

PLANNING COURSES FOR PAPO

Introduction

Thank you for agreeing to plan an event for PAPO.

This document is for use by PAPO Planners at all events whether SportIdent is used or not. This includes all Foot Orienteering and Mountain Bike Orienteering events whether they are "Club", "OY", "Score" or Championship events.

It contains the following sections:

- A list of the main responsibilities of the Planner (this page only)
- A checklist of tasks with timeframes for their completion (3 pages)

And the following Appendices:

1. More detailed tips and suggestions for the tasks required (4 pages, beginning Page 5)
2. Tips for planning good courses (5 pages, beg. Page 9)
3. PAPO's Mapping and Cartography Guidelines for those who wish make map corrections themselves (1 page, beg. Page 14)
4. Example of Competitor Information for the Camper (0.5 page, Page 15)
5. Example of Starters Instructions (0.5 page, Page 15)
6. Special Notes for Planners of the Twilight Series (4.5 pages, beg. Page 16)

Most events involve a Planner, a Controller, a Chief Organiser, and a member of the Sport Ident team. Championship Events also involve an overall Convenor. You will need to keep in close contact with all of these people to run a successful event.

Responsibilities of the Planner

As a minimum, the Planner must carry out the following tasks:

- Plan courses including consideration of safety, degree of difficulty, control siting and equipment, fairness (including minimisation of chance factors) and map correctness.
- Liaise with the Controller to ensure that rules are followed in accordance with the guiding principle of sporting fairness, mistakes are avoided, and procedures are enacted to ensure the safety of all competitors and the public. N.B. The Controller has the authority to require adjustments to be made if they decide that these changes are necessary to satisfy the requirements above. The Controller has the deciding voice in all matters pertaining to fairness and safety. Controllers must be given adequate time to check such changes if required.
- Prepare the control descriptions.
- Prepare the Master Maps or pre-printed maps as required.
- Plan the Start/Finish area in consultation with the Chief Organiser and Controller.
- Select the drink stations, and place the drinks on the day of competition.

- Place the controls and card marking devices (punches) or sport ident boxes before the competition commences.
- Supply all details on length, climb on each course, and other such information as is required to be posted at the Registration area to the Chief Organiser in good time.
- Organise the collection of controls, sport ident boxes, temporary site markings, drink bottles, Master Maps and so on in association with the Chief Organiser and Controller, after the competition has finished.