**COURSE PLANNING for ALL Events**

GENERAL

1. This is general guidance on planning an event, refer elsewhere for more detailed advice, e.g..[British Orienteering](https://www.britishorienteering.org.uk/organiser_library)
2. Obtain guidelines for the particulartype of event to know what courses are to be planned, course lengths and the technical difficulty. This varies for types of event that we organise:

* Level B to BOF guidelines (Appendix B in British Orienteering link given above), but adapt to suit our terrain and number of people, e.g. do we need a very short green?
* Level C is similar but only 5/6 courses (brown to yellow/white).
* KOL has equivalents (4 courses).
* KNC
* Park races
* NWKL
* Other…

1. The BOF event guidelines give expected course winning times, lengths and technical difficulty level for Level B &C courses. In the SEOA these follow a colour coded standard.
2. Obtain blank maps for planning from the Mapping Officer.
3. Download Purple Pen (Latest version 3.3) and load the latest map file. Dave-Cave produced a user guide, it is on our website under the members section.
4. Try to get hold of a map of the last event held at the area, or ideally an all controls map, to see where the start/finish was and what control sites were used. Try to be different to the previous event and not to use the same sites. Begin choosing where the start & finish could be, and possible control sites. Be varied and inventive, as regulars get to know the features in an area. Use a variety of features and vary leg lengths and route directions.
5. Ascertain positions of possible car parks as this determines start and finish, to some extent. Car parking may be fixed, but look at routes to the start and finish. Make sure the distance to the start is manageable for juniors and try not to cross busy roads. Locating the start, finish and car park within a small area makes for a more friendly event. Also consider where toilets and refreshments are situated, if available.
6. Land Permission is essential before the event takes place, which is arranged by the regular access contact for the area. Ensure there is approval for the whole area you are considering to use. Check whether there are any special conditions applying to the land use, such as any OOB or restricted areas. Consider whether other parties may need to be made aware of our presence on the day (Horse rider groups, private house holders etc who may need to be notified). Consider where car parking is proposed and whether this is included in the permissions granted. Also, whether a fee is payable to the landowner for parking or if it is a public car par).
7. Keep in good contact with the Organiser and understand each other's roles. A general rule of thumb is that if it is in the competition area (i.e. the forest) it is the planner; everything else is the Organiser. If in doubt, ask and make sure someone is covering it.

ARM CHAIR PLANNING PLAN WELL AHEAD.

1. Make use of theBOF resources [British Orienteering](https://www.britishorienteering.org.uk/organiser_library)
2. White / yellow courses often restrict choice for start / finish.
3. Try to get a long leg on most courses for classic/long events.
4. When measuring course lengths, add for height to climb.
5. White and yellow courses - avoid white runners running on to yellow course controls if they are not used also on the white course. Also, for these two courses, place control kites in direction of next control.
6. No controls should be placed within 30m of another and, for similar features, within 60m.
7. Avoid dog-legs.

VISIT THE FOREST

1. Check every proposed control site and that the map is accurate in vicinity of every control. Mark the control sites with a tag (electrical insulation tape works well, but masking tape will rot down if not collected). The tape should have the final control code number on it. We have controls from 60 to 110 so the planning in Purple pen should use these from the start of planning.
2. Send all map corrections to Mapping Officer so that the OCAD software file for the map can be updated. Preferably do this well before the deadline for printing to allow time for updates to be incorporated. You do not need any mapping experience for this; the areas will usually be visited by the OCAD drawer prior to the map being updated. Check however that the changes you requested have been processed, especially where a control site is involved.
3. Contact the Controller before he/she contacts you, in interest of good rapport and apparent efficiency. Contact should be made at least 3-4 months before a Level B or C event. Agree what information you will share, how you'll share it and when.
4. No Controller independent of the club is needed for level D events e.g. KOL, but a qualified Controller has to approve the Risk Assessment and can be a “second pair of eyes” over the event.
5. The Controller will need to be sent, in good time, a copy of all courses in the Purple Pen file, plus the map file. The Controller will visit the forest to check control / tag positions.
6. Controllers are experienced planners so take note of their suggestions very carefully. They are likely to be helpful, but they are only suggestions; you have ultimate responsibility for the courses.
7. When the courses have been agreed, update the P\_Pen files. Ensure circles and lines are broken where necessary and that numbers are clear and not obscuring details. Check at this time that all map corrections that you were expecting have been made.
8. Ensure in good time that all forest equipment is available and in sufficient quantities
9. Agree on map numbers for each course and notify the person coordinating the printing (at the moment– David D) and provide an address for posting to. Estimate from previous events or with reference to the pre-entries. Also arrange printing of the CD’s - either loose or onto pads for each course. This has to be done by the Sunday night before the event.
10. Liaise with the Organiser for help placing kites and collecting them afterwards. Suggest that there be one person for each 12 controls to be placed/collected. This should be regarded as maximum number. Kite placing takes longer than you might think. Prepare a map for each control placer to use on the day and ensure they also have the control descriptions.

ON THE DAY

1. Allow plenty of time to hang controls, at least 5 minutes per control depending on the size of the area.
2. Brief those helping to put out controls of any unusual aspects e.g. controls difficult to find and possible attack points. Ask them to notify you if they are unable to find the correct tag for any control; revisit to check these controls have been put in the correct place.
3. Let the organiser know as soon as all controls are in place. Or, for Level B and C when checked by the Controller.
4. Relax during the event.
5. Brief those collecting controls to remove the tags, to leave the forest as we found it.
6. Collect the forest kit and ensure it is passed back to the equipment officer or the next event organizer.

AFTERWARDS

1. Review what went well and what could have been done better as a lesson for next time.
2. Write a short report for the results web site.

Last updated 31 March 2022 by David Dawson.