  - padlock door