



Deeside Orienteering Club

Level C & D (Colour Coded) Events – Planners' Guidelines and Hints

Compiled by Steve Ingleby
Revised by Sheila Hills March 2011
Revised by Peter Hills March 2013
with inputs from Steve Ingleby and Mike Smithard

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Planners Guidelines

1. Introduction

This is a brief guide to planning colour coded events. It concentrates on the specific requirements for Deeside events rather than the detailed principles of good course planning, although a summary of the “basics” is given in Section 6. Planners are advised to read Graham Nilsen’s excellent guide to Course Planning (Ref. 1)¹ and further detailed information provided on the British Orienteering website (Ref. 2). The novice planner should also seek advice from their controller/organiser if they need further guidance.

There has been a revolution over the last few years in the way orienteering planning is undertaken. Even at comparatively small scale events, competitors expect a minimum of the following planning requirements:-

- Electronic punching (SI system used for Deeside events)
- Courses planned using computer based software (CONDES favoured by Deeside)
- The provision of overprinted maps rather than master maps
- Description sheets printed on the map
- Waterproof paper used for overprinted maps

All DEE events now use the above systems and this current version of the Planner’s Guidelines updates the previous report to bring the advice in line with the current systems used when planning. However, it must be remembered that no matter how sophisticated the tools now available, it is the quality of the courses provided to challenge the competitor that continues to be the most important aspect of the Planner’s responsibilities.

The different responsibilities of the Organiser and Planner at a Level C or Level D event are set out in the table below:-

Organiser	Planner
Recruit helpers	Devise courses
Ensure equipment gets to the event	Arrange for maps to be printed
Put up direction signs	Put out controls
Set up registration, start, finish, refreshments	Collect in controls
Ensure car parking provision and toilet facilities are sufficient	
Handle financial aspects of the event	

Sometimes it is the responsibility of the Organiser to arrange permissions for the area being used but this is often done centrally by a member of the Deeside Committee. In addition the increase in use of computers for orienteering events has led to the recognition that an additional official is required at an event – the “SI Coordinator”. In addressing the more technical aspects of the event, the Planner will often be dealing directly with the SI Coordinator, although it is always vital that the Organiser is kept fully informed.

The Controller has overall responsibility for representing the interests of the competitor. In larger events the Controller will be a member of a different Club, or even a different Region, in order to maintain independence, although for summer evening events the Controller will usually be appointed from amongst the experienced ranks of Deeside members. The Controller will check that courses and controls are fair and that the organisation of the event is efficient and not likely to produce any safety issues. For Summer Evening Events the Controller will often assume the role of “mentor” to a less experienced Planner in order to help develop their skills.

2. Timing

A rough timetable for the planner of a colour coded or evening event is given below:-

¹ Note, however, that this document was largely written before the general advent of electronic punching and computer mapping, so that some sections are in need of revision. For example, electronic punching removes any problems with competitors taking controls out of order.

8 weeks before event	Obtain latest version of the electronic (OCAD) map file from the map co-ordinator (Mike Smithard at the time of writing). (see Ref. 10) Think about courses and agree course lengths with Controller. Start armchair planning
7 weeks before event	Visit area and look at potential control sites – features on the ground can often be far less significant than expected! Remember that vegetation can change very significantly in the next 7 weeks. Consider whether any changes are necessary to the map and, after consultation with the Map Co-ordinator if any significant changes are proposed, either implement them or arrange for someone else to do so. If the map is changed, store under a new filename and amend filename on the map. Incorporate ‘draft’ into filename until you are about to print so it’s clear which is the final version. Think about the location of Start and Finish and agree these with the Organiser (these are dictated to a certain extent by the location of the Car Park).
5 weeks before event	Produce draft courses and let the Controller have a look at them. Obtain the control numbers of SI boxes that Deeside has at present
3-4 weeks before event	Finalise courses including allocation of control numbers, agree these with Controller and tape the control sites Provide Organiser with details of courses being offered, course lengths etc.
2 weeks before event	If map has been amended, delete ‘draft’ from map filename and on map, amend CONDES file accordingly. Send electronic copies of the final versions of the courses to the Controller for approval. Agree the number of maps to be printed for each course with the Organiser and Controller. Arrange for proof maps to be printed on the printer to be used, check and pass to Controller for double checking. This stage is imperative (see section 10 and App 2)
1 week before event	Confirm the go ahead for maps to be printed. Include several all controls maps for organiser (start/finish/download) and control collectors. Collect printed maps and re-check to ensure same as proof copies, that all maps have printed completely and that the correct numbers of maps have been printed. Controller may wish to see them also. If not correct, arrange re-printing etc as required. It cannot be stressed too much how important this process is. It is not uncommon for maps to be re-printed, time not allowed for checking and errors to be missed. (see section 10 and App 2) Collect planning equipment from previous event (see Section 10). Check the tick list in the black and yellow storage boxes to be sure that all controls are present and correct. Sometimes, the planner at the previous event will have been able to do this when controls were collected in: if not, you do it the next morning, and phone the previous planner if any controls have been left out in the forest. Clear backup memory in Clear, Check, Start and Finish controls (may have already been done by SI Coordinator at end of previous event, but better to do it twice than to miss it). Satisfy yourself that controls do not need to be re-synchronised. If re-synchronising is needed, arrange this with the SI Equipment Manager. Provide SI Coordinator with files required to load courses into Autodownload, and provide Routegadget uploader with files required to load RouteGadget onto the Club web site. See Appendix 3.
On the day	Put out controls, having previously agreed with the Controller the timescale and order in which this will be done, to enable the Controller to do the final checks before the competition starts. Provide Organiser with maps (if not previously done so) Deal with missing controls boxes and kites if problems arise. Collect controls after event. This will require extra helpers, normally arranged by the Organiser and preferably including the Planner for the next event.
After the event	If the map has been changed, send updated copy of the area map to the map coordinator together with any noted deficiencies on the map

3. Event Information

Every area should have a file and the Organiser will probably need to get this first if permissions have to be obtained at an early stage. The file should have copies of recent courses run on the area and these can be used to avoid repetition of courses offered in the past. The results of previous events on the area can also be obtained from the Deeside web site and courses may be viewed from RouteGadget. The approximate times taken for courses on the area in the past can be used to aid assessment of lengths required but remember that changes in vegetation can dramatically affect running speeds.

After the event please liaise with the Organiser to complete the file, adding details of courses, copy of results, any relevant correspondence, and return promptly to the Fixtures Co-ordinator. The organiser usually handles the financial aspects of the event. If you have incurred reasonable expenditure (e.g. travel expenses) provide details (including receipts) to the organiser as soon as possible so that you can be reimbursed.

4. Types of Course

Typically, Deeside Local Evening [Level D] Events comprise five to six courses (Schools Events or full District [Level C] events may have different requirements).

- White (where terrain permits)
- Yellow
- Orange
- Light Green
- Short Green (only where terrain permits – see section 6)
- Green
- Blue

N.B. Planning 6 colour coded courses in Wales means that we attract a higher levy rate from WOA than if there are just 5 courses. For example, 96 competitors at the Northop SEE 2010 attracted a total levy of £6.00 as there were 5 courses available, 99 competitors at Big Covert SEE 2010 attracted a total levy of £39.30 as there were 6 courses (the red course only had 1 competitor!).

Check with the event Organiser as to what courses have been advertised as being available. Further details relating to length & difficulty of the different colour coded courses are given in section 6.

5. Sites of Start and Finish

It helps if you can site the start and finish close together and relatively close to the Car Park so that you can keep an eye on them without dashing all over the place.

6. Planning Colour Coded Events

The notes below are provided as preliminary advice to the Planner. It is recommended that the Planner read thoroughly through Refs. 1 and 2, both of which provide excellent detailed advice, before starting the planning of courses. In Ref. 2 there are various links to documents provided by Barry Elkington, which describe the characteristics expected of each type of colour coded course.

It is also important that the Planner is aware of the Rules of Orienteering [Ref. 6] and, in particular, the Guidelines for planning colour coded events [Ref. 7-9]

Types of Event

Colour coded events are cross-country orienteering competitions intended to cater for all levels of orienteering ability. Courses are designated by colour, where each colour represents a certain level of technical difficulty (generally the darker the colour the longer or technically harder the course). This ensures a consistency of course standards between events so that someone entering an Orange course one weekend will be able to enter an Orange course the following weekend confident that the physical and technical standards will be similar.

A youngster would be expected to start on either the white or yellow course, whilst an adult novice would begin with Orange or Light Green course depending on his or her confidence and physical fitness. A competitor's

progression can then be made either towards longer courses with the navigation remaining relatively simple, or on to technically more difficult courses up to the appropriate length for his or her fitness.

Principles of Good Course Planning

The orienteering course should be designed to test the ability to navigate accurately across unfamiliar terrain as quickly as possible. Alas! The majority of areas available for Deeside planners can hardly be described as “unfamiliar terrain” to many Deeside members. Nevertheless the Planner should try and ensure that each course provides an appropriate level of difficulty that will test the skills needed for that course.

Courses should at all times be “fair”. Orienteering is not a game of ‘hide and seek’, so don’t try and hide the control in the middle of bracken or brambles, behind trees etc. When the orienteer has navigated to the feature on the description sheet then the control kite should be immediately visible. Luck should not play any part in finding the control. One of the most common mistakes is to locate the kite in the bottom of a pit, a long way from the nearest attack point. These are called “bingo controls” - a person punching at the control as you approach will give away the location, whereas if there is nobody at the control it is just luck whether or not you ‘hit’ it first time. “Bingo” controls should be avoided, even if it means making the control easier by raising the level of the control kite so that it is easier to see. It is one of the roles of the Controller to ensure that the courses are fair, and his/her decision in this respect is final!

For evening events try to plan courses towards the lower end of the range of ‘expected times’ (you don’t want to be collecting in controls in the dark!).

Try to avoid the worst of the brambles, nettles, brashings etc. when planning courses. The competitors will not appreciate it if you don’t – and besides you have to put the controls out in the first place!

Colour Coded Courses

A summary of the expected length of each course, the technical difficulty (see Ref. 1 for details of the scale used to measure difficulty) and the range of time over which most competitors should finish are given in the table below. The British Orienteering website provides guidance on how to plan appropriate courses for each colour standard – see Ref.2.

Course	Technical Difficulty	Distance (km)	Expected Time (most competitors) (mins)
White	1	1.0-1.9	15-35
Yellow	2	2.0-2.9	25-45
Long Yellow	2	3.5-7.5	35-60
Orange	3	2.5-3.5	35-60
Red	3	5.0-7.0	45-75
Lt Green	4	3.0-4.0	35-60
Short Green	5	3.0-4.0	35-60
Green	5	3.5-5.0	45-75
Blue	5	5.5-7.5	55-90
Brown	5	8.0-12.0	65-105

Courses recommended for Evening Events are highlighted in bold within the above table. Further details on degree of difficulty for colour coded courses are given below.

White Course

A very simple introduction to orienteering. There should be no route choice and there should be a control on each point at which the competitor has to make a significant decision (e.g. a change in direction). All controls on easily identifiable line features linked by paths or tracks. White courses do not count towards the Summer League (Galoppen).

Length: 1.0 to 1.9 km Expected time for most competitors: 15 – 35 mins
 Technical difficulty: 1 Level: Easy – novice

Yellow Course

An easy course on which no one should get lost. It should aim to encourage newcomers to continue to orienteer. All controls should be on easily identifiable features like tracks, streams, and fences and should be linked by obvious line features such as paths or field edges. There should be no route choice on a yellow course, but there can be up to two decision points on each leg.

Length:	2.0-2.9 km	Expected time for most competitors:	25 – 45 mins
Technical difficulty:	2	Level:	Easy – novice

Orange Course

This is a step up from yellow though technical and physical difficulty should still be easy to moderate. It should encourage more map reading, introduce some route choice and allow, though not demand, some use of a compass. The course should reward those prepared to navigate off line-features. The controls should still ideally be on or near line features though these could be less easily definable e.g. earthbanks, marshes, gullies. If point features or contour features are used they should be prominent with good attack points.

Length:	2.5 to 3.5 km	Expected time for most competitors:	35 – 60 mins
Technical difficulty:	3	Level:	Easy/medium - progressing

Light Green Course

This is a step up from orange though technical and physical difficulty should still be moderate. It should encourage more map reading, introduce some harder route choice and allow the use of a compass. This is a difficult course to plan as it is trying to encourage youngsters with limited experience to progress successfully to a higher level of technical difficulty. Most of the Deeside areas do not offer courses greater than TD4 difficulty. Try and ensure that the physical difficulty is not excessive (e.g. keep out of areas with high undergrowth).

Length:	3.0-4.0 km	Expected time for most competitors:	35 – 60 mins
Technical difficulty:	4	Level:	Medium - progressing

Short Green Course

This is aimed principally at older experienced orienteers who are used to the technical challenges of green and blue courses but who do not wish or no longer feel physically able to cope with the length of such courses. It should be as hard technically as the normal green course, but with shorter legs, shorter in length and less physically challenging.

Length:	3.0-4.0 km	Expected time for most competitors:	35 – 60 mins
Technical difficulty:	5	Level:	Hard – experienced

Note that Short Green, Green and Blue courses should all ideally be of technical difficulty (TD)5. Unfortunately, few if any of the areas used for Deeside SEEs are actually sufficiently challenging to support more than TD4. For these areas there would then be essentially no technical difference between the Light Green and Short Green courses, and there is no point in offering separate Short Green and Light Green courses. **The Planner should resist the temptation to downgrade the technical difficulty of Light Green and Orange courses to provide a range of difficulty below those of the ‘Green’.** Instead, courses up to Light Green should be planned to the appropriate standard, and the ‘Green’ and ‘Blue’ courses to as high a standard as the area permits. These then effectively become ‘Long Light Green’ and ‘Very Long Light Green’.

SEE areas which could be considered for a Short Green course are Big Covert, Bryn Alyn and Thurstaston. The decision as to whether to provide such a course should be agreed with the Controller.

Green Course

The green course should be as hard technically as the blue or brown courses, demanding fine compass and map reading techniques, but with shorter legs and shorter in length. Controls should be on point or contour features. It is unlikely that you will be able to plan legs of TD5 on many Deeside areas.

Length:	3.5 to 5.0 km	Expected time for most competitors:	45 – 75 mins
Technical difficulty:	5	Level:	Hard - experienced

Blue and Brown Courses

These should be technically difficult, demanding fine compass and map reading strategies to point features away from obvious attack points as well as sophisticated route choices. The brown course should be physically tougher than the blue as well as longer. It is unlikely that you will be able to plan legs of TD5 on many Deeside areas.

Blue: Length	5.5 to 7.5 km	Expected time for most competitors:	55 – 90 mins
Brown: Length	7.5 to 10.0 km	Expected time for most competitors:	65 – 105mins
Technical difficulty:	5	Level	Hard - experienced

7. Marking control sites

Having decided on the location of the control sites, the planner needs to mark each site. This enables the controller to check before the event that the actual site on the ground corresponds to the mapped feature. It is also useful when putting out the controls, as it confirms that the planner has correctly navigated again to the agreed position. It is good practice also to put the control code on the marker, as an additional check for both planner and controller that the actual control box used is the same as that on the map.

In most of the areas used for DEE SEEs, the best method of marking a site is to probably to use a length of coloured PVC insulating tape, wrapped round a convenient branch or fence wire. The control code should be written onto this tape with a waterproof pen. Some thought should be given to selecting an appropriate colour for the tape to maximise visibility, and this should be agreed with the controller. A green tape on a leafy branch may be hard to spot! Blue or red are good colours to use. The tape should be as close as practical to the intended kite location, but also easily visible. (It is surprising how hard it can sometimes be to find a tape, even when you have put it out yourself!) When the controller has found the tape and agreed its location, he/she will usually stick a second piece of tape in a contrasting colour to the original to indicate approval. Once the site has been agreed with the controller, the tape should not be moved.

The use of tape may not be possible in some areas, such as open hillside, where there are no suitable trees. Tapes on canes have been used, but experience shows that these may be eaten by sheep! An alternative is to use coloured plastic tent pegs. Even with only a small section above ground, these can be surprisingly visible.

After the event, when the controls are being collected, the site markers should also be removed to avoid littering the countryside.

8. Description sheet guidelines

The description sheet for each course should be produced using the CONDES software and printed on the competition maps. Further guidance on the production of description sheets is given in Ref. 5 & 8.

The following points should be noted for use at Summer Evening Events:-

- It is usual to provide separate control description sheets as well as printing the descriptions on the maps. These should be handed out at registration. If the same number of sheets as maps are produced for each course, this is a useful check for the registration team to warn if maps are running out for any course. The separate description sheets should normally be printed on waterproof paper, and can be done at the same time as the maps are printed.
- Written (text) description sheets should be used for courses with technical difficulty 1-3, i.e. White, Yellow, and Orange. All other courses should use pictorial (IOF) descriptions
- Remember to include the description of where the start kite is located.
- Where a course crosses a road, insert, “Take care crossing road” at a relevant gap between descriptions
- Where there is a mandatory crossing point, either a road or a wall/fence, insert, “Use marked crossing point” at a relevant gap between descriptions. It may be advisable to place a control near the crossing point to deter competitors from crossing elsewhere.

- Tell competitors what to do at the end, e.g. “Follow tapes/Navigate 50 metres to the Finish “
- Include the phrase “You must report to the download even if you retire”
- Include the time that the course closes

9. Production of Maps

Courses for nearly all events are now produced electronically with an OCAD base map together with use of planning software. CONDES is the planning software recommended for Deeside events and in compiling this set of Guidelines it is assumed that CONDES will be used.

The first stage is to obtain the most up to date OCAD map file from the Mapping Coordinator. For some areas (in particular Delamere) the overall area may be divided into a number of sub-areas. If changes are made to one of these sub-areas, it is vital that they are also incorporated into the master version of the overall OCAD file for the complete forest. The Planner is advised to consult with the Map Coordinator concerning how map updates should be undertaken.

It is useful to print off a copy of the map and at a relatively early stage visit the area to identify any significant changes since the map file was last updated. The process of updating maps needs to be strictly controlled and, once again, the Planner is recommended to contact the Mapping Coordinator if significant faults are identified with the current map.

Please refer to Appendices 1 & 2 for more details regarding the Mapping Coordinator and the control of map updates.

Graham Nilsen has provided an excellent guide to the use of CONDES – see Ref.5. Rather than try and duplicate the information in this set of guidelines, the Planner is recommended to work to Graham’s report (which is loaded on the Deeside website).

10. Printing of Maps

The process of getting your courses from your computer to the maps in the hands of the competitors is not a ‘simple’ job. Refer to the timescale table earlier in this document and the process chart in the appendices. Nothing should be taken for granted, everything should be checked and preferably double checked. Print off a set of your ‘final’ courses from your computer and use those to check the proof copies and the final printed copies. It is your responsibility to ensure the competitor has the correct map, not the printer’s or the person who picks up the maps for you.

Assuming that you are not printing the maps yourself on the second Deeside laser printer but are using the services of the map printer (Robin Tilston), there are basically two approaches which may be used. In both cases it is assumed that you have agreed both the OCAD Map File and the Condes Event File with the Controller.

a) Send the two files as e-mail attachments to the map printer and request Proof copies for all courses. These can be posted back to you. **The map printer should be asked to lock the files used for printing the proof copies, to ensure that the same files are used for the final printing.** When the proof copies arrive, check them carefully against the set you printed from your computer to ensure that they correct. Remember to check not only that the control circles are in the correct locations, but also that the agreed OCAD map has been used,. Your Controller may also wish to check these proof copies.

Once you and the Controller are satisfied that the proofs are correct, request the correct number of copies for each course, remembering to include several ‘all controls’ maps to assist in control collection after the event. Emphasise that these should be printed from the same files as were used for the Proof copies, unless any corrections have been found to be necessary. These final copies can either be posted to you or preferably you can arrange for them to be picked up. They should then all be re-checked to ensure that they are the same as the proof copies, remembering that colours could fade during a print run. If these are not correct, re-printing will be necessary. The controller may request to do a second check on the final copies.

b) Take the two files in person on a USB pen-stick to the map printer, along with the copies which you printed from your own computer. Initially request a proof copy for each map. Again, these should be checked carefully against your copies. Be wary of any changes which the map printer may wish to make to either the OCAD map or the Condes file (any suggestion should have been incorporated prior to the proof copies being printed), and ensure that these do not affect the validity of the final result. It is worth emphasising to him that the files you have given him for printing are those which have been approved by the Controller. Resist the pressure to hurry the checking process; it is better to spend time now than have to return for a re-print.

Unless you are prepared to make a second visit to the map printer, it will not be possible for the Controller to check these proof copies independently, so it is important that the Controller is happy with this. If so, and having confirmed that the proofs are correct, get the map printer to run off the required number of copies, checking these as they are produced. If separate description sheets are used, these should also be checked. Make sure you haven't guillotined through any by mistake.

If you are adopting this second approach, the Controller may wish to see the maps before the event. If so, you should allow sufficient time for a re-printing should any errors be found.

For events at level C and above, the Controller must check proof copies and the final maps.

11. Equipment

Master OCAD files are available from the Map Coordinator. The control boxes, plastic plates, canes & control kites are held by the Club SI Equipment Manager. For evening events the equipment is passed from the organiser to organiser and planner to planner; please make your own arrangements with the previous week's organiser (the convenient method is for you to attend the previous week's event and volunteer to bring in controls!).

For Summer Evening Events it should generally be acceptable to pass control boxes from event to event without re-synchronising them, as they are unlikely to get out of synch by more than a few seconds. However, you should arrange to get all the boxes re-synchronised if any of the following applies:

- Using more than one Start box – *control boxes must be exactly in synch, otherwise results will be wrong*
- Using more than one Finish box control – *ditto*
- One or more very short legs (including last control to Finish) – *if controls are significantly out of synch, splits times may be obviously unrealistic, for example negative run-in times*
- Using control boxes from other clubs – *boxes may have been synchronised to a different time from ours*
- Using controls which have been lent out to another club – *that club may have synchronised them to a different time*
- Always for level A, B or C events – *likely to be using multiple start and/or finish boxes; in any case, allboxes should be exactly synchronised for this level event.*

If none of the above applies, boxes should stay sufficiently in synch for several weeks; the SI Equipment Manger will check and re-synchronise all the boxes part-way through the Summer Evening season.

The key things to remember when re-synchronising are:

- ALL boxes – Clear, Check, Start, Controls and Finish – must be re-synchronised from the same SI Master Station
- If doing a re-synchronisation, do it to ALL the boxes. If you re-synchronise just one box, it will inevitably then be out of synch with all the others.

In some areas, which are prone to vandalism, it is necessary to “gripple” [i.e. using thin wire to secure the control box in place] control boxes to a fixed feature. This may limit the choice of control sites to ones near to trees or concrete posts. The description of the control should reflect the exact location, rather than its position if there had been a convenient tree present! Remember to pass the gripple wire through the hole of the control box and not just through the hole in the plastic base plate. In arranging to pick up controls from a previous event remember to check whether or not they are using lockable controls.

12. Controls and Control Boxes

We currently (April 2011) have controls numbers 181-199 and 220-252. If in doubt, check with the SI Equipment Manager for the list of current codes.

Keep some extra control boxes spare on the day, in case of vandalism. Remember that you will need a control kite to hang at the location of the start triangle marked on the competition maps. Also a control kite should be hung from the stake on which the Finish control box is mounted.

“Gripping” of control boxes should be used for locations subject to vandalism – see Table below. Bear in mind that stolen controls cost £100 each to replace. If in doubt, “Gripple”.

Normal Controls	“Gripped”Controls
Bickerton	Arrowe Park
Delamere (selected controls gripped)	Birkenhead Park
Frodsham Hill (selected controls gripped)	Caldy Hill
Halkyn Mountain	Eastham
Little Budworth	Eaton Park
Marbury (selected controls gripped)	Riveacre
Pettypool	Runcorn Town Park
Primrose Hill	
Thurstaston – (selected controls gripped)	
Big Covert	
Bryn Alyn	

13. Putting out Controls

One or two people. Allow yourself ample time – 10 - 12 controls per hour is a fair average although this will depend on how compact is the area you are using. If using gripples, allow extra time, especially if not experienced in their use.

Equipment

- Control boxes
- Plastic plates on which to mount the control boxes
- Tent pegs to secure the plastic plates to the ground
- Control kites
- Canes – the canes for control kites come with a special head piece which enable easy and quick attachment of the kite
- Gripples and gripple keys
- String/scissors
- Elastic bands
- PVC Tape
- Hammer and large screwdriver or spike, to preform a hole for the cane on which the kite is mounted (if ground is hard).
- Tape for marking taped routes, out-of-bounds or dangerous areas, if necessary.

One efficient way of reducing time on the day is to pre-assemble control boxes onto plates prior to the event. These can then be sub-divided into different geographic sections of the area and taken to the forest in separate large carrier bags with the appropriate number of control kites and canes. Some planners like to pre-assemble the kites onto canes. Others prefer to carry them separately; a collection of collapsed kites can be easily threaded onto one forearm, and a bundle of canes without kites attached is more compact and less likely to become entangled with the vegetation.

Unlike the other controls, the Start, Clear and Finish SI control boxes are mounted on stakes and the Check box is hand-held by a member of the start team. As these boxes go round from planner to planner with the rest of the planning equipment, these should either be given to the Organiser to include in the Start and Finish equipment boxes or handed to the Start/Finish teams when they arrive to set up the start and finish. Inform the organiser which you are doing.

14. Collecting in controls

Two or more people are needed. The more collectors there are, the faster controls can be collected, which may be particularly important early in the season, when daylight is limited. The Planner should pre-draw the collection areas/control sites, on spare maps, so that the job can be spread evenly and carried out efficiently. Remember to collect in the coloured pieces of tape that have been used to mark the control site. If gripples have been used, each collector will need a gripple key.

When you put the controls away in the black and yellow storage boxes, if it is still daylight and you have the time, tick them off against the list in the box so that you are sure that all the boxes have been collected. If it is dark and you are not able to do this check, the planner for the next event should do this the next day and will phone you if any controls have been left out in the forest.

It is worth taking out a few spare thick elastic bands in order to keep the canes together during the collection.

15. References

1. "Course Planning" by Graham Nilsen © British Orienteering Federation February 2006
http://www.britishorienteering.org.uk/images/uploaded/downloads/planners_courseplanningguide.pdf
2. British orienteering – Advice to Planners
<http://www.britishorienteering.org.uk/page/planners>
3. Notes to Planners in use of SI Controls
<http://www.deeside-orienteering-club.org.uk/resources/Planners%20SI%20Master%20Instructions.pdf>
4. Creating Files to send to SI Coordinator and Route Gadget before the event
<http://www.deeside-orienteering-club.org.uk/resources/Planners%20notes%20for%20CONDES%20Course%20Setting%20output%20files.pdf>
5. Graham Nilsen's guide to use of CONDES
<http://www.deeside-orienteering-club.org.uk/resources/CONDES8InstructionsNilsenVersion1109%5B1%5D.pdf>
6. BO Rules of Orienteering 2011
http://www.britishorienteering.org.uk/images/uploaded/downloads/events_rules.pdf
7. BO Rules: Guide to Course Planning
http://www.britishorienteering.org.uk/images/uploaded/downloads/events_appendix_b.pdf
8. BO Rules: Guide to Control Descriptions
http://www.britishorienteering.org.uk/images/uploaded/downloads/events_appendix_a.pdf
9. BO Rules: Guideline to Long Distance Events
http://www.britishorienteering.org.uk/images/uploaded/downloads/events_guideline_b.pdf
10. Background Information showing how the Planner and the Map Coordinator work together.
<http://www.deeside-orienteering-club.org.uk/resources/Map%20Co-ordinator%20Background.pdf>

Appendix 1: Guidelines for Revision, Use and Printing of Maps

Planners

Get master computer map file (OCAD file) from Mike Smithard and use this in conjunction with the CONDES course planning software to plot out the courses.

During the planning process, the planner may feel it is necessary to make map corrections. Please see notes below entitled “Mappers”.

When the controller has agreed the courses with the planner, the planner should arrange the printing, usually with Robin Tilston. We do have a 2nd printer that resides with Chris Calow. Numbers of maps printed for an event should be calculated by considering the number of competitors on each course at previous events. Results from previous seasons can be found on the Deeside website (www.deeside-orienteeing-club.org.uk) under ‘Club Events’ of the ‘Results’ section.

Please also check 2 new documents online, under ‘Event Resources’ for Planners & Mappers in the Resources section of the website, called ‘Background Information’ & ‘Flow Diagram’ (attached as Appendix 2).

Organisers

If there are sufficient surplus maps at an event, additional maps may be sold at 50p each.

Mappers

No surveying to be undertaken without the written agreement of Committee.

Mileage may be claimed, currently at 25p/mile; other expenses must have the written, prior agreement of Committee.

Maps will not be revised unless significant changes to the area have taken place, or there are specific needs for a particular event, and Committee has agreed to a new version.

Printer

All maps printed should show the date of the most recent revision.

Receipts for expenditure on consumables must be submitted to the Treasurer for payment.

Appendix 2: The Map Co-ordinator

Mike Smithard has recently offered to resume his previous role as Map Co-ordinator and the Deeside Committee has happily agreed for him to do so. This means that Mike will be in charge of maintaining the stock of Deeside map files - he will be the **only** source of maps for anyone wishing to plan on, or re-survey, an existing map and must be sent the file and a hard copy of the map after any changes have been made. As he will also register maps (so that mappers are insured by British Orienteering) anyone intending to survey a new area should also contact Mike before starting work.

Mike's article below sets out an overview for ensuring accurate production of event maps; a flow diagram showing the various processes has been added to the Planner's Section on the Resources section of the DEE website and it is included on the next page.

Barry Barnes

Quality Control for Event Maps

When CAD took over from pen and ink and razor blades in drawing offices and orienteering mapping, it quickly became clear that there was an issue with document/drawing control as changes were easily made, possibly by many people, and not easily tracked with what was 'right' becoming 'wrong' or 'different' and several versions of drawings/maps in circulation all being called the same thing either in their filename or the version number on the drawing/map.

Checks also had to be made that correct versions of parts of projects were being used in the assembly of the final output and files irrespective of their computer filename or quoted version number.

If you are still with me, you may see the application of the above issues applying to both Deeside maps and event maps (those with courses on).

The naming and filing of maps is crucial – the demarcation between superseded, current, draft updated and final updated (which then becomes current) versions has to be clear.

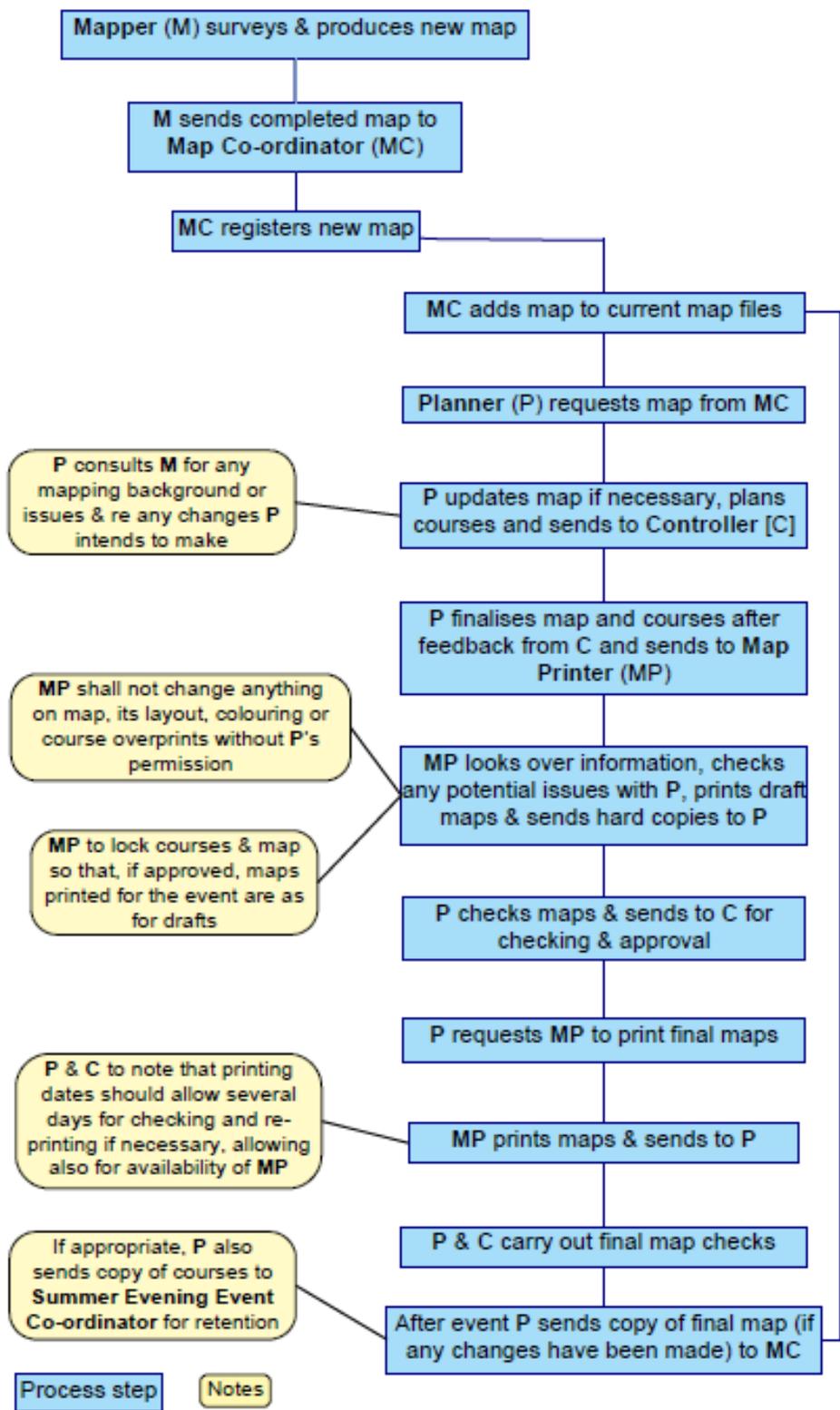
In the drafting and updating of courses, amending/cutting lines, circles and numbers, adding descriptions, adjusting the map layout to suit – all toing and froing between planner and controller and then map printer – there are many possibilities of slips and re-doing of material needing further checking. And then the final printing – does it match the approved drafts?

Whatever the process and care in providing the event maps used on the day, it is the planner's and controller's responsibility that they are correct – and it is the controller's final say as the competitors' representative in the event organisation as to whether they are acceptable.

On the assumption that all an event's maps may need re-printing, it seems sensible that they are printed in time so that they can be checked by the planner and then passed to the controller in the appropriate timescale. They both need to see all maps to be used not just the top copy of each course – print runs can be interrupted, colours may go off, paper slip might occur or print numbers might be wrong. Whatever checks are done beforehand, this is, as far as the competitors and Deeside's reputation are concerned, the only one that counts.

Mike Smithard

Flow Chart for Event Planning & Map Printing
Version 3: 09-11-2010



Appendix 3: Files to send to SI Coordinator & RouteGadget before an event

Assumptions: the Planner is using CONDES for course setting; the event is being run using AutoDownload; RouteGadget will be used.

File	How to produce it	Send it to	Notes
Courses (using CONDES)	Export Export event data IOF XML format Now you get a window called “Export course data as XML”	(1) SI Coordinator	This is how AutoDownload gets the courses. Send in time for SI Coordinator to set up the event.
	<ul style="list-style-type: none"> • Select All • Export Now select the filename you want to export to: it will have a name like <i>eventname_coursedata.xml</i>	(2) Bob Elmes	This is how RouteGadget gets the courses. Send before event. See note 2 below.
Map (using OCAD9)	Produce a map of the area, including borders and title, but without any controls. gif format is probably best, but jpeg is OK. File Export In the Export window, select <ul style="list-style-type: none"> • GIF • Resolution 150dpi OK Now select the filename you want to export to: it will have a name like <i>eventname.gif</i>	Bob Elmes	This is how RouteGadget gets the map. Send before event. See note 1 below.

1. In order to help with RouteGadget controls-to-map fitting, please can you use OCAD to put 2 registration marks on the map, in diagonally opposite corners of the map (preferably in the margin outside the mapped area, but inside the border). Then in CONDES, put extra controls 31 and 32 on these 2 registration marks (zoom in to see them properly); but do not use these 2 controls in any course. This will make it much easier for the RouteGadget person to fit the controls to the map quickly and, more important, accurately. For an example of a map with this, see the RouteGadget map for Pettypool SEE 2009. You will see the registration marks as cross-hairs on the map at top right and bottom left corners; but you can't see the controls, because they are not used by any course.

2. If you are using Crossing Points (without controls) in CONDES, please produce a separate version of the coursedata file **without the crossing points** for the Routegadget person. This is because, whilst Autodownload knows to strip out crossing points when it imports the course data, Routegadget doesn't and falls over if there are crossing points in the file that it imports.