

PLANNING AN EVENT FOR SYO

Step 1 – Initial Preparation

Ideally for a regional event or above you should start the planning process 12 months before as this allows you to get an idea of what the vegetation will be like at the time of the event. For Saturday and Wednesday events try to start 2-3 months in advance.

This guide does not give you advice on how to plan good courses - the Scottish Orienteering website has some really useful information on planning:

<https://www.scottish-orienteering.org/resources/event-officials/#54-event-planners>

British Orienteering website also has lots of good resources on planning including Barry Elkington's advice on the technical difficulty of courses etc:

https://www.britishorienteering.org.uk/organiser_library

Role of the Planner

The planner is generally responsible for all aspects of the competition after the start line and up to the finish line. The planner plans courses to the correct technical difficulty and draws up the courses and control descriptions using the appropriate software. The planner must check the control sites and assess for any risks on the course. The planner is responsible for hanging and collecting (with assistance) the controls on the day.

The organiser takes care of all other aspects of the event. The controller ensures that the event is fair and safe. Some controllers will offer advice on how to improve the courses others will only intervene if they think something is unfair or unsafe.

Planning & Mapping Software

The software recommended for SYO planners is CONDES. SYO has licences for version 9 & 10 – if you have version 9 already you can continue to use it.

Download condes from <http://www.condes.net> (click on "download"). Registration is Club: *South Yorkshire Orienteers*, Code for V10:

G9EDV-HC709-CQNVT-DCK44-8WBEB-1Y1SE-KUI4H-WGMD2-6I8KK-A0R33

DEE have written a useful guide to using condes 10:

<http://deeside-orienteering-club.org.uk/resources/CONDES10%20Instructions%20v10.0.5.pdf>

SYO maps are drawn using the OCAD computer mapping tool (sometimes maps may be updated using Open Orienteering Mapper, with the approval of the Mapping Officer). Please contact the current Mapping Officer, Ian Cooper (ianandmonika@gmail.com) to get the latest version of the map. Please do not use maps provided by others as they may not be the latest.

Maps for different areas come in different sizes (A3, A4, A5 or variations of these) and events can use more than one size of map extract (maybe one for shorter simpler courses and one for longer technical courses) - so as part of planning you do need to decide on the paper size (preferable a standard size) do not plan your courses and then find that they do not fit on A4 (A3 for some urban events). Do not change the scale to fit a paper size as the map becomes illegible.

You do not need to be able to open OCAD (or OOM) to use with the CONDES planning software but you must save the OCAD map file in the same folder as the Condes file so that the Condes file can pick up the map.

Any required map changes (such as new features picked up during course planning or out of bounds areas) that need making should be notified in good time to Ian so that updates can be organised.

Which Courses

Your next step is to agree which courses are to be planned. For regional events and above, please contact Peter Gorvett - PeterGorvett@hotmail.co.uk or for Wednesday evening events and Saturday Series events contact Pauline Tryner pauline@southyorkshireorienteers.org.uk

Start / Finish / Parking

One of the planner's first decisions is where to have the start and finish. The choice is usually limited by the availability of suitable parking sites. In most cases the parking will already have been sorted so contact Lucy Wiegand - syorientees@gmail.com for regional events or Pauline for Saturday and Wednesday events. Location will also be dictated by the white/yellow/orange courses, which can be the most challenging to plan. Please also check with Lucy for any out of bounds and seasonal restrictions on the area.

Control Numbers

We use SI units for all our events. We have small red units (codes 31-85) and large box units (codes 100-130). The small red units are lighter and smaller so are easier to use but the larger units are harder to vandalise so are better for controls in dodgy areas! All attach to lightweight canes. Try to not use too many controls – as a rough guide 30 – 40 are enough for Wed & Saturday events.

Control Site Checking

Once the courses have been armchair planned the control sites have to be physically checked for suitability. In parks and other areas popular with the public, control units should be wired to a tree or similar using "Gripples", (each unit costs £120) so check that there is something to gripple your control unit to! There are some ground anchors if there is really nothing to gripple the control too. Please bear in mind that white controls should be placed to encourage the competitor down the correct path when exiting the control. When you are happy with the sites tape them using coloured insulation tape (control codes should be written on the tape for regional events and above).

Checking the courses

For regional events and above a controller will be appointed to check the courses and control sites. Colin Best controls the Saturday Series events, so courses should be emailed to him - colinallanb@yahoo.co.uk. Wednesday events will be checked by Pauline. If you are a first time planner and would like a mentor to hold your hand through the planning process, please let Pauline know. For Wednesday and Saturday events Pete Tryner (peter.tryner@rubicon-consulting.net) is also available for additional planning advice / tips.

Risk Assessment

It is also necessary to do a risk assessment. This is the organiser's job, with input from the planner on any risks on the courses. There are sample risk assessments on the members tab on the website or Pauline can send you some examples. Please send completed RAs to Pauline for checking and counter-signing.

Step 2 – Preparing for the event – approx. 3 weeks before.

Preparing the map for printing

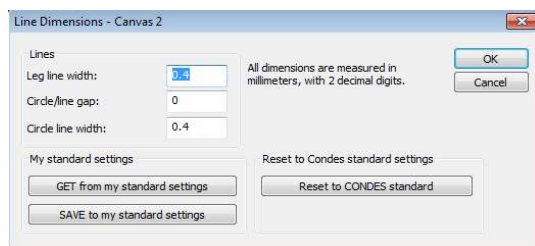
Once the courses are finalised, control descriptions need to be positioned on the front of the map (can also be printed on the rear of map if there's no room).

The map should include the British Orienteering event number in the format SYO-20nn-nnnnnn. Please add using the text function in Condes. This can be found by in the *details* tab on the event in the British Orienteering fixtures list, or contact Peter Gorvett if you have problems. The course closing time and SYO emergency number should also be printed on the map.

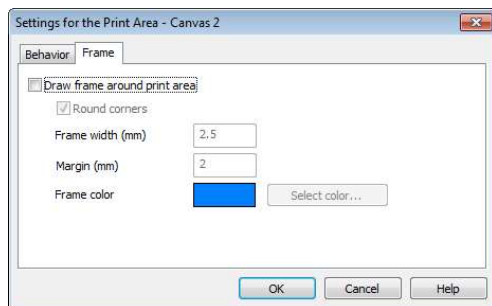
Please set the following using the menu

- Menu Canvas -> Line dimension change circle line widths to 0.4

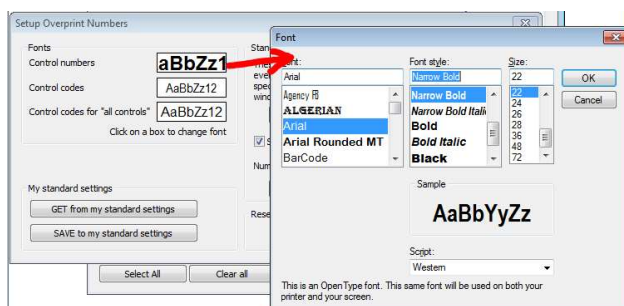
In preparing for printing it makes life easier for us if you can set the following using menu




- Menu Print Area -> Configure Frame. Untick "Draw frame round print area" on the Frame tab. (SYO maps already have a frame, so you don't need the one Condes provides)



- Menu -> Course layout - Setup overprint Numbers. Control numbers set to Narrow Bold, font size 22



- Course name or number in bold on front of map

Use "add text" ( button on right) -> Standard text, course name, Font ->Bold, 14 or 16 if it will fit

Make adjustments to the control number positions for each course, improving their visibility by moving them to avoid dark areas of the map. You can also break circles and lines to avoid obscuring

detail on the map. Lines should be bent round Out of Bounds or through compulsory crossing points (or broken if there is a route choice) in forest and park events.

Map numbers & Printing

Maps for Saturday and Wednesday events are printed by the Tryners. They will also handle the number of maps to be printed. Final maps & courses should be sent to them 3 days before the event.

Maps for Regional Events and above are printed by Mick Lucking – email postmaster@lucking.co.uk. Contact him 3 weeks before the event to agree timescales for sending files, map numbers etc. The planner and organiser (Peter Gorvett and Pauline Tryner will also help advise) need to decide how many maps of each course to be printed. Remember to ask for separate loose descriptions, all controls maps and blank maps for the start lanes. On receipt of the printed maps, the planner should count the numbers of maps of each course and advise the organiser of the numbers available for EOD purposes.

Control Hangers / Collectors

Please speak to the organiser if you require help putting out or collecting controls. Control collectors are normally easier to find as people can run competitively first.

Collecting the Equipment

Please liaise with Pauline with regards to collecting the equipment for hanging the controls. The gripples, gripple keys, kites and stakes are stored in the SYO garage on Sandbeck Place – (remember to ask for the code); the SI boxes in the house (130 Psalter Lane). At urban events if your control is on concrete you will need to gripple the SI box directly to a fence or building rather than use a stake. We also have smiley and grumpy faces for white and yellow courses which can be used to stop competitors going off in the wrong direction or for providing re-assurance at a tricky junction.

Step 3 – Day of the Event

You need to put out the controls out in plenty of time and then be on hand to replace any that go missing – make sure you have a couple of spare flags, stakes, SI boxes, labels and a permanent marker pen. At a regional event the controller will go round and check the controls are in the correct place with the correct codes before the first start.

Normally white & yellow controls can be collected earlier than course closing times as these competitors tend to finish earlier. This is a good idea as controls on paths can be more vulnerable!