

A copy of this presentation is available on the MVOC website:

[http://www.mvoc.org/Events/2017WinterSeries/Guide to planning and organising an Evening Street O V1-1.pptx](http://www.mvoc.org/Events/2017WinterSeries/Guide%20to%20planning%20and%20organising%20an%20Evening%20Street%20O%20V1-1.pptx)

[http://www.mvoc.org/Events/2017WinterSeries/Guide to planning and organising an Evening Street O V1-1.pdf](http://www.mvoc.org/Events/2017WinterSeries/Guide%20to%20planning%20and%20organising%20an%20Evening%20Street%20O%20V1-1.pdf)

Guide to planning and organising an evening Street O

MOLE VALLEY ORIENTEERING CLUB

VERSION 1.1



Change Log

V1.0 (June 2016)

- First Draft for 2016 Winter Series

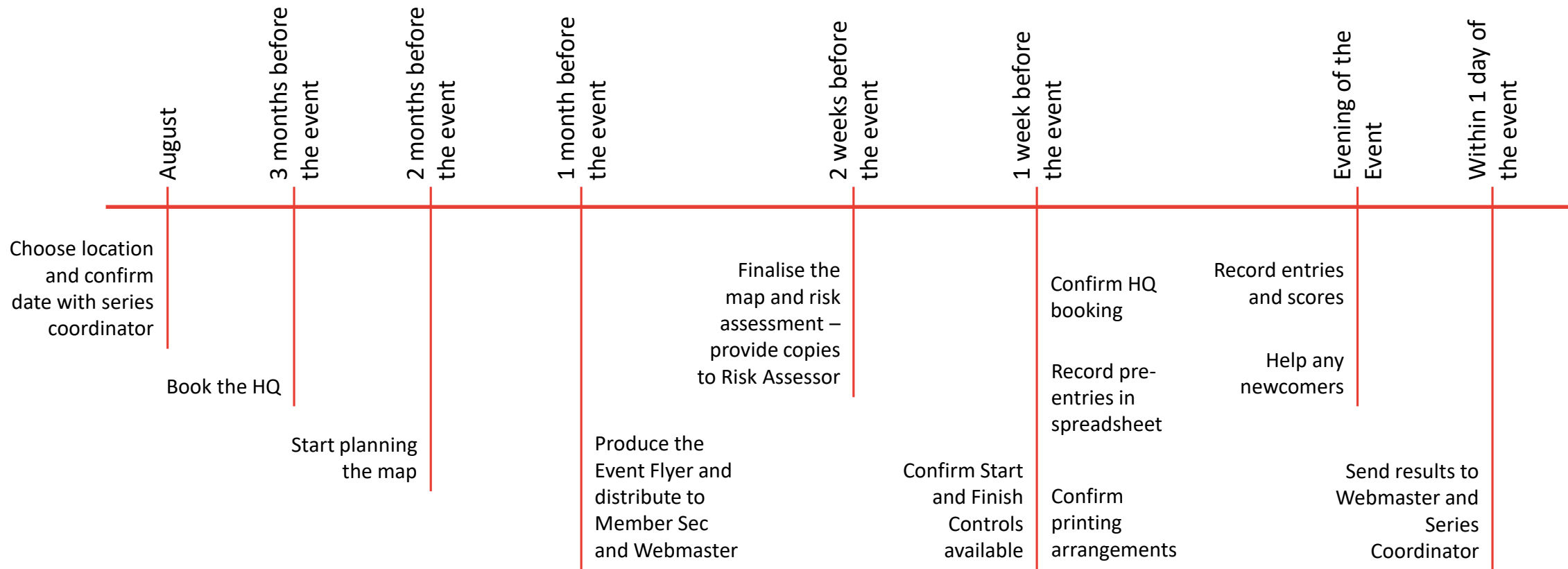
V1.1 (May 2017)

- Minor updates following feedback
- Addition of the Useful Links slide
- Addition of Marking Guidelines slid
- Completion of the Checklist slide
- Updated links to latest documentation

By the end of this presentation you will know how to plan and organise an Evening Street O

- Timeline of Events
- Choosing a location and HQ
- Completing the Risk Assessment
- Publicising the Event
- Producing the Map
- What to do on the Night
- Marking – right or wrong?
- A handy Checklist
- Useful Links

Timeline of events...



Choose a location and suitable HQ...

Things to consider when choosing a location:

- The location should be within the Mole Valley OC area – this stretches from Horsham all the way to Beddington Park
- The location should be easily accessible, i.e. nearby train station
- The running area should be interesting, for example extensive road networks allowing for multiple route choices

Things to consider when choosing an HQ:

- Large enough to accommodate the likely number of runners
- The staff need to be accommodating to runners (particularly in short shorts)
- Ideally, there should be plenty of parking
- Ideally, there should be food available

Once you have chosen your location, you will need to inform the series coordinator

Review the risk assessment...

Available online in MS Word format:

https://www.britishorienteering.org.uk/images/uploaded/downloads/events_forms_riskassessment_v1.doc

This is important and your life will be easier if you consider this from the start

The club is required to produce a risk assessment for any competition event registered with BOF

You will be paired with someone who can sign off the risk assessment – make contact with them early and keep them informed

Some specific points to consider:

- Main Roads – place controls close to pedestrian crossings to give runners the option of using the crossing
- Railway Lines – level crossings must be avoided
- Ponds and rivers – controls must not be placed close to unlit or unfenced bodies of water
- Alleyways – avoid using unlit or ones that have barriers
- Open areas – avoid unlit areas as vulnerable competitors may find these intimidating

Produce the event flyer and forward to Mike Bolton and Dan Sullivan...

Start with the flyer template – a copy in MS Word format is available online here:

<http://www.mvoc.org/Events/2017WinterSeries/20YYMMDDetails.docx>

Rename the file in the following format:

- 20YYMMDDetails.docx

The template has been created as a form, this means only the fields can be edited

- Simply click on a field and enter the relevant information
- The tab key can be used to move to the next field
- Should you need to change anything else, speak to Dan

Once complete, email a copy to:

- Mike Bolton (Membership Sec.) membership@mvoc.org
- Dan Sullivan (Webmaster) web@mvoc.org

	<p>Mole Valley Orienteering Club (affiliated to British Orienteering) www.mvoc.org</p> <p>WINTER STREET O SERIES 2016/17</p> <p>Click here to enter text</p> <p>Click here to enter a date</p>
<p>This is the <small>Choose an item</small> event of a series of 8 winter evening Street Orienteering events MVOC are organising on a monthly basis from September to April. Each event will be a 1-hour score event and a league table will be compiled from the results of each event as they proceed. The best 5 results from the 8 events will determine the final league positions. Please check www.mvoc.org for details of the other events in this series.</p> <p>Registration/ Start location: Click here to enter text. Map Reference: Click here to enter text. Link to Google Maps: Click here to enter text.</p> <p>Parking: Click here to enter text.</p> <p>Public transport: Click here to enter text.</p> <p>Map: produced from OpenOrienteeringMap (http://oobrien.com/oom/). Printed on waterproof paper.</p> <p>Equipment required: Watch; pen (not water based) or pencil; torch or head torch; SI dibber for a timed start and finish (these can be loaned to those who don't have one). Competitors are asked to wear high visibility clothing, reflective strips and/or additional lighting devices and carry a whistle for attracting attention in the case of an emergency.</p> <p>Entry Fee: £2 to all BOF members, £3 to non-BOF members. Free to Mole Valley OC members and "Supporters".</p> <p>Entry system: There are no preentries for this event. However, to ensure we print enough maps please register your interest and reserve a map. To do this, please email the organiser at: Click here to enter text.</p> <p>Starts: Starts between 6.30pm and 7.30pm</p> <p>Score Event: "Score" just means that there is no set course. Your map will show a number of controls, but you don't have to visit them all. You get points for each control you do visit, and lose points if you take more than an hour. You write down the answer to a simple question to show you have visited the control.</p> <p>Safety: Unfortunately, BOF public liability insurance does not cover non-British Orienteering Federation members that have taken part in 3 BOF registered events or those under 16 for running on urban streets. Anyone under 16 must be accompanied by a responsible adult.</p> <p>Last minute changes: Please visit the MV Web site before travelling to check for last minute changes or new information about this event www.mvoc.org</p> <p>Results: May be produced on the day and will be available on the club web site as soon as possible.</p> <p>There will be a social at the pub after the event to which all are welcome. Food available until 21:30. The menu can be viewed here: http://jollycoopers.co.uk/dinner-2/ This event is planned and organised by Click here to enter text.</p> <p>***You are responsible for your own safety and you take part in this event at your own risk***</p>	

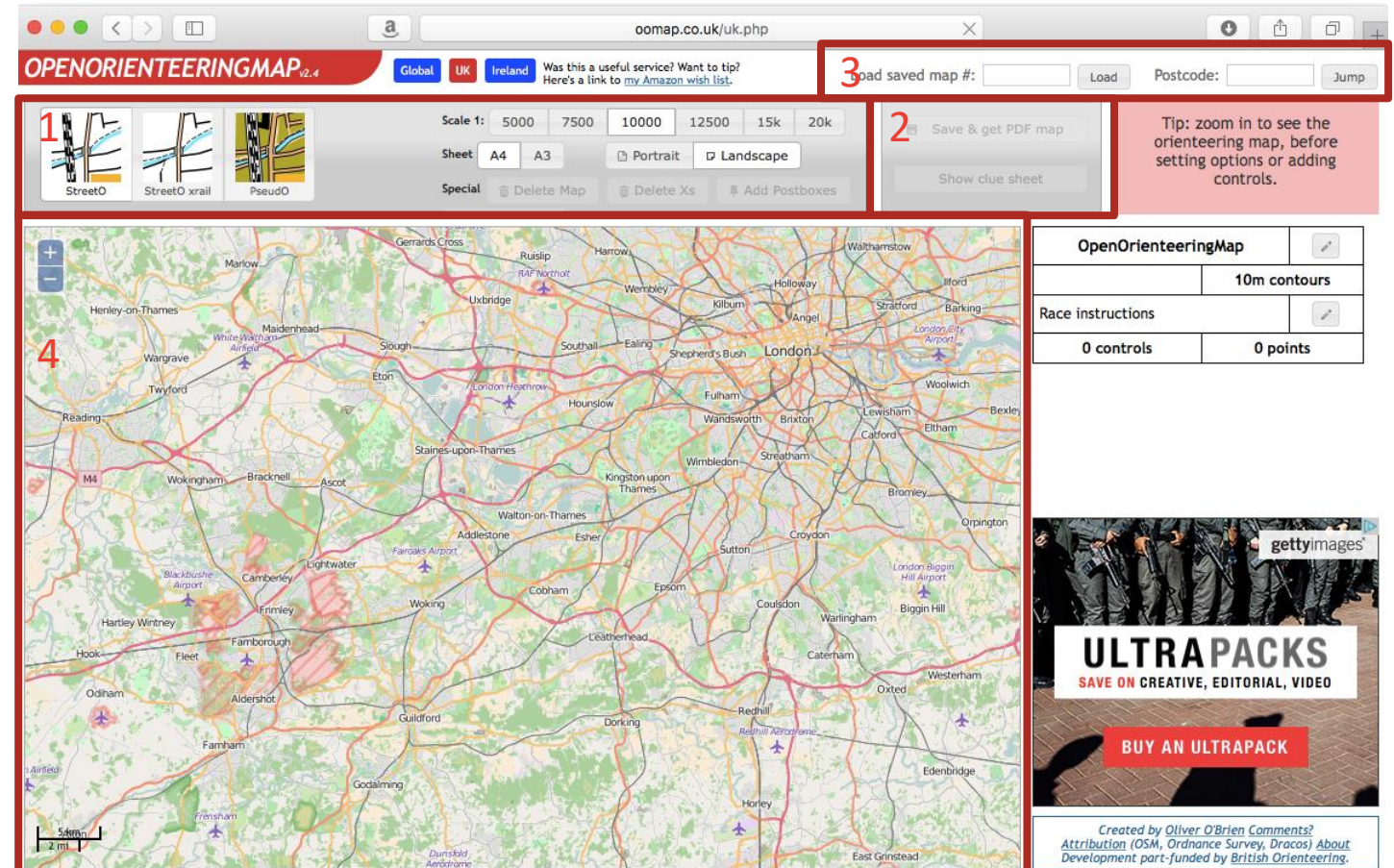
Getting started with Open Orienteering Map...

Open Orienteering Map is the tool for producing the map -

<http://oomap.co.uk/uk.php>

Overview of the different windows

1. Map settings
2. Save a map
3. Load an existing map
4. Map window

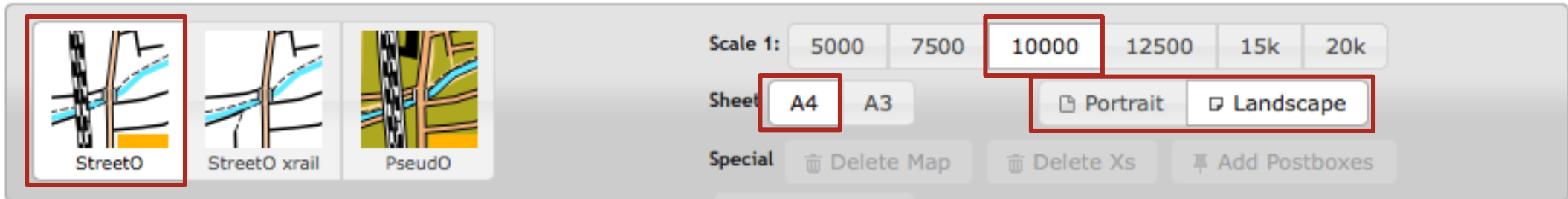


Basic map settings to start with...

Make sure the following are selected:

- Street O as the map type
- A4 sheet size
- 10000 as the Scale

Portrait or landscape is optional depending on the desired map area



Change the map centre and orientation to produce an interesting map area...

Start by clicking on the map to place the centre point

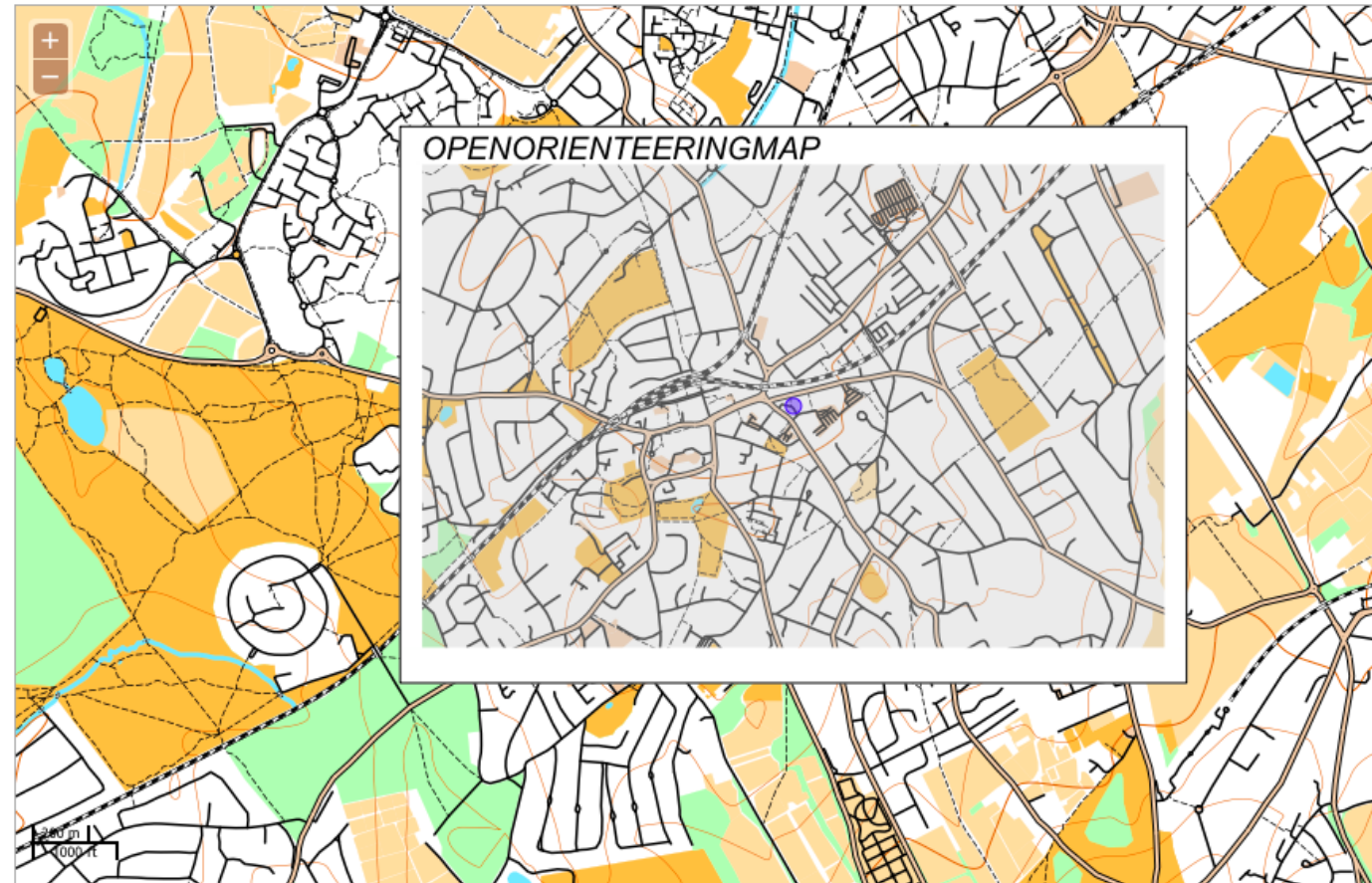
A frame will be added showing the extent of the map area – if it's outside the frame, it won't be on the map

Click and drag the blue dot to move the centre point

Try switching between portrait and landscape

Think about how the map area will affect the available route choices

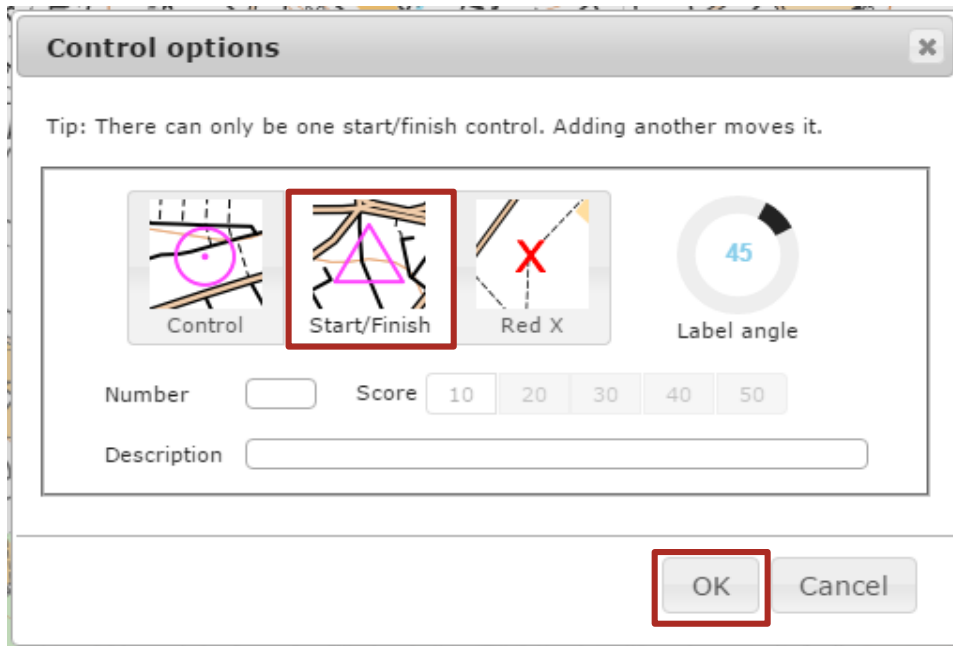
Don't forget the risk assessment



Adding the Start and saving the map...

Click on the map where the HQ is located

Choose 'Start/Finish' and click OK

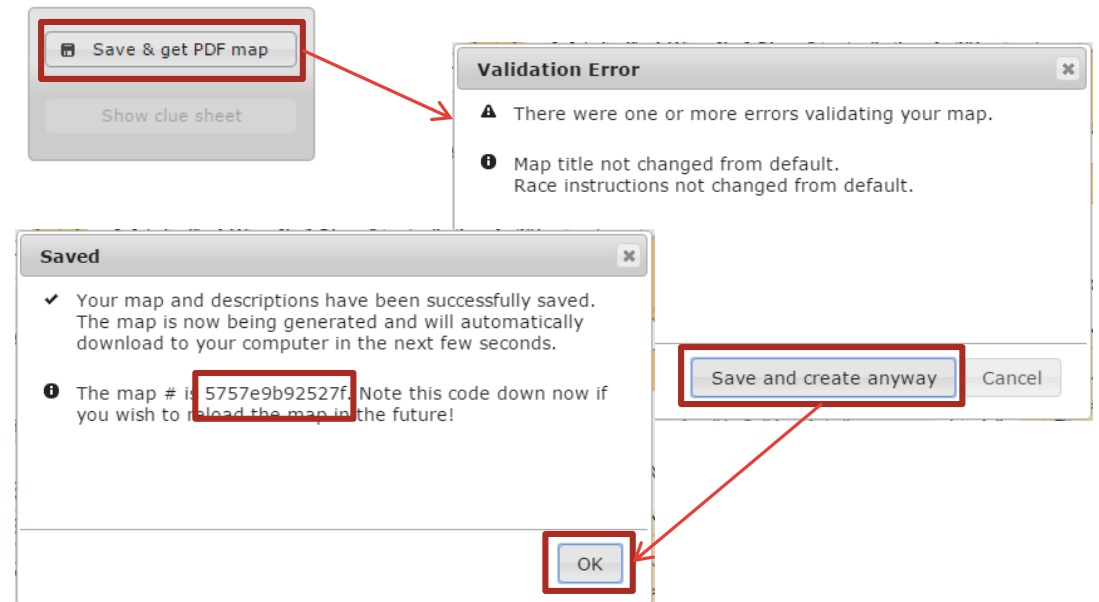


Click on Save & get PDF map

Acknowledge the error

Note the map#, without this you cannot reopen your map

Click OK – the map will download as oom.pdf



Consider route options and identify approximate locations for the controls...

How far can you run in 1 hour?

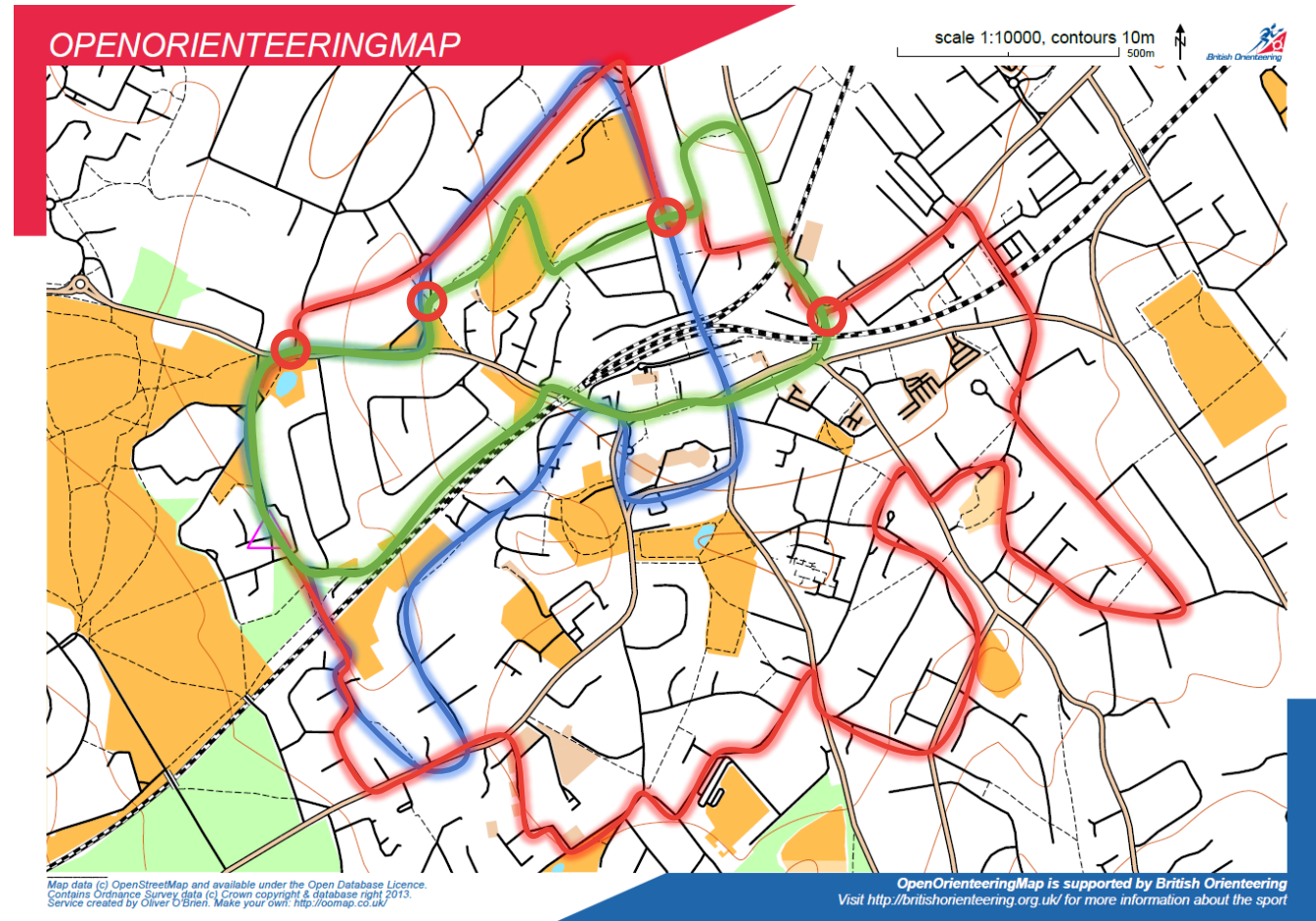
There should be route options for all abilities

- The slowest may cover 3 miles
- The fastest may cover 9 miles
- There will be plenty in between

Working on paper:

- Draw some route options – you may wish to use something like MapMyRun to get some distances
- Start adding controls

Don't forget the risk assessment



Some things to think about when adding controls to the map...

Avoid dead-ends – the odd one is fine, but they quickly become tedious

You don't need to constrain yourself to the routes you have drawn – people will find routes you haven't thought of

Work on a total of about 40 controls

Think about what you liked and didn't like about Street Os you have run

Go outside and visit the locations to identify suitable control features...

Having determined the approximate locations of the controls, you will need to physically visit the locations and find a suitable feature

These may include:

- Post Box, Fire Hydrant Sign, Telegraph Pole, Telephone Exchange Cabinet, Lamp Column, or any sign with some unique information on

Using a mixture will make for a more interesting run and reduce annoying mistakes

Avoid ambiguity – if there is more than one of a particular feature, choose something else

Make sure they are legible

Record the information and ideally, take a photograph

Mark the correct location on the map



Don't forget the risk assessment

Value the controls...

Back at home, decide how many points each control is worth: 10, 20, 30 or 40

Controls should be assigned a higher value because they require a runner to make a route choice because of them, not necessarily because they are further from the Start

You could try and balance the points so that the total scores for each route are close together

Add the controls to the map in Open Orienteering Map...

Reopen your map in Open Orienteering Map – type your map number in the ‘Load saved map’ field at the top right of the window

To add a control:

- Click the location on the map
- Make sure ‘Control’ is selected (this is the default)
- Enter the control number – controls should be numbered so that the first digit is equal to the decade of the score or points, for example a control worth 10 points should be numbered between 10 and 19
- Enter the description text – this will appear on the control list, so try to be consistent
- Adjust the label angle so as to avoid obscuring relevant map information and to avoid ambiguity with other controls





Some notes on Open Orienteering Map...

Control information can be edited by clicking on the pencil button next to control

It is **not** possible to reposition the control. To move a control, you need to delete (click the bin button next to the control) the existing one and recreate it

The control may appear to be well placed when zoomed in to the map, but consider how it will appear when exported at the correct scale. The best way to check this is to save the map, open the PDF and check in there. You may need to go back and reposition some of the controls

Each time you save the map, the map # will change!





OpenOrienteeringMap		
1:10000	10m contours	
Race instructions		
1 control	10 points	
11	10	Lamp Column Number  

Produce the control description sheet...

Change the default map name to
“**LOCATION** STREET O”

Add any Race instructions, as a suggestion
“1 hour score event. Time penalties will be incurred at **10** points per 30 seconds or part of over the 1 hour time limit.”

Once you are happy with all the Control Descriptions, click the ‘Show clue sheet’ button to the top right of the map window

OpenOrienteeringMap		
1:10000	10m contours	
Race instructions		
1 control	10 points	
11	10	Lamp Column Number  

A couple of points to note:

- As an alternative to the clue sheet generated by Open Orienteering Map, you can use the following template – available online in MS Excel format <http://www.mvoc.org/Events/2017WinterSeries/StreetOScoreSheetTemplate.xlsx>. The ‘answer’ column has been moved next to the ‘score’ column making it easier for the runner to complete
- You may wish to use multiple choice answer questions

Have the map and risk assessment reviewed by the risk assessor...

You will need to complete a copy of the Risk Assessment

- Having already reviewed this, completing it should be relatively straightforward
- Any questions or queries, speak with the Risk Assessor or Series Coordinator

You will need to send a draft copy of the Risk Assessment and Map to the Risk Assessor

- Give them time to review both – ideally 2 weeks before the event
- Send the Risk Assessment in MS Word format, so that they can make minor changes

Take a copy of the completed Risk Assessment and the Street O Safety Notes Document with you on the night

- A boiler plate version of the Safety Notes Document is available here – <http://www.mvoc.org/Events/2017WinterSeries/StreetOSafetyNotesTemplate.doc>

Record pre-entries and arrange for maps to be printed...

Keep a list of pre-entries

- It will make the job of the person processing the results easier if you type the pre-entries into this Excel Spreadsheet – <http://www.mvoc.org/Events/2017WinterSeries/StreetOResultsTemplate.xlsx>

Agree printing arrangements at least 1 week before the event, this includes by when you need to confirm map numbers

- Mike Elliot - mike.i.elliott@btinternet.com
- Philip Gristwood - pgristwood@btinternet.com

Confirm number of maps required with the printer

- Allow for runners turning up unannounced on the night
- Numbers approaching 50 were seen last year

On the night, give yourself time to setup...

Arrive early – ideally by 18:00

Introduce yourself to the Pub Staff

Position the 'Finish' Control and 'Start/Finish' kite somewhere prominent outside

- Secure the Finish Control

Find somewhere suitable to setup inside

You will need in front of you:

- The runner list for checking people off and recording their scores + a writing implement
- The 'Check' and 'Start' controls
- Blank map showing the Start
- The Safety Notice
- A small kitty

Record entries, manage the starts and record the scores...

When someone arrives:

- Check they are a member of MVOC or are a supporter and have paid for the year, if not collect £2
- Check them off if they have pre-entered or add their name and club
- If they need a dibber, loan them one and record the dibber number against their name
- Instruct them to read the safety notice and inform them of any alterations/corrections to the map
- If they are a newcomer, make sure to explain how it works, what the start looks like, how long they have, what a score event is

Before a runner starts, make sure:

- They have read the safety notice
- They know where the finish control is located
- They have cleared
- When they dib the Start Control, give them the map

When a runner finishes:

- It will get busy – a helper is extremely useful
- Ask the runner to download – write their name on the print out
- Make sure their name is on the map and record their time on the map and any penalty
- It is easier to mark the maps with an example map filled in correctly
- Run down the map and mark correct answers with a tick
- If two answers have been obviously transposed it is at your discretion as to whether you award them the points – just make sure that you are consistent

Keep an eye out for newcomers and make sure they know what they are doing

Things to consider when marking...

The key is to be consistent; the only thing that upsets competitors more than getting an answer wrong is giving someone else the benefit of the doubt and not them.

Ultimately, it is down to the organisers judgement as to how lenient or not they choose to be.

Recording the answer to the clue is akin to punching an orienteering control. Getting an incorrect answer is the same as punching the wrong control.

However, Street Os are meant to be fun events suitable for beginners, so sometimes a little discretion is required.

If you find many/all competitors return with the same wrong answer, it's possible that the control was ambiguous. In this situation, you may choose to mark them ALL right.

But, if some competitors have got it right, it may be because they took more care.

Whatever your decision, stand by it.

Checklist

- ☐ Choose a location and HQ
- ☐ Confirm the location and date with the series coordinator
- ☐ Review the Risk Assessment
- ☐ Contact your Risk Assessor
- ☐ Produce the event flyer and send to Mike Bolton and Dan Sullivan
- ☐ Choose the map area
- ☐ Recce the map area
- ☐ Plan the course – control location and points
- ☐ Produce the map
- ☐ Produce the control description sheet
- ☐ Complete the Risk Assessment
- ☐ Send Risk Assessment to Risk Assessor for review
- ☐ Setup the pre-entry sheet
- ☐ Arrange for maps to be printed
- ☐ Arrange collection of the start, finish, clear, check controls and printer...
- ☐ Know what time to arrive on the night
- ☐ Make sure you have everything you will need on the night
- ☐ Pay-in money
- ☐ Send results to Dan Sullivan

Event Location	
Event Date	
Event HQ	
Risk Assessor	

Useful Contacts

Series Coordinator: Deborah Sullivan chair@mvoc.org

Membership Sec.: Mike Bolton membership@mvoc.org

Webmaster: Daniel Sullivan web@mvoc.org

Map Printing:

- Mike Elliot mike.i.elliott@btinternet.com
- Philip Gristwood pgristwood@btinternet.com

Useful Links

Guide to Planning and Organising an Evening Street O (This Presentation) –
[http://www.mvoc.org/Events/2017WinterSeries/Guide to planning and organising an Evening Street O V1-1.pptx](http://www.mvoc.org/Events/2017WinterSeries/Guide%20to%20planning%20and%20organising%20an%20Evening%20Street%20O%20V1-1.pptx)

Risk Assessment Template –
https://www.britishorienteering.org.uk/images/uploaded/downloads/events_forms_riskassessment_v1.doc

Event Details Flyer Template –
<http://www.mvoc.org/Events/2017WinterSeries/20YYMMDDDetails.docx>

Open Orienteering Map - <http://oomap.co.uk/uk.php>

Score Sheet Template (Alternative to the one created using oomap) -
<http://www.mvoc.org/Events/2017WinterSeries/StreetOScoreSheetTemplate.xlsx>

Safety Notes Boilerplate –
<http://www.mvoc.org/Events/2017WinterSeries/StreetOSafetyNotesTemplate.doc>

Results Template – <http://www.mvoc.org/Events/2017WinterSeries/StreetOResultsTemplate.xlsx>