

Guidelines for Planning District and Regional Events

If possible, read the guidance for planners provided by BOF on its website. There is a list of BOF documents on the Ebor website (How to..)

These notes are written on the assumption that the SI system will be used. It is possible that, for a small informal event, pin punches and cards are used. In that case, certain parts of these guidelines become irrelevant.

The responsibilities of the planner are defined under the BOF Rules as follows:
"The planner shall design the courses to the current BOF standards and shall be responsible for preparing:

1. Master maps (if maps are to be computer printed please liaise with Dennis Hooton)
2. The control descriptions
3. The map corrections if needed
4. The correct placing of the controls in the competition area.

The following points show a logical progression on how to plan an event. If you have planned before then no doubt you will have developed your own individual techniques. If you are a first time planner then hopefully this handout will be a useful tool.

Keep a record of all your expenses. Complete the claim form after the event.

A. Timetable

Work out a timetable incorporating the following stages and agree this with the Controller and the Organiser.

- Obtain old maps for initial planning purposes. Decide on what area you want to use and discuss with the Mapping Coordinator so that he can organise an updated map.
- Find out if Sport Ident is to be used
- Location of start and finish agreed with Controller and Organiser
- Proposed course lengths and combinations (if Regional event) to Controller
- Controls tagged
- Proposed courses to Controller
- Final courses agreed
- Course lengths, combinations, control codes and descriptions to the individual responsible for Sport Ident – three weeks before the event. Any subsequent changes to this must be notified to SI team immediately
- Master maps and description sheets completed. Arrangements for printing maps agreed. Print control descriptions
- Contact SI team to collect blocks, stakes and kites.
- Controls in position

B. Initial Visit

Check with Permissions Officer for any restrictions on access. Avoid badger setts. Whether you know the area well or not, it is important you pay a visit to get a feel of the area. Make a note of the following:

- The best areas i.e. runability
- The worst areas
- Any major map changes
- Potential starts and finishes (must be accessible)
(Look at previous planned courses and talk to previous planners)

C. Course Preparation

Using BOF guidelines work out approximate course lengths and, if applicable, combinations. Using results from previous events is very useful. Set your proposals, including BOF recommended times, technical and physical difficulty, out on paper and send a copy to the Controller. For Regional events, include the full range of classes including W21V and M21V. Also plan White, Orange, Yellow and Red courses. For District Events plan the full range of courses except that Brown may be omitted in those cases where the area is too small to contain a brown course without excessive repetition. Remember that with Sportident it may be possible to use techniques such as crossovers, second maps and butterfly loops to encompass the required course lengths. If you are uncertain about these discuss possibilities with your controller or other planners with experience of such options.

D. Maps

The mapping coordinator should be able to supply you with old maps for initial planning purposes. These are maps that have been used for previous events and it is likely that the forest has changed. You will need to identify map corrections that are needed and feed this information back so that resurvey can be carried out and the map updated. Final courses should be sent to Dennis Hooton who will arrange for printing.

E. Course Design

When designing courses photocopy plenty of maps to save wasting colour ones. Always keep a colour map handy so you can check specific details that may not show up clearly on the black and white copy. The club has a licence to use CONDES a simple but very powerful course-plotting computer tool. It's use is recommended.

Always start with the easiest courses. These will cause more headaches as you have many more restrictions. As you plan each course don't worry too much at this stage about the number of controls you have used.

Once you have all the courses 'planned' check each one for:

- Length
- Climb
- Technical difficulty
- Physical difficulty
- Interest

Now prepare a master map of proposed control sites. If you feel you have too many sites see if you can combine or remove some of them. When sharing sites it is important to check the approach and departure route for each course. You don't want competitors running out of a control meeting people running in to it.

F. Control Tagging

It is important to mark each of your potential control sites with a recognisable uniquely numbered tag to make it easy for the controller to check and for you to find quickly when placing controls. Tagging can be a long process and may take a lot longer than you predict. Make sufficient time allowance taking account of any restrictions that may be imposed by the landowner for access to the land (this is likely to be particularly relevant when planning on privately owned woodland or military land such as Strensall Common whereas there tends to be less access limitation when using local authority or forestry commission land). Some people dress as they would for an event, some decide to dress for a long walk. Whichever method you decide it is advisable to take some food and drink with you. Please remember to leave details of where you will be parking, your intended route and your intended time of finishing with someone. Always carry a whistle!

When checking controls:

- Check that it is well defined on the ground and map
- Check from all attack points for accuracy of map
- Tag each control and label it. Most people use insulating tape (not green or yellow) and write on it with permanent pen. (You probably won't have kite numbers when you tag.) Use numbers or letters A, B, C, AB, AC, etc or another method of your choice.
- Note the location of the tag. The controller will find this useful when checking
- If the site is not suitable consider other possible sites close by. (Remember if you find a feature not on the map you won't be able to use it unless the map is being reprinted and it can be added.)
- Make a note of the control description. (which side of the feature? how high is the feature?)
- Don't forget to tag the start and finish and any crossing points.

G. Drawing Up Courses

After tagging controls check your courses and if necessary make any alterations and send copies of them with any notes to the Controller along with a map showing all control sites and tag numbers, a master control description list and course lengths and climb. Send a copy of the map showing the location of the start and finish to the Organiser. Don't forget to tag the start and finish.

H. Feedback

The Controller will check your course lengths and climb, courses, tags and descriptions. Some changes are inevitable. After discussion, and maybe some more visits to the event area, courses will be finalised.

Send course details to Organiser for 'final details' sheet.

I. Equipment

You will need to collect kites, including a start kite, from the club store (contact Peter Bean 01904 488409) Contact the YHOA SI kit coordinator to make arrangements for collecting the SI kit (stakes, SI boxes, programming and download kit). You will pass everything but the stakes to the SI leader for the event. Check at an early stage, what control numbers you will be supplied with. You will need to put out the SI boxes, normally on the morning of the event, although you may well have put out most of the kites and stakes the day before. Make arrangements with the SI leader to collect the programmed boxes.

- Make a note of any manned controls, stiles, taping of dangerous areas and taped routes. Send a copy to the Organiser who will make arrangements for people to deal with them on the day. You won't have time to do much more than put out SI boxes and any remaining controls.
- Details of each course i.e. class combinations, length, climb, control numbers need to be sent to the SI leader ideally 2 to 3 weeks before the event so he can programme the boxes and the event management system. It is easier to get the information to him and advise any subsequent changes than it is to leave everything until the last minute. If in doubt contact the SI leader and discuss timescales with him.

J. Master Maps/Over Printing

- If courses are to be over printed then agree numbers with Organiser and map coordinator.
- The Controller needs to check proof copies of the final maps for accuracy. If a master map system is to be used the Controller needs to check the master maps. Make sure that your timescales make allowance for this and discuss your timings with the controller.

K. Control Description Sheets

- Produce these on a computer. (CONDES does it automatically) You will probably get 4 for each course on a sheet of A4. Before photocopying get the Controller to check them. If unsure about the layout check the BOF guidelines or refer to old description sheets.
- White, Yellow and Orange should have written descriptions although pictorial descriptions may be provided in addition. For all other courses, pictorial descriptions only.
- Photocopy plenty for each course. It is infinitely better to have spare copies rather than be short. Photocopying can be done at Incdot on Clifton Moor where Ebor have an account.
- For Regional events the descriptions will need to be pictorial for most courses and copies available for 'final details' and large copies on display on the day. Liase with Organiser and map coordinator.
- Courses close 2 hours after last start time and the course closure time should appear on the description list.

L. On The Day

Prior to putting out controls work out the best route for hanging them. Divide them into batches and tape and bag them up. Carry plenty of spare insulating tape. The kite string can be slipped under the SI plate on top of the stake.

Don't forget to take some spare kites.

You need to get controls and SI boxes in place in time for the Controller to check all of them. Depending on the area it may be possible to hang some/all of them before the competition day. However in some of our more public areas controls may need putting out on the day. You should really hang all of them yourself as you know exactly where the feature is and should spot the tag easily. Someone trying to help may cause delays if they can't find the correct feature or worst still put it in the wrong place and the Controller can't find it. If you can only manage by using helpers insist that they only hang at the appropriately tagged sites

Give yourself plenty of time to hang controls. Bear in mind that in the middle of winter you are likely to have a maximum of two hours daylight before the first start times. The metal stakes and boxes are heavy. Don't carry the SI box attached to the stake. It can fall off!

Other jobs that need doing are:

- Get the maps to the start
- White course and possibly Yellow Course maps are supplied before the start line
- Give the description sheets to the Organiser

Meet the Controller at a pre arranged place after he has checked everything. If everything is okay go to the start and see the first competitors off.

M. During The Event

Ask around for some help to collect controls or better still arrange a collection team in advance. There are always people who will be willing. Go to the finish to see competitors arrive and ask them if everything was okay. Remain on hand to deal with

any problems. It's important that the Controller, Organiser and finish team know where you are throughout the day.

Get your helpers organised for control collecting in advance of course closure time so that once the Controller has given the okay collection of controls can start quickly. Remember again that in mid winter a prompt start will be essential to collect everything before nightfall.

N. After the Event

Sort out kites, stakes and SI boxes and repair any damage. Return them from whence they came.

Write your report for the results and send a copy to the Organiser. Complete the expenses form and send it to the Organiser.

I hoped you enjoyed the experience of planning.

If you have any comments that you wish to pass onto the Committee after the event please complete the attached sheet or telephone or E-mail me

FEEDBACK

I would be very grateful for any feed back you may have, either on the information that has been provided to help you, on the map, or on the event itself. This will help us to improve the way we do things in the future. You can drop me a line or contact me by telephone or E-mail.

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