Kent Night Cup Event Official's Manual

Overview – Key info on one page

Planning: KNC Control nos. 90 – 111 inclusive (22 controls)

Equipment you should have:-

KNC Cricket bag with control stakes and units 90-111 inclusive, Finish and Clear (cable ties, spare plastic control numbers and red marker pen in zip pocket inside bag)

KNC SI Flight Case containing Printer with serial to USB adaptor, charger, Blue SI-Master, Red Master 1 Download with connecting lead, paper rolls, Start/synch rod assy, small black USB hub and **START** unit with dibber marked "Mass Start Time" tied to it

KNC laptop bag containing red laptop, AutoDownload Guide (Full & laminated Summary), mains charger, car battery charger (cigarette lighter adaptor & battery clips), mouse

10 KNC hire dibbers
23 control flags
KNC Registration card box containing completed cards and spare blank cards & pens
KNC First Aid kit (inc. Hospital details & Accident Report Form inside)
Reels of tape (see Special Actions below):- Red & White (marking routes), Black & Yellow (marking hazards)
Container for cash & small cash float, Container for car keys
......and for Street – O   Gripples, wires & keys (see note 6.1 about wire through small SI Unit holes)

Before the night:-

Check that the SI units are attached to the stake with a cable tie through one of the small holes (spare ties in the inner pocket of Cricket bag) or insulating tape
Synchronise the units (instructions in the KNC SI Flight Case), unless you are sure they have been kept together
Charge the printer and laptop
Clear the "Mass Start time" dibber

On the night- Special Actions

If you encounter unforeseen problems don't be afraid to ask for help from the KNC coordinator, a Controller or an experienced Organiser on the night. Examples are: part of the area inaccessible eg under water, or control site not suitable. Delay the Start if necessary, to put tapes out or mark-up the maps (red marker pen in zip pocket inside cricket bag).

Equipment at the Start:-

Instructions, Maps, CLEAR station, **START** unit with "Mass Start Time" dibber

At the Start:-

Welcome, request control collectors, safety announcements, map scale and special features, scoring system. Distribute maps upside down, check everyone has one, 'Turnover maps' (+ a short planning time if you wish). Give a 5 second count down then punch the **START** unit with the "Mass Start Time" dibber

1 Introduction

The Kent Night Cup is a series of approximately 25 night orienteering events consisting of a 60 minute score event followed by a prize-giving with food and drink in a local hostelry.

This document covers everything you need to know about how to plan and run such an event. For further information or advice contact Mark Glaisher, the KNC Coordinator, at knc@saxons-oc.org.

In addition to this document event officials should also have received:

• OCAD map file of the event area from the Mapping Officer
• Web Event Details form ('flyer')
• KNC Risk Assessment form
• Guidance for getting maps printed   document

2 Risk Assessment and Web Event Details Form

Common sense and insurance purposes mean a risk assessment is required for all events. You should have received a partially completed KNC Risk Assessment form with the details of your event and the standard risks associated with night orienteering already completed.

In the majority of cases this will be sufficient. If whilst planning your event you come across any other risks just add them to the appropriate section on the form. Once complete add the Hospital A & E details, and your name and date to the top of the form. Then send the OCAD map file, Condes course file and the Risk Assessment to a Controller (eg Jerry Purkis, Doug Deeks) or the KNC Coordinator for checking and countersignature at least three days before the event. The completed Risk Assessment should be returned to the KNC Coordinator.

The Web Details Form should also be completed and returned to the KNC Coordinator so that your event details can be added to the Saxons website. There are both Forest and Street versions.

3 KNC Planning Guidelines

3.1 General

KNC events are held in forests, parks and urban areas. In addition to standard planning guidelines for score events, the following points should be kept in mind:
• Finding controls at night is harder than finding them during the day.
• There are often novices at the event and therefore there needs to be an appropriate number of TD2 or TD3 controls for the novice to find.
• Where possible try to position the start so that competitors disperse in different directions rather than following one another to the first control.
• Place controls so that there is as much route choice between controls as possible. This makes the course more interesting and will make competitors think more. Try to avoid planning the course such that there is an obvious sequence in which to visit controls.
• The KNC controls are numbered 90-111 inclusive (22 controls).

3.2 Forest and Park Events

A standard KNC forest event normally consists of 20 controls, each worth 10 points. A penalty of 10 points is deducted for each minute or part minute that a competitor returns over the 60 minute time allowance.

On small areas it may be necessary to impose some restriction on the order in which competitors visit controls. A common strategy is to use one control number range followed by another – e.g. visit one or more controls with numbers in the 90s before switching to controls numbered in the 100s. Once switched over, competitors are not allowed to switch back. You may wish to use a compulsory transition control (e.g. number 111) to force competitors to change over at a certain point on the map. Make sure that this control is on a feature suitable for novices (e.g. a path junction).

Keep the format as simple as possible. A complicated format will confuse competitors and require more time and effort to validate the results at the end of the evening.

Unlike at a typical daytime event, there is only one course available and this needs to cater for a wide range of abilities. Try to ensure that there is a good mix of controls from easy line features to harder area and point features, and that even the less skilled or mobile people will be able to get 7 controls or more.

The optimal route should be about 6-8km straight line. You can verify this by setting up a line course in Condes showing the optimal route between your controls.

3.3 Street Events

Planning a good street event requires some thought and is harder than most people think. The following guidelines and the example event in Appendix C at the end of this document should help you avoid some of the common pitfalls.

The SI units for street events need to be attached to street furniture (eg lamppost) with wire and a gripple.

Try to avoid placing controls at the end of cul-de-sacs as this creates dog legs (the entry and exit routes are the same) with no route choice and little navigation required.

Controls can be weighted (given different point values). The example event uses controls with 10, 20, and 30 point values. Generally you should have more low value controls than high value controls

The penalty for lateness should be somewhere in the middle of your point range – low enough to tempt competitors to stretch themselves when they are close to the time limit but not too low that they are tempted to stay out late.

The optimal route around your course should be about 9-10km straight line.

Note that there are special insurance considerations which impact junior participants and for this reason there are specific paragraphs that need to be on the Web Event Details form (see sample) & taken into account on the night.

4 How to plan a KNC event using Condes

This is covered in Appendix B

5 Getting Your Event Maps Printed

Saxons event maps are printed on waterproof paper. In order to minimise the costs involved, for some events we may print on the back of unused maps from previous events.
When you have finished planning your event, look at the document 'Guidance for map printing' to see that everything's covered. Then email your Condes event file and the OCAD map file to the KNC Coordinator for map printing.

The night before the event, advise the KNC Coordinator how many people have requested maps.

6 Equipment and Running the Event on the Night

6.1 KNC Equipment

This is listed on the front page.

Allow plenty of time for putting out controls as you will need to back before the first competitor turns up for registration.

For Street events it is recommended that the gripple wire passes through one or both the small holes in the SI unit, leaving the dibber hole unobstructed. A short piece of red/white tape should be tied around the gripple wire.

6.2 Registration

Registration Card: For KNCs we keep a Registration Card for each competitor, which has key details for Event Safety purposes. The details required are shown in Appendix A (blank cards are pre-printed in this format). AutoDownload is used for Registration by dibber.

Process:-
1. Check whether the competitor has previously completed a Registration Card - if not, ask for one to be completed.
2. Register the competitor by dibber, in the Red Master 1 Download unit. The process is fully described in the AutoDownload Guide with the red laptop.
3. Collect entry fee & dibber hire fee (if required).

6.2.1 Competitors running together

In general all competitors should run with a dibber and a map and be registered individually even if they intend to run together. However occasionally when a group from a running club/ scouts/guides attend it may be more manageable on the night to let small groups of 2 or 3 run with one dibber and map. In this case you should record the name of "one runner" in each small group on a Registration Card, and separately record the names of the other participants. The names of the other runners are required so the post-event Event Return Form can be completed.   That way you know who is out and ideally you would ask the non dibber holders to tick their names off when they come back.

6.2.2 Fees

The fees for all Saxons-hosted KNC events are as shown in the sample Website template. For those running as a pair or team, charge a single entry fee (and allow a map each).

6.2.3 Control collectors

It is recommended that you recruit some volunteers to help with control collecting before the start otherwise everyone will disappear to the pub and you will be left to do this yourself!

For Street events any car-borne control collector should have a driver so that one person is not trying to navigate at night and drive at the same time.

6.3 Start Procedure

Be ready to make any Safety announcements (eg advise of slippery slopes, only 1 Motorway crossing), Comments on the map (if **x** =special object is a control site, what it is – hide, old tractor, picnic bench?); and confirm the scoring and penalties.

Maps are normally handed out at the start, upside down.

6.3.1 Mass start

At KNC events it is normal to have a mass start rather than a punching start.

The start process is described on the front page. Once everyone has set off, the Start time needs to be recorded in Auto Download, as described in the AutoDownload Guide.

6.4 Finish Procedure

Competitors should punch the finish unit as they would at any other orienteering event.

After finishing, competitors download as normal, in the Red Master 1 Download unit. Their run is recorded in AutoDownload and the competitor takes the printout.

AutoDownload is used to check that all competitors have returned.

Full Details are in the AutoDownload Guide.

6.5 Competitor not returned

AutoDownload will identify who has not Downloaded. If a competitor cannot be accounted for:-
- Ask the competitors if they have seen this person on the course and where.
- Ask control collectors to take a mobile phone/walkie-talkie and look out when collecting
- Check whether their car is in the car park (Registration No on Registration card)
- Call the contact phone number(s) on the Registration Card

6.6 Après-O, Event Results and Prize Giving

6.6.1 Venue

A nearby pub (or other eatery) needs to be arranged for the après-O and prize giving.

Some pubs prefer that we pre-order food. If this is the case, collect requests at registration (or before if possible) then phone through the order after the start.

Make sure that competitors pay for their food when they arrive at the pub otherwise you may be left having to settle the bill at the end of the evening!

6.6.2 Producing results

AutoDownload is used to produce the Results – see AutoDownload Guide.
Some Manual adjustments may be needed if there is a special scoring system.

6.6.3 Prize giving

Typically about 8 prizes are awarded. There is no fixed format for the prize giving and it's good to spread the prizes out a bit, so it's not always the same recipients; eg time nearest 60 mins, max penalty, travelled furthest to event, youngest/oldest…..

6.6.4 Equipment handover

It is important to check that all the controls have been collected (including the Finish!). It is simplest if the next Event Official can take the equipment after the event.

7 After the Event

The AutoDownload Guide explains what to do with the Results.
You don't need to worry about assigning KNC points as the KNC Coordinator will do this for you after the event. The Coordinator will also produce the KNC League table.

For reference - Notes on scoring (also described in the League table)
For each event KNC points are awarded as follows: 1_{st} place=40 points; 2_{nd} place=38 points; 3_{rd} place=36 points; then 35, 34, 33, etc. Once 1 point is reached, all remaining competitors are awarded 1 point each.

At each event up to 2 people may be designated event officials and receive 40 KNC points each as compensation for not being able to run. A person may only be an event official twice during the series.

For each competitor the best (n / 2 rounded down to nearest whole number) results are added together and ranked to produce the series league table. At the end of season KNC cups are awarded to the winning male and female competitor. Additional prizes are also awarded for other categories (eg Vet M & W, SuperVet M & W, Junior M & W).

You will need to complete an Event Return Form detailing the finances and the participation for the Treasurer. On that form you can also write a paragraph about the event. The latest version is in the Club Info > Resources > Forms needed by event organisers section on the website.

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Appendix A

KNC Event Safety: Permanent Registration card

To help establish what has happened, if someone is not accounted for, some key details are needed for each competitor.

At the first KNC that they attend, each person is requested to complete a registration card with the following:-
Surname, First name
Dibber number
Club, M/W & Year of birth,
Contact phone numbers (own Mobile and Home, and 'next of kin')
Medical conditions the Organiser should be aware of
Registration number(s) of any vehicle(s) they might come in.
Home address (ideally) or home town

Note: the card only needs to be completed once. The cards will be kept in an index box, and this box will be passed from one KNC event to the next.

Appendix B

How to plan a KNC event using Condes 8

Condes is the preferred tool for course planning in Saxons. The Condes 8 license registration code, which also enables you to use the most recent version, is available from the KNC Coordinator or Mapping Officer.

Condes can be downloaded from www.condes.net and installed on your PC. Once installed, start the application and select Help | Enter registration code … from the main menu and enter the license registration code.

Note that there is no plan to use Condes 9 at present (and please do not use the free, limited capability version of Condes 9)

B.1 Setting Up An Event File

1. Before you start, create a new folder on your computer for your event and save the OCAD map file you will have been sent to this folder.

2. Select File | New event file. This will start the Event Wizard. Click Next

3. Enter a name for your event (this can be changed later), e.g. KNC10. Click Next.

4. Accept the default filename for your event by clicking Next.

5. Make sure Foot Orienteering is selected as the format for this event. Click Next.

6. Make sure One map, one scale, one map file is selected. Click Next.

7. Click Select file … and navigate to the folder you created earlier and in which you saved the OCAD map file you were sent. Select the OCAD map file and then click Open.

8. Leave the default printout scale (this can be changed later) and click Next.

9. Click Continue to load the map file and start planning your course.

B.2 Condes Course Layout Window

10. Once the event file has been set up, a blank event map should be displayed in the main Course Layout Window.

11. Before you do anything else, save your event file. Select File | Save from the main menu and save your event file in the folder you created in step 1 above. Remember to do this regularly while you are planning your event.

12. Viewing the map:

To zoom in and out - use the zoom pull down on the tool bar.

To move the map around - place the hand cursor over the map, hold the left mouse button down and drag the map.

In Condes the currently selected tool will remain selected until you select a different tool or press the escape key. Always make sure the hand shaped cursor is displayed before trying to move the map!

B.3 Planning Your Course

13. Click on the New Start tool (purple start triangle on the right hand tool bar). Position the cursor's cross hairs over the required start feature and left click. Accept the default code S by clicking OK.

14. The New Finish tool (purple finish circle on the right hand tool bar) will be automatically selected. Position the cursor's cross hairs over the required finish feature and left click. Accept the default code F by clicking OK.

15. The New Course dialog box will now appear. For KNC we are only interested in producing an 'All Controls' map so we won't be using the course feature. Enter dummy for the course name and click OK.

16. A start and a finish connected by a dashed 'follow tapes to finish' line will now be displayed on the map. As we will be working in the All Controls view from now on we can ignore this.

17. At the bottom of the left hand pane, select Controls to show the 'All Controls' view. You should now see the start and finish without any connecting line.

B.3.1 Adding controls to the map

18. Select the New Control tool (purple control circle at the top of the right hand tool bar). Position the cursor's cross hairs over the required feature and left click. By default the control numbering starts at 31 and runs sequentially. You can either enter the correct control number in the dialog box (if you know what it will be) or accept the default value and change it later.

19. Repeat for the remaining controls.

20. Press the Escape key twice to display the hand shaped cursor.

B.3.2 Selecting a control, start, or finish

21. Press the Escape key until the cursor changes to a hand. Position the cursor over the required control, start or finish. The cursor will change to a pointing finger. Left click once. The control will change from purple to blue to show that it has been selected.

B.3.3 Unselecting a control, start, or finish

22. Press the Escape key until the highlighted control, start, or finish changes from blue to purple

B.3.4 Moving a control

23. Select the control as described in step 21 above then drag the circle by holding down the left mouse button. Don't forget to unselect it when finished!

B.3.5 Repositioning a control number on the map

24. Select the control as described in step 21 above then drag the number by holding down the left mouse button. Don't forget to unselect it when finished!

B.3.6 Changing control numbers and entering descriptions after a control has been added

25. Select the control as described in step 21 above then right click on it with the mouse and select Edit Control … from the popup menu.

26. Change the control code in the code box if necessary (you may need to temporarily renumber some controls to enable you to reuse a particular control number). Saxons SI kit for KNC has controls numbered 90 to 110 (21 controls).

Don't forget to give the start a control description!

B.4 Adding 'Out of Bounds' and 'fences not to be crossed'

The panel at the right gives you the option to add a red stripe screen to mark additional Out of Bounds, red crosses for OOB roads, and a red line over relevant 'fences not to be crossed'.

B.5 Printing

You don't need to worry about the specifics of printing as the KNC Coordinator will do this for you (see section 5 below). However, you may wish to print a draft map for checking.

29. Select Print | Maps with courses from the main menu

30. In the print pane select the All controls box

31. If the map is in landscape orientation make sure Printer Landscape is selected, otherwise unselect this option.

32. Click the Print button. Your default printer will be selected.

33. Click OK to print

Appendix C - Sample Street Event Map (+ Straight line route comment)

94(10)

100(10)

92(10)

97(10)

101(30)

106(20)

105(30)

99(10)

**Straight line
route 9.4km**

107(20)

104(30)

96(10)

95(10)

109(20)

102(30)

Map Ref:
Cage Green
Roundabout
TQ 592 480

93(10)

98(10)

108(20)

S A X O N S

www.saxons-oc.org

K N C

91(10)

0	100	200	300	400	500

metres

110(20)

TONBRIDGE NORTH

Map Scale 1:10,000 Contour Interval 5m

Survey and Cartography in OCAD 9 by Simon Holford 2009
Extended south by Mark Glaisher 2016
**60 MINUTE SCORE. PENALTY: 20 POINTS
PER MINUTE OR PART THEREOF**

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