



Summer Series Controller's Responsibilities

Some planners at the Summer Series will be relatively inexperienced at setting and possibly at orienteering as well. The most important thing is that you try and make the planning experience satisfying and enjoyable for them, while helping them to understand the basic skills of course setting and ensuring the courses are appropriate, interesting and safe. As controller you have ultimate responsibility for everything that occurs at the event, and in particular the Health and Safety aspects.

See the 'Summer Series Courses Philosophy' document for course requirements and general guidelines accessed from club members page of the AOC website) . In the event folder in dropbox that has been shared with you, where the maps for the event are and where all course setting files should be stored, there is a file with information about your map – such as contact details of the landowners and areas which should not be used. These map information files are still under development. After the event please update the file as appropriate and rename it with your initials added to the name so we know it has been modified and can save it appropriately for the next use.

Suggested Timeline

Preferably 8 weeks before your event

- Contact the planner.
- Ensure you can both access the necessary maps and documents in the Dropbox folder where you will prepare the event. If not contact Alistair Stewart. If you have not used Dropbox when setting or controlling events previously, please read the appropriate section in the Instructions for Planners document. Ensure both you and the planner have a computer with OCAD 2018. You can both be sent a licence for OCAD Course setting (or a starter version if you are able and wish to do any map corrections) for use during event preparation. If either the planner or yourself needs the loan of a club computer contact the Stewarts.
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- Ensure you have read the 'Summer Series Courses Philosophy' document and also the SummerNav HARMS document as this will prompt your memory of the safety issues you might need to think about.
- Also ensure your planner has read these documents, all found under SummerNav course setting under the Club members tab on the AOC website
- Either accompany the planner to your park for an initial visit, or visit the park separately. Make sure the planner has been if you go separately. Depending on the map you are using you may need to contact the landowner before your first visit (if it is not public land). The purpose of the initial visit is for you to get a feel of the region if you don't know it well but chiefly to check the accuracy of the map. Should anything but minor changes need to be done contact Selwyn Palmer, the Stewarts or Martin Crosby to discuss how this will be achieved, unless you are happy to make the changes. **As some of the maps change quite considerably from one use to the next it is very important that this initial visit is done at least 8 weeks before the event to allow time for any necessary remapping to be done.**
- The main permissions for your area will have been obtained and you should have been sent details of these, but if controls will be placed in, say a school on your map this may not have been obtained. If there are extra places the planner wishes to use you will need to obtain permission, either yourselves or by speaking to Nadia Clark. If you have any doubt then please check.
- If the planner is confident to do a first draft of the courses, give them a time frame by when you need to see them (at least 3 weeks before the event). If they are less experienced they may well need some guidance to get started, may be by sitting down with them to set the first course.



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- ❑ Please check with the permissions person what other restrictions apply to your venue (and read the info document about your map which will have permanent restrictions listed) .

At least 3 weeks out

- ❑ View the draft courses. Discuss with the planner. If there are major problems discuss how to solve them. Discuss things that could be done to improve. Leave them to modify their courses. Make sure that they have used the correct scale for the map and therefore that their course lengths are correct (once they are adjusted for going around out of bounds etc)

At least 2 weeks out

- ❑ Both you and the planner **MUST** visit **every** control site to ensure they are appropriate, the map is accurate and to record the control description. Text is used for control descriptions on all courses. Finalise the courses with the planner, having re read the 'Summer Series Courses Philosophy' document to ensure the courses are still appropriate.
- ❑ Depending on the map you are setting on you may need to send a map of all control sites to the landowner (eg the Rangers at Ambury, the contact person on the Campuses, the Cornwall Park Trust for the farmer)
- ❑ If you and your planner are not going to be able to put the controls out on the event day between 3-5pm, contact the Stewarts or another Events committee member to ask for assistance.

At least one week out

- ❑ Contact the Stewarts or Selwyn Palmer to discuss the printing of the maps. The maps can be printed on a club printer by Selwyn or the Stewarts. Speak to one of these people about when they can print the maps and once the maps are ready for printing ensure the final version is in the drop box folder and let them know. If you and the planner need help with the final preparation of the maps speak with the Stewarts or Selwyn. If some of your courses will require an A3 map they will need to be printed by Selwyn

Final week

- ❑ Between the planner and yourself, you need to:
 1. Familiarise yourself with the current Summer Series Risk Management Plan (HARMS form) and complete all the information required on the Health and Safety document including all hazards specific to your event and the location of the nearest emergency department.
 2. Print out your H&S information (or arrange for it to be printed with the maps) and if there are any special hazards which it is important all competitors are aware of then print special signs that need to be displayed. Most competitors will not read the general H&S information so you need to make an effort to display important information in as many places as possible, including the start
 3. Ensure maps will be at the event.
 4. Collect the controls – preferably you and/or your planner should go to the event before yours, help collect controls and take them home afterwards. If you are unable to get to this event try to arrange for someone else you can collect them from easily to do so for you. Should you not have done this phone the Stewarts to find out the control whereabouts



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On the Day

- Putting out the controls has to start at the very latest by 4.00pm, depending on the map and whether there are one or two people doing it. If you and your planner are not going to be able to do this between you, contact the Stewarts by 2 weeks out to organise assistance.
- It's a good idea for both the Planner and Controller to carry promotional materials with them when out on the field. These can then be given out to interested public.
- Ensure that the maps and H&S information will be at the event.
- If at all possible be at the event to assist newcomers, replace missing controls, etc and organise the collection of the controls after event or ensure that this will be done. If you and/or your planner cannot be at the event let the Stewarts (or another committee member) know as early as possible.
- If you wish to write any comments to be emailed out with the results they need to be emailed or phoned through to the Stewarts by **10.00pm** on the evening of the event – use auckoc@gmail.com but it would pay to ring them to say that you've done that.

After the event

- Ensure the contents of the drop box event folder are tidied up with the final version of the map correctly labelled and the final versions of the event files. Please delete all earlier versions. If the map was changed please let the Stewarts or Selwyn know so the up to date version can be copied back to the map storage folder. Ensure the map name has the new date of your modifications. Please complete the log at the bottom of the info file for your map and modify as needed (adding your initials to the file name).

If you have any questions at any stage give one of the committee a call.

Have Fun!!

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Contacts

Alistair & Joanna Stewart – Map queries, Club Computers, OCAD, Map Corrections, Map Printing, Any general enquiries

Home: 5755695

email: jo.al.stewart@gmail.com

Joanna : 021 1153727

Alistair 021 0639629

Selwyn Palmer - Map queries, Map Corrections, Map Printing, Permissions

Home: 6257798

email: remlapsr@gmail.com

Martin Crosby Map corrections, and General enquiries

Home: 630 1550

email: martin@crosbybusiness.co.nz

Nadia Clark - Permissions

Mobile 021 054 6570

email: nadajclark@gmail.com

Control letters

For most parks in the open areas where there can be concern about putting stakes into the ground please use the free standing controls.

Free standing control numbers

GA, GD, GE, GJ, GK, GL, GM, GN, GP, GS, GT, GU, GW, GX, GY, GZ

HC, HD, HE, HF, HJ, HS, HU, HW, HX, HY, HZ.

JB, JD, JE, JG, JH, JK, JL, JM, JN, JP, JR, JS, JU, JV, JW, JX.



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In areas where a free standing control would not be appropriate use a stake control and cardboard flag

Stake controls

XA, XB, **XC**, **XD**, XE, **XF**, **XG**, **XH**, **XI**, XJ, **XK**, XL, **XM**, **XN**, **XP**, XR, XS, XT, XU, **XV**, XW, **XX**.

RED means short, **BLUE** means long

EC, EH, EI, EK, EM, EN, EP, ER, ES, ET EU, EV, EW, EX, EY, EZ

Please note – controls do go missing during the series so please check the controls letters of the controls you collect before your event to ensure you are using control codes which exist