

**Central Coast Orienteers Summer Series**  
**Advice and information for course setters and organisers**  
**Updated 29 October 2020**

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!

**Course Setter**

First, you will need a map of the area and confirm the start location.

Nick Dent is the club mapper and has the up-to date maps. Please email him at [nickdent7@gmail.com](mailto:nickdent7@gmail.com) and request the map. 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.

Please communicate with David Bowerman [david2013b@gmail.com](mailto: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 Ivan Kent [ivan.kent00@gmail.com](mailto:ivan.kent00@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 up to 5 or 6 extra controls and maybe some of the ones you are using 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.

Map scale: 1:10000/ 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 pretext waterproof paper and use Peter McConaghy at email: [printing@tolwong.com](mailto:printing@tolwong.com). You can email him the completed courses maps and descriptions in English and international symbols and request the number needed. This will be easier this year with pre-entry due to COVID safe practices plus 10 for groups.

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 Ivan Kent 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](mailto:hilary.f.wood@gmail.com) mb.0408843627.

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.

### **Entries -Organiser**

Please print out a list of pre entered competitors. These can be ticked off at the start-person needed for this task and a person at the finish to oversee downloads at the end. Enter on the days - in order to capture everyones details they will need to enter online via eventor, please assist in a covid safe way.

### **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**

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

**There is a post event form which is required for ONSW so state fees can be calculated and paid and statistical information is collected for measuring participation in our events. This form is available. It is available on the ONSW webpage**

<https://onsw.asn.au/resources/event-management/event-organisers>

**David Bowerman has been doing this please check with him to see that he is willing to do this again.**