Central Coast Orienteers Summer Series

Advice and information for course setters and organisers

Updated October 2026

Thank you for volunteering to course plan and organise one of the Central Coast Orienteering Clubs Summer Series events. Everyone appreciates your efforts and we hope you learn a bit more about orienteering as a result! Remember you automatically get 100 points towards the seasons points for setting and organising an event!

Course Setter

First, you will need a map of the area and confirm the start location. Nick Dent has all the club maps and will send you a copy by email.

Nick Dent is the club mapper and has the up-to date maps. Please email him at nickdent7@gmail.com if you wish to make any changes or there has been a major change on the map, Nick is happy to do them and he will field check and update it on the master file and resend it too you.

For the start location: Select an assembly area where there is some shade, if possible - the computer screen is hard to see if not in shade, quite apart from the other advantages of having some shade.

Please communicate with David Bowerman david2013b@gmail.com about the start location if it needs to change from what is on Eventor

You may use purple pen if you wish purple pen or course setting OCAD (there is a charge for this but claim from the club email : david2013b@gmail.com to claim) program to set your courses. Please indicate start with Start triangle and finish with a double circle. Controls are numbered from 1-30 on the map (units 101-130).

In general make the maximum distance to visit all 30 controls to be around 9 kilometres. A good runner can run 5 minute kms or less.

Please make sure you have a feature in the centre of the circle and use features which are

1) indicated on the map, for example: a road end not a light pole at the end of the road- which is not on the map.

2) able to have a control locked on to an immovable object -eg. pole, tree. Field check the sites to ensure you have somewhere nearby to securely attach the controls.

3) try to use natural features such as watercourse end or bend or gully or fence corner if available.

4) describable for example south side of 2m cliff at its foot.

If the start arena is in a parkland we are offering a short minicourse for children and their parents. This will involve setting a line course within the park area adjacent or nearby without crossing roads, using a small number of extra controls -try to use ones you are using already for the score event if handy. We now have units numbered from 101 to 141.

So use 101 to 130 for the score and the 131-141 for the mini course extras if needed.

Map scale: 1:10000 or 1:7500 for the score and 1:2000 for the minicourse

Please add a text box with a mobile number (either organiser or course setter) which will be contactable on the day on the map and also the date and venue for the next event.

Map printing - Course setter

We print the maps on preTex waterproof paper and use Peter McConaghy at printing@tolwong.com You can email him the completed courses maps and descriptions in English and international symbols and request the number needed. Generally we get 40-50 entries. So maximum of 50 maps unless you know a crowd is coming! Order 10 mini maps if you have a mini-course. (More if we are offering Learn to Orienteer on the day of your event)

Make sure you do this on the Monday of the previous week of the event so he has time to send them back to you(with a return address). Ask Peter to CC David Bowerman the invoice for the map printing cost.

Equipment Course Setter and Organiser

You will need to organise picking up the SI units, miniflags, locks, banners, IT and computer, tables from the previous weeks organiser/course setter or from Hilary Wood hilary.f.wood@gmail.com mb.0408843627.

Also consider if you need the club shelter tent for shelter -it is available, but bulky to transport and the previous setter may not have it. If needed contact Hilary.

Take a note of who the following weeks organiser and course setter are and arrange to pass over the equipment to them.

On the Day- Course Setter and Organiser

You will need help on the day to set up, please request help from your assistant or others. Depending how fast you are you will need at least two hours prior to the first start time-9:00am to set out all the controls and organise the IT, download station and start and finish area as well as the minicourse(if providing).

Entries -Organiser

We are using Meos event software to process entries and results -please refer to the web-site at ccorienteering.org/documents/MeOS_Usage_Notes.pdf for more information.

Entries can be downloaded from Eventor at the start and updated during the event – a person is needed at the downloads to check entry is in the computer and everyone who enters also downloads at the completion of their course.

Enter on the days – in order to capture everyone's details they are encouraged to enter online via Eventor. If this is too hard or they are new shows on the day ask them to fill in a card so we can upload their details. Please give the cards to David Bowerman or Deb Dickson if available if it is their first event.

Remember first timers get a free entry and no charge for the mini course.

Post Event -Course Setter

You will need to have a pick up plan and request help with this. It is good to have a few prepared maps allocating controls to be picked up and returned to the assembly. PLEASE ENSURE THEY HAVE ALL BEEN RETURNED PRIOR TO LEAVING THE AREA. Please liaise with the following weeks organiser and course setter to pass over the equipment.

Results -Organiser

There is a link to live results on MEOS, activate this so results can be automatically uploaded and accessed on line via the live results tab on Eventor.

These need to be uploaded to Eventor request assistance from David Bowerman if available.