

How to Organise and Run an Event by Yourself!

- 1 Select a map to run the event on. Choose a start/finish location with an adequate Parking Area (not along a track – but rather in a paddock or established picnic area or school-yard, open area). Get permission to use the area from Parks Victoria or DSE.
- 2 Now for the essential arm-chair course planning. Select what look to be good legs and then put a control location at each end. You should be able to trace at least two or three possible route choices on the moderate and hard courses. The easy course should have no route choice and follow obvious tracks. Measure the course roughly.
- 3 Design three courses by linking the legs you have selected.

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| Very Easy Course | 1-2 km | Use tracks throughout, put controls on track intersections, bends, junctions, features on/or beside the track; 100 to 300 m legs |
| Moderate Course | 3-4 km | Use mixture of point features (rock, cliff) and linear features like creeks, fences and put controls at natural turning points; 200 to 600 m legs |
| Hard Course | 5-6 km | Use legs that cross tracks and other features like spurs, gullies, and creeks; put controls on some point and some linear features but do not 'hide' controls in thick stuff; legs < 600 m |

- 4 Go out to the area and put out control tapes (number of the control flag and the feature in words or diagrams) at the locations you selected at home. Change the location if you find a better feature close by or if the feature you choose was not as obvious as it appeared on the map. Check each control location from at least two nearby objects you can identify.
- 5 Back at home, put the corrections into your courses and draw the whole course on an overhead transparency sheet positioned over a fresh map. Check that the courses conform to the guidelines above. Measure them using a piece of string. Use the scale on the map to mark your string out into 250 m sections.
- 6 When satisfied that you have the controls in the right place, the control location described in words or symbols, and the length right, try walking or running 2 courses—particularly the Easy and Moderate courses to see that they 'work'.
- 7 Then make a 'master map' for each course and put in a folder for use on the day of the event along with a clue sheet that describes each control in number order.
- 8 Collect the supply of maps you'll need for the event a few days before the event from the Bices (5330-1357) and the controls and event box from the EU store (Russell Bourke on 5332-3391) at 6 York Street.
- 9 Punch a control card in the numbered order with the control punches you have taken from the store. Number each box on the card with the control number on your tapes in the bush to double check you have the controls you need for the event.
- 10 Put out control flags late in the day before on the off-track controls, saving the obvious controls for the morning of the event. It always takes longer to put out controls than you think – leave yourself extra time. If you are concerned about a location, double-check it against your tape. Collect the tapes as you put out the controls checking that the numbers match the control you put out.
- 11 Set up the Eureka teardrop banner, Start/Finish banner, a small shelter (EZ-up awning) or blue plastic tarp. Provide table for registration, control cards – and a table or tarp on the ground for map copying from master maps.
- 12 When competitors have marked their maps, ask them to put their result slip on the board with their start time and course. This is an important safety step before they start. It lets you know who is still on the courses at 12 noon.
- 13 Provide water/cups at the start/finish. Toilets are not provided at local events.
- 14 When competitors return, record the time from the clock and have them calculate how many minutes and seconds they took. Then have them post their result on the result board. Discuss with them how they found the controls and emphasise the positives. Orienteering is really a fun sport if the pressure elements and errors can be minimised. Organising can be just as satisfying as running a course!