

Local Event Organisation Guide – Southern Tasmania

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.

Have a look on the AL webpage (under Membership and Clubs menu) for the volunteer list for the year to find out who your on the day helpers are.

USEFUL CONTACTS

See the Contact Us menu item on the OT website for a full set of contacts.

why	email	who	phone
Map printing	mike@morffew.net	Mike Morffew	0419 442 070
Get the map, permission details & Condes password	mapping@tasorienteeing.asn.au	Greg Hawthorne	0417 544 501
Sportident & computer manager	sportident@tasorienteeing.asn.au	Jeff Dunn or Martin Bicevskis	0459 443 481 0418 110 046
Australopers Treasurer	roscoejulian@gmail.com	Julian Roscoe	0418 123459
Equipment Officer	bert52.elson@gmail.com	Bert Elson	0415 844 591
General Volunteer Support	swayte@bigpond.net.au	Sally Wayte	0407 093 694

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%
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
- If you are using the lockable controls in an urban area, make sure that there is something at each control location at the appropriate height to which to attach the lockable control (on a thin wire).

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, 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 the above-mentioned people. Please also remember to return the keys after each event.

Check the trailer has what you need. See the checklist below.

TOILET

The portaloo is stored at the Athletics Centre. You can get the key to open the gate from the current SI manager.

FILES TO SEND

4 weeks before the event

Fill in the Event Information Flyer Template on the Organiser's Toolkit and send it to 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 so it can be loaded into SITiming and Livelox.
- Send the same files to Mike Morffew at mike@morffew.net for printing. You will need to pick them up from his house in Warrane.
- Always print a few more than entered in Eventor, in case of entries on the day. Check previous event results for estimated numbers.

AFTER THE EVENT

- Computers, printers, battery and SI boxes go back to the Sportident Manager who will upload results.
- Pass all blue and yellow forms to the SI Manager so that the information gets updated on the database.
- Deposit any cash takings into AL bank account: Bendigo Bank BSB: 633 000, A/c no: 173 237 702 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 33c per km when not towing a trailer, or 66c per km when towing. Non-organisers towing trailer or portaloo can be reimbursed 33c 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 Bert know.**

FILES TO EMAIL TO SPORTIDENT PERSON PRIOR TO GEAR COLLECTION

Send the map and course files (.ocd and .wcd) to sportident@tasorienteeing.asn.au when ready (ie exactly what you send to Mike Morffew for printing.) We will set up LiveIox and SiTiming.

PICKUP OF SI STUFF

- a) Arrange a time late in the week to pick up computers, battery, printers and SI units from the SI Manager. Instruction will be given on running computers on the day. We may also agree to be hanging around early in the event to make sure the first downloads work.
- b) *OST events*: what Start Clock option? The expensive EMIT clock is available from the Sportident person, but other clocks are in the shed, and apps on phone or ipad can work well enough for less formal events.

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 (SHOULD BE IN TRAILER BUT PLEASE CHECK!)

- 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 (thumb compasses in grey case are for sale only!)
- 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 Pens etc
 - o Map bags
 - o Sheets of results labels
 - o Map legends
 - o 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

POTENTIALLY NEEDED FOR YOUR EVENT (PROBABLY NOT IN TRAILER)

- **Control stands, racks, flags**, extra stands for start, finish
- crates with **map trays**. These are labelled and colour-coded for each different event type.
- **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. Unless otherwise informed, toilet should be emptied after event. See appendix B.
- **pins flags** or **tape** for route marking
- **bunting** and **pig tails** for dangerous areas, OOB, finish shute 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 new rear leg. **Only** use this if unhitching the trailer
- b) a wheel brace and electric tyre pump are in the front of the trailer
- c) if you don't understand the trailer brake, 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 weigh 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.
- g) When leaving the trailer
 - padlock towball
 - bolt (inside) the fold-down side
 - padlock door

GEAR TO RETURN TO SPORTIDENT PERSON

ASAP after the event return equipment so that results can be corrected and uploaded to the web.

- Computers
- Main battery, and backup battery if used
- SI units
- Printer crates
- All loaner SI sticks
- Start Clock if used
- All filled-in blue and yellow forms

APPENDIX – TOILET

[section under construction]

Present system is to empty the toilet after each event.