



SOUTH AUSTRALIAN ROGAINING ASSOCIATION INC.

SETTING GUIDELINES

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LOCATION, MAP SIZE

Choose a site considering terrain and distance from Adelaide. The total area when printed to scale should preferably be no larger than SRA3 size. (see below)

Contact the SARA committee to discuss the planned location. They may be able to provide advice on previous events held in the area and useful contacts. They will also advise who the event coordinator is. This person will be your main contact with SARA.

Map sizes

Largest size that can be printed without expensive offset printing is:

SRA3 450mm x 320mm (slightly larger than A3)

1:25 000 Scale = 11.25km x 8km

1:33.333 Scale = 15km x 10.7km

1:40 000 Scale = 18km x 12.8km

1:50 000 Scale = 22.5km x 16km

A3 420mm x 297mm

1:25 000 Scale = 10.5km x 7.4km

1:33 333 Scale = 14km x 9.9km

1:40 000 Scale = 16.8km x 11.8km

1:50 000 Scale = 21km x 14.8km

A4 297mm x 210mm

1:25 000 Scale = 7.4km x 5.25km

1:33 333 Scale = 9.9km x 7km

1:40 000 Scale = 11.8km x 8.4km

1:50 000 Scale = 14.8km x 10.5km

A5 210mm x 149mm

1:25 000 Scale = 5.25km x 3.7km

1:33 333 Scale = 7km x 4.9km

1:40 000 Scale = 8.4km x 5.9km

1:50 000 Scale = 10.5km x 7.4km

Approx map areas of previous events:

<u>3hr</u>	<u>4hr</u>	<u>6hr</u>	<u>12hr</u>	<u>24hr</u>
6km x 5km	6km x 6km	7km x 7km	12km x 10km	18km x 13km

Allow for approx. 5mm loss of image around borders when printing.

Teslin waterproof paper is currently used for all maps.

(Full size sheet of Teslin is 910mm x 650mm)

LANDOWNER PERMISSION (if applicable)

Obtain a 1:50 000 topographical map with a cadastral overlay for the area to be covered.

These are available from Mapland, ground level 81-95 Waymouth Street, Adelaide.

Either contact the District Council/s for the area and obtain landowners names and phone numbers for each Lot number

OR

visit 1 landowner and obtain his permission and confirm the boundaries of his property. Then ask if he can provide the names and phone numbers of neighbouring properties and continue on in this way. Write the landowners name on each lot on the map, and record all their names and phone numbers.

Personal visits usually result in less refusals than phoning. It is useful to prepare a "business card" or letter of introduction, including the SARA logo, website, date and title of the event (eg. SA State Champs), your name, phone number and email address, to give to landowners should they need to contact you. Having an old rogaining map or brochure on hand can help

explain the sport. It is advisable to have a large exercise book or electronic device to record all your notes and a folder for all your maps and paperwork.

Be aware of the Public Liability Insurance cover which is currently \$20 million. Some landowners will ask about it and others may wish to see a copy of the policy. Refer: <http://rogaine.asn.au/Insurance/Insurance-Documents.html> .

Ask landowners of any interesting or scenic areas on their property. Also dangers, eg. cliff faces, old mines sites, and areas they may wish you to avoid, eg. crops, lambing paddocks. Enquire about any fences to be aware of, eg. electric or high and ask about any tracks they may allow you to drive on.

Some landowners may require you to notify them each time you go onto their property. For metro events, local historical societies, friends of parks groups, or council offices may suggest interesting sites.

NOTIFYING AUTHORITIES

Some authorities require up to 3 months notice for an event.

- **Councils** Most councils in the metro. area require notice for any organised event. The “Special Events Coordinator” is the contact at some councils. Permission is also required if using a council park for the start/finish.
- **Department of Environment, Water and Natural Resources (DEWNR)** Permission is required for use of any National or Conservation Park.
- **Forestry SA** Permission is required for use of any Govt. forest.
- **Police** Notify local Police.

BUDGET

Contact SARA for a budget. Try to avoid excessive travel costs by keeping the number of visits to the site and vehicles used to a minimum. In some cases for long distant events (e.g. in the Flinders Ranges) it is preferable to do all the setting/vetting in one visit (such as a long weekend) to minimise costs.

PLANNING THE COURSE

It is preferable to choose the Hash House site, safety loop/s and water drops (if applicable) first. Then select an area/s to put the map title and other information. This makes it easier to space the controls around them.

Hash House Choose a site as close to the centre of the map as practical. If possible use shearers quarters, halls, sheds etc. to alleviate the need to erect tents and source toilets. In most cases hiring existing facilities is the cheapest option and also provides farmers or local communities with extra revenue. In 24hr events if the Hash House cannot be near the centre, consider adding a Soup Kitchen at the opposite end. Be aware that this will add considerable work and require volunteers to run it for approx. 14 hours.

Water Drops and Safety Loop/s (if applicable) Decide on a practical safety loop/s keeping distance to a minimum and choose locations for water drops considering vehicle access. 4 or 5 water drops are required for a 24hr event, 3 or 4 for a 12hr, 2 or 3 for a 6hr and nil for 4hr and 3hr. Water drops should be positioned so that teams do not have to deviate from their planned route between controls. The controls around them need careful positioning to achieve this. The water drops should either have a control at them or nearby worth at least 50 points to encourage all teams to use them. They should also not be near the edge of the map. Check out a water source (approx. 1000 litres required for 24hr events including toilets).

Liaise with SARA to organise a water trailer and toilet hire if required.

EVENT MAP

Usually 1:40 000 or 1:50 000 scale for 24 hr events. Refer to “map library” on the SARA website for scales used in shorter events. Contact SARA to arrange for a computer copy of the map (usually in OCAD). SARA have a data base of shape files containing all the 1:50 000 topo maps in SA. If scanning from a hard copy have it scanned by a **commercial printer** at a minimum of 400dpi and to the scale required. Never use images from CD topo maps as they are very poor quality.

If the contour lines are too close together try a smaller scale and compare.

Either get 3 or 4 copies of the map printed, or use the computer map and mark on several different choices of controls to consider. Controls are traditionally placed closer together in steeper terrain. Avoid having them near dangerous areas like cliffs, old mines etc. Google Earth or Google Street View can often assist choosing control locations. When you have finalised the controls, contact SARA to have them “armchair vetted”.

Contact SARA if you require assistance with the computer mapping, or to use their laptop with the latest version of OCAD. Some basic OCAD instructions are on the SARA website under “Resources”. Arrange to print 3 or 4 Teslin waterproof colour copies for setting and vetting.

Control Circles To be 7mm diameter for all scale maps and lines a maximum thickness of 5 pixels. Consider erasing part of a circle if the full circle obscures vital features. Controls should be at least 500 metres from the edge of the map.

Control Values To be 7mm in size and in a fine font like “Century Gothic” or “Arial”. Each control value should be moved around the control circle and placed in a position that obscures the least number of features near the control, even if this is some distance from the circle.

Colour of Control Circles, Values etc. Controls and values are usually in red or purple depending on the prominent background colour of map. Purple is preferred as it is visible to competitors with colour blindness. Water drops are usually shown as blue circles or squares, or symbols of a cup or tap with a blue W and the number of the drop next to it. eg. W1

Grid lines These should be one kilometre apart and preferably aligned to magnetic north. If they are aligned to grid north the variance between grid north and magnetic north (the magnetic declination) must be shown on the map at it’s current value to the nearest half a degree. This figure can be obtained at www.magnetic-declination.com or calculated from information at the bottom of the original topo map.

Grid lines are 20mm apart for 1:50 0000, 25mm for 1:40 000, 30mm for 1:33 333 and 40mm for 1:25 000

Out of bounds areas and crops can be marked as shaded areas in different colours.

Safety loop (if applicable) needs to be highlighted.

Decide on a name for the Rogaine. Obtain from SARA the advertising logos required.

Front of the map Include the event name, date, logos, map scale, grid line and contour intervals, map legend, names of the Setters, Vettors, leading Hash House and Admin personnel, landowners, recognition of traditional owners, “Map reproduced with permission of Dept. of Environment, Water and Natural Resources. Licence no-51301044804” and “Possession of this map does not confer right of entry to private land. Permission except at this event must be obtained from individual landowners”

Back of the map If you are having the control descriptions printed on the back, consider printing extras on A4 or A5 sheets as some competitors prefer this. Emergency phone numbers, safety loop times and times for sunset, civil twilight end, civil twilight start, sunrise, moonrise and moonset should all be on the back of the map. Also any hazards that people should be aware of. Some advertising logos may also be required.

Printing Approximately 1 week prior to the event, organise the printing of the maps, Setters notes etc. Contact the event coordinator to establish the number of maps required. Include one for all the volunteers, landowners and some extras. We currently use Snap Printing, 142 Sir Donald Bradman Drive Hilton ph 82346166.) Arrange for ONE copy to be printed and checked thoroughly (especially the scale) before printing the total number of maps required. Teslin waterproof paper at 203 gsm thickness is currently used for all maps.

For the main landowner/s, arrange for copies of the map to be mounted and suitably engraved for presentation after the event.

SETTING, VETTING

With the use of GPS's, vetting has taken on a less vital role. It is most efficient and time effective to work as setting teams. Each team locating controls or water drops using map and compass, then confirming their positions with a GPS. Vetting each team's controls can be done when hanging at a later date. (This saves a third visit to every control) The use of GPS units (SARA have several available) minimises the chance of errors. They should only be used to confirm the position after the feature has been manually located by map and compass. The grid references should be saved and made available to the Vetting team for them to check after they have also manually located the control or water drop. The Vettors should be given a map and control descriptions the same as the competitors will receive. It is preferable for the Vettors to approach the control from a different direction to the Setters. **It is essential that the GPS is set with the same Datum as the map (GDA84, GDA94 etc.)**

Check the accuracy of the map against the GPS when on site using an obvious landmark. It is also possible to load the map onto a mobile phone or tablet with live tracking to carry with you on the course.

NOTE: *Maps do occasionally have anomalies and GPS way points will not always coincide with the position of a feature on the map. If the area near a control does not match what is indicated on the map it is unfair, and the control should be moved to a new location.*

Controls

Try and limit the total number of controls, as excess creates unnecessary work. Consider increasing the distance between controls rather than creating more. Averages from previous SARA events:

Controls:

<u>3hr</u>	<u>4hr</u>	<u>6hr</u>	<u>12 hr</u>	<u>24 hr</u>
25-30	35-40	35-40	40-50	50-65

Distances:

<u>3hr</u>	<u>4hr</u>	<u>6hr</u>	<u>12hr</u>	<u>24hr</u>
30km	35km	50km	70km	100km

Courses should be designed so they can almost be "cleaned up" by the winning team. If the top teams believe they can "clean up" the course it adds an exciting element.

SARA request that Setters have a circle of controls around the Hash House, some within 500 metres and another ring a little further out (some with high points). This provides novice and family teams the opportunity to visit more controls and have more loop options.

Fieldwork

Locate, then tag the control points. When tagging control points, confirm the exact position of the control on the map. Back bearings and pacing to nearby features are useful checks. In hilly areas take note of the elevation of the control point. Estimate how far from the top or bottom of a hill the control is. It is often helpful to pinpoint the exact position on the working map with a dot, and then draw a circle around it. Always confirm the position with a GPS. Record the control description. Use "The...." if the feature is shown on the map or "A" if the feature is not shown. Preferably use features that are shown.

Consider possible point values for each control as you tag them.

Each control should be marked using 2 different methods as birds and stock are known to remove tapes.

Options are:

1. Pink Survey Tape
2. Painted Tin lids tied on with wire (SARA have approx. 100). These are not allowed on Forestry SA land.
3. Electrical tape.

Control Point Values

Calculate the point value for each control. It is often helpful to divide the map into quarters. If the Hash House is in the centre, distribute the points equally in each quarter, then adjust considering the terrain and distance between controls.

Another method is to divide the map into quarters, estimate an average speed of travel between controls based on the terrain. (eg. 3 km per hour for hilly country, 5 km per hour for average and 7 km per hour for flat.) Calculate the time to cover each quarter. If one quarter is estimated to take 25 percent of the event time, allocate 25 percent of the points to that area.

COMMUNICATION ON SITE

Mobile phones, CB radios, Satellite phones

Establish if there is any mobile phone coverage on the course. If not, find out the local CB radio repeater channel and using that, check if you can communicate between CB's at several locations on the course. If there is no reception, use satellite phones. **For safety, some form of communication should be carried by Setters and Veters at all times while on the course.** SARA currently have 4 CB radios and 2 satellite phones. When using the satellite phones for non urgent communication, text where possible (approx.50 cents per message)

PROMOTION

Prepare a flyer to be handed out at events prior to yours and forward a copy to SARA to be posted on the website/facebook etc.. It usually includes a general overview of the terrain, special features, approximate distance from Adelaide and some photos.

HANGING CONTROLS

Arrange to get the controls, numbers and electronic punches from SARA. (Lockable plate controls are used for Metro events or locations where there is a risk of vandalism).

Follow the hanging instructions on the side of the control boxes. The controls are designed to be hung upright and wrapped around vertical limbs or small tree trunks up to 20cm in diameter. This should be done wherever practical. Avoid dangling them loose to prevent damage from wind. They should also be hung at eye height and not hidden.

PRIZES

Check with SARA re prizes. Freddo Frogs are traditionally given to all winners. Decide if you want to issue/design winners certificates.

INFORMATION FOR ADMIN

Provide Admin and the Setting team with:

1. Phone numbers and addresses of nearest
Doctor
Hospital
Ambulance
Police
SES
Some emergency numbers are keyed into the satellite phones under "phone book".
2. Copy of the SARA Search and Rescue Guidelines. (on website under "Resources")
3. Satellite phones or CB Radios (if applicable). – At least one for the safety car and one for admin.

All Setters and Veters should be familiar with the search and rescue guidelines and be competent in the use of the CB Radios or Satellite phones if they are being used. CB Radios and satellite phones should be left turned on for the duration of the event. The Setters and Veters should also be prepared to work with Admin. should an emergency arise.

INFORMATION FOR COMPETITORS AND VOLUNTEERS

Provide information to the Hash House Organiser and Equipment Officer regarding facilities available on site and the equipment required for the event.

Final Instructions On the Monday before the event supply Final Instructions to SARA. A Final Instructions template is on the SARA website under “Resources”. Include notice of a novice briefing to be held 30 minutes prior to map handout. Also state the map scale, size and type of paper. For events where camping is involved mention that a 10pm curfew exists on the Friday night and people planning to arrive after that are expected to camp off site.

Setters Notes There is a template for Setters Notes under “Resources” on the website. These can be published before the event or issued with the maps on the day, or both.

PRE EVENT BRIEFING

Refer to “Pre event briefing template” under “Resources” on the SARA website. It is customary to recognise the traditional landowners.

WATER & FRUIT

Water

In approx. 18° daytime temperatures SARA 24 hr events with a 12 hr option require 5 to 6×25 litre drums at each water drop per 100 competitors. Water drops located a long distance from the Hash House may require less.

In approx. 28° daytime temperatures the above quantities need to be increased by 60%.

SARA 12 hr events with a 6 hr option, halve the quantities of the 24/12.

For events where the ratio of competitors in 24/12 or 12/6 is not about 50/50, refer to the formula below.

Water calculations:

In 18° daytime temperatures each competitor will require approx. 4.5 litres of water for top ups in 24 hours, 2.25 litres in 12 hours and 1 litre 6 hours.

SARA 24hr events with a 12hr option approx. half currently do each. Based on this, the total amount of water required on the course = average of above (4.5 litres and 2.25 litres) = 3.4 litres per competitor = 340 litres per 100 competitors or 13.5×25 litre drums per 100 competitors.

Average number of water drops visited in a 24hr event is 3 and in a 12hr 2. Average = 2.5 Therefore total of 13.5 drums divided by 2.5 = 5.5 drums required at each water drop per 100 competitors.

In 28° daytime temperatures each competitor will require approx. 7 litres of water for top ups in a 24hr event and 3.5 litres in a 12hr.

Deliver approx. 75% of the total water required (with fruit) to the water drop sites prior to the start. A log book is also to be left at each water drop in a waterproof pouch for teams to leave messages and the safety car driver to mark his arrival time on each loop. Tie plastic shopping bags near the fruit for rubbish.

Fruit

Liaise with Hash House Organiser to supply fruit for the water drops. For 24hr events 1 carton of apples, 1 carton of mandarins and 3 cartons of bananas are required per 200 people. Fruit is normally supplied for 24hr, 12hr and 6hr events.

Maintaining water drops

This is the most critical task during an event. Organisers need to ensure sufficient resources are always available to check and top up the water. They should observe the direction competitors head out at the start. If a large number go in one direction, water drops in that area need to be checked first. It is also helpful after the start to check the flight plans to get an indication of the general direction teams are heading.

SAFETY CAR

Decide on the starting time for each safety loop and ensure this is printed on the map. There are usually 3 or 4 loops in a 24hr event. In difficult, slow terrain only 3 may be possible.

Some timing options:

4 loops: 4pm 10pm 4am and 10am; 5pm 10pm 5am and 10am.

3 loops: 8pm 12pm and 8am, or 5pm 11pm and 6am.

In 12hr events there are usually 1 or 2 loops, one 6 hours after the start and the other (if planned) 3 or 4 hours later. The driver is required to fill out the time of arrival at each water drop in the log book provided and check if any teams have left messages. Ensure the car commences each safety loop at the scheduled time and carries sufficient water for maintaining the water drops. (usually 3 or 4 drums). The car is required to carry a first aid kit and have communication with the Hash House by mobile phone, CB radio or satellite phone. The vehicle should also have a seat/s available to transport injured competitor/s.

AT THE EVENT

For bush events try to greet everyone on arrival. This makes them feel welcome and entuses them after a long drive. At 10pm on Friday patrol the camp site to enforce the curfew.

Organise the novice briefing for 30 minutes prior to map handout. Co-ordinate the safety loop and water drop checks. Ensure no water drops run out of water. Liaise with Administration to resolve any queries that may arise.

If your mobile number is the emergency contact on the map you are responsible for monitoring it at all times, or arrange with Admin. to do so.

Presentation

Organise the reading of the results and presentation of prizes/certificates, landowners maps etc. Thank all volunteers and landowners.

CONTROL COLLECTION

Organise the picking up of controls. It is the Setters responsibility to ensure that all controls are picked up and returned to the Equipment Officer. To assist with the picking up of controls have a map set up on the notice board before the start with 3 or 4 controls grouped in circles, each marked "A", "B", etc. People need to write their names and phone numbers in each circle they wish to pick up. The phone numbers are required so that any missing controls can be followed up later. Make sure that you keep this map after the event. Ensure people only pick up the controls assigned to them.

POST EVENT

Refer to "Post event briefing template" under "Resources" on the SARA website.

Ensure the Hash House area is left clean and tidy and the fire is covered with soil. (if applicable)

It is good public relations to write to each landowner thanking them for their co-operation.

Keep the original cadastral map with landowner details for future reference.

EXPENSES

An "Expenses Claim Form" under "Resources" on the SARA website should be downloaded to record all your expenses: You are entitled to be reimbursed for the following:

Mileage - All travelling to and from the site, driving around the site, landowner visits, safety loop. Mileage covered at 30¢/km. (effective 2017). Keep a log.

Phone calls - To landowners etc.

Accommodation - Fees can be claimed up to a maximum of \$25 per night.(effective 2017)

Receipts to be obtained for all expenses and attached to the claim form and forwarded to the Treasurer.

*Expenses not claimable: time, meals, vehicle and personal equipment.
Other expenses incurred may be submitted to SARA for consideration.*