Level D Events Guide

Thank you for offering to put on an informal level D event.

- The post of Winter Saturday morning coordinator is vacant
- The Summer Wednesday evening coordinator is Bob.Brandon42@gmail.com

You will find help and information on planning and organising on the Club webpage http://www.octavian-droobers.org/index.php/members/event-officials/165-sat-wed-officials

Level D events will now be using the **SPORTident** timing system.

Margaret Willdig will have sorted out permission for the event to be held on the area. Best to get in touch with Margaret.Willdig@btinternet.con to make sure of any restrictions in place.

The fixtures sub-committee are keen that each off-road event will include a 30/45-minute score course, for those new to orienteering. The format of the score event will be that points are awarded for controls visited within the time. There will be no points taken off for being back late.
In addition to the Score course, we would be looking at providing an easy course; an Orange course; and harder and/or novelty course(s) for experienced orienteers. A different type of course might make the best use of a small or less technical area – map memory; Norwegian; or something different.

- Saturday start times are 10.30 to 12.00.
- Wednesday start times are 18.30 – 19.30.

Be aware that enthusiastic competitors arrive early and do cause pressure when you are trying to finish setting things up. If you can get things set up ready for an earlier start, particularly if your event is towards the beginning or the end of the summer (dark early), it may make things easier.
The cost for competitors is senior £5.00, juniors and students £1.00. SPORTident card hire for all ages is £1.00. You may find it difficult to organise everything on your own and therefore are encouraged to request assistance from family / friends. Or ask the Winter / Summer series coordinator to find some help for you.

To get started please contact Bruce Bryant brucebryant@btinternet.com to get the map. Even if you already have a map file for the area in which you are planning, check with Bruce to make sure that it is the most up to date version. See notes on page 2 regarding the software to display the map.

Level D events equipment is usually passed on from level D event to event. Be prepared to pick up equipment from the previous event. Ask the organisers of preceding events for any missing control numbers. There are 40 Controls numbered 211 to 250 with the equipment. Courses need to fit on the ecard (30 controls max per course).
If you find anything missing contact Graham & Liz Urquhart equipment@octavian-droobers.org

Guidance on this setting up the courses in CONDES is provided on page 2.

It is a requirement for event insurance that a risk assessment is completed for each event and signed off by a controller. The Club has drawn up a default risk assessment for all areas and this can be found on the above webpage. Please read the Risk Assessment through carefully, add to it or delete, as appropriate to your event. Please email your risk assessment to liz.phillips30@btinternet.com when completed. [If you have not been on the Safety Training, then send it to the event series coordinator to be checked first]. Remember when completing it, orienteering is a risk sport - so long as the conditions are reasonable and competitors are made aware of anything unusual, there should not be an issue.

Please send results to Rob Smart for the website webmaster@octavian-droobers.org and the Droober editor, Sue Hallett editor@octavian-droobers.org for the magazine. Club Treasurer Kevin Ross treasurer@octavian-droobers.org will need a list of competitors (result list will do) indicating those who had a free entry. He also needs a list of names of helpers who did not run (for insurance purposes) and this is usually achieved by recording thanks with the results. Kevin also needs surplus income and any claim for expenses with receipts where appropriate. Please pay in, to HSBC Sort Code 40 18 38; Account No 30632317; Account Name Octavian Droobers Orienteering Club.

If you have trouble contacting any of the above Club officials or are otherwise uncertain what to do, please contact the event series coordinator. Please do not struggle alone, other Club members are here to help. Indeed, asking for help early often saves problems later. Thanks for organising and have a good event.

Guidance notes for preparing maps and submitting for printing

The following guidance has been agreed by the Club to ensure our maps are a good standard and meet British Orienteering requirements. Recent practise shows it works well.

Contact Bruce Bryant brucebryant@btinternet.com to obtain the most recent map file for the area you are going to be using.

Bruce will provide the OCAD map(s) plus a Condes 10 file setup for the event.   You should use this Condes file when planning the courses.   **Do not** start the event planning using a Condes "new event" file as this will not have all the correct settings.

If you don't have Condes 10, download from the Condes website
http://www.condes.net/index.php/download/
Bruce will provide the OD Condes 10 licence key when he supplies you with the Condes file setup for the event.

If you are inexperienced at using Condes, contact Bruce or the event series coordinator for help and advice or take a look at the Condes website: http://www.condes.net/onlinehelp/

Bruce has asked that you send the completed Condes file back to him for checking. He will then export PDF files for your final checks and once fully agreed arrange for the maps to be printed. The new printer Hassall and Lucking is based in Nottingham, so maps will normally be dispatched to your address by first class post. Bruce will need to know how many maps to print off each course. He will normally also request a couple of blank maps that can be used for any late notices at registration and some all-control maps for yourself (and for your control collectors at the end of the event!)

Condes will directly export PDF documents. These can be either separate files for each course or a multi-page PDF with all the courses in one file. For these level events - and to help control costs - we typically use SRA4 size maps, printing the control descriptions on the reverse if there is insufficient space on the front of the map. If you do need to put descriptions on the back of the map due to a lack of space on the front of the map, it is better to do separate PDFs for each of the "double-sided" courses.

If you want them, loose Control descriptions will be printed on waterproof paper by the printer and glued into pads ready for issue. Bruce will export these in the required format from the Condes file and supply to the printer.

The printer will bill OD direct

Turnaround can be variable - it may be only a couple of days - to be safe it is best to provide Bruce with your final Condes about 10 days prior to the event.

SI usage at OD Local Events   **Version of 19 January 2020**

Beforehand

SI should be used. Controls at greatest risk of tampering or loss can be grippled to a solid object through one of the small end holes of the control and the stake. See attached list of areas suitable/not suitable for SI usage.

The club has only Type 5 and Type 8 SI ecards for hire and some competitors may also have these or the compass based equivalent. These ecards have a maximum capacity of 30 controls, and so planners should avoid breaking this limit and ideally limit any course to 29 controls. This avoids making arrangements to hire ecards from an external source.

The organiser should ensure that he/she charges the printer(s) overnight before using them. The printers should also be checked to ensure that they have enough paper and/or that a spare printer roll is available.

It is necessary to prepare the SI controls before they are put out for the event. All controls (including Clear, Check, Start and Finish and download boxes) need to have their memory cleared using the special 'memory clear' purple ecard. As controls are put out, the organiser should punch each one to ensure that it is turned on. You may add kites and pin punches to controls if they are needed for the event.

At the event

Competitors choose their course, completes a standard OD entry form, pay. You may then issue a map or have the maps at the start.

Notices should be displayed indicating that there will be a charge of £50 if a hired e-card is not returned.

Competitors use a Clear and then a Check station before the start. A notice reminding them to clear may be useful. This could be done at registration. The Start box is the start of the course. There should be a Finish box at the end of the course. Competitors must punch the Start and the Finish but can use SIAC (touch free) punching at all other controls.

SI starts timing when they punch the start control. After a competitor finishes, they hand the e-card to the organiser who downloads it on the SI unit connected to a printer. The splits printout goes to the competitor and a second copy of the splits made to be attached to the entry form to provide a safety check and in order to check for correct punching. If it is a hired card this is then retained.

This system provides a record of COMPETITORS, that they have returned, also that CARDS have been returned.

After the event

Once they are collected in, all controls (including Clear, Check, Start and Finish) must be turned off using the special purple SI card (Service OFF). The organiser needs to ensure that all the kit, especially e-cards and control units, is reconciled with what was issued, before returning it to the equipment officer or the next event.

Results can be prepared in Excel or Word by using the entry forms and splits. Results should be sent to the webmaster within forty-eight hours.