

## HAWKES'S BAY ORIENTEERING CLUB COURSE SETTERS CHECKLIST

<input type="checkbox"/> VETTER	- liaise with your vetter – this is usually an experienced orienteer who can answer any questions you have.
<input type="checkbox"/> MAPS	-Master maps available from David Fisher 26 Trent St, Taradale. ph 8448282 <a href="mailto:dmfisher@clear.net.nz">dmfisher@clear.net.nz</a> Make sure you have both fenced and unfenced versions and also any existing enlargements (for white & yellow courses).
	- old offset printed maps are stored in the shed (along with a lot of other club equipment) at Mardon's (876 8558) with extra supplies at G & P Morrison's (8774 870).
	- printed supplies of OCAD 9 ( computer generated)maps and OCAD files are held by David Fisher. You will need to determine whether there are existing prints that you can use, or organise for the map to be printed for your event. Map changes on OCAD maps can be done by Pamela Morrison 8774870 <a href="mailto:pamela.m@xtra.co.nz">pamela.m@xtra.co.nz</a>
	- any enlargements can be done at Lola Copy (cheapest – Havelock North), Rush Print (Hastings) or Copy World (Napier). The club has an account with all these businesses.
<input type="checkbox"/> COURSES	- the club has a 'Course planning Guide' available and also some library books on the subject (in a suitcase in the caravan). Read these for some background information and liaise with your vetter regarding your proposed start area, parking and general course layout
<input type="checkbox"/> CONTROL DESCRIPTIONS	- the club owns software (CONDES) for preparing control descriptions. If you don't have a computer ask someone who has to assist – it will make your job much easier. - if you would like a copy of CONDES, download it from <a href="http://www.finn.arildsen.com">www.finn.arildsen.com</a> , otherwise contact David Fisher for a copy and the club registration number.
<input type="checkbox"/> LANDOWNERS	- you should have received a letter from the landowner liaison officer, Alan Berry 8777223 <a href="mailto:alan.berry@xtra.co.nz">alan.berry@xtra.co.nz</a> advising you of the property landowners. You will need to communicate with these people before you go onto their properties and keep them informed regarding your event. - determine whether there are any hazards to be notified to competitors. There is a special board in the caravan for this purpose.
<input type="checkbox"/> PUBLICITY	- a week before the event, advise the publicity officer – Hamish Goodwin (874 9383) <a href="mailto:hamish.lou@xtra.co.nz">hamish.lou@xtra.co.nz</a> of your proposed start place.
<input type="checkbox"/> CARAVAN	- this is stored at the Mardon's (844 8282). Phone before visiting to arrange collection of the key. - check supplies to ensure important items are available – clipcards, plastic bags, toilet paper, paper cups, start & registration schedules. If supplies are short or something needs repairing contact the equipment officer – Graeme Barrett (877 5930). <a href="mailto:gl.jl.barrett@clear.net.nz">gl.jl.barrett@clear.net.nz</a> On the day of the event record any shortages for Graeme to follow up.
<input type="checkbox"/> CONTROLS	- these are in the caravan (nos. 201 – 255). Contact David Fisher (844 8282) if you need any extras. - these will need to be put out the day before the event.
<input type="checkbox"/> MASTER MAPS	- two master maps are required for each course. - these must be prepared using red pen. Control circles (5 - 6mm diameter), start triangle (7mm equilateral), finish circles (5 & 7mm diameters). -photocopy (black & white) "all controls master" for control collection (approx. 6 copies).
<input type="checkbox"/> WATER	Water & cups should be available at the finish. Remember to fill the water container before leaving home for the event.
<input type="checkbox"/> HELPER	- A club member has been allocated the job of "event assistant" for the morning Contact this person, to determine whether they are available and what time they are needed.
<input type="checkbox"/> ON THE DAY- before	Setter, vetter and event assistant: - start as early as possible, as you need to be fully prepared by 10.15am. - put signposts out. Don't take it for granted that everyone knows where the event or map is. Use the big '400m' warning sign on the busiest road before the event, where people will be slowing down to turn into a minor road or gateway. - Update and display the hazard board prominently. - synchronise clocks at the event, particularly the one at the start and the one at the finish. - set up a toilet.. Dig a deep hole a spade-width wide, place toilet over hole, erect tent around toilet (with as much space at front as possible), peg toilet into place, insert rubbish bag liner (with bottom cut off) into toilet and tape into place, get toilet paper & hand-washing

	<p>gel from caravan.</p> <ul style="list-style-type: none"> <li>- tape master maps onto tables and place in position. Check that sufficient red or violet pens are available and that these are in working order - attach to strings.</li> <li>- put out the start triangle.</li> <li>- set up a string course, starting from the finish desk for ease of time-keeping. Try to make this as interesting as possible.</li> <li>- complete course information blackboard – courses available, length, climb and any other special information.</li> <li>- set up other equipment around caravan – tables, start time sheets, control descriptions/clipcards, hazards board, notice board.</li> <li>- set up finish area – ‘finish’ banner (in caravan), table, seat, printer clock, pen &amp; paper.</li> <li>- if weather is doubtful, it will be necessary to erect the tunnel tent for the map tables and the caravan awning for tables around caravan. Both tents are in the caravan. The club also owns a larger tent, contact the equipment officer early, if you think this may be necessary.</li> <li>- allocate jobs – someone in the caravan dealing with registrations, someone at the finish and someone answering queries, helping newcomers, etc. Don’t be afraid to ask other club members for assistance. Remember the event assistant must be relieved so that they can have a run.</li> </ul>
<input type="checkbox"/> ON THE DAY - after	<ul style="list-style-type: none"> <li>- organise people for control collection (before they go home).</li> <li>- take any offer of help to dismantle the toilet.</li> <li>- once collected, place controls in order, to ensure they have all been collected.</li> <li>- place all equipment, neatly, into caravan and fasten with bungies.</li> <li>- pick up signposts.</li> </ul>
<input type="checkbox"/> CANCELLATIONS	<ul style="list-style-type: none"> <li>- co-ordinate with your vetter and the Fixtures Officer Nigel Field 8782581 <a href="mailto:nfield@xtra.co.nz">nfield@xtra.co.nz</a> - when determining whether an event should be cancelled or postponed.</li> <li>- the cancellation should be phoned to the radio stations (phone 833 8400 (office) or 0800 22 25 27 (studio)) as early as possible.</li> <li>- the Fixtures Officer should co-ordinate a “committee phone around” to members.</li> </ul>
<input type="checkbox"/> REPORT	<ul style="list-style-type: none"> <li>- as setter for the day you are required to write an event report for “Compass Points”. Send to the newsletter editor – Rob &amp; Faye McDonald <a href="mailto:rfmcd@ihug.co.nz">rfmcd@ihug.co.nz</a> after the event.</li> </ul>
<input type="checkbox"/> THANKS	<p>Thanks for a job well done – you have made your contribution to the club for another year.</p>

**P.S. Please remember to always and at all times communicate with the Landowner(s) when you will be visiting their properties. It is also a good idea to give them a description of your vehicle, even your registration No so that if someone reports a strange vehicle on their property they will be aware of who it is. Remember our sport is dependent on the co-operation of the Landowners.**

**We have had a couple of instances of people going on to maps without first informing the landowner, who has subsequently and justifiably been upset. We do not want to lose the privilege of being able to use any of our maps due to an avoidable situation so remember communication is the key!**