

## **ORGANISER'S/CONTROLLER'S CHECKLIST**

The purpose of this checklist is to assist you as Organiser, Course Setter or Controller to confirm that every aspect of the event has been checked and double checked. By the date of the event the answer to every question should be 'all organised'. In the early stages of preparation answers will typically be along the lines of 'needs further investigation to ensure this aspect is OK'.

### **1. MAP**

- Area available at the time required ?
- Quality of Map?
- Control sites adequately depicted?
- Re-growth etc. not depicted but affects route choice?
- Map Corrections?
  - Major impact on courses?
  - Local impact on courses?
  - Map corrections at Registration?
  - Map corrections on master maps?
  - Map corrections overprinted?

### **2. COURSES**

- Timeframe for preparation
  - Timetable agreed (start at event date and work backwards)?
  - Armchair planning?
  - Verification on site?
- Follow current VOA guidelines?
  - Number of courses?
  - Grouping of age-classes?
  - Navigational standards?
  - Length and climb OK for recommended winning time?
- Manned controls or crossing points?
  - Safety?
  - Cheating?
- Water points?
  - At controls?
  - On tracks etc. accessible by reasonable route choice?
  - Shown on master maps etc.?
  - Source of clean drinking water?
- Control descriptions?
  - Accurate and complete pictorial?
  - English language versions?
  - Choice of pictorial or English according to course?
- Taping of sections of course?
  - Dangerous features?
  - Obligatory marked route?
  - Assistance for juniors/novices?

**3. CONTROL PLACEMENT**

Arrangements to put out controls?  
 Arrangements to check placement?  
 Location?  
 Control code?  
 Punch symbol?

**4. START**

Pre-printed maps?  
 Master maps?  
     Sufficient number per course?  
     Control descriptions on master map?  
     Pre-start with map-marking time?  
     Protection against adverse weather?  
     Map-marking (pens, pencils, firm surface)?  
 Route-marking?  
     From assembly to pre-start?  
     From pre-start to master maps?  
 Other factors?  
     Distance from assembly?  
     Height gain?  
     Easy/difficult access?  
     Toilet?  
     Drinking water?  
     Shelter for officials/competitors?  
     Clothing transfer?  
     Timing of competitors?  
     Accuracy of system?  
     Fall-back arrangement?  
     Display to competitors waiting to start?  
     Synchronisation with Finish?  
     Validation of competitor's start-time?

**5. FINISH**

Run-in?  
     Taped?  
     Free of obstacles?  
     Adequate line-of-sight for officials?  
 Timing?  
     Accuracy of system?  
     Fall-back arrangements?  
     Synchronisation with Start(s)?  
 Sufficient manpower?  
     Recording of finish time?  
     Calculation of running time?  
     Check of punchmarks?

Display of results?  
 Provision of efficient system?  
 System proved for wind/rain?  
 Handling enquiries or protests?  
 Competitor comfort?  
 Clean drinking water?  
 Spectator viewing area?  
 Distance back to assembly area?

Organisers of State Series events are encouraged to adopt the principles of the Leibnitz Convention agreement (made at the 20th IOF General Assembly in 2000), to raise the profile of the sport of orienteering and to further the spread to more people. One of the aims of the Convention is to improve the event location atmosphere by careful consideration of the start/finish area layout, in particular by bringing the finish chute into the assembly area. Main points include:

- spectator-friendly finish
- road signage that says Orienteering
- clearly visible run-in round or through assembly area, level or gently downhill
- encourage onlookers to finish chute by positioning results display, food, shops next to chute
- large clear results printouts affixed top and bottom
- discourage long walk to starts
- spectator controls near finish
- colourful bunting

## 6. GENERAL

First aid kit/St.John's personnel?  
 Ice available?  
 Local doctor/hospital?  
 Search and rescue arrangements?  
 Search Controller appointed?  
 Adequacy of access and parking?  
 Susceptible to weather conditions?  
 Contingency plans?  
 Adequacy of published directions and route marking to event site?  
 Promotional material/event information posted onto OV website and published in O-News e-bulletin?  
 Notice to/liaison with:
 

- Private landowners?
- Organisations which may use area? (car clubs etc)
- Emergency services?
- Dept Conservation + Environment local office?
- Local Councils?
- Anyone else?