

## Planners' Guidelines – Level C events

*Some tips for new planners and reminders for old hands*

1. Thank you for offering to plan an event.
2. The club fixtures secretary will also send you a copy of the most recent version of the map and the area notes, which will provide details of any restrictions on the area and options for car parking, together with contact details for your organiser and controller.
3. If you are not already familiar with the area, visit the site for a general look around, in particular at the parking options and possible sites for start and finish. Keep your organiser informed about your choices for these. You should also discuss with the organiser any safety issues in the forest which should be covered in the risk assessment for the event.
4. Make contact with your controller at an early stage (at least 3 months before the event) to agree a timetable for draft courses, control site checking etc.
5. If at any stage of your planning you find any map corrections, you should mark these on a copy of the map and send them to Rob Hickling who will make the changes on the master version of the map.
6. Events at Level C should normally include the following courses:

TD1 White  
 TD2 Yellow  
 TD3 Orange  
 TD3 Long orange  
 TD4 Light Green  
 TD5 Green  
 TD5 Blue  
 TD5 Brown

The tables below outline the requirements for courses at each level of technical difficulty.

TD	Routes and route choice	Numbers of controls	Control sites	Relocation and cost of errors	Skills required (letters refer to the 'Step by Step' skill categories)
1	Route all along tracks and paths. No route choice, including at the start banner.	Controls reasonably close together (200m maximum). A control at every Decision Point.	Paths, tracks – junctions, crossings and bends. Features on paths e.g. bridges, gates, to give variety to the control descriptions. The banner and punches at a control should be sited in the direction of the next control.	Should not be required.	Understand map colours and commonly used symbols. (A) Orient the map using compass and terrain. (A) Orienteer along tracks and paths. (B) Make decisions at 'Decision Points' identified by a control site. (B)
2	Route all along obvious line features such as tracks, paths, fences, walls, rivers, large ditches and very distinct vegetation boundaries. No route choice, including at the start banner.	Controls fairly close together (350m maximum). Leg lengths should not vary greatly. A control is not needed at every Decision Point, but there should be at most two Decision Points per leg.	On the line feature along which the competitor is travelling. Obvious other features close to, with the banner clearly visible from, the line feature, e.g. knolls, boulders.	Generally should not be needed, but can be done by re-tracing the route along line features.	Orienteer along obvious line features (handrails). (C) Make decisions at a 'Decision Point' without the assistance of a control to identify it as such. (C) Leave a line feature to go to a visible control site near to it, then return to that line feature. (D)

3	For controls not on a line feature then a route along line features to an obvious attack point should be possible. Simple route choices.	Relatively frequent controls on short courses, less so on longer ones. Legs of different lengths.	Any line feature. Prominent point or contour features, but these should be easily found from an attack point on a line feature.	There should be a collecting feature close behind all controls that are not on a line feature.	Corner cutting. (E) Basic use of compass to allow short cuts through the terrain between two line features. (F) Navigate a short leg on a rough compass bearing to a control on or in front of a collecting feature. (F) Simplification of legs with several Decision Points. (G) Make simple route choice decisions. (H)
4	Significant route choices.	As few as necessary for good planning based on the length of the course. Legs of different lengths.	Any feature which does not require map reading through complex contour detail.	Collecting features behind all controls. Errors should not be expensive in terms of time lost.	Navigate long legs on a rough compass bearing to a collecting feature. (I) Fine orienteering on short legs using an accurate compass bearing. (J) Navigate for short distances using simple contour features – hills, ridges, large re-entrants and spurs. (K)
5	Significant route choices. Course should force regular changes in technique, e.g. long route choice followed by short intricate legs.	As above.	Any feature, particularly those demanding careful map-reading to locate – but the banner must not be hidden, nor the control excessively isolated (no Bingo controls).	Control sites far from obvious relocating features. Errors can result in a large time loss.	Navigate for long distances using only major contour features – hills, ridges, large re-entrants and spurs. (L) Read and interpret complex contours. (M) Concentration over long distances. (O) Recognition of indistinct features. (O) Use all the different skills and adapt speed and technique to changes in the terrain and orienteering difficulty.

For fuller information on course planning, see

[http://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_appendix\\_b.pdf](http://www.britishorienteering.org.uk/images/uploaded/downloads/events_appendix_b.pdf)

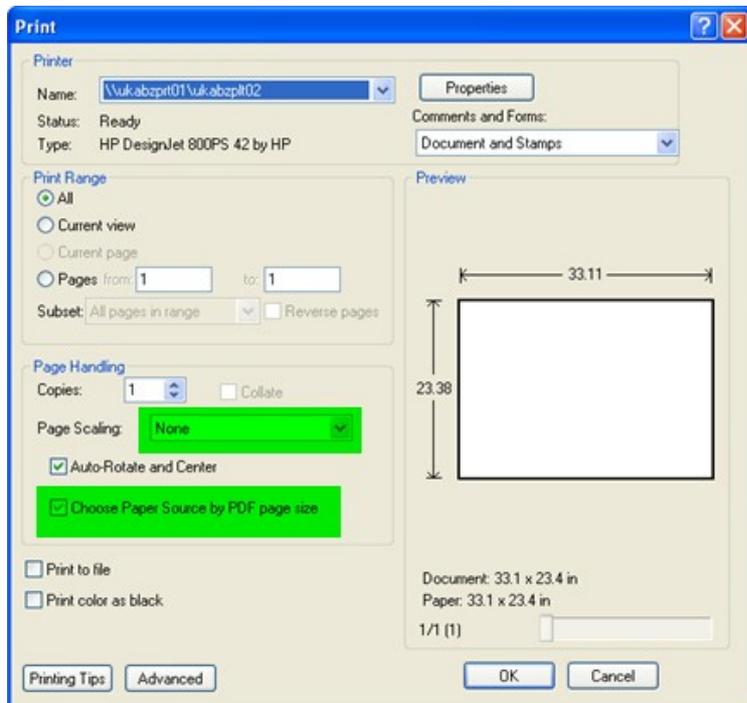
7. Condes – course planning software. If you do not already have Condes on your computer, or if you need help in using it, contact Rob Hickling

8. Control numbers. The up to date list of Gramp control numbers is on the club website. If your event needs additional controls, contact Rob Hickling in good time who will arrange to borrow extra controls from Maroc. (This should not normally be necessary.)

8. Control descriptions. **All courses should use pictorial descriptions.** Loose copies of the description sheet should be available at registration, including text descriptions for the white and yellow courses.

9. Map printing. Map printing for Level C events should be done by Stirling Surveys [steve@stirlingsurveys.co.uk](mailto:steve@stirlingsurveys.co.uk). You should send your map and Condes files and allow at least a week for printing; if time is tight, contact Steve Barratt to alert him. If the map is larger than A4 please consider whether you can cut it down to A4 for some courses to save on printing costs.

For Level D events, use LetsTalkPrint (although Dundee-based now, they will post or deliver as instructed) [ron@lets-talk-print.co.uk](mailto:ron@lets-talk-print.co.uk) with a request to print on Grampian Orienteers pretex paper and charge to Gramp's account. Remember to provide the number of copies per course and remind LetsTalkPrint that the files must be printed with no scaling applied – set the page scaling option to 'none' and toggle 'on' the 'choose paper source by pdf page size'. This is important as it is likely when printing from pdfs the use 'scale to fit' option will be set which will result in the maps being printed at the wrong scale.



When you send your maps for printing to either company, copy the email to the Gramp treasurer.

10. How many maps? The fixtures secretary will send you a spreadsheet showing how many maps have been used at recent Gramp and Maroc Level C events. Don't be too cautious on the number you print – better to have a few left over than to be short and disappoint people. Ask the printer for a few blank copies of the map which can be marked up by hand if necessary; you should also have spare copies of each course map and the 'all controls' map to be kept at registration in case a missing competitor search is needed.

11. Remember it is your responsibility to arrange for all controls to be brought in after the event and returned to the Hickling garage. It's best to arrange before the event for a few people to stay behind to help with this – don't rely on finding willing people on the day. You can use the club email distribution list to ask for volunteers (ask Rachel if you don't know how to do this).

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