



Summer Series Planners Responsibilities

You will be paired with a controller to give you guidance with your course setting and help you with preparation for the event. This is necessary even for the most experienced course planners as it acts as a double check so no mistakes slip through.

Suggested timeline

At least 8 weeks before your event

- ☐ If your controller has not contacted you, get in touch with them.
- ☐ Ensure you have access to the necessary maps (in OCAD) and documents. You should have been sent access to a shared folder on Dropbox. This folder is specific for your event with all maps plus a file containing pertinent information about your map – such as contact details of landowners, area you should not use etc in it. If you already have Dropbox on your computer you can share the event folder with your own Dropbox. If you don't use Dropbox already, please read the section below about how to create a Dropbox account for sharing orienteering events (it's free!). The system works best if you have the Dropbox app on your computer. The event folder shared with you is where you will store the maps and course setting file as you are working on it. Your controller can see this folder too so you can get them to look at it when appropriate, and once the courses are finalised the course map files can be printed from here too.

- ☐ For those who currently do not have the Dropbox app on their computer please read the following section

What is Dropbox?

Dropbox is a cloud storage solution (similar to its competitors Google Drive and OneDrive). Dropbox has useful safety features that allow users to recover an accidentally deleted file, or restore a file to a previous version if it gets corrupted, but the big benefit of a cloud based solution for SummerNav events is it allows users to share files, i.e. work on the same files without having to email documents back and forth.

How do I create a Dropbox account?

When you receive the email from the SummerNav Coordinator with your course setting information, click on the link to the Dropbox files. If you aren't already a Dropbox user it will prompt you to sign into the online version of Dropbox. Once you have entered your details, you are prompted to install the Dropbox software onto your computer. Once that is completed you will have access to your free Dropbox account. Click on the folder name that was shared with you, and the files will be added to your Dropbox allowing you access. If you don't want to create a Dropbox account, you will be able to download the map and documents from the links sent to you, but thereafter you will need to email the courses you plan back and forth to your controller (and eventually the person printing); this is more work and less efficient for all, so we do recommend you try using Dropbox if possible.

- ☐ You will also need a copy of OCAD. If you have a PC we will send you a licence for one of the club copies of OCAD course setting which you can use while preparing your event. We have a limited number of licences so when you no longer need the copy the licence will be reallocated to someone else, until such time as you require it again. OCAD runs in a windows environment but you can borrow a club PC with the necessary software on it if

you need to. Speak to Alistair or Joanna Stewart about how you can get this (or email auckoc@gmail.com)

- ☐ You can access all the other documents you need from the AOC webpage under the Club Members pages tab. Within this click on SummerNav Course setting. In here are all relevant documents about course setting for SummerNav, instructions on OCAD, a H&S proforma and the SummerNav Harms document.
- ☐ Ensure you have read the '*Summer Series Courses Philosophy*' document. This documents talks you through the main principles of course setting and how to get started. Also make sure you have read the information in the map Information file in case it mentions areas not to use.
- Visit your park for an initial visit to get a feel of the region if you don't know it well but also to check the accuracy of the map (possibly with your controller.) Should anything but minor changes need to be done contact the Stewarts, Selwyn Palmer or Martin Crosby to discuss how this will be achieved (unless your controller can handle these changes). Map changes need to be done using a full or starter version of the OCAD software. **Maps often change since their last use so it is very important that you visit the map at least 8 weeks out to look for more major inaccuracies so that there is time for remapping to be done.**
- If part of the area you are using is not public land then please contact the landowner before visiting.
- The main permissions for your area will have been obtained. If you have any doubt about where permission has been obtained for speak with Nadia Clark. If you wish to place a control in, say a school on your map permission may not have been obtained. Discuss it with your controller and if you decide there are extra places you wish to visit you will need to obtain permission.
- ☐ Before you start setting re read the philosophy document and also the HARMS document as it will remind you of safety issues you need to think about when setting your courses. Safety is one of the most important things to consider what setting courses in the city. Do a first draft of the courses, starting with course 4 and then course 1.

At least 3 weeks out

- ☐ Discuss your draft courses with your controller and make changes that may be required after discussion with them.

At least 2 weeks out

- ☐ Both you and the controller **MUST** visit **every** control site to ensure they are appropriate, the map is accurate and to record the control description. The control descriptions are entered as text, not international symbols, for all courses.
- ☐ Depending on the map you are using you may need to send a copy of your control sites to the landowner for their OK (eg the rangers at Ambury, the person who gave permission for a university campus, Cornwall Park Trust)
- ☐ Finalise the courses, having re read the '*Summer Series Courses Philosophy*' document to check the courses are still appropriate.
- ☐ If you and your controller are not going to be able to put out the controls between 3.45pm and 4.45pm on the event day, contact the Stewarts so assistance can be arranged.

At least one week out

- ☐ Prepare the final event map files as outlined in the “Using OCAD for Summer Series” document. Make sure a copy of these files is available on the day for on the day printing.
- ☐ Club printers are located at the Stewart’s and Selwyn Palmer’s houses. Speak to one of these people about when they can print the maps and once maps are ready for printing make sure the final version is in the event drop box folder and let the person printing know they are ready for them to access. A3 maps need to be printed on the printer at Selwyn’s place

Final week

- ☐ Between the controller and yourself, you need to:
 1. Prepare the H&S sign plus any special hazard signs which need to be displayed (read the SummerNav HARMS document to help you think of what you need to include) There is a proforma for the H&S document in the documents folder. Either print these out or arrange for someone else to do so. They are designed to be printed on A3 – otherwise you need to pdf them before printing. If you want them printed by the person printing the maps let them know
 2. Finalise the printing of the maps
 3. Collect the controls – preferably you and/or your controller 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.

On the day

- ☐ Putting out the controls needs to start at 4.30pm at the very latest, depending on the map and whether there are one or two people able to do it and their speed. If you and your controller are not going to be able to do this between you, contact the Stewarts by 2 weeks out so assistance can be arranged. If you have the controls grouped into putting out groups before you get to the event it is very much quicker. If you do not do this you would need to get to the park rather earlier.
- ☐ Ensure that the maps and H&S sign will be at the event.
- ☐ Ensure the course lengths and hazard information is written on to the appropriate signs. There are two laminated signs on the display boards.
- ☐ If at all possible be at the event to assist newcomers, replace missing controls, etc and either collect controls or ensure that this will be done. If you and/or your controller cannot be at the event, let the Stewarts 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.

If you have any questions at any stage that you cannot sort out with your controller, phone Joanna and Alistair Stewart.

Have Fun!!

Contacts

Alistair & Joanna Stewart - *Maps, Club Computers, OCAD, Map Corrections, Map Printing, General enquiries .*

Home: 5755695

email: jo.al.stewart@gmail.com

Joanna mobile 021 1153727 Alistair mobile 021 0639629

Selwyn Palmer - *OCAD, Map Corrections, Map Printing*
Home: 6257798 email: remlapsr@gmail.com
Martin Crosby - *OCAD, Map Corrections, General enquiries*
Home: 630 1550 email: martin@crosbybusiness.co.nz
Nadia Clark - *Permissions*
Mobile 021 054 6570 email: nadiajclark@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.

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**, **YG**, **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