

CONTROLLER'S CHECKLIST – TECHNICAL DIRECTOR'S TEMPLATE

EVENT – LOCATION – DATE

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.

Complete	Progress OK	Issues	Yet to start	Not applicable
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ITEMS	DUE DATE, PROGRESS, QUERIES
Red bold = items that cause most whinges	
COMPLIANCE WITH ORIENTEERING REGULATIONS	
Permission obtained for any variation.	
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	
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)	
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	
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?	
PROMOTION	6 months before event
Promotion in local area?	
Promotion plan to attract orienteers from other elsewhere?	
Post-event publicity	
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 facilities	
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?	
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	
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	
Draft courses	
Compliance with course degree of difficulty	3 months before event
Compliance with course format	
Course lengths OK? [<i>Route gadget - courses on similar areas</i>]	
Good long legs? [<i>easier to set on paper map than computer</i>]	
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	
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	
Before stands go out	
Do stands have correct numbers, punches that work	
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).	
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
<i>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.</i>	
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	
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:
 - a) what has happened,
 - b) what we did to fix it; and
 - c) 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.

Andrew Lumsden, Technical Director ONSW
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