

# Planning a local event for your club

Some basics for new planners and reminders for old hands...

## First Steps

- Find out who else will be involved in organising and controlling (if it is a regional event) and liaise with them.
- Contact your club access officer to check that access has been sorted and any restrictions on use of the area, or any need to inform the landowners when you are making planning visits
- Get a copy of the latest map file (in OCAD format) from your club mapping officer
- Download Condes planning software if you haven't already got it, and ask for the licence code. If your club doesn't have a Condes licence then you can use Purple Pen instead.
- Establish which courses you will be expected to plan and check how long the courses were last time an event was held in the same area.
- Start the armchair planning process. Early things to think about are:
  - Where a "white course" might go (assuming there will be one)
  - Where the parking will be (liaise with organiser)
  - Where the most technical and best bits of the area are
- Refer to the following guides for tips on how to plan courses to the correct standard and the skills that they should test. *Link to Carol McNeil TD1-5 one-pagers on BOF website.*
- Once you have some ideas about your courses, go and visit the area, to check how it is on the ground and whether there are any areas to avoid, or other special issues.
- The next stage will be to refine your courses and then go back to the area to check and tag (with a bit of tape or similar) the specific control sites.

## Event minus three weeks

- By this time you should aim to have finalised your courses.
- Ensure that you have communicated with the organiser about the planned location of the start / finish.
- By now you should have tagged the control sites and if the event has a controller, then these should also have been checked by them. If you don't have a controller you can always ask someone to check any sites that you're not sure about.
- During your forest visit you should think about any risks and then work with the organiser to produce a risk assessment for the event.
- The control sites need to be allocated codes according to the units available in your club.
- You will also need to complete the control descriptions in Condes.
- Even if you don't have a controller for your event, it's always worth getting a second pair of eyes to check things over.

- Once everything is finalised you can send off your Condes file for map printing. You will need to agree with the organiser how many maps of each course to print.
- Before the event you should also print off some loose control descriptions (not essential) to use in control description holders.
- Provide final course information tot the organiser for publication with final details.

## On the weekend / day

- The most time-consuming job on the weekend will be hanging the controls. Make sure you leave plenty of time and, if possible (depending on where your event is), do most of it the day before the event.
- Don't forget to tape any sections of white / yellow courses if required, or use some sad/ smiley faces where the route isn't obvious.
- Make sure the start / finish are set up as you wish and that the maps and control descriptions are available where they should be.
- Make sure everything is removed from the forest after the event (controls and tapes) - it's a good plan to arrange for some help with this in advance.

## Wrap-up

- Check the computer results and address any queries.
- Liaise with the organiser to set-up RouteGadget.
- Complete a planner's feedback form (or similar) to pass on information from your experiences to the next planner in the area.

## Tips

- Check out the Routegadget of previous events for ideas about course planning
- Speak to the previous planner on the area (check the feedback form from the last event if your club collates these)
- If you are planning your first event then it's great to work with an experienced planner as your mentor.
- Good course planning is an art - you can find out more detailed information about technical things to think about here. *Link to existing course planning document.*
- Ask for volunteers to help with control collecting before the event day!
- Celebrate success!