

Hawke's Bay Orienteering Club

Vetter's Checklist

At our club events, the vetter is responsible for the management of the event - including training of course setters, ensuring the technical requirements of course-setting are met, landowner relationships are maintained and the health & safety of competitors is considered.

	PRE-COURSE PLANNING	✓
1.	Contact the setter - get started early.	
2.	Contact landowner liaison (landliaison@hborienteering.com) to ensure we have permission from the landowner(s).	
3.	Contact the landowner(s) regarding property visits: <ul style="list-style-type: none"> ➤ Get permission for event centre and parking area. ➤ Determine any limitations on the event, out of bounds etc. ➤ Ask about arrangements over gates, electric fences, stock. ➤ Ask about potential hazards. 	
4.	Work with the setter to determine desired course lengths (from map's event history). Discuss potential sites for the event centre, parking, start and finish.	
	COURSE PLANNING	
5.	Review the draft courses: <ul style="list-style-type: none"> ➤ For length and climb. ➤ Ensure they follow the rules and OBJECTIVES for each colour level. ➤ Suggest changes/improvements. 	
6.	Visit the map (preferably with the setter): <ul style="list-style-type: none"> ➤ Check suitability of sites for parking, event centre, start & finish. ➤ Visit control sites - checking mapping, site safety and suitability. ➤ Note any necessary map corrections (ask David Fisher (maps@hborienteering.com) how to do them). 	
7.	Review the draft Health & Safety plan to ensure potential risks at the event have been considered.	
8.	Check and approve the final courses and control descriptions. Some specific things to consider: <ul style="list-style-type: none"> ➤ Similar control numbers close together. ➤ Cutting circles to reveal important features close to the control. ➤ Placement of numbers to avoid confusion. ➤ Avoiding dog-legs. <p>It is the vetter's responsibility to send the approved Condes file Dave Fisher (maps@hborienteering.com).</p>	
	EVENT ORGANISATION	
9.	Contact caravan volunteers and control collectors to ensure they will be at the event.	
10.	Notify the publicity officer (publicity@hborienteering.com) of the course details (type, length, climb), special hazards or advice, directions for getting there (distance and/or time; and GPS location, if known) and any footwear recommendation.	
11.	An independent check of controls (both standard and box) once they are put out is mandatory. Ensure the control number and location is correct and the position is fair. <ul style="list-style-type: none"> ➤ It is recommended that the setter and vetter each place half the controls and then both check the other. Pre-planned 'put' courses ensure that all the controls 	

	are placed in the most efficient way.	
12.	Organise getting the caravan to the event and putting out the direction signs. Assume when placing signage, that people have never previously been to the event.	
13.	Organise collection of the printed maps and printing of control descriptions.	
14.	Consider any information that will be given to competitors at the start.	
	AT THE EVENT	
15.	<p>Ensure the following equipment is set up:</p> <ul style="list-style-type: none"> ➤ Gazebo(s), tables, water drums, cups. ➤ Generator. ➤ Toilet. ➤ Hazard board. ➤ Noticeboard with courses for the day. ➤ A copy of the courses and an all controls map, which must stay in the caravan. ➤ Check on caravan volunteers. 	
16.	<p>Set up start flag, clear and check boxes.</p> <ul style="list-style-type: none"> ➤ Ensure correct placement of the start triangle and taping from the map boxes to the triangle. ➤ Check the maps are in the correct boxes. ➤ Set the start clock. ➤ Decide who is going to 'man' the start. 	
17.	Set up finish flags and the finish control, ensuring this is in the correct place.	
18.	<p>Once the start is packed up.</p> <ul style="list-style-type: none"> ➤ Check how many competitors are still on the course and what course they are on. <p>It is the vetter's responsibility to ensure that all competitors are back safely and to organize a search if a competitor is not back soon after course closure time.</p>	
19.	<p>Organize the control collectors.</p> <ul style="list-style-type: none"> ➤ Allocate areas and ensure they use the jackets for base stations; Pre-planned and pre-printed collection maps are good to ensure all controls are efficiently collected. 	
20.	Organize the pack up of equipment.	
21.	Tidy up and pick up any rubbish lying around, close gates, return keys etc.	
	POST EVENT	
22.	Advise landowner of any problems or damage.	
23.	Thank the landowner and present the gift from the club.	