

AFTER THE EVENT

1. Clean and Repair Equipment

Everything needs to be dried, cleaned and checked as you put it away. Don't do this just before the next event, as the next organiser will not appreciate you. Tents and tarps especially should be dried and checked for damaged ropes and missing pegs. Disinfect the toilets or return hired toilets. Repair and replace anything broken. Was a control or sign left in the bush? SportIdent equipment is to be returned to the storage area, or passed on to the next people who will be using it

2. Bank Money Received

Complete the financial statement and bank all the money. Write a cheque for the Orienteering Victoria event levy. Send the cheque and event levy summary sheet to Orienteering Victoria Treasurer, 17 Glenard Drive, Heidelberg VIC 3084 (levy forms can be downloaded from the Orienteering Victoria website)

3. Thank you letter to owners of private property

Did you use private property for parking or assembly? A thank you letter is usually appreciated.

4. Results

Refer to guidelines for submission of Event Results below.

5. Map History

Get a complete set of courses, master maps and map corrections together for your club history file. This will assist you when the map is next used because you will already have most of the changes. The map corrections will also be used when reprints of the map are required, particularly for digitally printed maps.

6. Statistics

The Orienteering Victoria Secretary requires a number of statistics for an annual return to the Dept of Sport and Recreation and to Orienteering Australia, as well as for its own purposes. Also the OA requires similar information to be sent on to the IOF.

The Orienteering Victoria Event Levy form is used to collect this information. It requests number of competitors for the event, broken down by age (Junior Senior & Veteran) and by gender.

PREPARATION OF RESULTS

Events where Sportident is used

It is important to ensure that accurate age class information is recorded when entries are entered into the competitor database – getting accurate age class information is the biggest problem we encounter in preparing results from Sportident events.

The following files should be uploaded to the Orienteeing Victoria / Orienteeing Australia websites:

- results by course (from the 'Preliminary' item in the Results menu)
- split times (from the 'Sportident' item in the Results menu)

The files should be sent to Blair Trewin (b.trewin@bom.gov.au), for uploading.

Organisers are also to write an event report for posting onto the Orienteeing Victoria website, together with one or two photos.

Organisers of State Series events and above must post their courses/maps to Route Gadget – this is a pre-requisite for eligibility for Course Setter of the Year. Contact Bendigo Orienteers for assistance.

Park and street events

Results should be put onto the park-street website in accordance with standard procedures. This is normally done as part of the routine calculation of event series scores.

Other events

Results should be sent to the O-Vic Results Editor (currently Blair Trewin) as soon as possible after the event.

If you are producing results electronically, it would be appreciated if you could use the format currently used for the newsletter (if you are planning to do this, a template can be obtained from Blair Trewin). Otherwise they may be sent in any recognizable format.

If you cannot provide an electronic copy, just send in the original stubs; do not worry about typing anything out.

General comments for all results

- Use full first names rather than initials, unless you do not have them. Give times in minutes and seconds (not hours, minutes and seconds), and separate minutes and seconds by a decimal point (not a colon).
- Give state initials for interstate clubs (e.g. TT.S) but not for Victorian clubs, except in championships or other events where a high proportion of entrants are from interstate (e.g. National League). If you come across a club abbreviation you do not recognise, leave it alone.
- Badge cutoff times are calculated as per the procedures below. If you are unsure of the calculations leave it for the Results coordinator to fill in
- In State Series events, do not include people in 'other' unless there is no class on the course for which they are eligible (for example, on course 3, all women are

eligible for W21A, and all men are eligible for either M18A, M40A or M21AS).
If unsure leave it. On courses 1,3 and 9, the only ‘others’ should be groups, as all individuals are eligible for at least one class on these course

BADGE SCHEME CALCULATIONS

Badge credits are calculated as follows in each class:

Gold (A and E classes only)	Winner’s time + 25%
Silver (A, AS and E classes only)	Winner’s time + 50%
Bronze (all classes except PW)	Winner’s time + 100%

Power Walkers classes do not qualify for badge credits.

DISTRIBUTION OF RESULTS

Results for O-Vic magazine and Orienteering Victoria Website

Please send results as soon as possible, even if the newsletter deadline is some time away.
Our aim is publication on the web within 24 hours.

If you have access to email, send the results as an attachment to b.trewin@bom.gov.au

If you are sending a disk or stubs, post or deliver to 2/53 Darebin St, Heidelberg VIC 3084.

Transmission of results to AAP for distribution to newspapers

In order to maximise the chances of results being printed in major Victorian newspapers, they should be sent to Australian Associated Press (AAP) as follows:

- Email the results to the AAP desk which is now centralized in Sydney:
The email header should include the Subject:

ORIENTEERING Results - Victoria
(or similar depending on location and significance of event)

Alternatively.

- **Fax or ring** results through to AAP at tel.: 1800251293 fax 9619 9379.

All relevant information needs to be in the text in the body of the message.

An example format for the text is:-

TO AAP: SPORT
 ATTENTION: SPORTS DESK
 Email news.copy@aap.com.au
 FAX 9619 9379
 TEL 1800251293
 FROM Orienteering Victoria

DATE 29-August-2005

ORIENTEERING Results : Victoria

Name of Event: State Series 10 - Bendigo

MEN

Course 1: 11.4km

1 B ARTHUR (MF) 1h24m28s
 2 W KEY (MF)
 3 J RUSSELL (BG)

Course 2: 9.0km

1 E BARR (BG) 1h43m19s
 2 N BARR (BG)
 3 T HATLEY (BK)

- You should only list the first 3 placegetters, and only the time for the winner
- Men must be listed first, women second!
- Name of Event should include Location of nearest significant city or town.
- Include a contact name and phone number on the end of the results.

Results should be sent by 3pm. Need to allow time for AAP to process the results.

After 5pm we are competing as space fillers for the last couple of centimeters.

After 6 pm there is little chance of success.

If results are sent before 9-10am there is a possibility they will be deleted with the previous day's submissions.

It is preferable to submit them on the Monday morning for Tuesday's paper, rather than competing against the major sports on the Monday am paper.