**WEDNESDAY NIGHT INFORMAL EVENT PLANNER GUIDE 2024**

**Spring and Summer Wednesday Events :** Registration from 6.15 pm. Starts 6.30 to 7.15 pm. Courses close 8.30 pm. Be careful of beginners starting late or you might be collecting-in in the dark!

**Night Score Events:** Registration from 6.30 pm. Mass start at 7.00pm.

**Countryside Score Events:** Ideally starts from 6pm to allow for 90 minute and 2 hour options.

**Obtain Map**

**Map Files** should be available from Chris Burden or Richard Foster (Ocad maps) and Tony Thornley (Illustrator maps) Not sure this bit is helpful unless planner knows who drew the map. Link to mapped areas page?

If there area does not have a “proper” map for a night score use an open street map <http://oomap.co.uk/> I would hope this is straightforward and almost self explanatory to use.  A4 at 1:15000 should usually give sufficient area to cope with a 1 hour event It is worth experimenting with where the map is centred as this can make a big difference.

**Decide on format**

If the map is geo-referenced (ask mapper), and the area is suitable, i.e. not dense tree cover, it is possible to use maprun for your event. This involves much more work in advance of event day, but much less work on the day itself. See guide at the end of this document. Otherwise for night score events in urban areas you can use street furniture and/or control flags, for all other events, control flags are required.

**Decide on base**

Keep things as simple as possible to fit the purpose; possible for one, easier with two. You will find it easier to manage if registration, and the start/finish are all in approximately the same place. Therefore somewhere with adequate parking is usually ideal, but it good to consider public transport options too. For winter events somewhere with shelter and to socialise afterwards is excellent if it can be arranged.

Make sure the location details on the club website are correct and any event specific details can be published in advance – email Leon Foster fixtures@aire.org.uk

**Plan Courses**

Ideally use Purple Pen (free to download) to plan (see planners guidelines) and make sure control descriptions are on the map. Your controller will be able to assist with any technical issues or guidance

*Winter Score events (October – March, when dark)*

Score events with a 45 and 60 minute time limit. Urban events use street furniture – postboxes and lampposts are popular, but feel free to use anything, blue plaques, hydrant signs, benches. Terrain events use control flags, and it is possible to use a mix of the two as well if you desire.

Depending on the size of area and mapped extent, you may need to use more than one map to give sufficient distance to ‘fill’ 60 minutes. There is no harm in the event being completable in that time, but not by a substantial duration. Equally it is not worth the event being well over distance. As an approximate guide the quickest runners may complete c.14-15k in an hour over urban ground, but this will reduce substantially off road in the dark.

Scoring is up to you – all controls can be the same value, or you can mix it up a bit, but do make clear both before the start and on the map what the scoring system is. The same with penalties for being late, you may wish to be generous or strict on these, although being over generous may lead to waiting around! These are informal events so we can rely on trust for visiting controls, but equally you may want competitors to write something down to prove they have visited a control. The control stakes should all have a number attached in the 31-70 range, so you can mix these up to provide this option if using those.

*Daylight events*

These are linear events, and current standard is to provide a main (senior) course, and a simpler orange course (see other guidelines for planning orange). If made aware in advance of sufficient interest, a yellow course may also be needed, but only if advised as such.

As linear events, control flags are required at each control site. The start, finish and three controls en route with use SI kit. Try to use three controls where vandalism is less likely.SI contact/process/requirements

On the future races list, those events termed sprint should generally be planned as such. These are scheduled to be warm up events for JK and British Sprint Champs This means a real distance of 2.5-3.5k and a winning time of 13-16 minutes. To give value for money, consider planning maybe 2 short courses, or even 3 with a winning time of around 10 minutes.

For summer and autumn series events, the aim is for a winning time of around 20-24 minutes, to encourage people to attend.

Think about safety, time, range of ability and the orienteering challenge. For sprint courses try to plan courses with fast runnable legs but challenging in terms of change of direction and control precision

Always try and visit the area and control sites before the event particularly for terrain events. The most recent survey may have been some time ago and the map not accurate in places, unless the mapper can alter it in the time available. Mapping updates usually need to be identified around 4 weeks prior to the event. Some potential control sites may be unusable due to seasonal vegetation. If there are areas of concern then others may be able to assist in helping with this task.

**Complete Risk Assessment**

For insurance purposes we have to have a controller, who approves and countersigns the Risk Assessment. This person will be allocated on the future races list on the AIRE website: https://www.aire.org.uk/info/future-races-list

There is a blank copy of the Risk Assessment in the Useful docs section of the website - but Chris Burden can provide you with a more comprehensive model RA, which you can adapt for your event.

Please send maps and risk assessment to your controller at least 2 weeks before the event. The Event planner on the website will show who is the Risk Assessment Checker for your event. Chris, Richard or Tony will send the maps off for printing and the printed maps will be left with the informal kit ahead of the event. The risk assessment and a copy of the courses also needs to go to David Williams as permissions officer, who will supply you with a copy of the permissions document from Leeds or Bradford council

Particularly if you are an inexperienced planner, giving the risk assessment to a checker and an early sight of your planned courses is a good idea. Whether or not they need to do more is a matter for them to decide, in conjunction with you.

**Obtain Equipment**

Ideally collect all the equipment at the previous event, but if this is not possible, then contact that organiser to try and arrange a handover at some other time in between events.

You will need to check, either with the previous organiser or on receipt, if the lights, and payment equipment is fully charged for use, and the mobile phone has enough credit. There are instructions in the box on how to do this.

**Print out entry form**

There is a standard entry form (link below) for night score events that needs to be populated by all entrants, even those pre-entered.

For SI based events, the SI guru will take the entry details.

**At the event**

Cost

£4 adults, £2 juniors. £1 more for non members. These prices are per map; so two or more people who go round together with one map only pay once. Cash container, small float. Keep a tally of the fees paid on Registration Form [Night Score Registration Form](https://www.aire.org.uk/documents/Night-Score-Registration-Form.docx) (i.e. how many people paid £4 and how many paid £2) This information is needed for insurance, safety and results purposes.

Make sure all competitors sign in once finished (or download at SI events)

Also make sure you grant yourself 2 x helper vouchers and any control collectors 1 helper voucher, these should be in the cash tin.

**Post Event Audit**

Please forward the Registration Sheet to the Equipment Officer in electronic or hard copy. This is currently Ken Patterson equipment@aire.org.uk

Use the [Events Treasurers Return 0421](https://www.aire.org.uk/documents/Events-Treasurers-Return-0421.doc) to record the figures, so that the BOF levy can be paid.

The Results must be published on the website – again for levy and insurance purposes. Email them to David Murgatroyd for publication on the website. For night score, remember to scale up the 45 minute results to a 60 minute score. Anyone who ‘clears’ a course gets a 50 point bonus. It is worthwhile adding some of your own comments to the results data.

(If SI is used, even only limitedly, the SI manager will handle the results)

Pass on the equipment to the next organizer. (in line with collection notes above)

Transfer the income less your expenses to the Airienteers bank account, together with a completed return form - available in Useful docs. The Treasurer will provide you with instructions if you have difficulty.

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| **INFORMAL EVENT PLANNERS CHECKLIST** | **When** | Done? |
| Obtain map of area | As early as possible |   |
| Decide on registration/start/finish | As early as possible |   |
| Plan courses | Up to 3-4 weeks before |   |
| Submit courses for review | Up to 3-4 weeks before |   |
| Finalise courses and submit to controller for printing | 2 weeks before |   |
| Submit risk assessment to controller and permissions sec | 2 weeks before |   |
| Receive or collect maps | 1 week before |   |
| Receive or collect equipment | 1 week before |   |
| Check charge status of equipment | in week before |   |
| Receive pre-entry info and transfer to registration sheet | 1 day before or on day |   |
| EVENT! |   |   |
| Hand on equipment | on day or in week after |   |
| Type and submit results to webmaster | as soon as possible |   |
| Submit registration form to finance officer and equipment officer | as soon as possible |   |
| Send finance form to treasurer and transfer funds to AIRE account  | as soon as possible |   |
|  |  |  |
| **LIST OF CONTACTS** |   |  |
| Pre Event, website details: Leon Foster |  fixtures@aire.org.uk |  |
| Pre Event, maps: Chris Burden & Richard Foster |  chris.burden@btinternet.com |  |
|   |  foster.richardjohn@gmail.com |  |
| Permissions: David Williams |  davidrwilliams2@btinternet.com |  |
| Registration Forms: Liz Carter & Ken Patterson |  lizcarter150@outlook.com |  |
|  |  kj.patterson@ntlworld.com |  |
| Treasurer: Chris Penny |  chris.penny24@yahoo.co.uk |  |
| Results Publication: David Murgatroyd |  david.murgatroyd@zenith.co.uk |  |
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# **MapRun Open Orienteering Course Creation Notes**

# **Winter and Autumn Score Leagues**

You will be familiar with Open Orienteering maps from earlier Wednesday Night League urban events.

Website is found at ; <https://oomap.co.uk/gb/#/new/streeto/8/-0.9000/51.8000/>

## OOM have made recent improvements to help generate the files needed for Maprun much more easily.

You will need to generate a Map File .kmz and Course .kml files together with a final course pdf.

## Map File

Producing map file using Open Orienteering Map (there are other notes for OCAD map files)

As the map needs to be A4 - select in panel top left

 1:10000 or 1:12500 work well for AIRE standard events. We would prefer to have more controls in a smaller area than go to a larger area as we want newcomers to be hitting controls regularly.

On the 3 style types top left. Select StreetO. This gives a map like the white background with lack roads and path and is a lot more visible than PseudO at night.

Zoom in to the area you are wanting to plan on and left click. This produces a blue dot in the centre of the area of the map. Remember you have options of Portrait/Landscape and Scale to adjust the area covered. Use the delete sheet button and refine the placement of the blue dot until you have the sheet covering the area you want.

**Important** Then from your local knowledge and initial scout of the area, add do not cross or forbidden routes, use the crosses to edge Out of Bounds areas and select any Crossing Points you wish to show. Enlarge your map. You place your cursor accurately on the point on the map and left click. The control options box appears. The do not cross and crossing points are the two of the box options on the right. For crossing point select on the right of the box the angle (default is 45 degrees) before pressing ok. Carry on until you have all the necessary points done. Take care though you cannot delete just your previous entry the delete crossing point option clears all.

When you have done this name your map in the box on the top right that has “Open Orienteering Map” select the pencil icon. Enter “Area name Winter Night League”

Happy - At this stage the only option for saving is Save and Get pdf map – select.

At this stage a warning normally comes up

Race Instructions not changed from default -ignore your going to do this at course file stage.

Export \*.pdf Save this somewhere safe but this is not the pdf you send onto DW.

The export has created a reference code which is at the bottom right of the map. You can use this code to amend the base map if you need to and to reload the map to go to the planning stage if you are doing this later by entering the code into the map id box and asking to load at the top

Once you have downloaded the pdf the other save Options become available

Export \*.kmz file and save. You do not need to open. This is the Map File you need for check sites and to send to DW.

Note – If \*.kmz file is >1.5MB you will get a warning when creating the “check sites” Ignore from OOM it will load anyway.

## Course File & Planning Considerations

The event format is going to be 45 or 60 minute score. Maprun has preset scoring systems one of which **must** be chosen and followed.

In summary the ones probably appropriate are

 **V** Simplest and probably most suitable =20 points per control 10 point penalty per min.

**N** Graded 1-10 10pts, 11-20 20 pts, 21-30 30 pts 10 point penalty per min.

**B** Odds and Evens suitable for Small Map area Runners Punch Even first then Odd (or vice versa)

Control Number rounded down to nearest multiple of 10 (so graded), 30 point penalty per min.

Full detail <http://maprunners.weebly.com/scoring-schemes.html>

If time allows you to carry straight on that is no problem as you have the Base Map File now saved and reference id. Once you add anything else and ask to save it will give you a different reference id. So you can do part of this next stage and come back to it.

If you are coming back to plan later load your base map by entering the reference id on the start up page. Or if you have planned part enter that ref id to continue.

Start and Finish

On Open Orienteering the Start & Finish are co located.

**Very Important**

There are 2 points you need to consider when placing the start/finish.

Firstly, If the start finish is in immediate area where people are going to park/arrive they could register a start as soon as they switch their phone on. So try to place a little way from where likely to park. The punch tolerance will be set at 15m. If this is not possible we can give an appropriate note on course details .(Worst case is they should stop the run and start again when ready to go)

Also and more importantly if a participant runs back through the start/ finish point at anytime before they want to finish they would stop their timing prematurely. So for a score course try to ensure the S/F isn’t on a likley optimum route part way through, and look at setting the S/F in a slight dead end location.

When placing the S/F and Control points **enlarge the map** to get as accurate placement on the feature as possible. You place your cursor accurately on the point on the map and left click. The control options box appears choose S/F to place. There is no delete option for the S/F. If it is incorrectly placed or if you want to move it at anytime you place and choose it again and this overwrites the previous position.

For AIRE standard Night League Urban score course we are looking for circa 25-30 controls, for the 45/60 minute time format.

To place the controls. You place your cursor accurately on the point on the map and left click. The control options box appears. Choose control to place but you also need to fill in the information asked for

Control number - Start at 1 but be sure not to give optimum route away with your numbering!

Score – Remember your scoring scheme and enter controls value. (The system stays on previous value by default)

Description - Keep it simple the CD’s come out in English not symbols.

Number Position -The default is set at 45 degrees but chose to ensure not obscuring navigational detail and it is clear which control is which.

Press ok. The control is now displayed on the map and to the right of your screen appears in the description box. With a delete button and edit button for each control.

If not happy with control placement use the delete button and replace the control and all the info.

If unhappy with other details eg Number Position press the pencil button and edit that feature.

Keep going until you have finished (remember you can save get id and reload later to continue)

When I have all controls on I reduce the enlarged map to correspond to the A4 size it will print out at and particularly review the numbering positioning.

Final thing Enter in Race instruction box at top right

*“A 45 minute Score course with XX controls each checkpoint worth (description of scoring scheme)*

This displays on the descriptions.

When Happy with full course. At this stage the only option for saving is Save and Get pdf map – select.

Export \*.pdf Save this somewhere safe this is the pdf you send on for Printing and to DW for Maprun. (Unless the 2 checks show you need to make any amendments.)

The export has created a new reference id which is at the bottom right of the map. You can use this code to reload and amend the course if you need to.

Once you have downloaded the pdf the other save Options become available

Export \*.kml file and save. You do not need to open. This is the Course File you need for Google earth pro **check sites** and to send to DW if not corrected.

Also export the Clues pdf and Name “Area Maprun Control Descriptions” This needs to go to DW

Checking Course

We need to run 2 checks on your fully planned course before it can be sent on for printing and Maprun publishing. Both can be done via <https://console.maprun.net>

This enters the main Maprun Console page you don’t need admin rights to set up via do these 2 operations. Open the menu 3 white bars top right chose

**Firstly**, Create kml course. Import the file generated by OOM Then review to see it has placed on features as you expect/want/accurately enough. If you need to adjust look at the How to Use top left and amend the file ,when happy save your kml file. In deciding whether to adjust the following is relevant.

The Google Earth display moves to show your control placements with yellow pins. The initial view is tilted press R to get the straight overhead view. Note it is the very tip of the pin that is the location.

Maprun is accurate/ beeps at control within about 10m So if your pin is within about 5m of where you want it don’t bother fiddling.

See how well your controls are positioned in relation to the chosen features. You may find, that some controls are further out and need to be nudged into better positions in Google Earth.

Secondly, To be able to check the course works on the ground. Upload as Check Sites map using MapRun

Back to the console page <https://console.maprun.net>

Open the menu 3 white bars top right chose **Set Up Checksites**

Enter an event name eg AREA test 1

Set the Expiry Date longer than the 7 days it gives you.

Enter your details

Load your .kmz and kml files.

Don’t bother with the naming conventions at this stage that is only relevant on final publication by DW.

Submit

When you load you will probably get an orange warning. The KMZ file is not tiled.

Don’t worry read on and it should say The course has been created anyway and gives you a 6-digit code, make a note. (If it won’t create the course at this stage then it won’t publish so look to see the file size of KMZ isn’t too large more than circa 2MB. Also any editing of kml file outside of OOM or Google Earth Pro can corrupt. If problem persists send what you have to DW).

Go to your phone and open up the Maprun app. Press the green menu button bottom right.

Choose **check sites.** Enter the 6 figure PIN this downloads the course to your phone. Press Go to Start this then displays the map and course , check it looks right (ie it has the upto date versions of base map and course on it.) Close your app.

You can share the 6 figure PIN with anybody who is going to help you do the check run.

The test is now downloaded on your phone so when you are going to do your physical check, Open App under select event if the test isn’t still the course displayed press select event then go back to checksites and re enter code. Press go to start when ready to run and utilise start/finish point to activate.

All controls need visiting to ensure that the app registers you should hear the beep. Be listening out for it just before you get to expected point because of the tolerance. The control on the app map also changes from purple to green once it registers so check this if you think you may have missed the audible.

If any control doesn’t work and is accurate on Google Maps it will need omitting/replacing with one in another position. This is relatively rare
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## Send for publication

If OK, send to DW airepermissions@gmail.com to be published on AIRE Maprun site –

The base map \*.kmz, from OOM

The course file stage \*.kml, from OOM or as corrected from Google Earth Pro

 The course file stage \*.pdf from OOM

and The course file stage ‘clue sheet’ .pdf from OOM

Confirm the Scoring Scheme.

Send the course file stage \*.pdf from OOM to your controller for onward transmission to printers by the date he has given you.