# Maroc Planner's Manual, September 2022

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**The Planner** is responsible for all aspects of course planning at the event from when a competitor starts to when they finish. These include:

- The suitability of the terrain, with the Controller if there is one
- The format and design of the courses
- Safety in the terrain and its risk assessment
- The map and printing requirements
- The setting out and collection of controls and other course markers.

Don't be put off by the size of this manual. We have put together a logical and readable checklist of what to think about and do for a successful event. Once you start the planning process everything will fit into place. Enjoy your planning!



## The MAROC Events for which these notes are specifically compiled are:

## Local (D) Events: Small events that allow participants to orienteer locally.

- Typically, 30 to 60 participants run between one and five courses.
- Electronic timing is used and results are published promptly.
- Number of controls: 10 to 25.
- No Controller required, the Planner may also be the Organiser
- MAROC examples: Deeside Night Cup, Forest Sprint Series, Small 'Colour Coded' events
- Expected attendees: MAROC and GRAMP

Regional (C) Events: Larger events that allow participants to orienteer at a wider variety of venues and against more varied competitors, but without requiring great travelling distances.

- Typically, 70 to 150 participants. A minimum seven colour coded courses, White, Yellow, Orange, Lt. Green, Green, Blue and Brown are offered.
- Electronic timing is used and results are published promptly.
- Number of controls: 40 to 50
- There are three event officials; a Planner, Organiser and Controller.
- British Orienteering ranking points are awarded.
- Expected attendees: MAROC and GRAMP plus INVOC, MOR, TAY, FVO for example.

# 2. Planner's Timeline:

## As soon as the area for the event is known, at least 6 weeks prior to the event

- Ask for the Forest Information Sheet from the Access Officer and specifically check: (i) the precise area available for use, (ii) any restrictions on the planning and (iii) any notifications required when visiting the area.
- Download the map file from the website: Resources>Map Files and check with the Mapping Officer that you have the latest version of the map.
- If not already done so, download the CONDES course planning software from <u>https://condes.net/</u>. The access code is available on the website: Resources>Map Files>Home>Condes Licence Info. There is 'help' to get you started, otherwise ask another club member.
- Familiarise yourself with 'Planner's Framework and Best Practice' (see below) including the expected length, climb, technical difficulty and winning time for each course.
- Check results and 'Routegadget' from previous events to give an idea of running speeds and previous course layouts.
- Visit the area and become familiar with it, identify the general flow of your courses and consider parts that maybe have not been used for a while.
- Identify car park location (with Organiser for Level C) and locations of start and finish. The least technical courses will be a significant influence on this decision.
- Identify any significant map corrections (e.g. felling, windblown, new fences) and inform the mapper. The Mapping Officer can help with this.
- For a Level C event, check in with the Controller to discuss the event expectations and how you will work together. Version control is a very important topic. The Planner should control the final version.
- For a D Event you may wish to discuss your plans with a mentor or experienced club member.
- Attend the eLearning Event Safety course on British Orienteering website if not already done so (1 hour).

## Between 6 and 2 weeks prior to the event

- Plan the courses through a combination of desktop planning and visiting the area to check both suitability of control sites and proposed route choices.
- Follow 'Planner's Best Practice' (see below).

- Be prepared to re-visit the area several times to finalise control sites and courses.
- For urban events consider security and how/if SI units are to be attached to street furniture. Two trestles are also available in the Club shed.
- For a C event, at least four weeks before the event, send your draft courses to the Controller and seek feedback. Note: the Controller is there to ensure that rules are followed, not to replan your courses.
- Send provisional course details to the Organiser for publication on the website by the Webmaster or other designated person.
- Agree/decide which map scale(s) to be used. Frame the map for printing at A4 if possible (reduces cost) but anything up to A3 is OK.
- Decide if a double-sided map-flip is required for longer courses.
- Identify and inform the mapper of any significant last-minute map corrections close to controls and affecting expected routes.
- Choose the SI number codes for your controls. Numbers are between 101 and 160 but check availability with the Computing Officer.
- Identify the need for any taped routes, 'smiley faces', crossing point or hazard tapes.
- Visit the Maroc equipment shed and familiarise yourself with the equipment that you will need; stakes, kites, tapes etc.
- For a C Event, at least two weeks before the event, tag all control sites, the start and finish so that they can be checked by the Controller. Include SI number and agree the size and colour of tags to be used (see note on tagging at end of document).
- For a C Event, input the planning risks for the Risk Assessment to the Organiser. For a D Event complete the Risk Assessment yourself. Contact the Safety Officer who will give guidance and sign-off procedure.
- For a D Event, your choice of whether or not to tag and/or get someone to check is entirely yours. There is no obligation but be extra careful if there is no check.

### One week before the event.

- Use data from recent events or use pre-entry numbers to decide the number of maps to be printed (with Organiser for C Events). Add 10% for late entries.
- Send the CONDES file and the map OCAD file to David Richie at A4Print, Inverness by email (<u>david@a4inverness.com</u>) with the map numbers.

Consider Including blank maps for display at the start, all-controls maps for control collectors and loose control descriptions if appropriate for the event. The bill will be sent to the Treasurer.

- Import the XML course data file from CONDES to the SI Timing system or, for a C Event, send it to the Organiser for event set-up.
- Send the Organiser final course details for publishing on the website.
- Request the Computing Officer to synch the SI Units and collect them from him/her.
- Make a plan for waking the SI units immediately before the event and for collecting them afterwards. Seek help for these tasks, with the Organiser, for a C Event.

#### In the immediate run-up to the event.

- Ensure that you know who is going to be posting the results on the website immediately they become available after the event.
- Collect all required kit from the Maroc Shed.
- Put out all control kites, stakes and SI Units. For a C Event, work with the Controller to allow him/her sufficient time to check them.
- Ensure SI Units are never carried attached to stakes as they can easily fall off and be lost.
- Put out any taped routes, smiley faces, crossing point and hazard tapes as required. Place tapes at a height visible to young competitors.
- For a C Event, agree the lay-out of the Start with the Controller and Organiser.
- For a C Event, alert the Organiser and Controller to any last-minute issues, such as water levels in streams or recent windblow. If in doubt agree formal crossing points in advance.

### On the day.

- Arrive early to wake up the controls. For a C Event the Controller will generally help.
- Put out the Start and Finish SI Units and the Start and Finish banners. Check the Start lay-out is what you want.
- Ensure the maps and loose control descriptions are located at the Start or Registration as previously decided.
- Ensure any road crossings have been correctly marshalled.

- Make yourself available at the Finish or Download during the competition to receive feedback on your courses and to resolve any immediate issues.
- With help, collect in all the controls and tapes, leaving nothing in the area of the competition.
- For a C Event, work with the Organiser and Controller to resolve any issues with the results.
- Send the CONDES file and map OCAD file to the Results Secretary for use with Routegadget. This could be done prior to the event.
- For a D Event, send the results file (.csv) to the Webmaster (or equivalent) for posting on the website and to the Results Secretary. This should be done well within 24 hours of the event's completion. The Organiser will do this for a C Event.

#### Immediately after the event

- Return all kit to the Maroc Shed and the Computing Officer. Ensure kites, tapes etc. are all dry.
- Give feedback to the Access Officer for updating the Forest Information sheet.
- Ensure that the Mapping Officer has the final map OCAD file if the map was updated during the planning process.

## **3.** Planner's Framework

All orienteering events in the UK follow the British Orienteering 'Rules of Orienteering 2020' which are consistent with those of the International Orienteering Federation. Standards at all MAROC events need to follow these rules.

'Colour Coded' Course	Technical Difficulty	Course ratios (British	Example lengths (km)	Example winning times (mins)
		Orienteering)		
Brown	5	1.00	8.5	60
Blue	5	0.66	6.0	55
Green	5	0.46	4.2	45
Light Green	4	0.35	3.5	40
Orange	3	0.29	2.5	40
Yellow	2	0.26	2.0	25
White	1	0.16	1.5	15

## Typical Courses run in MAROC forest areas:

Course ratios based on: length (km) + climb (m x 10). Climb should only exceed 4% of course length in extreme cases. Normally it's between 2% and 3%.

### Average Courses run in Deeside Night Cup forest events

Course	Technical Difficulty	Length (km)	Climb (m)	Winning Time (mins)
Long	5	4.9	150	38
Short	5	3.2	100	35

For Urban DNC events: slightly longer courses (5.5 to 6.0km and 3.5 to 4.0km) will be best but this may be restricted by the size of the area and the A3 print size. Try to incorporate any forest areas if present on the map. Courses will be Technical Difficulty 3.

### **Typical courses run in the Spring Series**

Course	Technical Difficulty	Length (km)	Winning Time (mins)
Sprint	3	3.5	20
Short Sprint	3	2.5	15
Yellow	2	2.0	25

Technical Difficulty (TD) specifications, simplified from 'British Orienteering Rules 2020'. See the full table in 'British Orienteering Rules 2020' Appendix B for a complete understanding of the Technical Difficulty criteria.

TD	Routes and Route Choice	Number of	Control Sites	Relocation & Cost
		Controls		of Errors
1	Tracks and paths. No	Close together	Junctions, crossings	Should not be
	route choice, including at	(c.200m) and at	and bends, bridges,	required.
	Start.	every decision	gates etc. Kite sited in	
		point.	direction of next	
			control.	
2	Obvious line features e.g.	Little variation in	Line features on line of	Retracing route
	tracks, paths, walls,	leg length	travel plus knolls,	along line feature
	fences, streams and	(c.350m). Max	boulders etc clearly	if required.
	obvious veg. boundaries.	two decision	visible from line	
	No route choice at start.	points per leg.	feature	
3	Simple route choices. A	Legs of different	Any line feature.	Collecting feature
	route along a line feature	lengths.	Prominent point or	close behind any
	to an attack point should		contour feature with	control not on a
	be possible. Corner		attack point on a line	line feature.
	cutting encouraged.		feature.	
4	Significant route choice.	As few as	Any feature that does	Collecting features
		necessary for	not require map	behind all
		good planning.	reading through	controls. Errors
		Legs of different	complex contour	not expensive in
		lengths.	detail.	terms of time lost.
5	Significant route choice.	As above.	Any feature,	Control sites far
	Course should force		particularly	from collecting
	regular changes in		demanding careful	features. Errors
	techniques.		map reading. Not	result in large time
			hidden or isolated.	loss.

# 4. Planner's Best Practice

## 1. The Start.

- a. If TD 1,2 or 3 courses are involved the start kite must be on a line feature and not on a decision point.
- b. The start kite must be either visible from the start line/punch or have a taped route to it.
- c. If the kite is visible there should be no significant route choice at it for those yet to start to gain an advantage by watching others.
- d. There must be no possible route choice to the first control that involves runners retracing their steps back through the start area.

## 2. The Finish.

- a. It must be very easy to find, on a track for example. Remember there is no 'control description' for the finish.
- b. Hang kite(s) on the finish punch stake(s) and display a finish banner.
- c. All courses should approach from the same direction, preferably from a 'last control' not far away. Tapes can be used to guide runners.
- d. Try to get the finish as close as possible to Download and the car park.

## 3. Terrain Suitability.

- a. When designing courses always consider the age, size, fitness, strength, flexibility and balance of your runners. Older competitors, for example, may struggle with steep slopes/banks, 'dark green' areas, very rough ground and stream crossings. Head off complaints before they arise!
- b. Think about the competitor's enjoyment. Avoid gratuitous climb and try to use the better technical and aesthetically pleasing areas wherever possible.

## 4. Course Shape.

- a. In forest events, try to avoid runners entering and leaving control sites in the same direction, unfairly giving away the location to approaching runners. This is not a concern in urban events.
  - i. Avoid sharp angle 'doglegs' and instead use two controls to turn runners.
  - ii. One strategy is to plan all courses to follow a similar shape around the forest so that different courses enter and exit controls from roughly the same directions.

- b. Vary leg lengths for TD 3 to 5 courses. Include loops perhaps and regular changes in direction to enhance disorientation. Avoid three or more legs all in a straight line. Variety is good.
- c. Avoid legs where the line on the map passes through an earlier or later control.

## 5. Course Length and Climb

- a. The course length is the 'crow flies' distance shown by the lines on the map between controls. This is automatically calculated by CONDES and appears at the top of each course control descriptions.
- b. In Urban events the actual running distance is usually close to 1.5 times the 'crow flies' distance.
- c. The course climb is the sum of the climb for the 'optimum' route choice for each leg. Estimate the climb for each leg, import this to CONDES and the software will calculate total climb for each course, displaying it at the head of the control descriptions.

## 6. Well planned legs.

- a. Should offer several possible route choices, with the quickest rewarding the best navigators.
- b. Should involve going cross-country over intricate terrain or linking different path/track routes together so mental problems are posed throughout the leg.
- c. Fairness is crucial; it must be possible to decide between the available routes purely from the information on the map.
- d. Choices should be available, allowing competitors to identify the route choice that plays best to their strengths.

### 7. Out of Bounds

- a. Avoid legs that might tempt runners to cross out of bounds areas, cross forbidden walls/fences or use forbidden roads/tracks.
- b. Mark fences/walls that runners must not cross with thick red lines and roads/tracks they must not run on with close spaced crosses.
- c. Ideally have only one marked crossing point for a leg. The leg line must be bent through it. If there are two options, break the line at the uncrossable feature. A control close to the crossing point solves this ambiguity.

### 8. Controls.

a. Located to start and end a good leg.

- b. Located to move the competitor from the end of one leg to a better starting point for another good leg, to avoid doglegs for example.
- c. Located to collect runners to a compulsory crossing point.
- d. Their positions:
  - i. require accurate use of navigational techniques to locate.
  - ii. are in accurately mapped areas, including attack points.
  - iii. are in 'pleasant' terrain and not too close to other controls.
- e. Avoid 'bingo controls' where the feature is isolated with no surrounding features to use to navigate to it.

### 9. Control codes

- a. In general controls should not be closer than 30m and for those on similar features, 60m.
- b. To reduce the potential for confusion, when numbering controls it's best to employ a scatter approach and to avoid controls in close proximity having similar numbers (143 & 134 for example).
- c. Avoid long sequences of consecutive numbers, particularly on easy courses where any break from the sequence may cause confusion.

## 10. Control Descriptions: Remember to:

- a. Ensure there is a description of the Start location.
- b. Stipulate whether runners should navigate to the finish or follow tapes.
- c. Add heights of all boulders and crags.
- d. Describe the location of the feature in relation to other instances of the same feature in the control circle (northern, middle etc.).
- e. Describe where the kite is located at the feature (eastern edge, upper part etc.).
- f. Include course closure time at the end.

## 11. Overprinting

- a. The overprint features on the map should have the following dimensions: Start triangle sides, 90m. Control circle diameter, 75m.
  Control number height, 60m. Leg and circle line width, 5m. Finish circles diameter, 60m & 80m.
- b. Control circles and leg lines need to be cut where they overlie map features that are critical for navigation towards and in the vicinity of the control.
- c. The map must include notification of the scale.
- d. Add the organiser's mobile number to the map for safety reasons.

# 5. Further advice on course planning requirements, techniques and philosophy can be found in the following documents which have been used in the compilation of this Manual:

- 1. **Rules of Orienteering**. Published by British Orienteering, Version 39 01/01/2020. Available on the BO Website (Get Involved > Rules). Specifically, Appendix B.
- Scottish Orienteering Association Club Toolkit: <u>Club Toolkit | Scottish</u> <u>Orienteering Association (scottish-orienteering.org)</u> (Development > Club Toolkit > Staging Events)
  - Complete Course Planning Guide, Orienteering Course Planning Practical Guidance. By Hilary Quick.
  - o Basics of Orienteering Planning

### Club officials can be contacted at:

Event Access Officer: access@marocscotland.org.uk

Mapping Officer: mapping@marocscotland.org.uk

Safety Officer: safety@ marocscotland.org.uk

Treasurer: treasurer@marocscotland.org.uk

Computing Officer: computing@marocscotland.org.uk

Webmaster: webmaster@marocscotland.org.uk

Results Secretary: Andy Tivendale

**Note on tagging**: If possible, label tags with the agreed control number. Ensure that control codes are not reused if a late decision not to use a tagged site is made. This avoids potential confusion. When tagging controls help your Controller by using large tags of a distinctive colour – never red or green. Tags of at least 25cm in length are good.

**Note on Urban events:** Check the Rules of Orienteering for specific guidance on Urban Events. For example: Under 16s are not permitted to compete on courses where there are possible routes that require competitors to crossroads with significant traffic.

Compiled by Nick Hale, Roger Coombs and other Maroc Members.

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