

COURSE SETTERS CHECKLIST (version 20160505)

<input type="checkbox"/> VETTER	<p>Liaise with your Vetter</p> <ul style="list-style-type: none"> - this is usually an experienced orienteer who can answer any questions you have.
<input type="checkbox"/> MASTER MAPS and <input type="checkbox"/> RACE MAPS	<p>Master maps:</p> <ul style="list-style-type: none"> - Contact the club map master (maps@hborienteering.com) - Master maps are often much bigger than you need for your courses. - Use the Master maps for initial course planning and determining the boundaries for the Race maps. (Master maps may be old existing prints, pdf files or ocad map files to be used with Condes.) - Maps from previous events are available on the website. - Map changes are made to the Master map. <p>Race maps:</p> <ul style="list-style-type: none"> - Contact the club map master (maps@hborienteering.com) - Race maps are usually A4 page size sections cut from the Master map by the club map master, once you know the boundaries for your courses. - There are normally 3 variations of the Race map: <ol style="list-style-type: none"> a. Red courses, 1:10,000 with-out fences b. Orange course, 1:10,000 with fences c. Yellow and White courses, 1:7,500 with fences - Map printing is organised by the map master. Send your event file (the condos wcd file) to the map master at least 5 working days prior to the event. (The print shop is not open on weekends.)
<input type="checkbox"/> LANDOWNERS	<p>Before the event:</p> <ul style="list-style-type: none"> - You will receive a letter from the Landowner liaison officer advising you of the property landowners. You must communicate with these people <u>before you go onto their properties</u> and keep them informed regarding your event. - Determine whether there are any hazards to be notified to competitors. There is a special board in the caravan for this purpose. <p>After the event:</p> <ul style="list-style-type: none"> - You must visit the landowners, thank them and hand them a gift from the club. Ask <i>Landowner Liason officer</i> which gift, normally a bottle of wine or pack of beer. Get the gift from the <i>club president</i>. - Let the landowner know about any problems with fences, stock etc.

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<input type="checkbox"/> COURSES and <input type="checkbox"/> PLANNING	<p>Software:</p> <ul style="list-style-type: none"> - The club is licensed to use CONDES for preparing courses and control descriptions. - You can get a copy of CONDES from , from www.condes.net and contact the map master for the club registration code and set-up instructions. - use IOF symbols for red courses, text (and IOF symbols if there is space) for orange course , text only for yellow & white courses. <p>At home:</p> <ul style="list-style-type: none"> - Decide on a start area. - Liaise with your Vetter regarding your proposed start area, parking and general course layout. - Check the “Resources” pages of the club website - See below for the course specifications for each colour. <p>Visit the area:</p> <ul style="list-style-type: none"> - You will probably need to visit the area two or three times to check courses
<input type="checkbox"/> PUBLICITY	<p>A Week before the event:</p> <ul style="list-style-type: none"> - Advise the Publicity officer and Webmaster of your proposed start place and directions to the event centre, plus any special requirements for the event. (eg) score events require a watch.
<input type="checkbox"/> CARAVAN	<p>A Week before the event:</p> <ul style="list-style-type: none"> - Read the notes on the club website before towing the caravan. - Check supplies to ensure important items are available – plastic bags, paper, pens, sticky tape, cups, start & registration schedules. If supplies are short or something needs repairing contact the Equipment officer. - Contact the Equipment officer for details and location of caravan.
<input type="checkbox"/> BATTERY	<p>A Week before the event:</p> <ul style="list-style-type: none"> - Check with the Equipment Officer to see if the battery needs recharging. - If you have to recharge it allow at least 12 hours for recharging. - The charger and notes are in the caravan. - If you will be the Generator, check there is enough petrol.
<input type="checkbox"/> CONTROLS	<p>Control numbers:</p> <ul style="list-style-type: none"> - Controls in the caravan are numbered 101 – 166. - For events without electronic timing there is a special finish control (number 500) with multiple clippers. - There are spare controls, contact the Equipment Officer if you need any. - For events in public areas put the controls out on the day of the event. <p>Electronic stations (SI base stations):</p> <ul style="list-style-type: none"> - These are pre-set to the control codes and can be put out when you put the controls out.

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<input type="checkbox"/> COURSES PRE-PRINTED or <input type="checkbox"/> HAND DRAWN	<p>Courses Pre-Printed: (normal method)</p> <ul style="list-style-type: none"> - Maps for each course are pre-printed with course and control description - If you run out of maps for a course you have to recycle maps from finishers - There might be a printer at some events for printing extra maps. <p>Courses Hand Drawn: (old method, rarely used)</p> <ul style="list-style-type: none"> - Two master maps are required for each course, except Red Long. - These can be printed from Condes or drawn manually using red pen. - Control circles (5 - 6mm diameter), start triangle (7mm equilateral), finish circles (5 & 7mm diameters). - Photocopy (black & white) "all controls master" for control collection
<input type="checkbox"/> CONTROL DESCRIPTIONS and <input type="checkbox"/> CONTROL LISTS	<p>Control descriptions:</p> <ul style="list-style-type: none"> - Print separate control descriptions for competitors - Have them available at the start if using pre-printed maps, or available at registration if using hand drawn maps. - Do not provide separate control descriptions for Summer Series events. <p>Control Lists:</p> <ul style="list-style-type: none"> - Have a list of controls and courses for organising control pick up and checking all controls are returned. - A master map of all controls is also handy.
<input type="checkbox"/> WATER	<p>Water & cups</p> <ul style="list-style-type: none"> - should be available near the finish or at the event centre. - place a rubbish bag nearby for used cups. - Remember to fill the water container before leaving home for the event.
<input type="checkbox"/> HELPERS/ EVENT ASSISTANTS <input type="checkbox"/> CONTROL COLLECTORS	<p>Helpers /Assistants</p> <ul style="list-style-type: none"> - They are listed on the fixtures list. - Contact them and confirm they are available and at what times they are needed. - They generally look after the caravan but that is negotiable if you wish. - Get contact details from the Membership officer <p>Control Collectors</p> <ul style="list-style-type: none"> - They are listed on the fixtures list. - Contact them and confirm they are available. - The caravan assistants might help!

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<input type="checkbox"/> ON THE DAY – setup	<p>Setter, Vetter and event assistants:</p> <ul style="list-style-type: none"> - Start as early as possible, as you need to be fully prepared by 10:00am. - Put road signs out. Don't take it for granted that everyone knows where the event or map is. Use the big '400m' warning sign on the busiest road before the event, where people will be slowing down to turn into a minor road or gateway. - Allocate jobs. You need someone in the caravan dealing with registrations, someone at the computer, someone at the start and someone answering queries, helping newcomers, etc. Don't be afraid to ask other club members for assistance. <p>Caravan and registration area:</p> <ul style="list-style-type: none"> - Update and display the hazard board prominently. - Set up other equipment around caravan – tables for computers, drinks with cups and rubbish bag, notice board. - Complete course information blackboard – courses available, length, climb and any other special information. - Set up toilet tent nearby. - Set up computer registration system. - Put up signs to start area and reminder signs to register at the computer before you go to the start area. <p>White & Yellow courses:</p> <ul style="list-style-type: none"> - Any closed gates on these courses must be tied shut with tape or string to prevent younger runners from opening gates. <p>Start area:</p> <ul style="list-style-type: none"> - If <u>weather is doubtful</u>, it will be necessary to erect the caravan awning for tables around caravan. The club also owns a larger tent and two gazebos, contact the Equipment officer early, if you think these may be necessary. - Put out the start flag/banner. - Put out the Clear and Check SportIdent stations/controls. - Put out the Start SportIdent station/control. - Put out the start triangle and run tape from map tables to start triangle if necessary. <p>Finish area:</p> <ul style="list-style-type: none"> - Set up the finish flag/banner. - Put out the Finish SportIdent station/control. - Put up reminder sign to download and get the results at the computer. - For events using SportIdent timing you don't need anybody at the finish.
<input type="checkbox"/> ON THE DAY – pack-up	<ul style="list-style-type: none"> - Talk/cajole/threaten/blackmail anybody you can into helping with control collection. - Organise control collection loops and allocate these to the collectors. - Once the controls are collected, place them in order to ensure they have all been collected. - Make sure all SportID control stations are returned (they're too expensive to lose!) - Pack the caravan by placing all equipment, neatly and according to the plan. - Pick up signposts.
<input type="checkbox"/> CANCELLATIONS (we hardly ever cancel!)	<p>Co-ordinate with your Vetter and the Fixtures Officer when determining whether an event should be cancelled or postponed.</p>
<input type="checkbox"/> REPORT	<p>As setter for the day please write an event report for the website. Send it to the webmaster after the event.</p>
<input type="checkbox"/> THANKS	<p><i>Thanks for a job well done – you have made another valuable contribution to the success of HBOC.</i></p>

P.S. Please remember to always communicate with the Landowner(s) when you will be visiting their properties. Remember our sport is dependent on the co-operation of the Landowners.

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Club contacts

Officer	Email
Fixtures Officer	fixtures@hborienteering.com
Membership Officer	membership@hborienteering.com
Mapmaster (Ocad, Condes & Maps)	maps@hborienteering.com
Landowner Liaison	landowner_contact@hborienteering.com
Publicity Officer	publicity@hborienteering.com
Caravan	equipment@hborienteering.com
Equipment Officer	equipment@hborienteering.com
Webmaster	webmaster@hborienteering.com

Club Archives.

All files for an event are archived. The course maps are archived on the website, in a password protected area, and the Condes event file and Ocad map file are archived off-site.

Normally the archiving will be done behind the scenes by the map master since he/she has all the files.

If you organise your own printing you must forward copies of the course map files (pdf format), the Condes event file and the Ocad map file to the map master for archiving.

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CARAVAN USERS PLEASE NOTE

Course setters caravan duties

1. **Compasses** - are in numbered pouchs on the compass-roll. You must record the no. of each compass borrowed beside the persons name on the **Registration form**.
2. **Place Hazards board**, to display important points for the days event,
3. **Attach notices** to the caravan beside the servery window
4. **Place start and finish flags/banners** at these areas.
5. **Water containers** filled and cups put near computer download area, or finish.
6. **Toilet and toilet tent and Hand sanitizer**. Dig the toilet hole a spade-width wide and as deep as possible. Place the toilet on top and erect the tent with the back against the toilet to allow space at the front. **The toilet needs to be lined with a black rubbish bag with its bottom cut off**, once finished with this bag gets buried.
7. **Ensure signs** to computer registration, start etc are all in place.
8. Ensure **all controls** are restacked in their racks in numerical order.
9. Ensure **all sportid control stations** are replaced in their box in numerical order.
10. Ensure **all hired compasses and sportid cards** are returned.
11. The **Caravan** is our home, please read the notes on the website and in the caravan. If there are any problems with the caravan let the **Equipment Officer** know about it.
12. If anything is out of stock first check the small garden shed at the Mardons (key is on the same key ring as the caravan door key. All club padlocks use the same key.) Plastic bags, clipcards, rubbish bags, hand sanitizer, toilet paper and cups are all in the shed. If anything is low on stock please phone the **Equipment Officer**.
13. **MOST IMPORTANTLY PLEASE ENSURE EVERYTHING IS RETURNED TO ITS CORRECT PLACE FOR THE NEXT PERSON. FOLLOW THE MAP ON THE WALL IN THE CARAVAN**

Caravan layout

1. All Registration forms, Start Time sheets, Plastic bags, Clipcards, Instructions etc., are kept in the clear plastic boxes on the rear ledge.
2. Club Compasses are in the compass-roll. Unroll and hang it from the edge of the ledge. When finished roll it up and place it on the back shelf.
3. Bulkier items that must be kept dry are stored in the cube boxes beside the door (eg) clocks, pens, sticky tape, staplers etc.
4. Outdoor gear, awnings, tents are stored in the cupboards at the back of the caravan.
5. Gazebos and banner signs are stored inside the caravan.
6. Road signs are in the top of the box across the front of the caravan.
7. Tent and awning poles are in the top of the box across the front of the caravan.
8. Electric fence standards are in the bottom section of the box across the front of the caravan.

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NZOF Course Specifications

WHITE COURSE

Courses must follow drawn linear features (tracks, fences, streams, distinct vegetation boundaries, etc.). A control site must be placed at every decision point (eg. a turning point, a track junction or a change in the type of linear feature - from following a track to following a stream). All control markers must be visible from the approach side. Where the course has to deviate from the handrail feature (e.g. to cross through a forest block), the route must be marked all the way until a new handrail feature is reached. The Start Triangle shall be on a linear feature. If no such feature is available, then there must be a taped route all the way from the start to a linear feature (ie. the first control). Compass use is limited to map orientation only. No route choice is offered. Doglegs are permitted.

Used for: M/W-12, M/W-14B

YELLOW COURSE

Control sites must be on or near (<50 m) drawn linear features (tracks, fences, streams, distinct vegetation boundaries, etc) but preferably not at turning points. This gives the opportunity to follow handrails or to cut across country (i.e. limited route choice). Control sites shall be visible from the approach side by any reasonable route. Compass use is limited to rough directional navigation. Contour recognition is not required for navigation but simple contour features may be used for control sites. Doglegs are permitted.

Used for: M/W14-A, M/W-16B, adult C classes

ORANGE COURSE

Course shall have route choice with prominent attack points near the control sites and/or catching features less than 100 m behind. Control sites may be fairly small point features and the control markers need not necessarily be visible from the attack point. Exit from the control shall not be the same as the entry (doglegs are not permitted). Simple navigation by contours and rough compass with limited distance estimation required. Use of a chain of prominent features as "stepping stones" is encouraged.

Used for: M/W16-A, M/W-20B, adult B classes

RED COURSE

Navigation shall be as difficult as possible with small contour and point features as preferred control sites (no obvious attack points, no handrails etc.). Control sites shall be placed in areas rich in detail. Route choice shall be an important element in most legs. Doglegs are not permitted. Note: It may be impossible to set RED courses on some maps.

Used for: all other A classes including and above M/W18-A (includes both long and short courses), Elite classes.