

## **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, plus the number of maps used for running the event

### **Maps Usage**

An annual stocktake of maps and then a running check after each event will help you to decide

- when the area should be remapped or reprinted
- if another event is possible
- when enough map sales have occurred to show that you have paid off the production costs and are starting to make a profit.

For maps that are digitally printed for each event, a record of map usage and income from the maps will be required to determine when the map is starting to make a profit.

## **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 saved for sending to the Results Editor:

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

Alternatively, the whole event may be saved as a zipped folder (if you’re not sure how to do this then it is safer to send the results files).

The files should be sent to Blair Trewin ([b.trewin@bom.gov.au](mailto:b.trewin@bom.gov.au)).

This will maximize the chances of the results going up on the web quickly. Please send the results on the same day if possible.

### Park-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 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

**DISTRIBUTION OF RESULTS**

Orienteering Victoria Office

Results should be emailed to the Orienteering Victoria Office (voa@netspace.net.au) as soon as possible after the event so that Peta Whitford can follow up with newcomers.

Results for O-Vic 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 a few days of the event (24 hours if possible).

If you have access to email, send the results as an attachment to [b.trewin@bom.gov.au](mailto:b.trewin@bom.gov.au)

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

**BADGE SCHEME CALCULATIONS**

The Badge scheme was simplified in 2005. Badge credits are now 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.

**Transmission of results to AAP for distribution to newspapers**

In order to maximise the chances of our 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 League 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.

### **Results for National Fixture List Events**

There is no longer any need to send results from National Fixture List events to the Australian Orienteer, OA Badge Secretary, Chair of Selectors or National Statistician, as long as the results appear on the web in a timely fashion.

Results should be sent to all competitors in major carnivals (Australian 3-Days, Australian Championships). A results booklet is to be prepared for these events, although it may be distributed electronically if participants elect to receive it in this fashion.

Results from other National Fixture List events (foot or MTBO) may be published in 'O-Vic' or distributed separately. Where Championship results are published in 'O-Vic' they should be sent (post or electronically) to non-Victorian entrants.

Where results are published in a separate booklet and not in 'O-Vic', a copy should be sent to the Orienteering Victoria office for archival purposes.