

Southern Twilight Series – Description of Roles

Summary of roles

Series Coordinator	Set up the series, communicate with schools, coordinate volunteers
Technical Coordinator	Manage the technical aspects during the series; overall series controller
Event Organiser	Overall responsibility for making sure a single event goes smoothly, including being course controller and logistics on the day
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, NPWS.
3. Find a planner and organiser for each event (can be the same person).
4. Prepare flyer for website and distribution.
5. Send flyer to schools a couple of weeks before the end of the previous term.
6. Call for on-the-day volunteers before start of series. Set up roster and send out.
7. Prepare a generic info flyer for Eventor and send to each Organiser.
8. Prepare general notices that are the same each week (e.g. fees, join a club, which course to do?)

During the series

1. General oversight
2. Manage volunteer roster, send reminders to volunteers
3. Update event attendance spreadsheet
4. Main point of contact for queries
5. Communications – e.g. summaries in e-bulletin

After the series

1. Send invoices to schools
2. Prepare certificates and send to schools

Technical Coordinator

Manage the technical aspects during the series; overall series controller

During the series

1. Make sure appropriate equipment is in the trailer, restock consumables
2. Act as overall series controller to ensure consistency
3. Set up events in SITiming and Livelox
4. Look after computers, battery and SI gear
5. Upload results
6. Calculate series points
7. Update participant databases on computers

Planner

Plan courses in Condes according to specifications provided; 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.

Organiser

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

Before event

1. Read the document 'Southern Twilight Series - Course Planner Guidelines'
2. Read the document 'Condes tips' on the OT website
3. Communicate with Planner re assembly area location
4. Work with Planner to fine-tune courses
5. Update the generic Event info flyer
6. 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)
7. Decide how many maps to print (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@cartoplus.com.au) for printing a few days before the event.
8. Pick up maps from Mike's place (1 Banks St, Warrane)
9. Send map and courses to Jeff (jeff.bicycle.dunn@gmail.com) for as overall series controller, and for adding to SITiming and Livelox - the Friday before the event at the latest.
10. Prepare 'On the day' info sheet (template provided)
11. Organise someone to take the toilet if necessary
12. Pick up SI gear, battery and computers from Sally and Jeff (6 Rupara Ave, West Hobart)
13. Take responsibility for event changes. Current policy is that an event will be cancelled if BOM issues a Severe Weather Warning – in case of this please inform Miriam via communications@tasorienteeing.asn.au and Jeff via eventinfo@tasorienteeing.asn.au ASAP. Miriam will put the information on Facebook and send out a special Bulletin, and Jeff will alter the Eventor info.

On the Day

You will have two volunteers to help with setup and control placement, three volunteers to run the event (collect money or at computer), coach-in-residence to help newcomers, and one or two volunteers to collect controls. It is advisable to arrive at the assembly area by 1:00pm 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 the money from the tin and bank the takings into AL bank account: Commonwealth Bank BSB: 067 002, A/c no: 1026573. Please use the event location as a reference. Let Julian know if there is money for memberships or sale of SI sticks (not P-cards) as this money goes straight to OT.
10. Collect yellow membership and pink SI forms and deliver to Bert (326 Murray St, West Hobart) or Sally and Jeff. Let Bert know if supplies of these are running low.
11. Take SI gear, small battery and computers back to Sally and Jeff.