

## Southern Twilight Series – Description of Roles

Documents referred to can be found on the Organisers' Toolkit section of the OT website.

### Summary of roles

Series Coordinator	Set up the series, coordinate volunteers, overall series controller.
Schools Coordinator	Marketing to all schools in the southern region. Liaison with Hutchins, Collegiate, Friends and Fahan re payment methods, invoicing, P-card allocation, registration and pre-entry of students. Collation of schools results, engraving and distribution of trophies.
Technical Coordinator	Manage the technical aspects during the series
Event Organiser	Overall responsibility for making sure a single event goes smoothly, including logistics on the day, and usually being course controller
Planner	Plan courses in Condes according to specifications provided; tape control locations

### Series Coordinator

#### Before the series

1. Prepare program in consultation with other AL members.
2. Ask permissions where required – schools, councils, PWS.
3. Prepare general notices that are the same each week (e.g. template for Eventor Info, fees, join a club, which course to do?)

#### During the series

1. General oversight
2. Act as overall series controller to ensure consistency
3. Main point of contact for queries
4. Communications – e.g. summaries in e-bulletin

### Schools Coordinator

1. Distribute marketing to all schools in the southern region – flyers, newsletter items.
2. Liaise with Hutchins, Collegiate, Friends and Fahan re payment methods, invoicing, P-card allocation.
3. Registration and pre-entry of students.
4. Collation of schools results, engraving and distribution of trophies.

## Technical Coordinator

### During the series

1. Make sure appropriate equipment is in the trailer, restock consumables
2. Set up events in SITiming and Livelox
3. Look after computers, battery and SI gear
4. Upload results
5. Update participant databases on computers

## Planner

Plan courses in Condes according to specifications provided in guidelines; tape control locations

1. Read the document 'Southern Twilight Series - Course Planner Guidelines'
2. Read the document 'Condes tips' on the OT website (Menu item Events/Organisers Toolkit)
3. If you are new to course planning read the 'Orienteering Course Planning Guidelines' on the OT website
4. Set the courses in course planning software Condes
5. Consult with your Controller (send the courses to them at least 2 weeks before the event)
6. Put out tapes with control numbers at control sites, even if you think the control sites are trivially easy. This makes it much quicker and less error-prone for the Organisers on the day.

## Event Organiser / Controller

This person has the main responsibility for a single event, especially all logistics on the day, and they may also be the Event Controller.

### Before event

1. Read the document 'Southern Twilight Series - Course Planner Guidelines'
2. Communicate with Planner re assembly area location
3. Work with Planner to fine-tune courses
4. Update the Event info flyer and send to [eventinfo@tasorienteeing.asn.au](mailto:eventinfo@tasorienteeing.asn.au) at least 2 weeks before event

5. When courses are finalised prepare map for printing – labels, control descriptions, centre and cut circles etc – to ensure consistency over series (see the ‘Condes tips’ document on OT website)
6. Decide how many maps to print (based on online entries, look at previous week numbers or ask Series Coordinator for advice, err on the side of too many). Send map and courses to Mike Morffew (mike@morffew.net) for printing a few days before the event.
7. Pick up maps from Mike’s place (1 Banks St, Warrane)
8. When finalised send map and courses to the Technical Coordinator ([sportident@tasorienteeing.asn.au](mailto:sportident@tasorienteeing.asn.au)) for adding to SITiming and Livelox - the Friday before the event at the latest.
9. Prepare ‘On the day’ info sheet
10. Ensure you have enough on the day volunteers. Remind people on the roster to turn up.
11. Organise someone to take the toilet if necessary
12. Pick up SI gear, battery and computers from Technical Coordinator.
13. Take responsibility for event changes. Current policy (see ‘Cancellations and Refunds Policy’) is that an event will be cancelled if BOM issues a Severe Weather Warning or Tasmanian Fire Service issues an Extreme Fire Danger warning – in case of this please inform [communications@tasorienteeing.asn.au](mailto:communications@tasorienteeing.asn.au) and [eventinfo@tasorienteeing.asn.au](mailto:eventinfo@tasorienteeing.asn.au) ASAP. Information will be put on Facebook and Eventor info altered.

### On the Day

You will have volunteers to help with setup and control placement, run the event (desk or computer), and collect controls. It is advisable to arrive at the assembly area by 1:30pm to start setting up.

1. Check gear in shed and trailer; fill water containers; add tents if rain likely; get directional signs and weights from shed
2. Take trailer to assembly area
3. On the way, put out directional signs as appropriate
4. Set up the assembly area
5. Supervise control placement
6. Run the event
7. Supervise control pickup
8. Pack up and return trailer
9. Take SI gear, small battery and computers back to the Technical Coordinator.

