

## HOC GUIDE TO PLANNING

**1. Introduction.** Recently some HOC Events have not adhered to British Orienteering (B.O.) Guidelines, particularly with respect to the Light Green and Green courses. At the risk of offending by ‘teaching Granny to suck eggs’ the HOC Committee have asked me to write this brief Guide, which will enable you to find the help that you need to plan well. All Planners are commended to “brush up” on this information, which is subject to revision from time to time, and it is only by checking out the current rules etc. that you can be sure you are up-to-date.

Courses should satisfy B.O. Guidelines. These are found on the British Orienteering website [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk)

**To find Guidelines on Course Planning** (Correct course lengths etc.)

follow this route:

Events : Rules, Rules and Guidelines: British Orienteering Rules 2011.

**To find rules relating to specific events**, e.g. District events, Regional Events, JK, Compass Sport Cup match etc., follow the appropriate “Guidelines” link which gives access to the specific competition that you are planning for.

**For Events Specific to the West Midlands Association** go to [www.wmoa.org.uk](http://www.wmoa.org.uk)

Click on the “Competitions” link at the top of the page, and then follow the appropriate link for the specific competition that you are planning for, e.g. The Laurie Bradley trophy, WM relays etc., as required.

**Good Planning** (How to plan at the correct Technical difficulty (T.D.), avoiding dog-legs etc).

Getting the courses to satisfy Rules and Guidelines does not in itself ensure quality.

The Guide by Graham Nilsen is an excellent introduction to the art of good planning,

The link is <http://www.britishorienteering.org.uk/event/rules.php>

Seek advice from your Controller or an experienced planner from HOC if in doubt.

### **Safety and BOF Insurance**

Good communication between organiser and planner is required.

Advise your Organiser re the Risk Assessment. If your event has final details list the major hazards identified and the mitigations. Post the major hazards and mitigations near the start lane(s).

For events without final details post a list of major hazards identified and mitigations in the start lane, and/or get the start team to brief competitors before they start.

**Control Collecting** Arrange a Team in Advance. Brian Hughes might be prepared to help arrange for bigger events.

**Search and rescue** Forewarn control collectors that they may be needed in this role. Tell them to bring mobiles, head torches, whistle and spare warm clothing. Leave professionals to rescue the seriously injured.

The BOF site has a Search Guide. Print out before the event. It will help you to keep calm. HOC H+S Officer is currently working on a HOC version.

## **2. This Document**

The Guide distils the information provided by BOF and adopts it to suit HOC's special circumstances, e.g. our methods of printing maps, etc, which has implications to timings and timetable planning.

## **3. Advice**

The number one rule is that everything will take much longer than you think. In particular if you are unfamiliar with the workings of planning on OCAD, the requirements for laser printing, CONDES, or the requirements of the SI system then allow plenty of time to solve problems. CONDES is the recommended tool for course planning. The OCAD 9 planning tool is adequate for events with a small number of courses. For Level A,B and C Events check four months before the event for any periods when your Controller, Organiser, SI Team Leader or Colin Spears (Mapping Officer and CONDES expert) are unavailable. Arrange meetings and deadlines with them all at an early stage of your planning.

For Championship (Level A) Events and above, longer lead times than shown below are required.

## **4 Map printing**

Laser printed maps with pre-printed courses are usually printed professionally, often by Allan Halliday of OD and print5, [maps@print5.co.uk](mailto:maps@print5.co.uk). Arrange a timetable for printing and posting with Allan well in advance, he does take holidays!

For Level D events (SEE, WEE, NSL, MML) laser printed maps might be printed on HOC's printer, currently with Mike Farrington.

## **5. The Planner's Responsibilities**

1. To plan courses to British Orienteering Guidelines.
2. For everything between the start kite and the finish banner.
3. It is the Planner's responsibility to provide the maps..
4. It is the Planner's responsibility to tape dangerous features on the courses, using black and yellow tape (only).
5. Note that taping the routes from assemble to start, laying out the start boxes, putting out Start and Finish banners, taping the route from Finish back to Assembly and taping hazards in the Car Park and Assembly, etc. are the responsibility of the Organiser and his delegated Team Leaders.
6. It is the Planner's responsibility to provide the Organiser with maps, control descriptions and with blank maps for the Start Lanes (the late only essential at Regional events and higher). Do this before the big day, you may well be in the forest sorting out last minute problems, e.g. replacing stolen stakes.
7. A notice detailing the major hazards should be posted in r near start lanes. Discuss with the organiser who will take in responsibility for posting on the day.

8. Discuss with The Organiser whether a String Course is to be provided. You may decline to do this and ask that this role be delegated by the Organiser.
9. It is your responsibility to provide a control collection team. In cases of Emergency, this can be used for Search (and Rescue only if the casualty is safe to move) .
10. It is the Planner' responsibility to provide a large and weather protected board at Events detailing the courses on offer, together with their distance and height climb.
11. For Level B Regional Events, West Midland League matches, Compass Sport cup rounds, etc., it is the Planner's responsibility to provide a large and weather protected board detailing the distribution of age classes by course.

## 6. TIMETABLE AND CHECK LIST

ACTION	Regional	District	NOTES
	Level B	Level C	
Look at vegetation and correctness of the map at the same time of year as the anticipated event.	2 years	1year	
The Event is registered by Fixtures Secretary to ensure that there are no clashes with other major events in neighbouring Associations. THIS IS NOT the Planner's job.	15months		Clashes are less important with Cs but the Fixtures Secretary. try to ensure there are no clash with other WMOA events. Cs are normally registered about 6 months in advance.
Agree re-mapping plan with the Mapping Officer.	1year	9months	Major re-mapping is only likely C and above. Minor corrections D maps on OCAD may be possible.
Visit site to check the runnability of the area and for any map changes required, preferably exactly 12 months before the event to replicate vegetation conditions.  Downgrade the Event from C to D if the terrain or map is no longer suitable for a Ranking Event. Inform the Fixtures Secretary if this is necessary.	1year		
Identify in consultation with the Organiser the car park, assembly and possible start and finish areas.	1year	6months	The Organiser is ultimately responsible for car parking.
Make contact with your Controller and agree the number of courses required.	1year	4months	Controller for a C or above may not be appointed by WMOA until 10 months before
Give provisional details of courses and safety issues to The Organiser for flier and publicity.	6months	4months	
Learn CONDES or OCAD 9 for a Level B. Armchair planning using CONDES or OCAD9.	4months 6months	3months 4months	Level D events can be planned satisfactorily using OCAD only.

Discuss the likely number of control sites to be used with the SI Team Organiser. He may need to arrange the booking of extra SI equipment. Discuss the control codes to be used with the Equipment officer. This may affect the distribution of SI stakes amongst HOC events in the coming months.	6months	3 months	
Visit site to check and tape control sites.	3-6months	2months	
Agree on deadlines for checking sites, courses, getting course and control descriptions to the Printer, Printing, checking printed maps, etc, with the Controller.	3-4months	2-3months	
Draft control descriptions.	3-4months	2months	
Check availability of the map-printer and agree a schedule for printing, inspections of proofs and delivery.	3-4months	2 months	
Pass draft courses and control descriptions to the Controller.	3-4months	7-11weeks	
Agree final courses and control descriptions with Controller.	3months	5-7weeks	
Decide how control descriptions, pre-printed maps, blank maps, spare maps, boards outlining courses on offer will be delivered to the Organiser. Delivery should be done before the day of the event.	2month	1month	Organiser's job to liaise with webmaster if to go on the web
Confirm map production timetable.	2month	1month	
Give the information about the courses and safety issues in the terrain to the Organiser for final details for competitors.	2month	1month	Course lengths, map scale, availability of control descriptions for printed details and for the website.
List equipment required for planner (including spares) and check availability with the store manager.	1month	1month	
SI data to SI team Organiser (currently Mike Farrington) or SI team Leader.	1month	1month	
Organise control Collection/Search and rescue Team	1month	1month	This IS the Planner's responsibility.
Master maps and map corrections produced and checked by Controller	1 month	1month	White and yellow need master maps at registration and the st
Discuss the String Course provisions with the Organiser. Make sure that the terrain chosen is suitable, and does not interfere with the competitive courses, Assembly area, etc.	1 month	1 month	Responsibility for providing this something of a grey area. You may reasonably feel that providing competitive courses is enough. The organiser has a list of String Course helpers who he can approach to plan the String course.

Give Organiser information for final details	1month	1 month	
Send details of courses to Fixtures Secretary for the BOF website (free advertising).			
Check with Organiser that any extra equipment you need is ordered	3weeks	2weeks	
Give Organiser information for final details	1month		
Check entry number and estimate final entry	3weeks		
Produce maps and control descriptions	2-4weeks	1-2weeks	Allow 10%+ extra per course for late entries, controller, landowner etc.
Overprinted maps and control descriptions checked by controller	2weeks	1week	
Maps and control descriptions bagged and boxed	1-2 weeks	1 week	
Collect equipment from Equipment Store and hire agencies	1week	1week	Check it works.
Provide maps, sample maps, control descriptions, etc for organiser	1-6days	1-6days	Maps for the start lanes at all scales and also for display in the assembly area.
Program SI units	1-6 days	1-6 days	
Plan how control collection will take place	1week	1week	Maps needed for control collection team
Display final details and control descriptions (if required) on the website for Regional Events and higher.	1 week	N/A	Discuss with the Organiser whether he or you will do this.
Put out stakes, kites and SI units if required. Tape (black and yellow tape must be used) dangerous features on the courses.	1-0day	1-0 day	
Draft Planner's notes for the Results publications.	0 day	0 day	For the results package (on page and the webpage)

## 7. Club Expertise

EXPERTISE AREA	HIGH EXPERTISE	SOME EXPERTISE
<b>CONDES</b>	Colin Spears	Steve Chiverton, Robert Vickers, Pete Manancourt
<b>SI Systems</b>	Mike Farrington	Carole Sparke, Kay Hughes, Judith Taylor, John Embrey, Chris Embrey, Carole Sparke
<b>OCAD</b>	Colin Spears, Alison	Brian Hughes, Lester Hartmann

	Sloman	
<b>Map Printing</b>	Colin Spears. Our regular supplier, Alan Halliday (OD) <a href="mailto:maps@print5.co.uk">maps@print5.co.uk</a> . Mike Farrington (level D in Malvern Area events).	

## 8. Potential Pitfalls

Make sure you and your Organiser is clear who is responsible for:

- a) Delivering control descriptions on the day to the Map Sales/Registration teams. Best delegated, the planner may be busy in the forest (e.g. replacing stolen or moved stakes).
- b) Delivering pre-printed, bagged maps in boxes numbered by courses to the start team.
- c) At Level C events and above, posting **blank maps** (or showing late changes) in the assembly area and in **the start lanes**, remembering to display all scales if more than one is being used.
- d) In certain competitions children are permitted to see White and Yellow courses and discuss with parents before going to the start. Make it clear where maps are to be collected.
- e) Control descriptions. For large events you may wish to make available in advance on the HOC website. However, it is becoming increasingly common only to make control descriptions available in the –3 minutes box in the start lane(s).
- f) **Map scales.** Competitors will expect to know this before arriving for the event. Details like this should be printed in pre-publicity if possible and on the HOC website for Level C and more important events. Be particularly careful with M45. This group expect 1:10 000 maps at Level C and B but their course is often combined with M18 who use 1:15 000 maps. If only one scale is to be chosen 1:10 000 is preferable. If this is not possible M45s must be warned in advance.
- g) **E-mails.** If you send courses or control descriptions via e-mail, ensure by a quick 'phone call that they actually have been received. E-mails going missing caused major problems at Titterstone Clee, 2002.
- h). **Junior Courses** Please check the current requirements For further information [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk).

Brian Hughes  
05.07.2011