A Checklist Of Tasks With Timeframes For Their Completion

2 MONTHS BEFORE THE EVENT

1. Contact the OCAD Map File Keeper and the Physical Map File Keeper to obtain hard copies of the map(s) for planning, the electronic map file for use in Condes, and the physical map folder.*

2. Contact the landowners(s)/rangers to confirm our permission to hold the event and to check for any out-of-bounds or special areas, and any other special access requirements.

3. Discuss and agree on course options with the Controller.*

4. Plan draft courses on paper in accordance with the course/grade combinations agreed with the Controller.*

5. Decide on the Start/Finish area and discuss safety issues and event directions with the Controller.

6. Contact the Newsletter Editor and Webmaster with information on the Start area, directions, courses available, stuff to bring, road safety etc to go in the next newsletter.*

7. Give these draft courses to the Controller to check. Remember the Controller is there to help make the event a success, and help you do a good job!

8. Visit all your proposed control sites and check for inaccuracies in the map or unforeseen problems with the sites.*

9. If you are not familiar with OCAD, arrange for a fieldworker and cartographer to correct any issues in OCAD through the Mapping Co-ordinator. If you wish to make these yourself, see Appendix 3 for PAPO's guidelines in this area.*

10. Replan your courses as required.

2+ WEEKS BEFORE THE EVENT

11. Arrange for the Controller to re-check your sites and courses at the venue, and finalise the courses together.

12. Contact the Equipment Officer to find out which control numbers you will be using on the day.

13. Allocate the controls to each of the courses so that numbers that could be easily confused are not close to each other.

14. Prepare electronic files of maps and control descriptions using Condes software (include the Course Closure time), and arrange for the Controller to check the drafts of each for all courses.*

15. Prepare a file of the control descriptions for all courses in Condes or OCAD. Do not use any other system to create these.

16. Contact the OCAD Map Keeper for help estimating the number of maps that you will require for each course (your Condes files of each of the courses).*

17. Email the course files, control description files, and a file of the map with all controls on it to Copy Quality for a draft print.*

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* Additional info on this Task in Appendix 1.

18. Email a file of the Condes information to your designated Sport Ident person.*

1 WEEK BEFORE THE EVENT

19. Contact the Chief Organiser to let them know the exact location of the Start, Finish and Registration. Provide a large-scale drawing to avoid any confusion.

20. Collect the controls/flags, drink bottles and tapes from the Equipment Officer.

21. If Sport Ident is not being used, make up Master Clipcards.*

22. Collect the sport ident boxes from the Sport Ident Officer.

23. Check draft maps of each of the courses from the printer with the Controller before giving the printer the final go-ahead to print everything.

24. Collect the maps from the printer as arranged.

25. Write up a notice for the camper giving competitor's information: courses, grades, course lengths etc, and give this information to your Sport Ident person. See Appendix 4 for an example.

THE DAY BEFORE and ON THE DAY

26. Sort out the control stakes and the sport ident boxes.

27. Put out the stakes and boxes, flags, drink bottles (full) and any tapes that you may be using. Check the box numbers and stake numbers match. Do all this the day before if you can, as it can take a long time.*

28. Arrange for the Controller to check all the controls.

29. Arrive back at the Registration area well before the first start.*

30. If last minute map corrections must be made, prepare maps (at least 3) of the Map Corrections for display on a table at the Start and inform the Chief Organiser that all competitors on affected courses must be given a set amount of time to copy these down before they punch the start box.

31. Give the maps, control descriptions, master clip-cards and Starter’s Instructions (see example in Appendix 5) to the Chief Organiser, and let them know the start interval for the ‘Beepy Clock’.

32. Have spare controls and flags ready in case some are taken, and be ready to go out to (re)place them in the correct place.

33. You will be needed to help during the day at Start/Finish etc.

34. After course closure time and in consultation with the Controller, supervise the collection of controls, tapes and drink bottles etc. Check controls off your original master list to make sure none are left behind.

THE NEXT DAY/WEEK

35. Check clip cards for correctness if Sport Ident was not used. Consult with the Controller if a card is thought to be incorrect.

36. If Sport Ident was not used, prepare the results (including course lengths/climbs) in a Word or Excel file, and send them to the Webmaster.

37. If Sport Ident was used, check the Sport Ident person has sent the results to the Webmaster, newsletter Editor, and, if event is an OY, to the OY Statistician.

38. Write a report on the event and send a copy to the Newsletter Editor.

39. If Sport Ident was not used, send all address butts from the clip cards used to the Membership Secretary, else check the Sport Ident person has sent the original registration forms.

40. Put a copy of your Planners report, the results and a copy of all courses into the physical map folder before returning it to the Physical Map Keeper. This folder should also include any other information that may be useful for the Planner of the next event at that venue.

41. Make sure the OCAD Map Keeper has the most current file(s) of the map if any changes to electronic files were made.

42. If the event was an OY or Championship event, arrange with Carsten Jorgensen to load the electronic files of each course and the splits onto RouteGadget.

Appendix 1: More detailed tips and suggestions for the tasks required in the planning process

General info:
Contact details for all office holders in PAPO are printed on the inside front cover of each newsletter.

Task specific info. With extremely grateful thanks to Bruce Collins of NWOC for his document "How to plan courses for club events". When the text slips in to the first person, this is Bruce speaking. Task numbers relate to the numbers in the checklist.

Task 1: PAPO's initial contact with the landowners is generally done by a the Landowner Liaison Officer about 6 months before the event to make sure that the landowners will be happy that there is an event on the day, but it pays to check, and to get up-to-date information on the area and any issues they may have with us being there at that time directly from them.

Task 3: For certain events like OY's and Championship events, the course options are predetermined, but otherwise it's up to you what courses you provide. For a general event you should aim to have a minimum of a Red, Orange, Yellow and White course. With the makeup of our club, it's best to have a Red Long and a Red Short as well. The Red Long course can be the same course as the Red Short but with an extra loop thrown in. On some maps its difficult to plan Red courses, so in this case make sure there are both long and short Orange courses.
Alternatively, you could try a score event, window courses, contour only courses or other imaginative versions of our sport.

To work out your course lengths you need to decide how long you want people to run for. There are set times for OY events, but for other events, 60 minutes for the winner of a red course is probably long enough. If you split it up, the Red Long could be 60mins and the Red short 40mins. Orange should be about 40-45mins, Yellow 35-40mins median time and White 25mins median time. Remember that people complain if the courses are too long (steep/prickly/ physically difficult etc) but generally don't complain if they are too short!

Next you need to work out what speeds different people run on maps with similar terrain to your map. If your map has had events run on it in the past then there are previous results to give you a guide; otherwise you will have to look at a map that is known to be like yours. Armed with this info you can work out that if the winner of the Red course on that Map did 5km in 60mins they were running at 12mins/km. If you want them to run only 50mins on yours, then their course needs to be 4.2km long.

Task 4: It might be OK for a major event to have a 2km walk to the start but you won't win friends by doing this at a club event. At the typical low key club event the Starter and Finisher can be the same person if you make the Start/Finish point the same. Also this needs to be near where the cars will be parked and reasonably sheltered. It's not much fun when the Starter/Finisher is huddled all alone on some windswept plateau.

Task 6: Plan the White course first, as this often has an influence on where you put the Start/Finish area. Then the Red course(s), then the Orange and Yellow. (See Appendix 2 for sources of information on planning good courses)

Task 8: Once you have your courses roughed out, its time to get out on the map. Before you go you should have made up a master map with all the controls marked on, and the different courses marked on as well. Use different coloured pens or dashes etc to distinguish between the courses. Wander around and make sure that your proposed control positions are OK. Too often they are indistinct, too visible or just not there. If you can't really find the position then don't try and use it for a control location. Also look at the direction that people will be coming from or going to, is the proposed site too visible? Are there any objects on the horizon that may make the leg too easy? At one event I competed in we had a leg of 500metres in intricate terrain that should have been very difficult. Unfortunately about 60m to one side of the control was a very tall poplar tree without another tree in sight. All we had to do was run flat out to the poplar and then start orienteering from there. This was at a National Champs, which proves even experienced planners can make mistakes.

Take a note of any map corrections while you are wandering around and don't be disappointed if the control site that looked so good at home can't be used. Look for others and if necessary replan parts of your course. Novice planners will find it much harder finding the location of the control site without the control actually being there! Even experienced planners can walk around for quite a while making sure they are in the right place. While you are doing this make sure that the map of the terrain around the control is accurate. It is important that people who have overshot the control and are coming back to it also have a correct map representation. Don't ever use a map correction as a control site and try and avoid having a control too close to a map correction. If you are happy with the control site, mark it with tape, a shopping bag, a piece of rag or such like so that the controller can find it too. And so that you can find it when you are putting out the controls!

Tasks 9 and 14: Map preparation (partial map, legend, scale bar etc) can be done by a buddy controller/planner in OCAD or Condes. It is preferable to use Condes to put courses on the map although OCAD can be used if the planner/controller is well versed in how to use the OCAD course setting function. Whether Condes or OCAD is used, the end result should be that printed courses, printed control descriptions, a print out of a list of all controls for placement and collection, a print out of an all controls map and the course file for Sportident all come from one place. This eliminates many potential errors.

Also see Appendix 3 "Mapping and Cartography Guidelines" for more information on map preparation.

Assistance with OCAD or Condes can be obtained from the Mapping Co-ordinator, the OCAD Map Keeper, the Technical Director, the President or Linley Earnshaw (ph 355 5052), provided you give them plenty of time.

Task 16: Unless the event is a pre-entry one, you will need to estimate the number of maps you will require for each course with reference to attendance at the last few events, the last event held at that venue, the weather forecast, and your best crystal ball! Aim high as it is a pain to run out, but not so high that the club is paying for printing it doesn't need. The OCAD Map Keeper can help you estimate.

Task 17: PAPO get our maps printed on account at Copy Quality (now CQ). They are in two locations; 213 Blenheim Rd, and the corner of Manchester St & Cambridge Tce.

Email your courses and masters as EPS files (see below) to info@cq.co.nz marked for the attention of Ben, as he will ensure they are printed in the correct way. You will need to specify which branch you want to view the drafts at, and collect your maps from.

They offer a very good service but the map files should be with them early in the week before the event. Don't leave it to the Thursday night.

When the course(s) are ready to print, follow this sequence to convert the courses to EPS in Condes:

- Export – Export Courses to EPS
- Untick the Courses box and tick the course you are working with
- Set the scale for printing
- Click on Export and give the map a file name suchAH10000A4Lmr40copies, where AH is the map name, Apollo Hill, 10000 is the scale, A4 is the page size, P/L signifies portrait/landscape, mr is course medium red, and 40 copies is the number to print.

If for some reason you have used OCAD, follow this sequence to convert them to EPS:

- File –Export—EPS—setup
- Check scale for printing
- Define and check that all of the map fits into the printable area. A4 page is 198mm x 286mm. A3 page is 284mm x 410mm.
- When you are happy with this go back to, File –Export –EPS and give the map a file name suchAH10000A4Lmr40copies, as above.

To view EPS files to check the courses, you can use Ghostscript, Irfanview and the Irfanview plug-ins. The software is free. Irfanview is a useful tool for all sorts of image manipulation. Once installed open Irfanview and then open your EPS file.

Download and install Ghostscript from:
http://sourceforge.net/projects/ghostscript/

Download and install Irfanview and it's plug-ins by following the download links from:
http://www.irfanview.com/

If you have difficulty with creating EPS files then you can print to PDF instead. There are plenty of free tools you can use to write to

PDF format. Once installed the PDF writer will appear on your list of printers. Simply select the PDF Writer and when prompted, tell it where to store the PDF file that it will create. One particularly good PDF writer is CutePDF Writer which can be downloaded from: http://www.cutepdf.com/

To view your PDF file use Acrobat Reader or any other PDF display program. Acrobat Reader can be downloaded from: http://get.adobe.com/uk/reader/

Task 18: Export the 'Event Data' in 'IOF XML Format'. Tick all courses. Don't worry about any of the other options. Click on Export, navigate to where you want to save the file, give it a name, then click on save, and email it as you would normally.

Task 21: The easiest way to make master clip cards is to set the controls for each course, one course at a time, in order, and walk along the line, punching the clip card as you go. NB When two controls have the same number on the eartag their punch patterns may still be different, so if you have a double control on a clip card course make sure you capture both punches. You can even do this earlier in the week if you are organised enough.

Task 27: Naturally you have to put the controls out. Two of Murphy's laws come into effect here. The first is "It always takes longer to put out controls than you think". Even now it still takes Bruce an hour to put out 10 controls in farmland or forest and that's at a jog and knowing where the controls are going. Murphy's second law is "It is usually raining or bitterly cold when you put the controls out. If it is sunny and warm you can be confident that it will rain either during the event or when you are collecting the controls". Most importantly make sure the control is in the right place! The Controller will check all placements of controls, so discuss with him or her when you intend to put out the controls – they will need time to check them. As a preventative measure against 'hidden' controls, you should be able to walk all the way around the control when it is in place.

Task 29: Be prepared early. Another of Murphy's laws applies here "If you are ready early everyone turns up late: If you are running late everyone turns up early" Don't expect lots of praise. Apart from the odd exception, people do not say anything much about good courses but they do say a lot about bad courses or mistakes. Some experienced competitors can be quite rude about certain aspects of courses without realising they are giving offence. Have a thick skin and treat every compliment as gem. Savour it!