

## General

This guideline is for those planning a Saturday series event (Level D).

- For those planning Level A-C events this will give some useful information (including where to print maps), but the planner should refer to the BO guidelines: <http://www.britishorienteeing.org.uk/index.php?pg=111#guidelines>
- If planning the SN trophy (Level B) event, it is recommended you talk to last years planner. It is suggested you offer a black course providing more than 20 pre-entries, otherwise combine with brown.
- For Come and try-it and SN training sections 3-9 will be generally useful

### 1. COURSES/MAP NUMBERS

Course	Maximum length (km) <sup>1</sup>	Typical Length (km) <sup>1</sup>	Suggested Num To Print <sup>2</sup>	Map scale <sup>3</sup>	Descriptions	Map Size
Yellow	2.7	2-2.5	60	1:10,000	Text	A4
Orange	3.2	2.5-3	50			
Light Green	4.7	3.5-4.5	50			
Short Blue	5.7	4.5-5.5	80			

1: if longer courses have a lot of fast path running then courses may be lengthened. Likewise if courses keep runners in slower terrain then may need to shorten courses. Estimated winning time for Short blue should be approx 30mins, for a top M21, assuming typical 6.5min/km pace on most of our areas.

2: Check number of entries at events in current junior league season to see how many maps to print for each course. Note that JL rules mean each runner should have a map, so 'Bloggs +1' means 2 maps were issued.

3: Should not use 1:15,000. May use 1:5,000.

### 2. COURSE DETAILS

Use control numbers 205 – 255, but do check with Steve McKinley if any have been lost recently.

#### Yellow

- Route along obvious line features
- No route choice
- Max 2 decision points between controls
- Similar leg lengths
- Controls on the line feature along which runner is travelling
- Hang controls clearly visible particularly in early season this will be a beginner's course, locate control so that they draw runner in right direction for next control although obvious control sites e.g. Knolls, visible from the line feature may be used, stick on or very close to the line feature and make the kite visible from the line feature
- **Maximum distance between controls should be 350m.**

#### Orange

- Simple route choice
- Multiple decision points
- Different leg lengths
- Short corner cutting through terrain using compass
- Distance judgement
- Controls not on line feature should have route along line features to obvious attack point
- Hang controls clearly visible, especially those not on line feature

#### Light Green

- On most of our areas anything goes **and significant route choices should be included**, but avoid very detailed contour areas.

- Navigate for short distances using major contour detail
- Use compass bearings, pacing, collecting features
- Avoid point features away from relocation features, mistakes could cost a lot of time and juniors be put off the sport
- Don't hide controls in pits etc, hang them so they are visible from at least 10metres, particularly if time of year when vegetation is high and feature may easily be missed unless right on top of it. If in doubt find another site.

## Short Blue

- As Light Green but navigate for longer distances using major contour detail, read and interpret detailed contours **and encourage changes in technique.**
- As with Light Green avoid point features away from relocation features, mistakes could cost a lot of time and juniors be put off the sport
- As with Light Green opt to hang controls high if any doubt about visibility of the feature

For further explanation on course planning guidelines refer to the British Orienteering website at [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk) (in particular <http://www.britishorienteering.org.uk/page/planners>)

## 3. MAPS

- All our maps are held as OCAD files and we print the number required for each event **You must get the latest OCAD map** from the mapping officer [Steve McKinley] (who can advise about updating the map/ planning courses using OCAD) **although the Help instructions on OCAD do provide a useful introduction, and if used guide you to do things in the correct order (see link from 'officials info' on SN Website).**
- Map should be 1:10000, (may be 1:5,000), Waterproof, A4.
- Control descriptions should be on the map and in text, not pictorial. They should also indicate climb in metres. Don't provide loose paper copies of descriptions.
- Unless you are experienced at using OCAD (software for mapping and planning) we recommend you use PURPLE PEN (software for planning- free download, will read OCAD or image files and is easy to use). If you intend to update the map you will need to use OCAD- club laptops with OCAD software on them can be borrowed. Contact mapping officer (Steve McKinley)
- Sport ident equipment should be obtained from Steve McKinley typically on the Monday of the week of the event. SI units do not need to be programmed and can be just placed out in the forest on the day of the event
- If you are unsure of the extent of land SN has permission to use check with the Events Secretary. On many maps private areas are mapped for which we need specific permission to use.
- Take care the map with the map scale- On OCAD (or Purple pen) measure the distance between the north lines and check it matches what it says on the map. Also if using an image file (e.g JPEG) with Purple pen you will need to know the number of pixels on the file- if you get this wrong the distances will be wrong. For that reason it is better to get the OCAD file.
- Generally courses close at 12:30pm (add this to the descriptions). This may be different if it is a score event, or the event incorporates another race such as the O-Cross

## 4. PLANNING

- Use routegadget from previous SN events
  - To see what other courses look like
  - If the area has been used before to try and plan a different course from last time
  - Look at the routes taken by the better people on the Light Green and Short Blue courses. Good legs will have a variety of routes, bad legs will have everyone taking the same route
- It is **important** you tape all sites with visible tape (blue or yellow/black works best), and label with the control #. This will help those putting controls out on the day. This is equally important for the yellow course where the controls should be visible to a ten-year-old as they approach and lead them to the next control.

## 5. MAP PRINTING

- Liaise with publicity officer about printing the back of the maps with future events.



We use  
BML Printers Ltd  
Unit 43, Romsey Industrial Estate  
Greatbridge Road  
Romsey  
Hampshire  
SO51 0HR  
Tel: 01794 518518  
Mob: 07766 478209  
Email: [nigel@bmlprint.co.uk](mailto:nigel@bmlprint.co.uk)

- Request waterproof paper
- Information for the back of the map should be printed as black only (BML know this)
  - At least 1 week before event email OCAD map and Purple pen files to **BML** and confirm final numbers to be printed of each course.
- Maps will then be sent in post (Check if someone needs to be in to collect package). Invoice should be sent to club treasurer for payment.
- A copy of the OCAD or purple pen files should also be sent to Steve McKinley so that the computer and routegadget files can be prepared. The files should be sent at the same time they are sent to the printer i.e. well before the event. If required Steve McKinley can do a quick sanity check for you if requested.

## 6. ***EVENT LAYOUT***

- Start/finish/registration **should all be as close as possible**, registration and download use the same tents and computers. At these events convenience is perhaps more important than the most technically challenging course.
- Ensure the Organiser knows where the start and finish are prior to the event.

## 7. ***SI UNITS***

- It's easier if you have controls numbered 205 upwards with no gaps. The maximum number we can use is 50 otherwise we need to borrow from another club.
- The SI units are "always on" so there is no need to try and reprogram the units – they are fixed and **SHOULD NOT BE CHANGED**

## 8. ***ON THE DAY***

- Test every control unit with an SI dibber, making sure that they 'wake up', before they are sent for control hanging.
- Typically 30 controls will take 2 hours to put out for a fit person. If using stakes you can only carry up to 10 controls at a time in a tube. You will need someone to help. Controls need to be in place by 10am for the first start. You need to let the start team know all controls are in place.
- Remember to check that the start has been set up by helpers in the correct place you intended, and that the finish control stake is marked with a control kite.
- Give the start team the 'START', 'CHECK', CLEAR' boxes and stakes, plus put the start flag (should be at the start line) out. Also give them the Orange, Light Green and Short Blue maps.
- Give the yellow maps to Registration.

## 9. ***AFTER THE EVENT***

- Return SI/Computer equipment to Steve McKinley (report any lost Units/ units that are playing up). Please check every SI unit including start, finish, check and clear are accounted for and returned together. (Missing units cost a lot of money to replace)
- Pass unused maps to training officer

- Return to Mapping Officer either the updated OCAD map file or an e-mail to say the map was not changed. Also note any areas of the map that need re-mapping.

## ***10. PRIZEGIVING EVENT***

The format of this has been as below, but can be changed.

- Venue: Frimley fuel allotments (1:5,000 map)
- Start: as soon as prizegiving finished (about 10:30)- pseudo-mass start (punching start with no time gaps)
- Maps: maximum number of entrants in past few years in 135. Suggest print 160 maps.
- Format: 2 maps (side by side or backed). First map has 10-point controls, 2<sup>nd</sup> map has 20 point controls. As soon as the first 20 point control is visited, then no further 10 point controls will count. 45 minutes allowed.
- If it looks like a lot of entries try and start helpers/non schools league people off early so there is the possibility of re-using maps.