

RESPONSIBILITIES OF PLANNER - CLUB & OY EVENTS

RESPONSIBILITIES

As a minimum, the following tasks must be carried out by the Planner:

- a. Planning of courses including consideration of safety, degree of difficulty, control siting and equipment, fairness (including minimisation of chance factors) and map correctness.
- b. Liaison with the Controller.
The Controller ensures that rules are followed in accordance with the guiding principle of sporting fairness, that mistakes are avoided and procedures are enacted to ensure the safety of all competitors and the public. The Controller has the authority to require adjustments to be made if they decide that they are necessary to satisfy the requirements of the event. The Controller has the deciding voice in all matters pertaining to fairness and safety. Controllers must be given adequate time to make changes if required.
- b. Preparation of control descriptions.
- c. Preparation of the Master Maps.
- d. Planning of Start and Finish in consultation with the Chief Organiser and Controller.
- e. Selection of drink stations, and placing of drinks on the day of competition.
- f. Placing of controls and card marking devices (punches).
- h. Liaison with the Chief Organiser, supplying all details on length, climb on each course and other such information as is required to be posted at the Registration area
- i. Organisation of control collection and any markers, collection of drink bottles, collection of Master Maps and removal of any rubbish at control or Master Map sites.

Note:

The principles of course planning are available from Appendix 3 of the NZOF Competition Rules which are available from NZOF Website <http://www.nzorienteering.com/technical/rules.html>.

2 MONTHS BEFORE THE EVENT

- 1 **Contact landowners(s) / rangers to confirm permission for event and to check any out-of bounds or special areas or requirements.**
- 2 Contact Map Keeper to obtain the map folder and copies of maps for planning .
- 3 Discuss and agree the broad course options with the Controller.
- 4 Decide on Start/Finish area and discuss safety issues and event directions with the Controller.
- 5 Contact Newsletter Editor with information on Start areas, directions, road safety etc
- 6 Plan courses in accordance with course/grade combinations attached. Allow time for Controller's approval / alterations etc.

2+ WEEKS BEFORE THE EVENT

- 1 Contact Equipment Officer to find out control numbers. Finalise courses on maps.

- 2 Arrange for Controller to re-check courses.
- 3 Prepare control descriptions using OCAD8 software. Arrange for Controller to check descriptions. Photocopy adequate copies.
- 4 Contact Map Keeper with details of numbers of maps required.

A WEEK BEFORE THE EVENT

- 1 Collect controls/flags from Equipment Officer and maps from Map Keeper.
- 2 Contact Chief Organiser to let them know exact location of Start, Finish and Registration. Provide a large scale drawing to avoid any confusion.
- 3 Write up notice for competitor' s information showing: courses, grades, course lengths.
- 4 Prepare Master Maps (2 for each course). Include control descriptions on these and any map corrections.
- 5 Prepare maps (at least 2) for map corrections, if any, for display on a table at Registration. Prepare maps for control collecting. (Chief Organiser will arrange collectors on the event day)
- 6 Staple Safety Information notices (supplied by Controller) to front, top left hand corner of competitors maps

ON THE DAY

- 1 Put out controls and tapes, if any. Do this the day before if necessary.
- 2 Put out water at drink controls.
- 3 Arrive back at Registration area well before the first start.
- 4 Give maps, control descriptions, master clip-cards and Starters orders to Chief Organiser.
- 5 Set up the Master Maps. Clearly indicate which maps are for which.
- 6 Make sure direction to Master Maps from Start is clear (use tapes if necessary).
- 7 Have spare controls and flags in case some are taken.
- 8 You will be needed to help during the day at Start/Finish etc.
- 9 After course closure time and in consultation with the Controller, supervise the collecting of controls and drink bottles. Check controls off master list to make sure none are left behind.

NEXT DAY

- 1 Check clip cards for correctness. Consult with Controller if card is thought to be incorrect.
- 2 Send copies of results (including course lengths/climbs) to Newsletter Editor, Webmaster and, if event is an OY, to the OY Statistician. Send all the address butts to Membership Secretary.
- 3 Return all surplus maps and the updated map folder to the Map Keeper. The updated map folder should include a dated set of the event courses and any other information which may be useful for the next event Planner.