**CONTROLLER’S CHECKLIST – TECHNICAL DIRECTOR’S TEMPLATE**

**EVENT – LOCATION – DATE**

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| --- | --- | --- | --- |
| **Name** | **Role** | **Phone** | **Holidays, etc** |
|  | Organiser |  |  |
|  | Planner |  |  |
|  | Mapper, Cartographer |  |  |
|  | Controller |  |  |

**CHECKLIST – DESIGNED SPECIFICALLY FOR NSW CHAMPS OR ABOVE, CAN BE USED FOR ANY EVENT**

Items can be added, subtracted or amended – keep list relevant to the particular event.

Increase formality in using checklist:

* if I don’t know organisation team well;
* NSW Champs, national or international event;
* if things start to look concerning.

Use colours in right column if I’m particularly concerned.

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| --- | --- | --- | --- | --- |
| Complete | Progress OK | Issues | Yet to start | Not applicable |

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| --- | --- |
| **ITEMS**  **Red bold = items that cause most whinges** | **DUE DATE, PROGRESS, QUERIES** |
| **COMPLIANCE WITH ORIENTEERING REGULATIONS** |  |
| Permission obtained for any variation. |  |
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| **MAP / AREA** | As long as possible before event |
| Terrain suitable for competition. |  |
| All weather access. |  |
| Permission to use land obtained. |  |
| Ensure that the area will be available at the time of the event and that other organisations will not be using the area at the same time. |  |
| Suitability for junior and veterans courses |  |
| How will water go out? |  |
| Adequate assembly and finish areas |  |
| Parking |  |
| Environmental Protection considered – see Appendix 7 to OA Rules |  |
| Map boundaries – safety aspect |  |
| Mobile phone coverage |  |
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| **TALK TO ORGANISER** | 6 months before event |
| General run-through of event |  |
| Who will be in team, their experience |  |
| Check that organiser is not in charge of finish (if things go wrong, finish is too hectic at a race with large entry) and will be around all day |  |
| Make sure that exact formatting of class and course names for is followed in Eventor and in IT systems used for course setting and finish (see ONSW Manual 4.11 for State Leagues) |  |
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| **MAPPING** |  |
| **Preliminary checks on master map** |  |
| Base map obtained | 3-24 months before event |
| Mapper arranged |  |
| Cartographer arranged |  |
| What happens re field checking? |  |
| Adherence to time schedule |  |
| Meeting with mapper/cartographer |  |
| Version control process OK |  |
| Map in line with ISOM, ISSOM |  |
| Special features defined |  |
| Legibility, line width, multi-level |  |
| **Magnetic north checked** |  |
| **Printed map - scale checked** |  |
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| **Race map** | 1 month before event |
| Race copy of map – legend |  |
| Urban - Pedestrian crossings mapped – safety |  |
| Urban - Bubblers shown on map – safety |  |
| Safety bearing on map |  |
| Organisers’ mobile number on map |  |
| Course closure on map |  |
| Reserve punch boxes on map |  |
| Text oriented to North |  |
|  |  |
| **MAP AND DESCRIPTION PRINTING** | > 3 months before event |
| Printer & type of paper chosen |  |
| Will the printing be legible if its wet? |  |
| Set a date to go to printer & expected return |  |
| Trial map print? |  |
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| **PROMOTION** | 6 months before event |
| Promotion in local area? |  |
| Promotion plan to attract orienteers from other elsewhere? |  |
| Post-event publicity |  |
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| **INFRASTRUCTURE** | 6 months before event |
| Club has sufficient stands, flags, locks |  |
| Urban - method of securing controls allows easy punching |  |
| Hi-vis gear for parking officials, out-of-bounds marshals |  |
| Erecting registration & finish safely (high winds, guy ropes) |  |
| Toilets and hand cleaning facilites |  |
| Which event IT program is being used? |  |
| Computers, printers, results display |  |
| SI units, hire sticks |  |
| Start infrastructure (rocks for putting on maps?) |  |
| How is gear getting to or from area |  |
| Will forbidden area marshals be used? |  |
| If using such marshals, chest numbers? |  |
| Windy, wet day plans |  |
| Bicycle(s) – useful for sprints if there are issues with a control |  |
| Prizes? |  |
| Is an infrastructure location map needed? |  |
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| **EVENTOR/INVITATION** | 2 months before event |
| Eventor - user friendly information (see OA rules for list of what’s needed) |  |
| Eventor – information correct |  |
| Eventor – process to download info into finish software |  |
| Eventor – organiser’s mobile number |  |
| Eventor – map location correct |  |
| Eventor – risk disclaimer |  |
| All classes included |  |
| Fees correct. |  |
| Other information as appropriate. |  |
| Entry form? |  |
| Early/late starts - availability |  |
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| **COURSES** | 6 months before event |
| Which course setting program  [Condes is supposed to be best if you have maps with different scales, as it adjusts circle size & you only have to draw control on once] |  |
| Talk to course setter about my expectations, written or spoken feedback |  |
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| **Draft courses** |  |
| **Compliance with course degree of difficulty** | 3 months before event |
| **Compliance with course format** |  |
| **Course lengths OK?** [*Routegadget - courses on similar areas*] |  |
| **Good long legs?** [*easier to set on paper map than computer*] |  |
| **Suitability of courses for oldest age groups** |  |
| Safety (cliffs, traffic, etc) |  |
| Out of bounds areas |  |
| Common controls |  |
| Close controls, especially on similar features |  |
| Other matters in course setting program reports |  |
| Traffic – legs are safe |  |
| How is setter going to streamer controls? |  |
| Control numbering - no confusion between nearby control numbers |  |
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| **On the ground** | 2 months before event |
| Check consistency of map |  |
| Check streamered control sites |  |
| Check control description of site |  |
| Start and finish locations |  |
| Georeferencing OK |  |
| **Are obvious routes passable? eg through clifflines, sprint map fence gaps, etc** |  |
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| **Before stands go out** |  |
| Do stands have correct numbers, punches that work |  |
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| **On the race map/computer** | 1 month before event |
| Control descriptions – in line with IOF symbols |  |
| Control descriptions – correct size (IOF symbol box sides should be between 5 & 7mm) |  |
| English description (VE, E, M) – readable font size |  |
| Start location. |  |
| Correct indication of Last control to Finish. |  |
| **Do circles, lines obscure features?** |  |
| If you have different course maps for different scales, make sure controls are in same place on each scale map |  |
|  |  |
| **KEY OFFICIALS MEETING** | 3 weeks before event |
| Organiser, course setter, controller present |  |
| Heads of start, finish, marshalling present |  |
| Do they know location & set-up |  |
| Plan for erecting, removing gear |  |
| How will controls be checked and turned on – morning of event |  |
| Run through plan for day |  |
| Risk management run-through |  |
| Process for obtaining safety info (home, mobile phone, car rego) from competitors |  |
| How will we know who has started? |  |
| Enter on the day plans |  |
| Prize-giving |  |
| Procedure for late starters |  |
| Search plan co-ordinator & search team leaders known |  |
| Police notified, hospital phone number known |  |
| Who is going to publish results, Winsplits, RouteGadget etc? Do they know how? |  |
|  |  |
| **PROGRAM** | 2 weeks before event |
| Directions to event |  |
| Restrictions on which way people can go to event? |  |
| Course closure time |  |
| Courses, classes, distance, climb provided. |  |
| Event specific safety information – specific risk warning |  |
| Information regarding out of bounds & marshals |  |
| Special map features |  |
| Distance to Start given. |  |
| Water availability at Start, on Course, and at Finish advised. |  |
| Whistles - safety |  |
| Cold weather gear - safety |  |
| Distance from Parking to Assembly given |  |
| Composition of protest jury |  |
|  |  |
| **START LIST** | 1 Week before event |
| All start times randomly allocated. |  |
| Competitors with a history of poor navigation and slow times |  |
| Starts grouped by course (SL events). |  |
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| **SAFETY** | 4 days before event |
| Check Forecast for Extreme Weather |  |
| Email search team leaders to see if they are taking their gear |  |
| Does search team leader have copies of Search Plan rule, maps of surrounding areas, police phone number |  |
|  |  |
| **PRINTED MAPS & DESCRIPTIONS** | At least a few days before |
| *It’s best to check each item separately. That is, for each course check for printing errors on each map, then check the descriptions are on the map, etc.* |  |
| **Checked for printing errors – eg all colours OK, no bits left off map, smudging, unclear bits.** |  |
| Are Descriptions on map? |  |
| Do Descriptions match controls on the map – code & location? |  |
| Do descriptions and location of controls on the course maps match the all control map? |  |
| Are the Descriptions on the map the same as the ones handed to competitors? |  |
| Are English descriptions saying the same things as the IOF symbols? |  |
| Course name, classes on map |  |
| Are the control numbers, ie start, 1, 2, … finish? |  |
| Are marked routes, drinks, first aid, etc on the course map? |  |
| **Counted number of maps** |  |
| **Are maps in right pile?** |  |
| How is setter making sure starter gets piles intact? |  |
|  |  |
| **SI & COMPUTERS** | A few days before event |
| **Course sequences correct – watch units being programmed [in control code number order] and check coding with your SI stick** |  |
| SI units updated to most recent stick? |  |
| SI units synchronised |  |
|  |  |
| **CONTROLLER PREPARATION** | Day before event |
| Read OA Rules on voiding courses, complaints, protests |  |
| If I’m Search Plan Co-ordinator, read ONSW Search Plan rule |  |
|  |  |
| **CONTROLS PLACEMENT** | Day before event (less in urban sprint) |
| Right place |  |
| Right number |  |
| Punch exists |  |
| Urban controls have locks |  |
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| Down load SI stick & check numbers/times – from day before | 30 mins – 2 hours before |
| Trial runners briefed to report any issues to setter |  |
| Trial runners download SI stick |  |
| O-time on or behind AEST or AEDT |  |
|  |  |
| **START & FINISH** | During event |
| Start Set up OK |  |
| Start Working OK |  |
| Marshal communication OK |  |
| First Aid Equipment on hand. |  |
| Search Plan Rule available. |  |
| First Aid personnel present. |  |
| Copy of OA & ONSW Rules available |  |
| Result calculation procedure operating. |  |
| Effective Results display. |  |
| Competitors aware, if necessary, of process of dealing with unfairness |  |
| Complaints dealt with. |  |
| Disqualified competitors notified. |  |
| Result of any protest posted |  |
| Rubbish removal |  |
|  |  |
| **POST EVENT** |  |
| Results, Winsplits, RouteGadget, SplitBrowser, Course Setter survey on web | Night of event |
| Results in newspapers | Day after event |
| ONSW web article |  |
| Event report to ONSW |  |
| Incident report to ONSW |  |
| Controller’s report to ONSW |  |

**NOTE FOR ORGANISER:**

**My usual process when something goes really wrong (eg control missing or in wrong place):**

1. Setter and I will check the reported problem.
2. We will fix it on the ground – that way competitors who haven’t started won’t be affected.
3. We tell you what we have done. We collapse in shattered heap.
4. You tell competitors:
   1. what has happened,
   2. what we did to fix it; and
   3. complaints (preferably in writing) regarding unfairness will be accepted on a class by class basis.
5. If a complaint is made, you tell finish officials to void the class.
6. Appoint a jury or, if one has been nominated, notify the members.

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