

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

[http://www.mvoc.org/Events/2020WinterSeries/Guide to planning and organising an Evening Street O V1-4.pptx](http://www.mvoc.org/Events/2020WinterSeries/Guide%20to%20planning%20and%20organising%20an%20Evening%20Street%20O%20V1-4.pptx)  
[http://www.mvoc.org/Events/2020WinterSeries/Guide to planning and organising an Evening Street O V1-4.pdf](http://www.mvoc.org/Events/2020WinterSeries/Guide%20to%20planning%20and%20organising%20an%20Evening%20Street%20O%20V1-4.pdf)

# Guide to planning and organising an evening Street O

---

MOLE VALLEY ORIENTEERING CLUB

VERSION 1.4



# 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 slide
- Completion of the Checklist slide
- Updated links to latest documentation

## V1.2 (October 2018)

- Links updated to point to 2018 Street O folder

## V1.3 (July 2019)

- Links updated to point to 2019 Street O folder

## V1.4 (September 2020)

- Updated with Virtual Course (SmartRunF) guidance
- Links updated to point to 2020 Street O folder
- COVID-19 notes

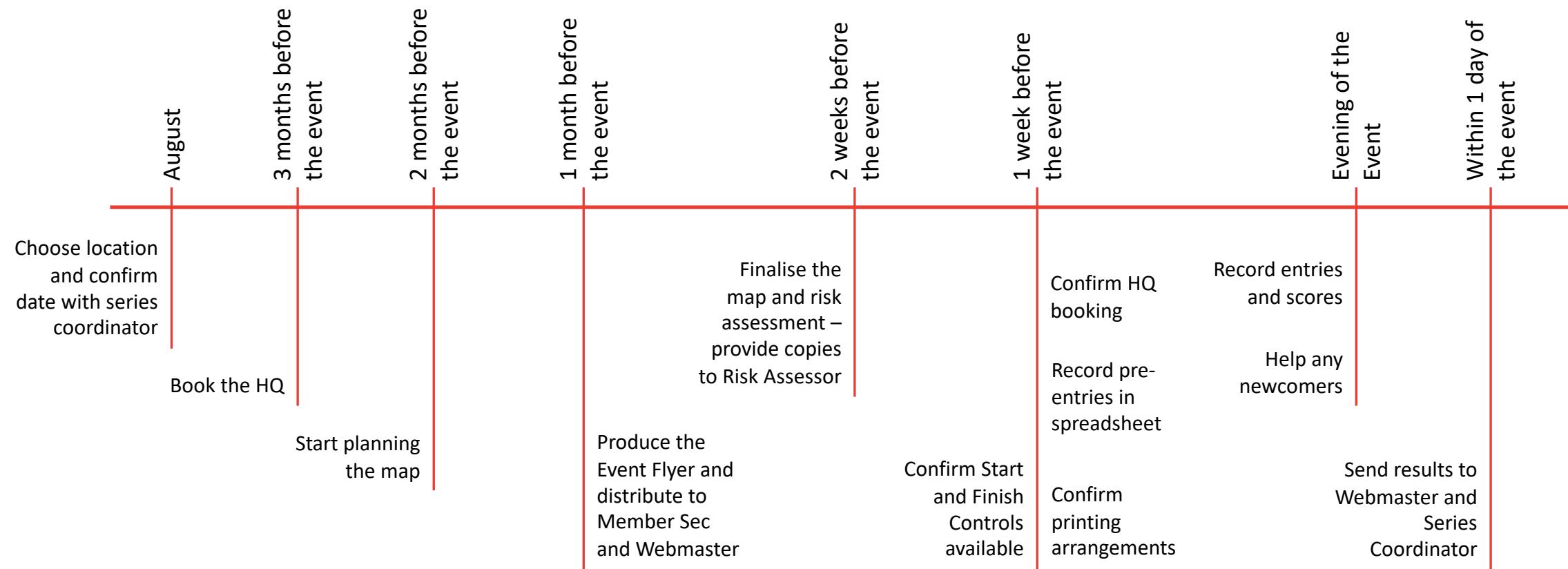
# By the end of this presentation you will know how to plan and organise an Evening Street O

---

- 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

\*COVID-19: With the restrictions as they currently stand (October 2020), these events are being run using the MapRunF format over the course of a week, so a HQ is not required. The start can therefore be located anywhere within the map area.



# Review the risk assessment...

---

Available online in MS Word format:

[https://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_forms\\_riskassessment\\_v1.doc](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/2019WinterSeries/20YYMMDDDetails.docx>

Rename the file in the following format:

- 20YYMMDDDetails.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](mailto:membership@mvoc.org)
- Dan Sullivan (Webmaster) [web@mvoc.org](mailto:web@mvoc.org)



This is the Choose an item. 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](http://www.mvoc.org) for details of the other events in this series.

Registration/ Start location: Click here to enter text. Map Reference: Click here to enter text. Link to Google Maps: Click here to enter text.

Parking: Click here to enter text.

Public transport: Click here to enter text.

Map: produced from OpenOrienteeringMap (<http://oobrien.com/oom/>). Printed on waterproof paper.

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.

Entry Fee: £2 to all BOF members, £3 to non-BOF members. Free to Mole Valley OC members and "Supporters".

Entry system: There are no pre entries 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.

Starts: Starts between 6.30pm and 7.30pm

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.

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.

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](http://www.mvoc.org)

Results: May be produced on the day and will be available on the club web site as soon as possible.

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.

\*\*\*You are responsible for your own safety and you take part in this event at your own risk\*\*\*

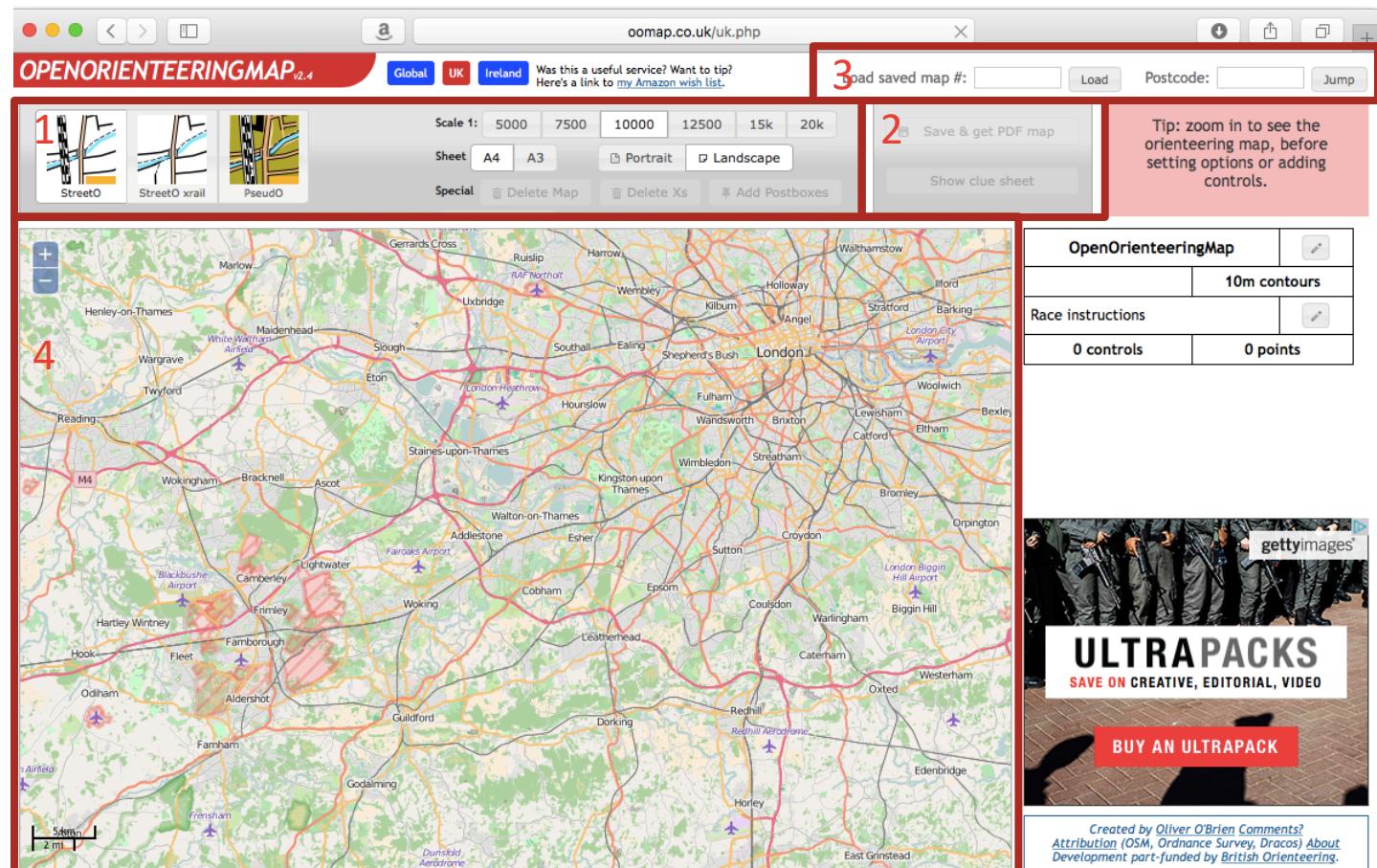


# Getting started with Open Orienteering Map...

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

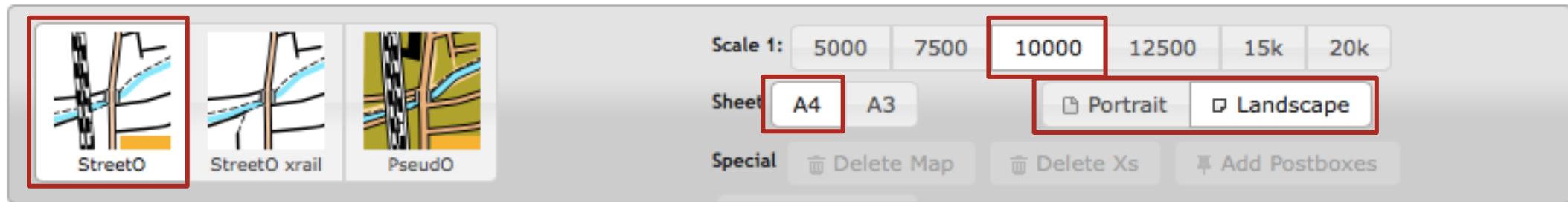


# Basic map settings to start with...

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

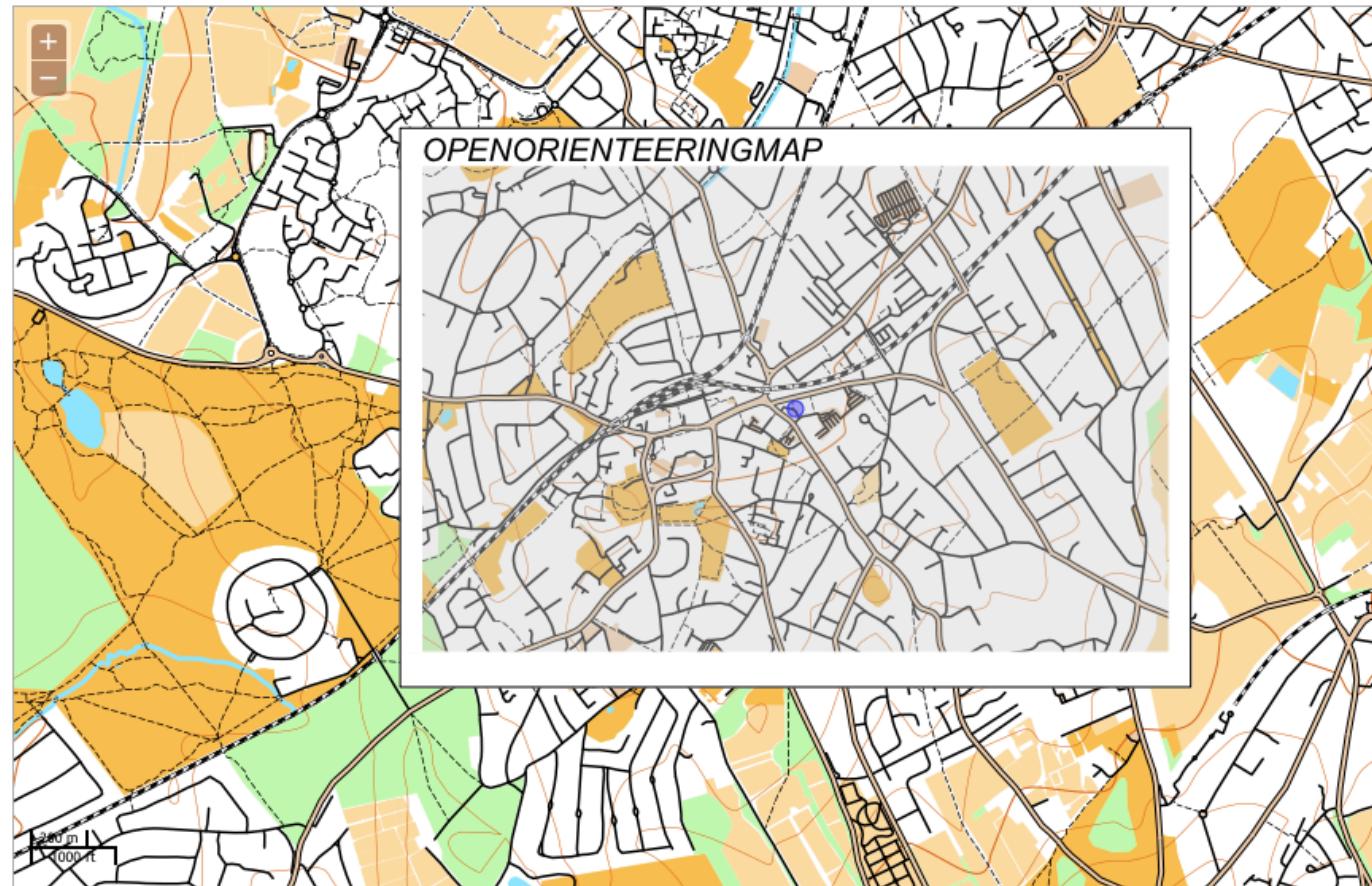
A frame will be added showing the extent of the map area – if it's outside the frame, it won't be on the map

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

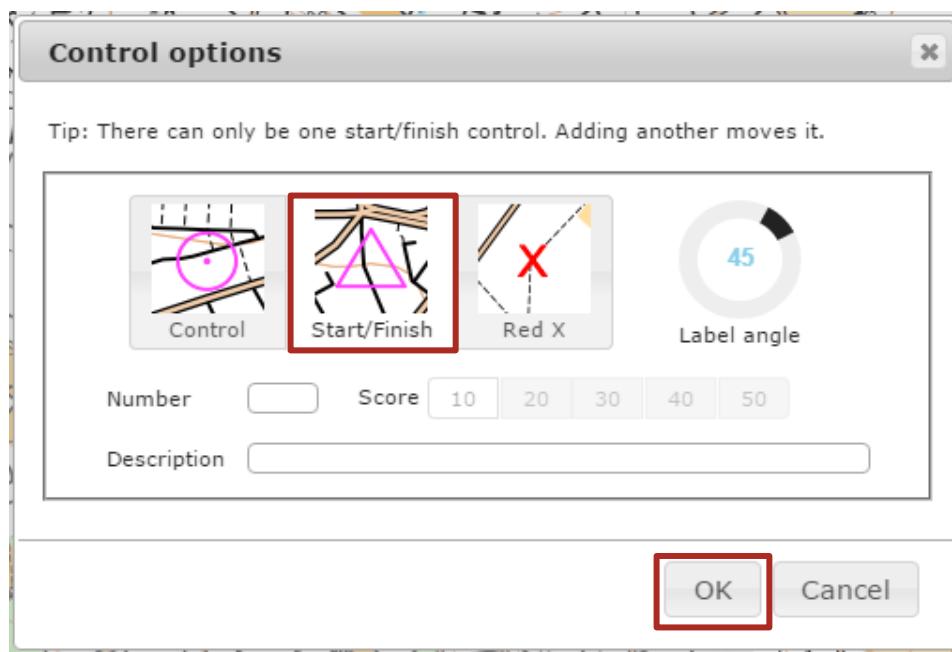
Don't forget the risk assessment



# Adding the Start and saving the map...

Click on the map where the start is to be located

Choose 'Start/Finish' and click OK

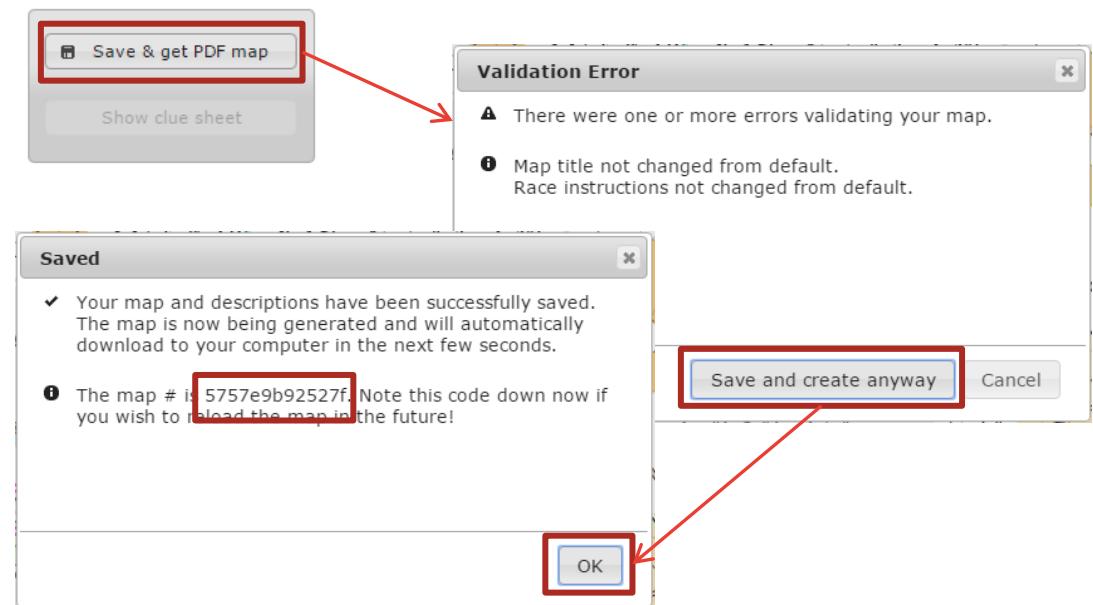


Click on Save & get PDF map

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?

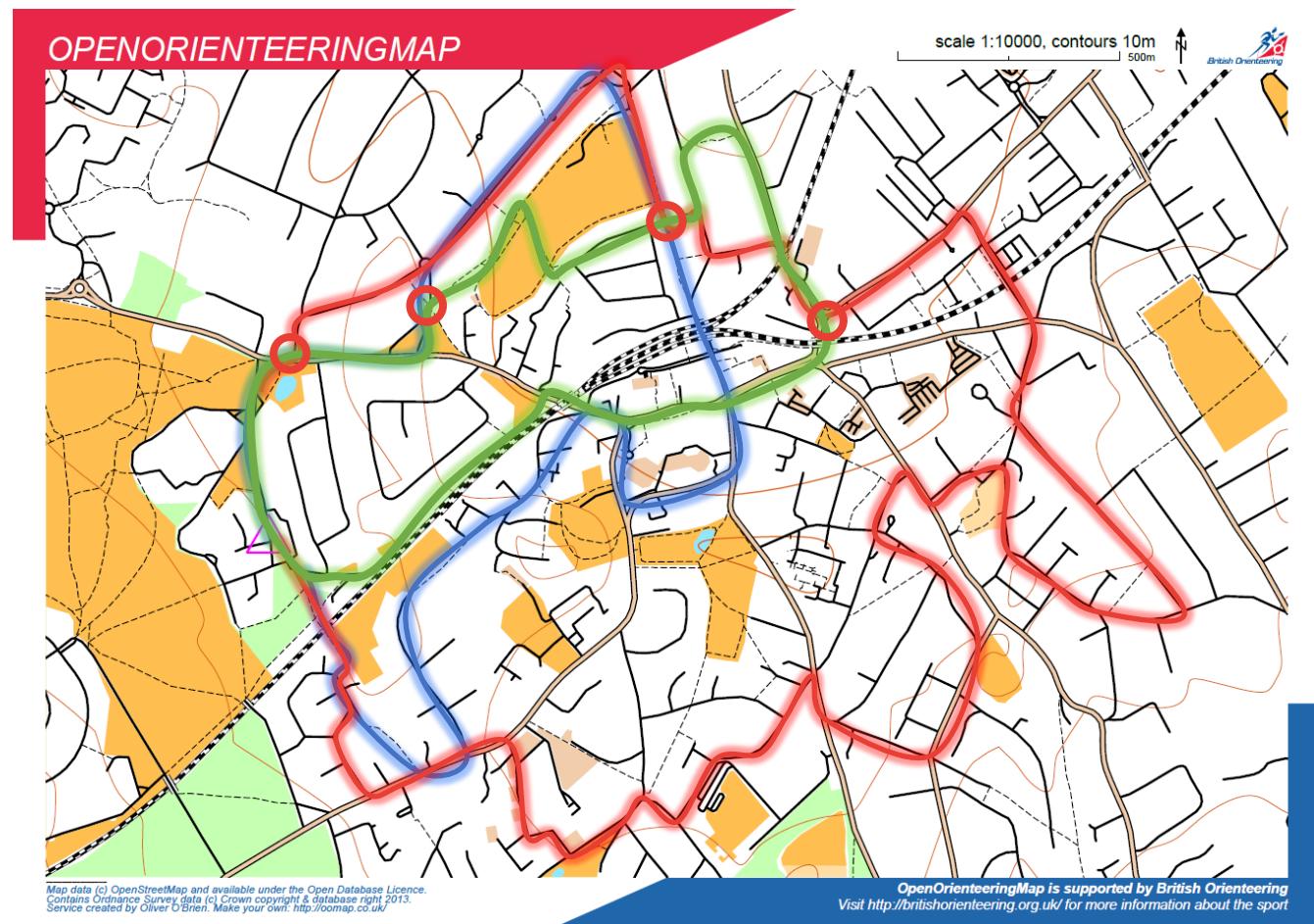
There should be route options for all abilities

- 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. This is particularly important for MapRunF courses, where the trigger point can vary depending on the individual device being used.

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

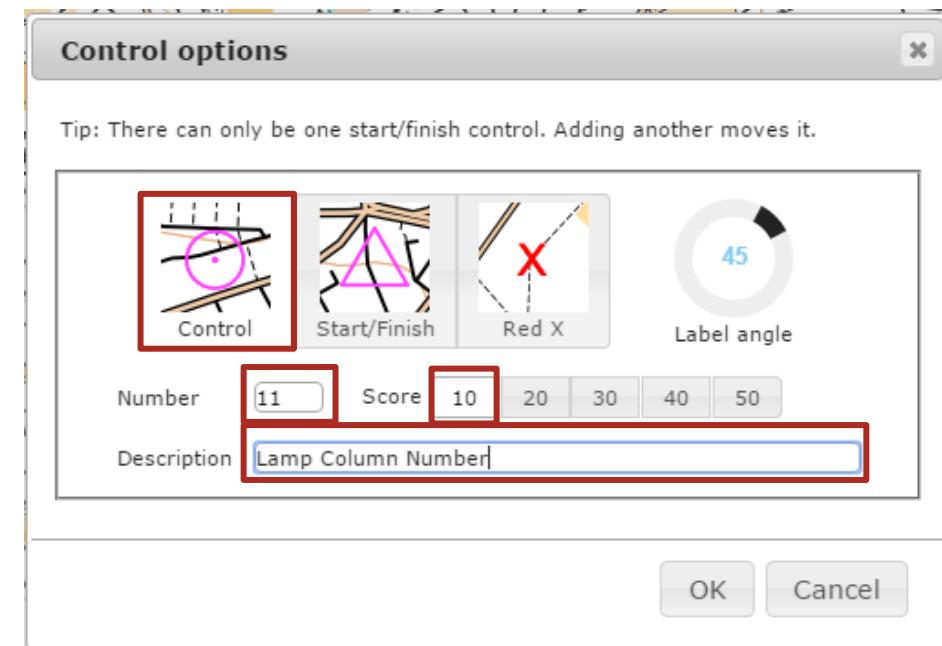
You could try and balance the points so that the total scores for each route are close together

# 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/2019WinterSeries/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

# Setting the map up for MapRunF

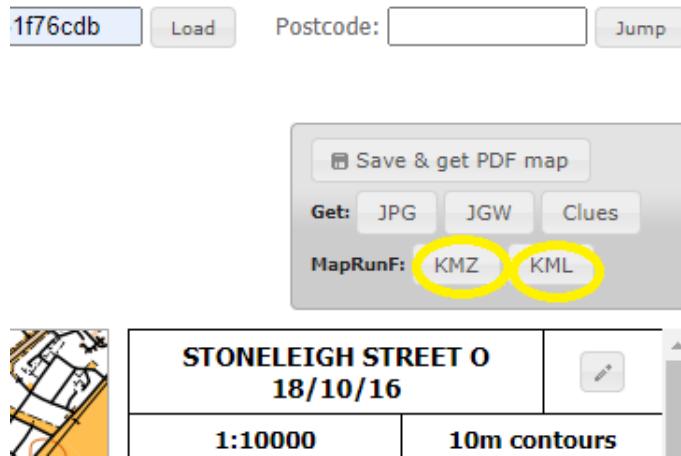
---

Some specific points to consider when planning the course for use with MapRunF:

1. Try to make sure that the start and finish control is located somewhere the competitors will not run past again on the way to another control as this would stop their run. Whilst it is their responsibility to avoid doing so, by locating the start in a cul-de-sac or car park etc. you should avoid this problem.
2. Do not locate any controls in tunnels, underground car parks, very narrow alleyways flanked by high sided buildings etc. as the GPS signal will be weak. The app should work fine in forest.
3. As people will be running the course at different times of the day, you should avoid any areas that are not open 24/7 like parks etc. For my event, I marked parks with locked gates as Out of Bounds and threatened to disqualify anyone who entered them even if they run it at a time that it is open. You can mark areas as OOB by using another bit of free software called Purple Pen.
4. If you use a control site that is located a short distance from the road/pavement, for example, a sign on a house or hall/school, make sure you locate the GPS point (in Step 3 below) on the pavement where the competitor would be when writing down the answer (i.e. don't locate it on the actual site).
5. The penalty on the scoring system will be MINUS 30 POINTS per minute or part therof late. This is set in the app and cannot be changed unfortunately.

# Convert your completed course to the KMZ and KML files needed for the app

Once finished, export your course as KMZ and KML files using the function on the OOMap website.

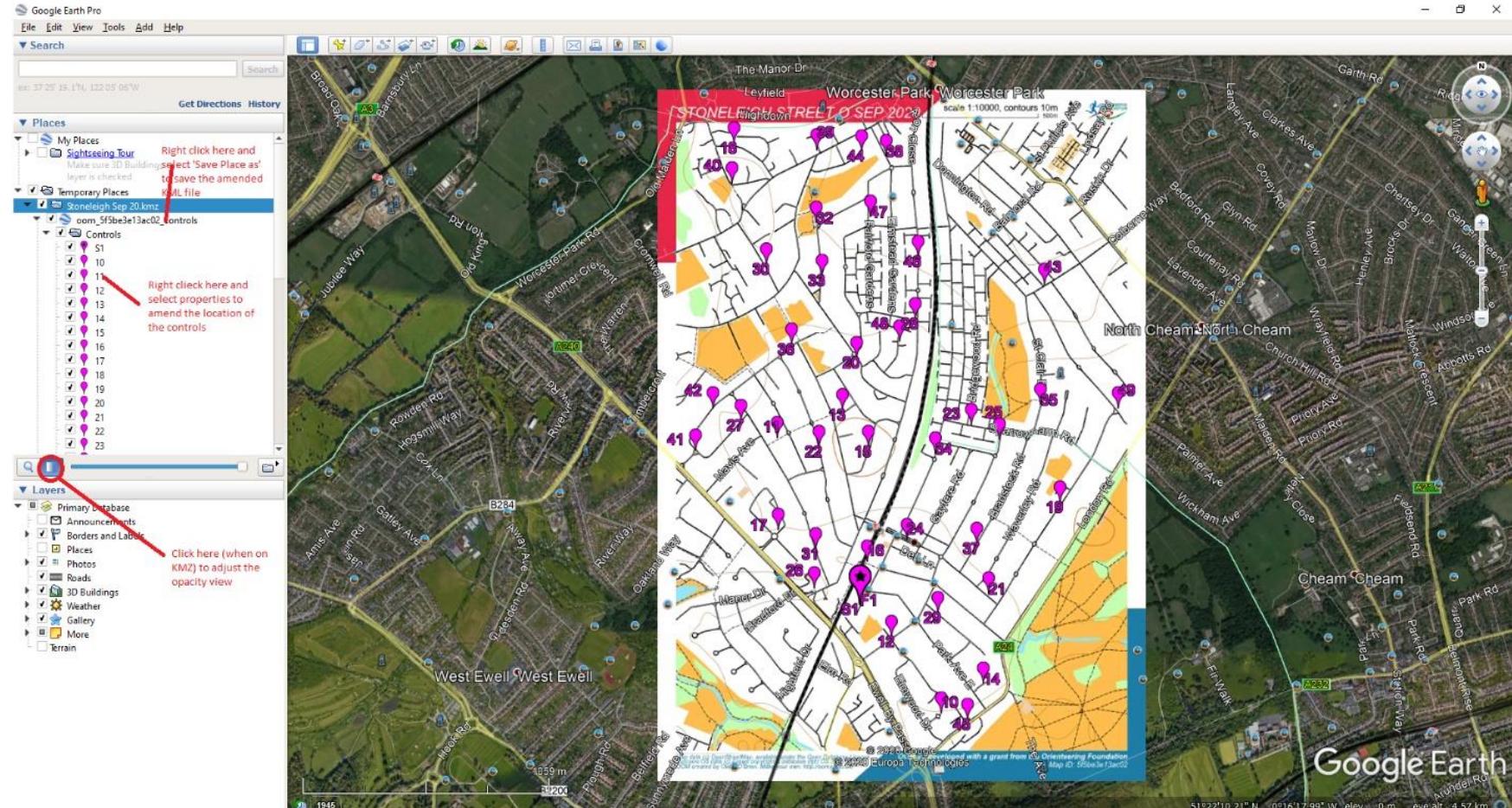


# Adjust the controls to the exact GPS location required using Google Earth Pro

Open both the KMZ file and KML files at the same time in Google Earth Pro (free to download) on a PC/laptop. Once opened it should look like below.

When the KMZ file is selected you can adjust the opacity of the map file. By reducing it, you can see the satellite view behind it.

To select a control to view, left click on it in the left-hand menu and zoom in.



# Adjust the control position

To amend the control position, right click on the control number in the left-hand menu and select properties. A yellow flashing box will appear, and you can drag this to the correct location. For each control, view either from above on satellite view, or on street view (drag the yellow man in the top right of the screen) and simply re-position to the right place. Press OK to save this position. Examples of views in satellite and street view are shown below. If any controls are located off roads, (in alleyways, fields, parks etc.) you will not be able to view on Street view for site location.



# Save the amended KML file

---

When you have repositioned all controls, right click on the controls top header in the left hand menu and select 'Save Place As...' and save the amended new KML file (be sure to change the file type to KML as it will default to KMZ), calling it what you like.



# Test the control locations work in the real world

---

Upload the KMZ and KML files to the Check Sites function of MapRunF at the following location:  
<http://www.p.fne.com.au/#/checksitesupload> A PIN code will appear at the bottom of the webpage once you have successfully uploaded it.

In the MapRunF app main page, click the 3 horizontal bars in a green circle button (bottom right) and then click 'Check Sites' You will be prompted for the PIN number you were issued when you uploaded to the site.

Once your course is selected you can now amend the 'Options and Settings' for this test course. You may wish to allow the 'Display present location' and 'Display track' options (which will be disabled for the live event).

Physically visit control sites using CheckSites (you may want to do this in 2 trips!) and hopefully everything works. Once complete you may want to email your GPS track by email to yourself to view on Google Earth Pro.

If not, you can open your GPX track (from your phone or watch) in Google Earth Pro and see where the control is correctly located and then amend the KML file. So, if one control doesn't beep in the right place, do a little 5m circle around the correct location so you can see on the GPX track where you need to move it to.

# Upload the course and map to MapRunF

---

Once tested to your satisfaction, email me the KMZ and KML files and I will upload on to the live database and give you the password you will need to pass to the competitors.

If you only made minor changes to the control site locations, you won't need to amend the OOMap PDF course. However if you have moved any of the controls a fair distance it might be because you have not sited it right on OOMap and you may wish to change the OOMap course to correctly locate a control. If you do change the OOMap, do not then re-export the KML file, use the one you have used above.

If you have any questions or are struggling, please contact me.

Justin Farhall – [justin\\_farhall@hotmail.com](mailto:justin_farhall@hotmail.com)



# 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/2019WinterSeries/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/2019/InterSeries/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](mailto:mike.i.elliott@btinternet.com)
- Philip Gristwood - [pgristwood@btinternet.com](mailto: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

Not currently applicable

# 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

Not currently applicable

# 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.

*Not currently applicable*

# Checklist

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

Event Location	
Event Date	
Event HQ	
Risk Assessor	

## Useful Contacts

Series Coordinator: Deborah Sullivan [chair@mvoc.org](mailto:chair@mvoc.org)

Membership Sec.: Mike Bolton [membership@mvoc.org](mailto:membership@mvoc.org)

Webmaster: Daniel Sullivan [web@mvoc.org](mailto:web@mvoc.org)

### Map Printing:

- Mike Elliot [mike.i.elliott@btinternet.com](mailto:mike.i.elliott@btinternet.com)
- Philip Gristwood [pgristwood@btinternet.com](mailto:pgristwood@btinternet.com)



# Useful Links

---

Guide to Planning and Organising an Evening Street O (This Presentation) –  
<http://www.mvoc.org/Events/2019WinterSeries/Guide%20to%20planning%20and%20organising%20an%20Evening%20Street%20O%20V1-3.pptx>

Risk Assessment Template –  
[https://www.britishorienteering.org.uk/images/uploaded/downloads/events\\_forms\\_riskassessment\\_v1.doc](https://www.britishorienteering.org.uk/images/uploaded/downloads/events_forms_riskassessment_v1.doc)

Event Details Flyer Template –  
<http://www.mvoc.org/Events/2019WinterSeries/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/2019WinterSeries/StreetOScoreSheetTemplate.xlsx>

Safety Notes Boilerplate –  
<http://www.mvoc.org/Events/2019WinterSeries/StreetOSafetyNotesTemplate.doc>

Results Template – <http://www.mvoc.org/Events/2019WinterSeries/StreetOResultsTemplate.xlsx>