

## SUMMER Level D EVENTS 2017 – Guidelines for Organisers

### **Event Format**

(adopted from the Winter Evening Event format)

To make life as easy as possible for organisers we are adopting the WEE format for the summer series - for both Saturday and Thursday events, with the proviso that there is a series of controls that will make up a simple yellow/orange-ish course for beginners.

Events have a format whereby **there is one course** and controls are taken in order and will each be worth 10 points. Controls can be missed out but any taken out of sequence will not count. For example, 1-2-3- -5-6 scores 50 but 1-2-5-3-6 only scores 40 because 3 was taken out of sequence.

These events are intended to provide both a challenge to experienced orienteers and a good training ground for novices or newcomers to the sport. They will include a number of easier controls, mainly on line features, plus more difficult ones to test skills as experience is gained. There will be a Ladies and Mens Trophy at the end of the series for the respective winners. Please try to have a tent or room as a focal point.

Where possible, events should use SI controls (using a splits printer for results rather than a laptop) where there is little security risk and organizer is comfortable with this. Where an event is not full Si, but is using stickers (as in Night Street events) then the event should be organized as a score, but with the option of a simple series of controls for beginners. This format of a score incorporating an easy compulsory 'spine' has been used successfully for urban night street events.

The **time limit** will be at the discretion of the organiser from say 45 minutes on a very small area to 90 minutes on a large one. Any time over this will be penalised at the rate of 1 point for each 6 seconds or part thereof late. The courses should be planned so that the fastest may possibly clear all controls just inside the time limit but for most it will be a matter of deciding which ones to miss or when to quit and head for the finish.

**Maps:** In order to make best use of our smallest areas and maintain clarity, organisers should consider printing maps with the first half of the course on one side and the second half on the other. The simple series of controls making up a yellow/orange course should be made clear by producing a set of control descriptions in the appropriate order.

**Start times** will be at the discretion of the organiser depending on the area but must be well advertised. Typically 11.00am on a Saturday with a 2 hour start window (although urban parks may get more passing trade with even later starts) For evening events, most start times will be from 6 – 7.30pm to allow people to get to the event after work.

## Rules

- For each control taken in the correct order you will receive 10 points. Controls taken out of order will not count.
- For each 6 seconds or part thereof that you take more than the 60 minutes allowed, 1 point will be deducted
- The leading man and lady on each event will be awarded 25 points, the second 23 points, third 21 points, thereafter one point will be deducted for each lower place and so on.
- Anyone taking part will be awarded at least one point, unless disqualified
- In the event of any ties the person who takes the least time will be awarded the higher position
- The Planner/Organiser for each event will be awarded 25 points towards their league position. (Only one award of 25 points available per event)
- Your best  $n/2+1$  scores out of the  $n$  events will be used to determine your league position. (Where  $n$  = the number of events held in the season)
- Where there are ties in the league table, the league position is worked out by reference to number of classes away from M/W21:
  - a. The further away from M/W 21 the higher the league position...
    - ...eg an M45 would beat an M18 but not an M14. M45 is three classes away from M21, M18 is two away but M14 is four away
- The leading points scorers, Men and Women, at the end of the season will be Summer Series Champions

For those new to organising here are some thoughts about what to do and when:

### **Map and course planning (approx 4 – 8 weeks in advance)**

- Obtain latest map file for the area from the mapper
- Visit area.
- Check for possible event centre (eg leisure centre, warden's office, pub)
- Do armchair planning and overprint using Purple Pen or Condes (try to modify red to 30% Cyan to help those colour blind . see Jan/Feb 2013 AdHocs)
- Get courses checked by fellow HOC member / friend if possible
- Tape control sites
- Send event information sheet to Level D coordinator (Andy White, to create a HOC facebook event that can be shared) and to HOC website (Peter Langmaid)

### **1 - 3 weeks before the event**

- Produce control descriptions (better too many than run out)
- Send overprinted maps to printer, e.g. Hassall & Lucking Ltd (hassall@lucking.co.uk) . ask them to invoice HOC, or print them yourself and bag. Have some blanks for control collection or if overprints run out on the day
- Get equipment from previous event organiser or the club store
- SI kit (start/finish, clear/check,) and splits printer
- Box of spare dibbers (free but fine £30 if any lost)
- Sufficient si units, gripples and gripple keys
- If not using SI controls then (if required) order removable control stickers from Marian White
- Back up timing . small digital clock for hand timing if necessary
- 2 . 3 clipboards with standard registration forms, timing sheets (name, course, start time, finish time, time taken)
- Containers for entry fees (don't forget small float . not included!) and car keys
- First aid kit
- Small supply of whistles, pens, etc
- Feather flag
- Red and white tape;
- 2 HOC hi-vis tops
- sufficient direction signs .
- arrange for control collectors

**On the day**

- Don't forget a picnic table, equipment, maps, control descriptions etc, risk assessment, map of route to nearest A and E, mobile phone numbers etc
- Put out controls with plenty of time to spare . hang controls at visible height
- Keep an eye on registration though most of work including payment, registration and starting should be DIY
- Take charge of finish / timing
- Check for missing competitors near the end
- Collect in controls with volunteer helpers and pass on equipment to next organiser if he/she attends your event. For evening events make sure you vacate site by nightfall.

**Afterwards**

- Send results to Webmaster (Peter L) and Level D coordinator (Andy White) Make sure age class of competitor is on the results
- Send monies less float and expenses plus simple accounts for the event to the Treasurer (Marian White)
- Hand on SEE equipment to next organiser if not already done on the day