

Course Planning and Controllers Workshop



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Level 1 Controllers curriculum ...

- Welcome, introduction, controlling (10:00-10:30)
- Organising orienteering events (10:30-11:15)
- Planning orienteering courses (11:30-13:00)
- Fairness and equity when controlling events (13:30-15:00)

Key officials - roles

Controller -

- supervise all aspects of event organisation and work in close collaboration with organiser and course planner

Organiser -

- Overall event management
- Plan, schedule and implement all required tasks (with other helpers as required)
- Support course planner

Course planner -

- all aspects of course planning and implementation (from start to finish)

Discussion

List some of the key roles of the controller

- * Fair
- * Progress - timeline
- * Length & difficulty correct
- * Appropriate equipment available
- * Sustainability of area

The Controller ...

Ensures ...

- Rules are followed (OA Foot Competition rules)
- Mistakes are avoided
- That the event is fair
- That the event is successful

Has responsibilities which include ...

- Checking land access and that event details are published and correct
- Approve organisation including assembly, start and finish layouts
- Approve courses (including descriptions) and ensure controls are correctly positioned
- Be present during the event, ensure results are distributed promptly

Controller types

- IOF Event Advisor / Senior Event Advisor: World Ranking Event, Oceania Champs, World Cup, WOC, JWOC, World Masters
- Level 3: National Championship, Easter, National Orienteering League
- Level 2: State championships in sprint, middle & long, Schools' championships
- Level 1: Orienteer of the Year events (and other events)

Controller accreditation (Level 1)



- Course plan for an OY/Champs event
- Organise (or co-organise) a club, OY or champs event
- Fairness and Equity module (today)
- Further activity(s) as needed

Task <small>* Mandatory task: If these cannot be fulfilled within 8 years, contact the OA Technical Director.</small>	Number of points towards initial accreditation at:		
	Level 1	Level 2	Level 3
Controlling o Group A2 or B event within past 4 years o Group A2 or B event within past 8 years o Group C event within past 4 years o Group C event within past 8 years	NA NA NA NA	NA NA 30* 20	40* 30 NA NA
Course Planning o Group A event o Group B event o Group C1 event o Group C2 event	25 20 15* 10	25 20* 15 NA	25* 20 NA NA
Organising o Group A event o Group B event o Group C1/2 event	25 15 10*	25 15* 10	25* 15 NA
Attend o controller update session o organiser/course planning course	20* 10	20* 10	20* 10
Conduct controller workshop	NA	20	20
Train new controller	NA	10	10
Other appropriate tasks as determined by State Association Technical Director for L1 & L2 or OA Technical Director for L3	Can include participation in Group A and B events		Can include attendance at / participation in international events and IOF Event Advising
Total points required	60	75	100
Points can be accumulated over previous	8 years	8 years	8 years

Organising orienteering events



What are the key tasks for an organiser for an OY event?

Divide into before/during/after the event.

Before

- Location
- Event description + entries
- Bulletin
- Equipment
- Volunteers
- Approvals
- First aid, toilets
- Parking
- Expenses
- Risk assessment

During

- Set up
 - ↳ start/finish
 - ↳ PPO
 - ↳ computer
 - ↳ banners
- Parking signs
- Street signs
- Controls
- Coordinate helpers
- Handle any issues
 - ↳ troubleshoot
- Ensure everything happens

After

- Pack up
- Event report
- Results
- Return equipment
- Control collection
- Complaints
- Inquiries
- Thank people
- Site cleared
- Check all returned

Organising orienteering events



Well before the event:

- Establish key officials
- Landholder permission
- Event details on Eventor, entries opened
- Publicise – weekly bulletin
- Helpers organised
- Risk management plan

Organising orienteering events



Week before the event:

- Collect equipment
- Organise SportIdent equipment (units, hire sticks)
- Organise float/payment method
- Dig toilet if necessary, obtain toilet paper
- Parking plan
- Prepare water containers & cups

Organising orienteering events

Day of the event/after event:

- Hang road signs
- Set up event site – tent, registration table, computer, etc
- Coordinate helpers
- Ensure smooth running of the event
- Check all competitors have returned (or organise search)
- Pack up equipment (including road signs)
- Upload results
- Return funds to club treasurer, complete event form
- Thanks landowners, helpers

Discussion

What risks need to be considered for an event?

- Fences - safe crossings (electric)
- Dehydration (water on course, 1500)
- temperature
- storms, fires
- animals - cattle, snakes
- large cliffs, pits
- ponds, creeks (event area)
- other activities
- serious injuries
- lost competing
- reliable communication
- roads
- railways
- blind corners
- personnel in field prior to event
- stolen equipment
- loss of access
- financial

Organising events – review

Understand the various roles required to organise an event, and the organiser's responsibilities

What needs to be done to gain permission to use the area;

Assess that a suitable map is available (this may have been done before the organiser was appointed);

Work with the course planner to agree on a suitable arena and parking area; Understand managing Eventor set-up and output;

Communication with competitors and the organising team;

Organising events – review

Managing SPORTIdent (timing software), OE (or local system) input and results and output; Consideration of risks e.g., with area/surrounds/terrain, weather and external impositions; Arranging equipment required for the event;

Concluding the event, checking that all competitors have returned safely, resolving any discrepancies in results;

Assessing if there are for any missing competitors and what action should then be taken; Providing reports/results as required;

Evaluating how well the event was staged and identifying areas for improvement.

Break



Planning courses - overview

- Review course planning guidelines
- Confirm course specifications for event
- Course navigational difficulties: Very Easy, Easy, Moderate, Hard
- Be aware of expected course climb (limit 3-4% depending on course)
- Components of a good course - dependent on event format (sprint, middle, long)
 - variety of navigational challenges
 - route choice - tends to separate competitors
 - consider legs before control sites
 - the majority of competitors should be able to 'run' the majority of the course
- Course lengths may need to match expected winning times

Planning courses – requirements

- Field check and taping by planner and controller
- Integrate changes resulting from field check
- Check all master maps, control descriptions
- Check SI equipment
- Review all control sites after control placement
- Integrate any changes after final control check

Refer OA rules, OQ guidelines

Planning courses – map & descriptions



Control descriptions

- control site and description must match
- control site must be able to be unambiguously described

Siting and visibility of control flags

- controls must not be closer than 30m (forest)
- controls must not be closer than 25m running distance or 15m straight line
- controls on similar features should not be closer than 60m
- bingo controls
- controls in green

Water controls

- Water at controls or locations needing minimal route deviation

Planning courses – problems

- Control site too difficult/easy for course specification
- Control site confusing or ambiguous or map is not accurate
- Control is hidden
- Course lacks variety, has dog-legs
- “Lost” distance
- Course unnecessarily physical for age group
- Running feasibility of course hasn’t been considered
- Routes and controls too close to edge of map
- Winning times deviate significantly from expectations

Planning courses - OY

- OY scheme compares all runners in all courses
- Courses of a similar 'character'
- Similar type of terrain (climb/rockiness/vegetation)
- Progression in number of controls
- Courses/classes (long)
 - Hard 1 to 5
 - Moderate 1 and 2
 - Easy
 - Very Easy

Planning courses – other considerations



- Hard 5 – set for older age classes. Reduced climb, vegetation thickness, rockiness. Limit length. Careful placement of controls.
- Very Easy – Courses can't be too easy. No 'interesting' controls. Avoid legs with traffic, livestock etc. Controls on approach side/directing towards next leg. When in doubt, tape whole legs
- Easy – Addition of small decisions. Major handrails very close. Tape legs if required
- Very Easy and Easy require no ability to interpret contour features – use man-made handrails
- Moderate – give navigation progressions, but always needs a safe option and strong catching features.

Planning courses - activity



Planning courses – review

- Explain the essentials of course planning (refer to guidelines in the OA Foot Orienteering rules)
- Explain the different event formats and course requirements for each
Evaluate orienteering courses and detect errors or omissions
- Explain changes required to the layout of orienteering courses to correct errors, omissions or potential risks
- Explain changes required to control descriptions to correct errors or omissions
Explain changes required to the placement of orienteering controls

Planning courses – learning objectives



- Provide constructive feedback to the event officials in a positive manner
- Analyse and assess if the courses meet the required course standards for the event Advise any updates required to meet the required course standards for the event
- Analyse and revise control descriptions for those planned courses

Break



Fairness and equity - discussion

How could course planning affect fairness?

- Fairness between courses (OY)
- Unsuitable control sites
- Incorrect navigational difficulty
- equipment
- control sites that change
(long grass)
- dog legs
- bingo
- visibility from start
- fences

Fairness and equity

The importance of checking everything (personal experiences):

- Incorrect map
- Control stand lacking a flag
- Control in the wrong location (even after two visits)
- Control in wrong location on easy!
- Control numbers swapped (38 and 83)
- Printing of bibs

Check everything – no matter how experienced your team members are!

Fairness and equity

Controller's responsibility – to ensure that fairness maintained.

Main issues are with respect to courses:

- Courses meet specified requirements
- Contest is fair – no element of luck
- No dubious control sites
- Control site matches description
- Control visibility is correct for course

Fairness and equity



Main issues with respect to control punching

- Competitors responsibility to ensure punch recorded
- Manual punch
- Investigation of mis-punch (incorrect punch, no punch)
- Handling failed SI unit
- Handling course errors

Fairness and equity - complaints

1. Complaint made by a competitor to organiser (oral or in writing)
2. Organiser decides on a complaint
3. Competitor can put in a protest against the organiser's decision (in writing within 15 minutes)
4. Jury (3 members) rules on the protest. The decision is final

Fairness and equity - discussion



A competitor puts in a complaint because the control description for a boulder incorrectly listed the location as the north side rather than the south side. They indicate that this cost them sufficient time to miss out on a placing.

Fairness and equity - discussion



A competitor mispunches and puts in a complaint because they ^{red squiggle}punched control 69 rather than control 96. The two controls were separated by about 70 m. How should this be handled?

Fairness and equity - discussion



A competitor puts in a complaint that the start location was such that competitors could gain an advantage by running off the map to the first control. A competitor who considers that they were disadvantaged due to this lodges a complaint. How should this be handled?

Fairness and equity - discussion



The first competitor out on a course identifies that one of the controls has the incorrect control number on the SI-unit. The organiser hastily replaces the SI-unit such that only one other competitor is impacted. That second competitor lodges a complaint. How should this be handled?

Fairness and equity - discussion



A competitor who competed towards the end of the field lodges a complaint that a control is incorrectly located. The organiser and controller visit the site and realise that the competitor is correct. What options are available to the organiser?

Event Safety - issues

- Risk management
- Responsibility - controller, event organiser, course planner
- Considerations during course and event planning
- Safety of officials during event planning
- Hot and cold weather issues
- Medical and first aid
- Event information for participants
- Safety information at start
- Registration records (pre-entry, enter on the day)

Event Safety - issues

Cancelling an event

- Heat – over 35C
- Excessive wind (falling trees)
- Fire risk
- Flooding

Land access issues

- Keys for access gates
- Clashing events or other land users – motorbikes or 4WDs, shooting
- Animals – wild or livestock
- Contact details for emergency services
- Search and Rescue procedures
- Event risk assessment documents

Event Safety - issues



Search and Rescue – OQ Search and Rescue guide

- appointment of search coordinator
- when to commence a search
- search procedures
- preparation for a search
- Communication during search
- contact emergency services
- documentation

Documents aiding event planning

- OA Competition Rules for Foot Orienteering (OA website)
- OQ Event Guide (OQ website*)
- OQ Course Guidelines (OQ website*)
- OQ Risk Management Template (OQ website*)

* Available soon!



Final comments – a good event

Competitor satisfaction with courses – competitor mistakes were not the result of poor course setting or control placement.

No complaints or protests indicate that at least the rules were followed, but is this all that is required?

Winning times match expectation, few DNFs

Setting of assembly area, and neither the assembly area or courses, have detracted from each other's requirements.

Final comments – a good controller



- is NOT the course setter nor the organiser
- lets others do their job(s)
- encourages and nurtures volunteers
- mentors new course planners
- knows where to find the rules
- encourages innovation and change
- uses risk management to ensure safety
- doubles/triples checking of everything