

# Notes for forest planners

*(Contact details are at the end of the document)*

## Getting set up

The controller for the event will walk you through the process of setting a forest event.

The Stewarts or Selwyn Palmer will give you access to the relevant background map for your event. As the forest maps cover a large area of the forest make sure you know the specific region you should use. Martin Crosby and Selwyn will have organised the permission so if you are not clear about this contact one of them.

You will be provided with an OCAD licence. These require a Windows computer, and there are club laptops available if needed. Contact Joanna Stewart with any questions about the software. Detailed instructions for installing and using OCAD can be found in the [OCAD for event setting](#) document.

Martin is responsible for our forest permissions. Please contact him to organise the access process.

## Before you start planning

There are a number of things to do before you begin setting courses:

1. Visit the map.
  - a. Familiarise yourself with the area
  - b. Check if mapping of vegetation and tracks needs to be updated
  - c. Identify a suitable event centre and start/finish locations
2. When identifying an event centre, take the following into account
  - a. Have the start as close as possible
  - b. Ensure there are suitable features for a white course close to the event centre
  - c. Select locations where minimal taping or track maintenance is needed

## Preparing to set your courses

You will need to set 9 courses

- 1 Purple
- 4 Red
- 2 Orange
- 1 Yellow
- 1 White

Review the [foot orienteering rules](#) on the ONZ webpage, unless you know them off by heart.

Appendix 1A (pg 28) has the requirements for the different course grades. Purple is not included in these rules. It is a red course that is technically challenging, with the following limitations:

- Avoid terrain that is rough underfoot that requires lifting legs high or climbing over things
- Avoid steep climbs or descents
- Avoid fences that are difficult to cross

- Design a course where contouring, rather than going up and down, is a good route choice
- Remember that people lose stability as they age, and take this into consideration
- Mostly around 2km (Winning time of 40 - 45 minutes for W70 or M80)

Note that many younger people are selecting purple courses. They are not the target audience and it does not matter that they will be able to complete it in a much shorter time.

## Winning Times and course lengths

There is more flexibility for standard club events than at an A grade event. Some maps are suited to providing a long course 1 to extend elites, but many of our maps are smaller, making this difficult to achieve. In this case a winning time of around 60 minutes is acceptable.

As a guide for red courses:

Course 1:	M20 – 40/ W20 - 30 (Winning time of 60 minutes or more)
Course 2:	M50 / W40 /M16- 18 (Winning time of 60 minutes)
Course 3:	M60 / W50 / W16 - 18 (Winning time of 60 minutes)
Course 4:	M70 / W60 (Winning time of 50 minutes)
Purple:	M80 / W70 (Winning time of 40 minutes - for this age grade)
Orange:	Medium difficulty (Winning time of 45 minutes)
Yellow:	Easy (MEDIAN time of 35 minutes)
White:	Very Easy (MEDIAN time of 35 minutes)

To get a feel of what sorts of kilometre rates the different grades will run on your map go to the results page on the club website and look at the results from previous events on the same or similar areas.

Now go back to the [ONZ Rules](#) and read Appendix 4 (pg 41) - **Principles for course planning**

These principles are similar for all events. Here is an extract from our Summer Nav guidelines:

- Begin by thinking about the general direction you want your courses to go and what parts of the map they should cover.
- For the more difficult courses, think about legs with good route choices
- Once you have a series of good legs you can think about how you will connect these up.
- Identify the general area for each control. You will very often change this a little bit when you visit the map as long as it does not affect the leg. It is the leg that is important, not the control site itself.
- Avoid doglegs – i.e. in and out on almost the same route.
- Aim for variety in leg length
- Include changes in direction, rather than simply going around in a loop.
- The line between 2 controls should not pass through another control.
- The map must be accurate in the area of a control. Corrections to the map should be made if it is wrong. Let your controller know if you notice any errors on the map – either they will correct the map or organise for one of the other club members to do so.
- Avoid too much unnecessary climb or difficult terrain, particularly on the shorter red and purple courses. Don't just climb up to visit one control and come straight down
- Controls should not be hidden. The control should be able to be seen from all angles of approach within the control circle. For the red courses, though, you do not want the control to be visible before they have navigated to the control circle

## Getting Started

**Control numbers.** Club control numbers are 31-159 minus 66, 68, 86, 89, 98, 99. Contact Alistair to ask if there is a subset of these you should use. Use these control numbers from the very start of planning in OCAD.

### Setting courses.

1. Set the longest red course first, as you should then have most of your red controls on the map to utilise in the shorter red courses. For all the courses remember that as your speed decreases what is a short leg for an elite will become a long one for an older person.
2. Set the yellow course next. The orange courses may well be able to use some of its controls and possibly some of the red controls, approaching from a side with a catching feature behind. The short orange course can just be a subset of the long.
3. Set the white course last.
4. Share your courses with your controller as you go, in order to get advice and suggestions for improvement. Courses normally take a few iterations to get to the best possible outcome.

## Site Visit

After drafting your courses, return to the forest to check each control site. These must also be checked by your controller, either with you or separately.

As you visit each site:

- Attach a piece of ribbon at eye height to the control feature (or suitable object) for easy location later.
- Write the control number on them in permanent marker
- Look at the courses utilising each control to help you decide on the exact location and feature.
- Check the approach from several directions, to ensure map accuracy and visibility. (Carrying a control and flag can be useful for checking visibility)
- Clear any vegetation, such as pampas grass or pine needles.
- If you have concerns about the control site, then move it (after consultation with your controller to see if the issue can be resolved).
- Mark the exact location by scraping the ground or placing a stone or piece of wood.
- On a separate document, record the control description. (This also acts as a record of which sites you have visited)

### Specific to White Course

- Ensure the control is placed just around the corner in the direction they will be turning. Eg, if the control description is track junction, place it on the branch they will use AFTER visiting the control.

## After Your Site Visit

- Enter the revised control sites and control descriptions (symbol and text).
- Check the impact of moving controls on the overall flow of the courses.
- If this leads to more changes, you will need to visit the site again, to ensure accuracy,

## Putting out controls

- Collect the controls from the storage unit. (If you or your controller do not have access to this, then contact the Stewarts)
- Collect the Sport Ident boxes from Alistair Stewart
- Place controls, flags and boxes up to 10 days, but no later than 1 day, before the event. (White controls on well-used tracks may have to wait until the day of the event.)
- Check the number of the control against that written on the ribbon.
- Move the ribbon to ground level, but leave it there in case the control goes missing or is shifted.

## Final map preparation

- Cut lines and circles that hide important features on the map. Where lines cross, cut the line travelled second.
- Place control descriptions on the map, along with event name and date.
- Prepare control descriptions for printing
  - Red - Symbols
  - Orange - Symbols and Text
  - Yellow/White - Text

If you need assistance with this, contact Alistair, Selwyn or Martin.

- Notify Selwyn when maps and descriptions are ready for printing

## Other preparations

- Make a plan with your controller for waking up the controls and for managing control collection at the end of the event.
- Communicate with the co-ordinator for the day about your requirements for the event centre, including the location of the string course.
- Complete the the H&S form - usually done by the controller. [The template](#) is in the Forest Event planning folder.

## CONTACTS

Alistair and Joanna Stewart [auckoc@gmail.com](mailto:auckoc@gmail.com) / (09) 5755695 / 021 0639629 (Alistair) / 021 1153727 (Joanna)

Selwyn Palmer [remlapsr@gmail.com](mailto:remlapsr@gmail.com)

Martin Crosby [martin@crosbybusiness.co.nz](mailto:martin@crosbybusiness.co.nz)