

Western Australian Rogaining Association

Setting and Vetting Manual

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By Gary Carroll

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1 Preface

This is a manual designed to assist setters and vetters of rogaines held in Western Australia under the auspices of the Western Australian Rogaining Association. It is not a complete guide to running WARA rogaines. It is not a novice guide for rogaining, or an encyclopaedia covering every possible aspect of rogaining. Separate manuals exist for Administration, truck driving and hash house operations.

Thank you for agreeing to set or vet a rogain – rogaining belongs to its members and the more who get involved the better. Please do not be put off by the size of this manual. WARA strongly advise that you read through these pages carefully. This manual contains some of the experience and wisdom accumulated since rogaining commenced in Western Australia in 1980. Many time- and effort-wasting methods, as well as embarrassing or disastrous mistakes, can be avoided if the practices in this manual are followed.

This manual is generally not prescriptive. Setters have a great deal of flexibility in the style of event they set. There are, however, some mandatory technical regulations for map production and control descriptions.

The success of rogaining in Western Australia is due to many factors including the suitability of nearby terrain and our legendary hash house. A significant contributor to the popularity of WARA rogaines is that the abilities and desires of social and family rogaining teams are considered foremost.

Even if you have set many events before, please read through this manual carefully. It will refresh your memory. Some practices, in particular obtaining permission from government authorities and the methods for producing maps, have changed in recent years.

Your experience in using this manual will help us improve it. Please offer any feedback to Gary Carroll.

This manual is regularly updated, and is kept on-line at <http://wa.rogain.asn.au/resource/manual/index.htm>.

2 Introduction

Setting or vetting an event will improve your rogaining. As there are no controls to confirm your location, to place a control perfectly, you have to utilise all your previously-acquired rogaining skills - map reading, pace counting and compass skills (with a good dose of concentration thrown in). It makes for some of the best rogaining practice possible, as well as being a rewarding and enjoyable experience in its own right.

After the event, people generously offer their advice on all your control placements.

Not counting the time required to hang controls just before the event, you will normally spend about six days in the field for a 24 and 12 hour event and about four days for a 6 hour event. Meeting with and seeking approval from landowners is normally a setter's task, and this will add to the time required. Areas that provide good access by vehicle, such as farms, will require less time.

During the day before the event both the setters and vetters are expected to *pitch in* and assist with the establishment of the hash house site, unloading the truck, the erecting of tents, possibly digging toilet holes and erecting toilets. Other volunteers and competitors will be available to help with this.

2.1 Duties of Setters

The setters have an enormous amount of responsibility for and influence over the style of the event. The setters are responsible for a reasonable number of tasks, none of them too arduous. These include:

- the selection of the event site;
- the location of the hash house;
- liaison with landowners and gaining access approval;
- selection of control sites;
- correctly describing control sites;
- production of the map using OCAD;
- production of control description sheets;
- preparation and hanging of controls;
- preparation of the hash house site immediately prior to the event;
- conducting water drop checks and road patrols during the event; and
- writing newsletter articles.

The setters work closely with the vetters who will double-check all aspects of their work.

2.2 Duties of Veters

The main role of the vetters is to check that the control placement and descriptions are correct and fair. They should maintain their independence from the setters, and view the setters' work through the eyes of a participant. Veters must be convinced that the control site is fair, from likely angles of approach and in the dark.

Vetting is not as simple as just finding the control markers or tapes in the bush, reporting to the setters, and then going home. The only aspects of organising the rogaïne that the vetters are not normally associated with are:

- event site selection and contacting landholders;
- map production; and
- the initial allocation of control values.

It is unfair to expect the setters alone to carry out the large amount of work involved in organising a rogaïne. Duties that the vetters should share with the setters include the:

- preparation and hanging of controls; and
- preparation of the hash house site by digging toilet pits and erecting tents as required.

It is essential that the vetters are available during the event to patrol roads and maintain water drops. Their knowledge of the event area will be essential if a team is overdue and a search needs to be conducted.

2.3 People Who Can Help You

If you need assistance or are unsure about any aspect of setting or vetting your rogaine please seek advice as quickly as possible. The following office bearers with specialist knowledge are available to help you. These volunteers change occasionally. If you have problems contacting anyone please ask a committee member (see page 2 of newsletter) or look for updates to this manual at the address given in *section 1- Preface*.

Position	Who	E-mail	Phone	How they can help you
Event Admin Coordinator	Rosalie McCauley	mccauley10@westnet.com.au	9407 5036	Administration matters.
ARA Representatives	Gary Carroll	gary@gary.id.au	9307 6830 (H)	Protest jury.
	Colette Sims	rogaining_colette@yahoo.com.au	9277 1314 (H)	
ARA Technical Representative	Gary Carroll	gary@gary.id.au	9307 6830	Rules of rogaining, protest jury.
Event Directions Coordinator	David Smith	elsewhere@multiline.com.au	9324 8382 (W)	Writing of event directions that are mailed to competitors.
Event Entries Officer	Sue Monter	CampingOut@bigpond.com	9451 7075	Number of competitors at event. Obtaining member contact details.
Equipment Officer	Geoff Monk	gmonk@arach.net.au	9382 3256	signs, controls, setting controls, control repair.
Government liaison (acting)	Mal Dennett	msdennett@bigpond.net.au	0428 941063 (W) 9457 3811 (H) 9756 7390 (H)	DEC, DOW and Water Corporation Liaison.
Map Librarian	Colette Sims	rogaining_colette@yahoo.com.au	9277 1314 (H)	Previous event maps. Some paper records from previous events.
Newsletter Editor	Owen Horton	WARAeditor@yahoo.com.au	9450 7084	Newsletter "teaser" and review.
President	Jim Langford	jimrun@iinet.net.au	9387 6347 (H)	General Enquiries, OCAD.
Radio Experts	Vince Harding	vsh@iinet.net.au	9364 6403	CB Radios.
	Warren Smith	warrens@multiline.com.au	9342 9213	
Secretary	Ian Thomsett	mrrogaine@hotmail.com	0428 105 127	General knowledge about WARA and volunteers.
Technical Officer	Gary Carroll	gary@gary.id.au	9307 6830 (H)	Obtaining digital map data, OCAD, Technical Regulations and Rules, admin computing matters, Colour rogaining pamphlets.
Treasurer	Ricky Thackray	rickythackray@hotmail.com	9277 4318	Expense claims. Insurance and public liability issues.
Volunteer Coordinator	Warren Smith	warrens@multiline.com.au	9342 9213	General enquiries.

You can also obtain assistance from the following members known as mentors. These people are very experienced at setting and vetting events and are willing to assist if you need advice on any aspect of setting or vetting for your event. No question is too silly.

Name	E-mail	Phone
Brian Austin	Brian.Austin@health.wa.gov.au	9349 4214
Jeff Conrades	jconrades@bigpond.com	9725 0449
Joe Courtney	joe_anne@iinet.net.au	9227 5746

Name	E-mail	Phone
Phil Dufty	phil.dufty@westnet.com.au	9299 8228
Vince Harding	vsh@iinet.net.au	9364 6403
Owen Horton	allsands@bigpond.com	Please e-mail
Colette Sims	rogaining_colette@yahoo.com.au>	9277 1314
Ian Thomsett	mrrogaine@hotmail.com	0428 105 127

2.4 Schedule of Tasks

Many setters and vetters enjoy organising an event more than competing in one. The secret to enjoying setting and vetting is to allow time to perform the various tasks. Do not let the tasks build up to the point where you have to rush, as this leads to shortcuts and inevitably mistakes. The time required to organise an event will vary, however your schedule should look something like this:

Time To Event	Manual Section	Activity
6 months	4. Site Selection	Select potential sites, drive to these and look at them. Consider hash house location, access for equipment truck, sufficient space for admin and hash house and camping?
5 months	5. Landholder Permission	Contact landholders and obtain permission from DEC
4.5 months	6. Overview of Competition Map Production 7. Armchair Control Selection and Course Planning	Select your map boundaries. Learn to use OCAD. Plan your course. Armchair selection of water drops and control sites.
4 months	8. Setting and Vetting in the Field	Setting (taping selected sites).
3 to 2 months	8. Setting and Vetting in the Field	Setting and vetting.
8 weeks	8.4. Vetting	Vetting.
7 weeks	8. Setting and Vetting in the Field	Final fieldwork. Setters and vetters resolve disputed control sites.
7 weeks	10.1. Newsletter Teaser	Submit newsletter article.
4 weeks	9.6. Printing the Map	Advise Bunbury Print that you will be sending them a map soon.
4 weeks (about)	10.2. The Pre-Event Meeting	Attend the pre-event meeting.
From 4.5 months To 3 weeks	9. Competition Map Production – The WARA Way	Finalise drawing of the map.
3 to 2 weeks		
3 to 2 weeks	10.5. Control Description Sheet	Finalise Control Description Sheet.
3 to 2 week	10.7. Preparing the Controls	Prepare and repair the controls. Make master control cards.
2 weeks	10.3. Event Directions	Submit directions and special comments for the event for inclusion in the event directions to Event Directions Coordinator
2 weeks	9.6. Printing the Map	Send map to printer.
2 to 1 week	11. Hanging Controls	Hang most controls.
The day before and during the event	12. At the Event Site	Meet the truck, erect toilets and tents. Hang controls near roads and put out water drops. Put direction signs on roads. Give event briefing. Patrol roads and maintain water drops.
Within a week after the event	13. After the Event	Send event post-mortem to newsletter editor. Submit computer files of finished map, control descriptions and landholder details.

3 Safety and Duty of Care

In any sport, safety and the duty of care to the people who are involved is extremely important. In rogaining, participants should be able to complete their course in a safe manner without risk of serious injury. For this reason you need to think about safety when selecting sites and assessing hazards on the course. Carefully read *Appendix H - Safety Manual Extract* before finalising your site selection.

Every effort must be made to avoid leading participants into danger. If a proposed event site has more hazards than can be identified or mapped, the site should be abandoned.

When field-checking a control site, always consider how safe it would be like to locate at night. What seems safe during daylight hours may present problems during the night. If in doubt, put a warning on the control description sheet of any dangers at or near controls.

If there is information that participants need before they plan their course (eg electric fences, mine shafts or mandatory watercourse crossing points), then setters must provide event information notes (*section 10.6 - Event Information Notes*) or Administration to distribute to participants as they register.

The specified roads must be patrolled every few hours regardless of weather conditions or amount of remaining water at water drops. Patrolling every 3 hours would be ideal, but circumstances may not allow this to occur. A seriously injured participant may be waiting for assistance at the location or roads you have specified. See *section 12.11 - Patrolling Roads*.

The setters must report any serious accidents or incidents (a near miss) to the Volunteer Coordinator. You may be asked to fill in the accident report form (*Appendix N - Accident Report Form*), which should be returned to the Volunteer Coordinator.

Also consider your own safety when setting and vetting. Set and vet in pairs. Use WARA's UHF radios. If you do separate know where your co-setter-vetter will be. Inform someone back home that you will be fieldworking in the countryside.

Please take these safety considerations seriously for the welfare of all participants and for the legal protection of yourself and WARA. An unfortunate but realistic feature of modern society is that people are becoming increasingly litigious.

4 Site Selection

The first thing to do after agreeing to set a rogaïne is to decide where to hold it. The selection of a suitable site can make all the difference for an enjoyable and memorable event. Distance to the site, the terrain, the amount of forest or farmland and what the site will be like in a different season all need to be considered.

You **must** also contact the Volunteer Coordinator and seek information on the area you are considering. You may be referred to the Technical Officer or Map Librarian. The committee may have had experience with such issues as access, weed spread, endangered animal releases and the attitudes of farmers and government landowners in that area. The committee will sometimes black-ban an area if it has been over-used. In some previously mapped areas the names and contact details of landholders may already be available thereby saving you valuable time.

Please read *Appendix J - Australian Rogaining Association Environmental Guidelines*. This contains some good ideas and recommendations on event site selection and control placement that are not mentioned in the main body of this manual.

4.1 Finding Suitable Areas

You will probably have a general notion of where you would like to set the course. If not, seek advice from previous setters, a mentor listed in *section 2.3 - People Who Can Help You* or from a WARA committee member. Perusal of the maps held in WARA's library of maps is also useful. Contact the map librarian for assistance.

A master map of WARA's event locations is kept on-line at <http://wa.rogaine.asn.au/data/locations.htm>. The map is in PDF format.

Having selected one or several possibilities for your event site, visit each area to check that the terrain, the forest and farmland are suitable. You may find that large areas of farm will be under crop (particularly during the August 24 hour and October 12 hour events), the undergrowth in the forest is too thick or that parts of the map have been rendered unusable by clear-felling or other development such as sub-division.

Consider road access, in the worst possible wet weather, for participants and heavy vehicles travelling to the hash house site, as well as accessibility of the course for organisers distributing water drops and conducting road patrols.

A hash house site in the centre of the map is preferable, especially for 24 hour events. This allows greater choice for participants doing *loops* in and out of the hash house site.

Government policy states that you will not be permitted to have a hash house in drinking water catchment, and DEC may require chemical toilets in forests. Chemical toilets must be hired at considerable expense; \$1500 for eight hire toilets is typical. If you want to access water catchment land then try to locate the hash house in nearby farmland. See *sections 4.8 - State-owned Land and 5.4 - Contacting Government Agencies*.

If you require chemical toilets contact the Volunteer Coordinator as soon as possible. Hire toilets can sometimes be difficult to obtain, especially when our events coincide with other major events like the City to Surf and the Avon Descent.

4.1.1 On-line Aerial Images

If you have access to a broadband Internet connection you can view your prospective event site on-line.

Google Earth is the most popular system of this type. For many areas of the South West the resolution from Google Earth is too poor to be useful. You can use Google Earth on the web at <http://maps.google.com> or download the Google Earth application at <http://earth.google.com/download-earth.html>.

The WA State Government agency Landgate offers a service called SkyView which allows you to view aerial photographs in some detail. This only works on the Windows-based Internet Explorer web browser. The resolution is often better than Google Maps, but it is more difficult to use and the window that shows the aerial photos is rather small. Go to <http://www.Landgate.wa.gov.au/corporate.nsf/web/SkyView+WA>. A small plugin will be downloaded and installed onto your Windows PC to allow you to use this site, and you will need to turn off or configure Internet Explorer's pop-up blocker to be able to access SkyView.

4.2 Distance from Perth and Bunbury

The distance that participants have to travel to the event is important. As a rough guide, the number of participants begins to diminish markedly if the travelling time is more than 2 hours for any event. If the event is a significant distance from Perth (more than 3 hours) then the committee should be advised well in advance as an attempt will be made to organise coach transport. Experience has shown that there is not much demand for coach transport, but it still needs to be considered by the committee. When setting a rogaie north of Perth, consideration should be given to the fact that a significant number of members reside in and near Bunbury.

You should also consider that the cost to the association and yourself will increase as distance to the event site increases. Please read *section 14 - Setters' and Vettors' Expenses*.

You should not reject an event site simply because it is a long distance from a population centre. One of the delights of rogaining is being able to explore different regions of the south west of our state.

4.3 Area Required

The size of the area needed can vary. Generally the area ranges from 120 sq kms for a small 12 hour rogaie to 250 sq kms for a 24 hour event. Six hour events require less than 80 sq kms. Successful events have been held on smaller areas which feature steeper terrain or dense vegetation. At a scale of 1:50,000:

- 12 and 24 hour events will fit on an A3 page, including credits and a legend. This allows for an area of up to 230 sq kms.
- 6 hour events should fit on an A4 page, including credits and a legend. This allows for an area of up to 100 sq kms.

You do not need a huge area to run a successful event. Having a large number of controls in a smaller area can help create a situation where route choice for participants is a complex problem and their chosen routes will vary enormously. There are other advantages in having a smaller map area. You may not need to contact as many landowners, and patrolling roads and inspecting water drops can be easier.

4.4 Terrain

Your choice of terrain - scrub or farmland, flat or hilly, prickly parrotbush, dense *aquafolia* or open wandoo forest - is important. The popularity and rapid growth of rogaining is largely due to WARA's philosophy of

encouraging participants at all levels, and of emphasising the non-competitive aspects of the sport. Very taxing terrain should be limited so that participants are not forced to visit it, but do so by choice. The terrain should be such that "social rogainers" and the less physically capable can do a course without undue difficulty.

The most popular courses have a mix of forest and farmland, of hills and gentle slopes. Courses entirely in forest or farmland have been set and well accepted but do not offer the tactical route choice challenges of a mixture.

4.5 Seasonal Changes

From the time you first visit the event site to the date of the actual event there will be many changes to both the forest and farm terrain. An area that seems ideal in summer might be water-logged in winter. Dry waterbeds can change into raging torrents in winter and become impassable by car and foot. That fabulous hash house site by the watercourse may turn into a quagmire.

Lambing ewes, crops and the possibility of spreading noxious weeds may make farmers reluctant to give permission to use their land at particular times of the year. A perfect knoll in a bare paddock may become surrounded by crops.

Local resident landholders and DEC officers are good sources of information about the condition of an area at the time of your event.

4.6 Landholders' Permission

A most necessary but time-consuming task can be obtaining of landholders' permission to access their property. Remember that it is not our land and permission must be obtained before progressing with any further action on that land. Methods for finding and approaching landholders for access permission are covered in depth in *section 5 - Landholder Permission*.

4.7 Farmland

Select a site with as few small farms as possible. Dealing with a large number of owners with small properties will add significantly to the workload of organising the rogaïne.

Avoid areas that have been subdivided into small hobby farms. Seeking approval in such an area would be a nightmare, mapping the small out-of-bounds areas difficult, and rogaïning would not be practical.

4.8 State-owned Land

Gaining access to state-owned land is generally not a problem. In Western Australia, state forests and national parks are under the control of the Department of Environment and Conservation (DEC). Some areas, particularly near dams or rivers leading into dams, may also be under the control of the Water Corporation as well as DEC.

Section 5.4 Contacting Government Agencies has more details on obtaining government approval and the issues you are likely to have to deal with.

4.9 Road Access

Getting into and around the event site is important. Consider vehicle access for distributing and checking water drops and make sure the hash house site can be accessed by the ordinary two wheel drive cars as well as heavier vehicles such as the rogaïne equipment truck, school or scout buses, or possibly a truck carrying portable toilets. Tracks that are solid in summer can be boggy or covered in huge puddles during the wet months. Check for low overhanging branches, narrow gaps between trees, and sharp bends – all will be difficult for the equipment truck and any rogainers with caravans to traverse. Try to imagine the roads on a wet weekend with 200 cars travelling on the same track. The majority of volunteers who will collect controls will have two wheel drive vehicles. Seek advice from locals.

4.10 Map Boundaries

Where possible, use a major linear feature such as a road, railway, or river to be the boundary of your competition map. This will assist novice participants as they are unlikely to cross a major feature and walk off the map. If a road, then it would also provide a good patrolled road and water drop access route.

5 Landholder Permission

Setting and vetting can be very rewarding as you meet some great people. Many rogaines are held in previously used areas because of the good relationships WARA has formed with government and private landowners.

5.1 Time Commitment

Contact with landholders can be very time consuming in terms of:

- determining who they are and determining their property boundaries;
- explaining what rogaining is, and seeking their permission;
- trying to contact them prior to each site visit; and
- meeting with them when on their land.

5.2 Thoroughness in Landholder Contact

Usually you will be outsiders to the district in which you will hold the event. It is always best to let local people know in the most open way who you are and what you are doing. Even if they have never had a rogain held on their land, many landowners are aware of rogaining as events have been held on their friends' and relatives' properties. The continued existence of rogaining depends upon its good reputation. A thorough approach to obtaining landholder permission is essential for preserving that reputation.

Any land belonging to an uncontactable or unwilling landholder must be declared out-of-bounds. Without permission anyone entering would be trespassing.

Do not enter farmland in anticipation of receiving permission. While this may seem harmless, it is presumptuous and may affect your chances of obtaining access.

5.3 Identifying Private Landholders

Determining who owns or is currently managing a property can be a problem, so allow yourself plenty of time. You may approach landholders directly by visiting farmhouses and asking for permission and for information about adjoining properties. However this is time-consuming and sometimes unreliable because some property holders are unable to define their own boundaries on a map. It is useful to know whether the landholder is the owner or a manager of the property. If the farm is managed, by someone other than the owner, ask whether it is necessary to obtain permission from the owners.

A more reliable method is to obtain a 1:50,000 cadastral map of your event area from

- The WARA Technical Officer, who has these maps on CD;
- Landgate (WA Government), cnr of Morrison Road and Great Northern Hwy, Midland – 9273 7373; or
- Map World - 900 Hay St Perth, 9322-5733.

These maps will list properties with CG (Crown Grant) numbers. The local council can provide a list of owners and telephone numbers for these CG numbers. This is just a starting point. In the time since the cadastral map was produced the landowners will have purchased, sold, swapped and leased land so you will have some detective work to perform.

Some local councils will charge a small fee for providing information. This is acceptable.

Many farms have residential tenants on the property. Although obtaining their permission is not essential, it is polite to identify these people, inform them of the event, and mark their home as out-of-bounds on the competition map.

Ask all landholders to identify their property boundaries on your map and to give the names of their neighbours. Do this even if they have refused your request for permission as you need to confirm the areas that will be marked as out-of-bounds, unless of course they are particularly hostile. Many landowners will have difficulty reading your map – they usually have their own farm maps which have different scales, orientation, presentations, and displayed features. It pays to check with adjacent landowners – if both point to the same boundary, then you are fine, otherwise a bit more investigating may be required to confirm the actual boundary.

Try to identify any leading figures in the community. Their identities are often made apparent when people respond to your request by asking whether certain locally prominent people have given their permission. Once the approval of community leaders has been obtained, permission from others generally follows quickly.

Remember the farmer is doing you a favour. Do not expect a farmer to return phone calls or to have the time to write letters back to you.

After you have approval, you should write the farmers a confirming thank-you letter that includes the dates of the event and your own contact details.

Verbal approval from farmers is adequate and written approval is not normally required, unless you feel there are special circumstances, such as approval from an absentee owner.

5.4 Contacting Government Agencies

The most important thing you need to know about seeking government approval is to start early, and do not expect that approval will be received quickly or according to your schedule. You should have your hash house and event area approved at least 5 months before the event date. As part of this process you will become aware of any out-of-bounds imposed by DEC.

If you are having difficulties in dealing with or understanding the requirements of government agencies then contact the WARA Government Liaison Officer. This person will be able to assist you, translate government-terminology, explain the likelihood of your application being successful and assist with the submission of your application form.

5.4.1 Government Agency Names

It is worthwhile understanding the roles and names of the various state government agencies:

DEC - The Department of Environment and Conservation was formed in 2006 from the amalgamation of the Department of Environment and the Department of Conservation and Land Management (CALM).

DOW - Department of Water - Formally the Water and Rivers Commission. They set the policies for recreation use of catchments.

WC - Water Corporation - They implement DOW policy in the catchments.

5.4.2 State Forests and National Parks

Accessing DEC-controlled land is generally not a problem; however you normally will not be able to access Nature Reserves and areas where there are rare and endangered plants or animals. Boyagarring and Boyagin Rock near Brookton are examples of this.

DEC may insist of chemical toilets in some areas.

You may be denied access to some areas due to logging or prescribed burning activities.

Access to roads in dieback “disease risk areas” (DRA) may be denied during wet weather, or restricted to roads specified by DEC personnel. A normal condition for setting work is that vehicle access to be denied up to 3 days after rainfall in a DRA. Vehicle access to other areas may also be refused. You must abide by these conditions.

DEC sometimes offers us conditional access dependent on dry weather. Do not set an event where approval is of this nature. Keep in mind unseasonal rain can occur in summer or autumn.

You may be required to carry a DRA permit which you can obtain from DEC. This permit should show the make, colour and number plates for vehicles working on your event and it will cover the setting and vetting period as well as the date of the event.

You may be asked to submit a traffic management plan and an emergency management plan for DEC. Templates for these are provided as *Appendix D - Emergency Management Plan Template* and *Appendix E - Traffic Management Plan Template*.

5.4.3 Water Catchments

Gaining access is generally not a problem; however you will find it impossible to have the hash house site in drinking water catchments. You should locate your hash house on a nearby farm if possible.

All drinking water dams have a Reservoir Protection Zone (RPZ) that is an area within 2kms and upstream of all reservoirs. Recreational access to an RPZ is forbidden. The locations of the RPZs are shown in *Appendix B – Department of Water Catchment Map*, or talk to the WARA Technical Officer. RPZs will be accurately shown on any map data you receive. RPZs are also shown on a master map of WARA rogaines, which is downloadable from <http://wa.rogaine.asn.au/data/locations.htm>.

5.4.4 Applying for Access

You will need to contact a PVS (Parks and Visitor Services) officer from DEC and informally discuss whether there is likely to be any problems with the area you have chosen. A sketch-map of the event area and proposed hash house site will assist DEC. Near Perth you should contact Kym Pearce (Kym.Pearce@dec.wa.gov.au) who works at the Dwellingup Office of DEC. Other possibilities are provided in *Appendix A - Government Contacts*.

Provided that there are no timber harvesting, prescribed burns, animal releases or other issues that will prevent you using the area you desire you can proceed to the next step. *Appendix C - Combined DEC and Water Corporation Application Form* is a standard application form to use DEC and water catchment land. This form has been partially completed for you. Please adapt the form to suit your event, and ensure that the public liability insurance details are correct. Policy details for insurance are given in *section 5.10 - Public Liability Insurance*. After the application form has been submitted, the PVS Officer will contact the relevant sections of DEC and WaterCorp and come back to you with approval with any special conditions.

Do not proceed with setting a rogaie on the basis of verbal approval from government authorities. Government authorities should grant you permission in writing. There have been cases where verbal approval was given and then subsequently withdrawn 4 weeks before an event.

Written approval from DEC, and the DOW if relevant, is required before proceeding with the purchase of digital map data or doing any field work for your event.

If you have any questions about or difficulties dealing with any of the government agencies contact WARA's government liaison officer, who is experienced in dealing with government staff and be familiar with current government policies.

5.5 Corporately Owned Land

It is sometimes difficult to obtain permission from absentee landowners or corporate owners. Sotico (formerly Bunnings Tree Farms - a subsidiary of Wesfarmers) and Alcoa are examples of corporations whose land WARA has used.

You should obtain in writing any corporation requirements regarding our insurance and any documentation that WARA needs to sign. Approval to use the land must be in writing – **not verbal**. In the past problems have been encountered with corporations asking for additional insurance information from WARA and threatening to withdraw permission only days before an event, even though verbal approval was received several months beforehand.

It is likely that corporate owners will require details of our PLI insurance, and this should be included in your correspondence to corporate land owners. See *section 5.10 - Public Liability Insurance*, or contact the WARA Treasurer if insurance is an issue.

5.6 Strategy for Contacting Land Owners

However much you enjoy travelling and meeting people, approaching numerous landholders can easily become a tedious business.

To help you do this efficiently, you should make a rough ranking of landholders.

- Those critical for the event to proceed. Large and/or central holdings and those with a potential hash house site;
- Land important for the creation of a well balanced course; and then
- Other land.

It is also worth giving early attention to those landholders who are most likely to refuse permission such as corporations with plantations or DEC where conservation areas are involved.

When talking with farmers try to avoid rogaïne-centric terminology, or introduce them to our terminology. Call the *hash house* the *base camp* and refer to the *controls* as *checkpoints*. Take a control and an old event map that shows farmland with out-of-bounds areas. The farmers will find it easier to understand rogaining if they can see what is going to happen. You will find it easier to explain what rogaining is using a rogaïne map. Have a sample map with a typical course marked on it, so that they can see that not everyone will be going to every control.

Stress to the landowner that giving permission is entirely up to them – if they do not wish to, then you fully understand. If you have enough landowners in the area, then you can tell them that the event will still proceed, but that their property will be marked as out-of-bounds. You will still need to confirm with them their property boundaries so that you can mark them as out-of-bounds. Occasionally, landowners will not give permission, but may still let you traverse their land to set, hang, and collect controls. They may also allow you to use a *corridor*, down a farm track or fence line, so you can connect to isolated properties where you have access permission.

After you have obtained permission, explain the following.

- The setting and vetting process in simple terms.
- When you and the vetters are likely to visit the site.
- That you will tape or mark the control sites and these will be replaced with the actual checkpoints (controls) on the weekend or week before the event date. Ask them to please not disturb the tapes, markers or controls.
- That on the event weekend of the event there will be lots of activity particularly around the hash house/base camp area.
- That on the Sunday of the event weekend the controls will be removed by volunteer members, not necessarily yourself.

If a landholder seems particularly generous or enthusiastic then they are a good candidate for hosting the hash house site.

Invite the local farmers to the hash house for dinner and to compete in the event. Event entry is free for landholders.

Ask whether the landholder wishes to be informed each and every time you intend visiting his property. Provide the landowner with a description of the vehicles you are likely to be using, and when you are likely to be visiting, for example only on weekends over the next 2 months.

5.7 Assurances to Landholders

Naturally, all landholders will want to know about the nature of the event and it is important to give an accurate description of it. Assure them of the following:

- All participants will be on foot, and in teams of between 2 and 5 people.
- WARA is a not-for-profit volunteer recreational sporting organisation, largely comprising social and family groups.
- Teams choose their own routes and are quickly dispersed over a wide area.
- The landowners' homes will be marked as out-of-bounds, to avoid disturbing residents and dogs.
- Not all the teams competing will cross a particular tract of land during the event. Perhaps only a few teams may do so. This is especially true if the land is far from the Hash House.

- Any part of their property can be declared out-of-bounds (lambing, crops, prize bulls, weeds) if they wish.
- The event organisers will not drive their vehicles through stubble in the hot and dry months due to the risk of starting a fire.

It may be necessary to give further assurances as follows:

- The rules state that participants will be instructed to leave gates as found and to cross fences with care.
- Participants will not bring dogs, other pets or firearms with them.
- Smoking cigarettes and lighting fires is not permitted outside of the base camp. The only fire permitted is the base camp fire which is controlled by the organisers. See *section 5.8 - The Hash House Fire*.
- WARA does have comprehensive public liability insurance. See *section 5.10 - Public Liability Insurance*.
- WARA has been operating for nearly thirty years, and has an excellent relationship with government bodies and farming communities.
- Landholders from previous events are available as referees.

Once given, such assurances must be strictly enforced. WARA routinely sets out appropriate conditions in participant information forms.

Give the landholder a copy of the rules and a rogaining pamphlet (*Appendix F - WARA Colour Pamphlet*). Supplies of pamphlets can be obtained from the WARA Secretary.

5.8 *The Hash House Fire*

When seeking permission from a landowner to locate the hash house on their property you should discuss the hash house fire. Fires make landowners nervous, especially during the dry months. Explain the following:

- The hash house or camp fire is under the strict control of organisers and this is the only permitted fire;
- During the dry months (the upside down, the March 6 hour and possibly the Autumn 12 hour) there will not be a fire if conditions are too dry or windy; and
- In the past WARA has paid country fire association volunteers to be on duty at our camps. A \$200 donation to their association is normal.

Farmers may know of a good supply of accessible firewood that you could use, and may even offer to collect/stockpile it for you. You could plan your hash house location so it is adjacent to a good supply of firewood.

5.9 *Keeping Records*

It is well worth keeping good records about the landholders. Record their name, partner's name and children's names, and their phone number, address and whether they wish to be contacted every time you visit. Carry this information with you in the field. Keeping this information will:

- assist you when dealing with landholders - try keeping the names of 40 strangers in your head;
- assist you when sending thank-you letters or copies of the event map to landowners after the event;
- be a huge time saver for setters who may wish to re-use your event area at a later date; and
- be useful for vetters, who may not be as familiar with the area or landowners as the setters.

5.10 *Public Liability Insurance*

WARA has \$10,000,000 comprehensive public liability insurance under coverage provided by the insurance policy of the Australian Rogaining Association (ARA). Any insurance questions you have should be raised with the WARA Treasurer.

The following wording is based on the insurance documentation from the ARA:

- The Australian Rogaining Association Inc (ARA), with whom WARA are affiliated, holds Public Liability Insurance to the value of \$10 million in respect of all rogaining events conducted by ARA affiliated bodies. This insurance indemnifies landowners for acts of negligence by the Insured arising out of their participation in the rogaining event including time spent at the event site by organisers and participants in

preparations for, and packing up after, the event. This insurance does not provide indemnity to landowners for acts of negligence by the landowner. A copy of the current Certificate of Currency can be downloaded from <http://rogaine.asn.au/Insurance/Insurance-Documents.html> or go to <http://rogaine.asn.au> and chose the menu option *Documents* and then *Insurance*.

Current documentation on insurance and a copy of the certificate of currency is available on the ARA web page at the web address given above, under the *Insurance Documents* link.

If you are dealing with a landowner who requires a statement that the insurance covers your specific event, or to include the name of the landowner on a certificate of currency, then please contact the WARA Treasurer.

6 Overview of Competition Map Production

The preferred method of map production is to use the OCAD mapping software package. WARA can also provide you with an ink jet printer that produces extremely high quality colour maps. To enforce standards, OCAD must be used for all state championships. Setters who are experienced users of other drafting packages such as MicroStation can use these packages for non-championship events. However they do so with the understanding that they are on their own, and that they must conform with the mapping standards given in *section 9 - Competition Map Production – The WARA Way* as well as *Appendix K - Map Standards and OCAD*.

Although the topographic maps available from Landgate and DEC are useful for initial reconnaissance work and defining property boundaries, these maps should not be used for armchair setting. Instead, you should use a draft version of the competition map. There will often be significant differences between different maps of an area, and it makes sense to plan using the map the participants will eventually use. The digital data WARA purchases has a contour interval of 5 metres, which may reveal a great more topographical detail than you may already have. When you have approval to access all the land you require, contact the Technical Officer who will obtain the base map data for your event area.

When the data has been obtained, a member of the committee will visit you, install OCAD, provide the base data for your event and teach you enough OCAD to get started. If you get stuck at any stage do not hesitate in calling one of the OCAD experts listed in *section 2.3 - People Who Can Help You*.

The process of drawing the map is very much a step by step one involving the cartographer (normally a setter), along with the vetters and other setters. After an armchair setting session, the cartographer should add the control locations to the base map using OCAD. The setters then visit the site using what is basically an early version of the competition map. After returning from the field they make corrections to the control sites plus any other observations (road changes, new or missing dams and buildings) and print a newer version of the map.

This newer version of the map is then given to the vetters. The vetters must be provided with the same map that the competitors will use, with no extra map details and no missing map details. Under no circumstances should the vetters be provided with GPS coordinates of the control sites. In this way the vetters have the best possible chance of doing their job properly as they will be vetting with a proposed copy of the competition map with the same information the competitors will use.

6.1 Map Technical Characteristics (in brief)

WARA events are held using specially produced topographic maps printed in several colours and have a contour interval of 5 metres. The map scale is generally 1:50,000 although 1:25,000 has been used on 12 hour and 6 hour events. The drawback of the 1:25,000 scale is that the paper required is four times than that required for a 1:50,000 scale and thus costs considerably more.

Other Australian state associations use a wide variety of scales. Scales of less than 1:50,000 are used to show fine contour details. For example the 7th World Rogaining Championships in NSW used 1:33,333 (3cm = 1 km). The complexity of the topography in South West WA doesn't necessitate this level of detail.

Obtain approval from the Technical Officer before producing a map at a scale other than 1:50,000.

7 Armchair Control Selection and Course Planning

7.1 Time Commitment

The time required for preparing the course is usually about six months from approaching the first landholder up to the time of the event. If you are setting an event early in the year (upside down, 6 hour or autumn 12 hour) then remember that the Western Australian countryside is often hot and inhospitable in summer. Try to get your fieldwork done in the previous spring or use the cool days as they occur. Conversely, you should set in a DRA during the dry months, even if the event will be held at the end of winter. Having to apply for a DRA permit every time you want to go in, and have trips aborted due to rain the day before, makes the whole process very tedious, and will not win many friends in the DEC.

Read *Section 8, Setting and Vetting in the Field* carefully before armchair setting.

7.2 Event Style

WARA has always been tolerant of the individual's influence on the style of the course. However, you should respect the established conventions of the sport. Any deviation from the norm should be presented to the committee before you finalise your plans.

You can influence the style of an event by your selection of the event area as well as the location, spacing, quantity and value of controls. You are strongly encouraged to place five or six controls close to the hash house for the reasons described in *section 7.9 - Controls Close to the Hash House*.

7.3 Upside Down Rogaine

Special consideration must be given when setting an upside down event. Many novice and intermediate rogainers will try night navigation during this event. When setting the upside down bear this in mind - set slightly less difficult controls and use an area which has open vegetation or is predominantly farmland. You are encouraged to hold an upside down rogaïne close to Perth and Bunbury, as there will be more participants than normal who are unfamiliar with rogaining all night without sleep. WARA promotes the message "Don't Drive Tired". If an event is far from the population centres entrants are more likely to drive home without having a sleep first.

7.4 Length of the Course

The objective is to set the event such that the top teams will visit a significant proportion, but not all, of the controls. The distance teams can travel will obviously vary depending on the steepness of the terrain and the vegetation. Recently top teams have travelled 110 kms in a 24 hour event, 60 kms in a 12 hour event, and 35 kms in a 6 hour event. Some eastern states rogainers are capable of travelling 130kms in Western Australian terrain in a 24 hour event. Bear this in mind if you are organising an Australian championship.

Section 4.3 - Area Required outlines the area needed to hold a rogaïne. Most recent WARA maps, even 24 hour events, have been printed on A3 pages with a scale of 1:50,000.

An A3 rogaïne map at 1:50,000 scale has sides of 15 x 21 km.

7.5 Maximum Number of Controls

WARA has 72 controls available for use in all events. There are 72 squares, numbered 1 to 72, on the pre-printed control cards and Administration's procedures and computer software has been developed to handle a maximum of 72 controls. It is not necessary to use all 72 controls.

7.6 Selecting a Hash House Site

If possible, locate the hash house in a scenic location. The success of the rogaïne will be greatly enhanced by a memorable hash house site.

Do not just assume you can camp where you want to. Seek permission from the appropriate landholder, whether on private property or in state forest. Obtain this permission as early as possible as the whole course largely depends on the hash house location.

Consider the layout of the hash house site and where will you locate the:

- Administration tent;
- WARA Shop;
- catering area and hash house tent. The new white hash house tent requires an area of 6 x 9 metres for the tent itself, with a perimeter of another 3 meters. A total of 12x15 metres;
- hash house fire and eating area bearing in mind the prevailing wind; and
- camping area, toilet facilities and car parking for up to 200 cars and camping for nearly 500 people without damaging native vegetation.

Consider also the following.

- The availability of firewood.
- Road access for the truck as well as cars and buses. There should be no tight corners or low branches overhanging the road.
- The type of toilets you will use. Pit toilets may not be permitted in water catchment areas and portable hire toilets might be required.
- The time of year. For the 6 hour and upside down events the participants and volunteers will appreciate a location with some shade.
- Soft ground is preferable for hammering in tent pegs and digging pit toilet holes.
- Good drainage is required for all events, but especially for the winter and spring events.
- A level site is preferable for campers and essential for the hash house and admin tents.
- The proximity to major highways and busy roads. These provide good access for participants and organisers. Avoid hash house sites visible from major roads due to security concerns.
- The hash house should not adjoin an out-of-bounds area as this limits the directions that participants can leave and enter the hash house. This would also increase the possibility of participants unknowingly crossing through an out-of-bounds area.
- A central location is best, particularly for 24 hour events. A hash house in a corner of the map can make course planning by participants awkward, particularly for social and family teams which visit the hash house and plan multiple loops into and out of the hash house site.
- Hash house sites in farmland during events in summer or autumn can be extremely dusty (eg Hillman Hunter Safari in May 1999 and A Picnic in the Pingle in April 2000). If you are organising the Upside Down, March or Autumn 12 hour events and you have farmland for your hash house then pick a paddock that has a good coverage of grass if possible. Paddocks that were cropped in the previous season will be dusty.
- Campsites in state forests can become distributed over a wide area. Try to avoid this. Consider the people who are camped at the outer-limits and have how far they have to walk (or limp) to the Hash House or Administration.
- Avoid hash house sites that conflict with other recreation groups such as tourist locations and picnic grounds.

7.7 *Control Codes*

When you are planning your control sites you do not know and you should not care about the value that control will eventually have. The initial codes that you assign to your control sites will be temporary. Experience has shown that while setting and vetting it is preferable to use letter codes rather than numbers. That is, code your proposed controls AA, AB, AC and so on. There are two reasons for this:

- WARA have special two sided “setting controls” that use these codes, and

- There will be less confusion when you have to convert your control codes to the actual control numbering system used for the event.

7.8 Planning the Controls

When planning your control sites remember that the bulk of WARA members are not elite athletes, and that the event must be enjoyable for all participants. Almost all controls should be located on distinct topographic features (knolls, spurs, gullies), linear features (tracks and watercourses) or large point features (dams or buildings). When entrants are within the control circle on the map, they should be able to find the control easily. Placing controls in overgrown minor water watercourses or within parrot bush thickets is not fair-play.

Chose your Hash House site and patrolled roads first. Locate the water drop controls on the patrolled roads, then plan the remaining controls based on these. The controls close to the Hash House should tend to be relatively closer together and navigationally easier.

Consider the layout of your map early in your planning. Most WARA maps are A3 in size. 6 hour events will fit on A4. Consider where to place the map title, legend, logos and other elements of the final map. See *section 9.3.1- What should be on the map*. Working out the map layout *after* setting the controls can lead to problems and wasted effort.

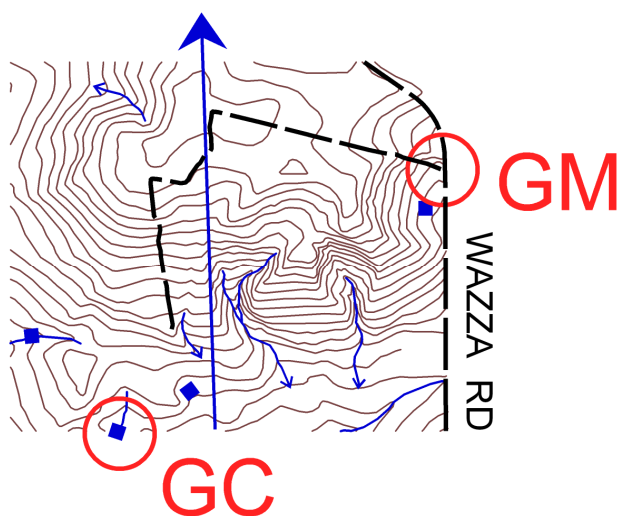
You may use one of many methods to select your control sites. Most experienced setters have a favourite method that they all insist is the best. One method is simply to pick the locations you prefer at spacings according to the terrain. Other setters overlay a grid on the map and pick the best site in each grid section. You then look at the result and make any adjustments you deem necessary.

Examine aerial photographs of your event site from Landgate's PanAIRama CD series or using Google Earth. These are available from the map librarian. The aerial photographs will reveal features that you may wish to use, such as bare rock surfaces, and will also show you which areas are cleared and which are forest. *Section 4.1.1 - On-line Aerial Images* explains how to access the Landgate's Skyview website, where you can zoom in on the aerial image from any part of your proposed map. Google Earth could be useful, but may lack the required close-up resolution for many rural areas of the south west.

The distance between controls is up to you, although typically they are 1 to 2 km apart.

The most challenging course for both setter and participant is one that offers no obvious single route choice. This can be achieved by careful balancing of the control values, and making sure that there are no "holes" in the distribution of the controls. You may need to fill any gaps with a control that is not navigationally challenging, such as one on a track bend

Do not be too concerned about control values at this early stage.



Avoid setting controls too close to the edge of the map as shown in *Figure 1 - Avoid placing controls on the map edge* or where a feasible route choice runs close to the edge. Participants can be lured off the edge of the known world and can easily become lost. Controls near the edges are acceptable if there is a collecting feature such as a major road, railway or river running between the checkpoint and the edge of the map. Leave at least 500 metres (1cm at 1:50,000) between the map edge and all controls.

Under no circumstances should controls be placed on the very edge of the map as shown to the left.

Figure 1 - Avoid placing controls on the map edge

7.9 Controls Close to the Hash House

You are strongly encouraged to have five or six controls near the hash house because this:

- enables teams who can not walk long distances the opportunity to visit many controls;
- assists novice teams, as they are less likely to become lost walking between their first few controls; Consider that many novices have no appreciation for distances on the map nor how long it will take to traverse these distances. After visiting a few controls they should develop a better feel for the map.
- helps break up the crowds that occur around controls at the start of an event;
- offers tactical route choices for teams returning to the hash house; and
- enables teams to visit different controls if they choose to do loops in and out of the hash house.

7.10 Format of Control Descriptions

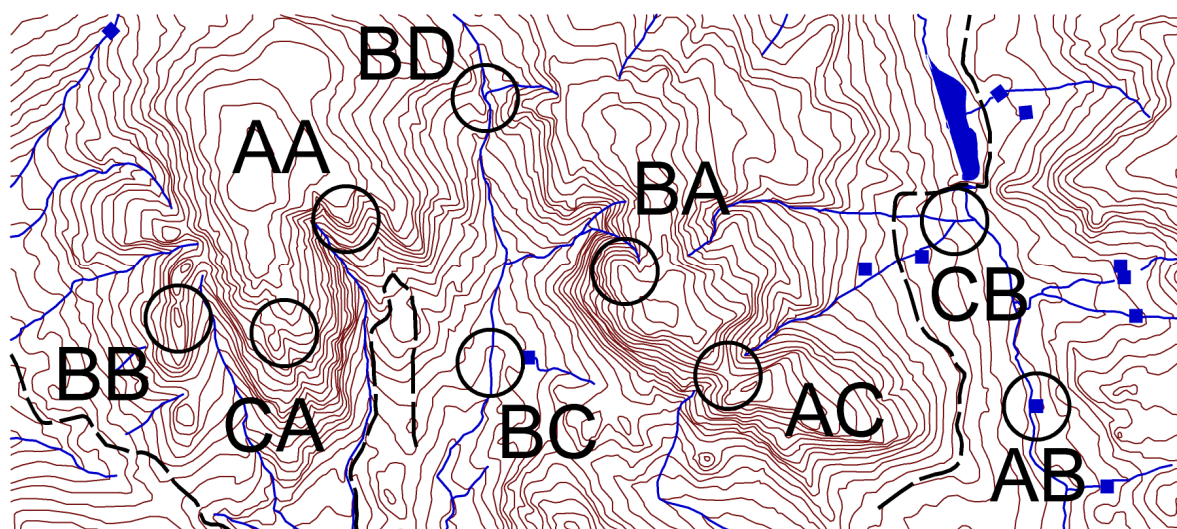


Figure 2 - Map showing typical control features

A control location must be described in a manner that makes sense to the casual reader while also remaining within the guidelines described in this section. The description should be consistent with both the map and the ground.

WARA's standard format for control descriptions is that you describe the main map feature then provide any extra locational and descriptive information if required. The control numbers used refer to the map in *Figure 2 - Map showing typical control features*.

Control Number	Map feature, then extra details
AA	The spur, rocky
AB	The dam, south east side
AC	The saddle, north side of a 3m boulder

Refer to *Appendix L - Sample Control Description Sheet* for examples of control descriptions and a sample control description sheet.

7.10.1 “A” and “The”

If the geographical location of the checkpoint is clearly and unambiguously shown on the map (mapped) it is described using "The".

If the location of the checkpoint is not explicitly shown on the map (unmapped), the feature is described as "A".

An example common “A” feature in Western Australia is “A watercourse junction” when only one watercourse is shown in the control circle, and the control is placed on an unmapped watercourse junction. Use “A knoll” when the knoll is just a slight rise on a spur or hill top, and does not have a separate contour on the map.

An “A” feature should not be used as a control site if:

- there are several of the named-feature within the area of the control circle, and finding the control isn't straightforward.
- there is a mapped named-feature within the area of the control circle, but the feature you intend using isn't mapped.

It is preferable to use "The" controls wherever possible. You may be able to correct the competition map to resolve the problem by converting the "A" feature into a "The" feature.

As an example you could have a complex watercourse system with many small and unmapped tributaries. The control description would read: “A watercourse, on a bend”; this is a bingo control. Participants fruitlessly searching for a control like this at night will not be pleased.

Control Number	Map feature, then extra details
BA	A knoll
BB	The knoll, rocky
BC	A watercourse junction, east side
BD	The watercourse junction, south west side

If there is more than one mapped (or "The") features of the same kind mapped within the control circle then a direction must be given to indicate the control's location. For example:

Control Number	Map feature, then extra details
CA	The eastern gully, head of
CB	The western watercourse junction

7.11 Placement of Water Drops

In WA there is normally a lack of naturally occurring drinking water so it is essential to have water drops on the course. Allowing a water drop to run dry does more than spoil the event for participants; it can have serious safety implications.

Five or six water drops are needed for all events including a 6 hour. However the number of water drops will depend on your ability to maintain them during the event. A setter or vetter must check the water drops for water levels and for injured participants at least every few hours, so easy access is extremely important.

If the control values on your course suggest a limited number of very obvious route choices then there will be a procession of rogainers following the same circuit. Consequently, water drops on these routes will be visited by large numbers of people. A water drop at the half-way point of a circuit will be hit doubly hard, as rogainers travelling in opposite directions will visit the water drop at roughly the same time. At Autumn and Spring 12 hour events participants may consume over 100 litres at a single water drop within a couple of hours. The solution to this problem is not to bias the number of water bottles you place at the water drops, but to have a well balanced course that doesn't lead to processions of rogainers.

The best locations are controls on drivable roads and tracks. Such sites are easily accessible by vehicle to check the quantities during the event and allow participants to top up without time wasting deviations. All water drops must be situated at or within 150m of a control. Placing water drops on or near controls with high values will encourage participants to visit them. Locating water drops on tracks on a direct bearing between two distant controls is not permitted.

Consider the roads you intend to patrol for injured rogainers, and place the water drops on these roads.

Avoid placing water drops on the edge of the map as this makes them less accessible.

7.12 Out-of-Bounds Areas

The following areas should be marked as out-of-bounds on your map:

- Homesteads;
- hazards, such as mine shafts and cliffs;
- paddocks for which access has been denied due to crops, bulls or other reasons; and
- any property shown on your map for which access permission was denied or not sought.

Do not locate controls in ways that would encourage teams to take short cuts through out-of-bounds areas. Do not locate the hash house adjacent to an out-of-bounds area. This increases the chances of a participant straying into the out-of-bounds area.

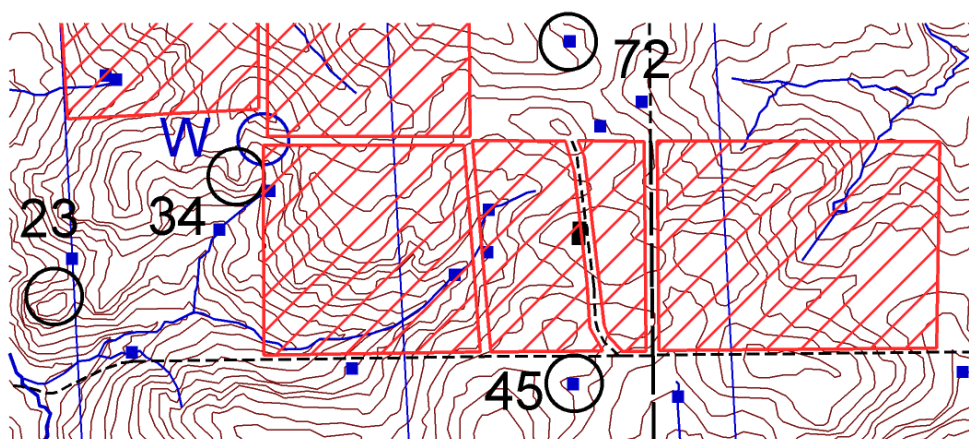


Figure 3 - Map showing access routes through out-of-bounds paddocks

Where you have an out-of-bounds area that can be traversed by walking along a track, fence line, or a watercourse, make this obvious on the map by drawing corridors through the out-of-bounds as shown in *Figure 3 - Map showing access routes through out-of-bounds paddocks*. Also, draw attention to it in the pre-event notes (*section 10.6 - Event Information Notes*) and the pre-event briefing (*section 12.7 - Event Briefing*).

7.13 Map Checking by Volunteer Coordinator

A WARA requirement is that the Volunteer Coordinator inspects the proposed map for overall control positioning and, most importantly, the number and location of water drops. This is not meant to be an imposition on the course setters, nor is it meant to question their setting ability. However, water placement has, on occasion, been poor and it is important to avoid a repeat of these mistakes.

The sensible time for checking is prior to any field work. If, after approval by the Volunteer Coordinator, water drops or controls have to be moved slightly due to factors you discover while setting, there is no need to seek further approval.

8 Setting and Vetting in the Field

It is essential that each control site be *independently* and critically vetted. The value of this two stage process cannot be stressed strongly enough. Both steps - setting and vetting - should be performed using the map the participants will use. Just one misplaced control can ruin an event.

The procedure to be followed is as follows:

- Each control must be visited by the course setters and the setting control or tape hung. Expect to move many of the control sites chosen during the armchair setting stage. Some fussy setters have relocated a third of their proposed control sites.

- The setters should prepare a corrected map of control sites and a list of control descriptions for the vetters to confirm. No extra information on how to locate the control site should be given to the vetters. This map should be the same as the map the competitors will use, with no extra features and with no missing features. It is essential that they find each control site independently of the setters.
- The vetters then confirm the control site and its description. Veters should do more than just find the marker or tape left by the setters. The vetters should check the accuracy and fairness of the marker placement and the general map accuracy. They should assess the actual place with respect to finding it at night and from different directions.
- With the prior agreement of setters, vetters may move a badly located marker. The setters then have to “vet” any markers moved by vetters. Some setters do not like their markers moved! Setters and vetters should come to an understanding on this issue before vetting commences.
- This process is repeated until all control sites have been set and vetted, and agreement has been reached on their final location.

Both the setters and vetters should be constantly on the lookout for corrections to the map. The data that the base maps are derived from can be out-of-date. Changes in roads, dams, buildings and plantations are common. Participants use these features as they navigate and it is worthwhile making the map as accurate as possible.

Whenever you are in the field, take a list of the landowners with you. If you are challenged by a forest or farm worker you will be more credible if you can quickly name the person who has granted you access permission.

8.1 *Setting Control Sites*

It is best for at least two members of the setting team to travel to proposed control sites. This is safer and you will have another setter with whom to consult. Do not be easily swayed by the opinion of another setter. Feel free to argue as much as you like. Take it as a guide that the more you disagree about a particular site, the more likely it is that it will be difficult for a competitor to navigate to, especially at night.

By all means travel to easier control sites alone but make sure someone knows your movements and proposed time of return.

8.1.1 *Where to place the control*

A control should be rewarding to visit in ways other than the allocation of points. It could:

- be interesting to travel to;
- be a challenge to navigate to;
- be physically challenging, although you should consider the social rognier;
- offer a nice view when you get there;
- be at an interesting location, such as a historical site; or
- simply be needed to fill a gap between more interesting controls.

Avoid placing controls on “A” (unmapped) features that are not on a distinct contour features or do not have a nearby attack point. Do not use, for example, “An indistinct track junction” or “A bare rock surface” in an area where there are no map features to assist participants in locating the control.

A control that is navigationally challenging is not the same as a “bingo” control. A bingo control is found purely by good fortune and not by the navigation skills of the participants. Controls located on extremely broad features, unmapped track features or in thick bush are bingos.

8.1.2 *Determining Your Position*

When setting, unlike competing, your location will not be confirmed by the presence of a control. Check your position in as many ways as possible as described below.

- All visible features match those on the map while you are approaching the control site.
- The feature is the right shape and in the correct orientation.

- The location is the correct horizontal and vertical distance from any other mapped feature that you have passed on your approach or that you can see from the control site.
- All the surrounding features that you can see relate to the feature as the map indicates they should.
- If possible, leave by a different route and continue checking as you go.
- Be especially wary of parallel or similar features. For example, make sure that you really are on the track you think you're on. If you are on a hill with many knolls be sure you have the correct knoll. Similarly, be careful if you have set a control in an area of complex watercourse junctions or spurs that have the same orientation.
- Use pace counting from a nearby unmistakable location (called an attack point) to locate the control position, especially if the control is not on a point feature.
- If approaching the area in a motor vehicle do not be too reliant on the odometer. Remember you travel faster in a car and it is easy to lose contact with where you are. Be especially wary of parallel features and make sure that the track you are driving on is indeed the one on the map.
- Competitors will not have a GPS and so they won't know that they are exactly 1.37km from the track junction at exactly 308 degrees. If you using a GPS receiver, you should not be using this to determine your position during field work. Use the GPS when you return home to confirm you selected the correct feature.

8.1.3 Is it a Good Control Site?

When a team reaches a control site during the event they should have little or no trouble finding the control. Consider the following when setting a control. If any of these conditions below are not met, you should find an alternative location for that control.

- The proposed control site must be describable using common topographic or rogaining terms. See *section 7.10 - Format of Control Descriptions*
- The map must appear correct at the checkpoint location.
- The area around the control should be free from hazards such as cliffs and electric fences. Any potential hazards should be included on the control description. If there are hazards, then consider an alternative control site.
- A control site should be a sufficient distance from any property, natural feature or environment which may suffer from the passage of participants, such as a fragile habitat, rare flora or crops. Controls should be at precise locations and not be ones which you find by good fortune (known as a bingo control). Searching for controls on broad knolls, broad spurs or in broad gullies can be frustrating, particularly at night.
- Both the approach to and the location of the control should be free of overly thick vegetation. Walking or fighting through thick vegetation is slow and unpleasant. Controls in thick vegetation are bingo controls.
- The control location does not encourage participants to break any rules of rogaining. See *Appendix I - Australian Rogaining Association Technical Standards and Rules of Rogaining*.
- The control can be located without undue difficulty or danger, especially during the night.
- The control should not be a bingo.

8.1.4 Marking the Control Site

If the conditions in *section 8.1.3 - Is it a Good Control Site?* are satisfied, then observe the following.

- Determine the exact location of the controls. Ideally they should be hung on a small living tree where you can wrap the control around the trunk of the tree. This helps participants find the control because it is not obscured from any direction. It will also help prevent the breakage of pencils and stop the control from twisting or blowing away in strong winds.
- The control should be located so that it is easily visible at the feature described. It should be hung at the eye height of an adult and in the open so that any team that navigated accurately can be assured of finding the control immediately. This is especially important for teams searching for controls at night.

- Use surveyors tape and a WARA setting control to mark the exact point (fence, tree) at which you intend to hang the control. Don't use plastic dinner plates as these break down due to ultraviolet light exposure. Paper plates turn into pulp. Don't hang just a setting control, but hang tape as a backup.
- If the control site is in a paddock that may have stock, make sure that you tie the setting control and tape up high so they won't get eaten.
- Use several different colours of surveying tape. Use at least a metre of tape, and have some loose tape to drift in the breeze or hang in the open. Don't make it too hard for the vetters!
- Write the control setting code, your initials, the date of the event and "WARA" on the surveying tape. If you are not using WARA's setting controls, then write the setting code on whatever you are using.
- At some locations, such as in a public area, it may be necessary to hang the control a short distance (up to 100m) from the named feature. See *section 8.2.1 - Offset Bearing Controls*.

Having placed the tape as above take careful note of the following.

- The setting code (AA, AB, AC...) for the control site.
- Alter your proposed control description if necessary. When the control is on a broad feature, you should supply extra directional information in your control description. Such as "The broad knoll, southern part". The use of broad features is not encouraged, but sometimes you have no alternative.
- Look for other descriptive information about the site that wasn't known during armchair setting. Is the site rocky?
- Pay attention to whether the checkpoint is on a mapped feature or an unmapped feature. Is it **a** knoll or **the** knoll?
- Confirm or change the location of the control circle on the map. Be very precise in locating the control circle on the desired mapped feature. One millimetre on a 1:50,000 map represents 50m. Be accurate!

It is vitally important to make all notes and map corrections while you are at the location. After a weekend of visiting 40 or more control sites you will have trouble remembering fine details.

It is especially important not to mark attack points or trails for vetters using tapes or other means.

8.2 *Discussion on Some Control Locations*

8.2.1 **Offset Bearing Controls**

This kind of control is used to hide the control from public view or where there is no suitable place to hang the control at the described feature. Do not overuse this style of control. It is often preferable to find another location.

The checkpoint description must include a bearing and a distance to the control from the feature. The distance should be no greater than 100m and the bearing given is magnetic. In all cases the information is given in the same order – the feature, the distance and then the bearing.

For example:

Control Number	Map feature, then extra details
34	The track crossing, 50m @ 275 degrees

The control circle on the map is drawn centred on the specified feature and not the actual location of the control. In the example above, the control circle is centered on the track crossing.

The ARA Technical regulations state that the magnetic bearing and distance should be provided for controls that are more than 10m from the described position.

8.2.2 **Farm Dams**

For small farm dams the control circle should be centred on the middle of the dam regardless of what side of the dam the control is hung on. Consider that the symbol for a small dam is 1mm wide, which is 50 metres on a

1:50,000 map. If the dam is either greater than 50 metres wide or is large enough to have its actual shape drawn on the map, you centre the control circle on the appropriate side of the dam.

8.2.3 Watercourses

A watercourse is where water would flow, if water was flowing! It is very common in WA to have watercourses marked on the map that only exist in the imagination of the photogrammetrist that created the map. To fairly call a control site a watercourse there should be some visible sign of the passage of water. If you wish to use a site where the watercourse shown on the map is not easily visible in the field, it would be fairer to call the location a gully and to delete the blue line of the watercourse from the map.

8.2.4 Knolls and Summits

Knolls are local hilltops or smaller hills. Only use “summit” when describing the top of a very large hill which is the highest in an area as shown in *Figure 4 - Knolls and summits*. Although knolls shown on the figure are large hills, they are not the highest in the area.

The control should be placed on the highest point on the knoll or summit, which may not be located in the middle of the highest contour on the map. If the knoll or summit is broad, then provide extra directional information, such as “The broad knoll, eastern side”.

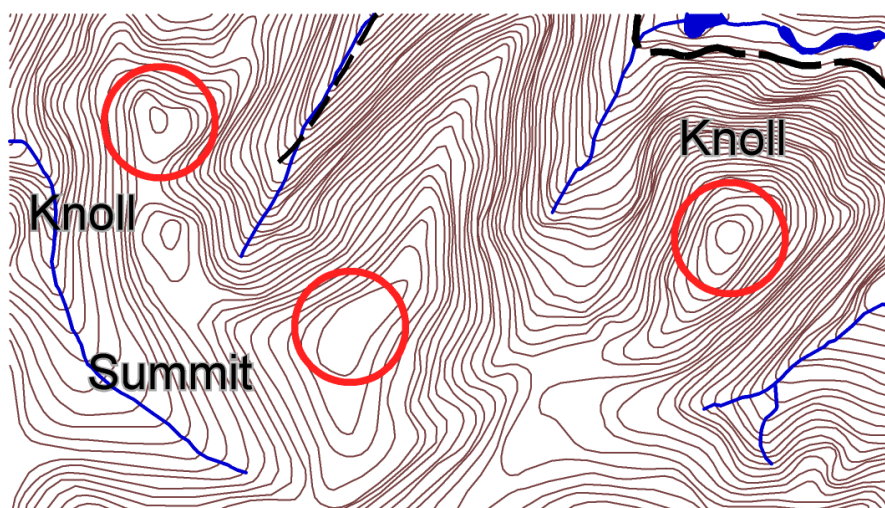


Figure 4 - Knolls and summits

8.3 Setters' Preparation for Vetting

Setters should provide the following for the vetters:

- The most current map available with control locations printed on the map. The map should be the same that the competitors will use, with the same fences, tracks and dam corrections. Ideally, the map layout should be complete. At the very least the setters should be able to explain which areas of the map will be used for titles, legends, sponsors logos and other attributes listed in *section 9.3.1 - What should be on the map*.
- A listing of control descriptions. Ideally these should be a printout from a computer program such as Excel.
- A list of farmers and a map of their farm boundaries. It is very useful to know whose property you are on and to be able to refer to the landholder by their name.

For farmland events, if you intend to remove internal fences from your competition map, which is recommended, then the map you provide to the vetters should also have the fences removed. The setters should try to provide useful information to the vetters on how to travel through and between farms, but should not give hints on how to find controls.

8.4 Vetting

The vetters should do more than just find the markers left by the setters. They should carefully check *all* the aspects of the setters' work. This includes looking for map corrections, overall design of the course and

distribution of water drops. Vetters should inspect the whole course *through the eyes of a participant*, looking for any problems, and ensuring that the course and controls are fair and safe. Consider the approaches the participants may use.

For championship level events, vetting should be undertaken by an independent person(s) of recognised expertise as a participant, and as a setter or vetter.

It is most important that the setters and vetters do not discuss the details of controls in advance of vetting. Prior knowledge can weaken the vetters' objectivity and independence.

The vetters have an equal level of authority to the setters, and the setters should act upon their advice. If a disagreement about a control cannot be resolved, that control site should be deleted or moved.

8.4.1 Vetters' Preparation for Vetting

Vetters should be provided with a draft control list and a draft competition map which has been updated with all known corrections. Vetters should not be satisfied with a map with hand-drawn control sites. Only by giving the vetters a copy of the exact map you intend to use, complete with printed control circles, can the vetters do their job satisfactorily. The draft competition map should have everything carefully plotted on it, including all control sites, the hash house site and the out-of-bounds areas. Accuracy is of paramount importance.

The draft control list should read exactly as the final control list is intended, other than the final control numbers and point values.

Before going out into the field, all control descriptions should be checked against the map and any inconsistencies (including "a" and "the" mistakes) noted. The course setters should be consulted before the vetters start their fieldwork if any control sites are described poorly or appear to be bingos.

After doing the fieldwork, the vetters should provide the course setters with a written summary of suggested changes and be available to discuss them. Plan to repeat the setting and vetting procedure for any controls that need to be changed.

A sample vetters report sheet is provided in *section 8.4.3 - Reporting Back*.

8.4.2 Vetting in the Field

The vetters should take *the* draft competition map and control descriptions provided by the setters, spare surveying tape, marker pens, notebook or a clipboard and paper with them into the field. They should not forget their normal rogaining gear like a compass, first aid, water, gaiters and whistle. All notes, control description changes and map corrections should always be made in the field as soon as the need arises. Do not take "mental notes".

As with setting, it is strongly recommended that vetters travel together for safety. Having another vetter nearby is useful if any discussion regarding a control site is required. Allow time for reasonable discussion and comment.

At each control location the following should be checked:

- The control site marker is in the correct location. Use all possible means to do this: take bearings, pace count from attack points and look at the contours on the map.
- The description correctly and concisely describes the checkpoint site.
- The location of each control and its immediate surroundings are sufficiently well mapped so as not to mislead participants.
- The location of the control will provide good visibility for participants approaching from all directions. Hanging the control around the trunk of a small and isolated tree that is in a reasonably cleared area is ideal.
- Any threat to the safety of participants has been minimised.
- Any threat to flora and fauna or property has been minimised and that participants are not encouraged to enter prohibited areas or break any rules of rogaining (*Appendix I - Australian Rogaining Association Technical Standards and Rules of Rogaining*). The marked location is not on a parallel feature. If the

feature is one of many similar features (knolls or watercourses) in an area make doubly sure that the correct feature is taped.

- The control should not be a “bingo” control found only by good fortune. See *section 8.1.1- Where to place the control* and *section 7.10.1 - “A” and “The”*.
- The control can be located at night without difficulty.
- Other considerations listed in *sections 8.1 - Setting Control Sites* and *8.2 - Discussion on Some Control Locations*.

Vetters should walk the likely routes that competitors will use between the hash house and the inner-most controls. Keep in mind that these inner controls will be visited by: large packs of people at the start of the event; by competitors who are young or are of lesser fitness; and by competitors either rushing to get ahead of the pack or rushing back to avoid being late. If any hazards are found, then the control should be moved or the competitors informed in the Event Information Notes - see *section 10.6- Event Information Notes*.

A control site should not be accepted just because it was found easily, as it may not necessarily be correct. If the vetters take a long time to verify a control position, then the control location may be too difficult. The vetters must be satisfied that each checkpoint is correct and this will require the same thoroughness as is required of the setters.

Any control sites in dispute, other than descriptive changes, or not located by the vetting team should be revisited by members of both the setting and vetting teams.

If the control site is too difficult, too vague or too physically hard to reach then it is a poor control site and should be abandoned.

Only with the prior agreement of setters may vetters move a badly located marker. The setters then have to “vet” any markers moved by vetters. Vetters should only move a control if they have a very good reason for doing so as this causes some extra work for all involved. If a control site is moved it must be done with extreme care as this could easily lead to an unfortunate mistake at the event. If you move a tape be very sure that the setters are aware of this. It is essential that the new location is agreed upon by the setting and vetting team, and that the marker is in an agreed position before the map is completed and controls are hung.

Keep the use of your motor vehicle to a minimum when vetting. A vehicle will deprive the vetter of the sense for the physical difficulty of the course, an aspect which the vetter should assess, and it is easy to be deceived when navigating by car.

8.4.3 Reporting Back

The most reliable and effective way for the vetter to report back to the course setter is to present a set of written notes as a basis for discussion eg:

No	Feature	Location	Vetter's Comment
AA	The spur		OK
AB	The summit	Eastern part	OK. Nice view. Suggest high value control.
AC	The spur		Circle should be 100m further east. See attached map for correct location.
AD	The watercourse junction		Control circle on taped location is wrong. Correct location believed to be 300m upstream.
AE	A power pole. E45678	40m @ 180 degrees	OK. But suggest using knoll to the SE instead of bearing control.

This should be followed by any remarks relevant to safety and to the course in general.

8.5 UHF CB Radios

WARA has a set of UHF CB radios that provide an invaluable aid for communication and safety while setting and vetting, and during the event. The radios tend to be less effective in very hilly or heavily forested terrain. In some regions the radios can be used via a repeater which greatly improves their range (such as channel 8 -

Mt Saddleback). Advice on using the radios can be obtained from the WARA radio experts listed in *section 2.3 - People Who Can Help You*.

When using the radios, please behave responsibly particularly when using the repeaters. Talk to the farmers about what channels they are using. There will be times when you don't want to be heard by the farmers, and times when you may wish to contact them by radio. Many landowners use the same UHF CB radio channels for their work and for fire alerts. You never know who is listening!

8.6 GPS - Global Positioning Systems

Handheld GPS units are common and affordable. If setters have the skills required to use a GPS with their setting work then they are welcome to do so. Setters can use a GPS as an **additional** tool to **confirm** the location of a control site. However it should not be relied upon as the definitive method for locating a control site. You should first navigate to the proposed site; decide where you think it should be considering the factors listed in *section 8.1 - Setting Control Sites*. Only after you have done this, check the GPS coordinates or mark a waypoint to be uploaded onto your map later.

Be aware that the coordinates that you obtain from the OCAD map for the control points may be incorrect as the base map may have been accidentally shifted or the datum could be wrong – use a couple of distinctive features such as road intersections to check the accuracy of the map data.

You can accurately improve your map using a GPS receiver. New tracks, road realignments, new buildings and new dams can be added to your map. OCAD can interface with directly a Garmin GPS receiver, and can import GPX files (a common GPS data format) which are readily made.

Inappropriate use of your GPS could lead to a disastrous control site. Just because your GPS says “X” marks the spot, it isn't necessarily a fair control site. It is quite possible that your GPS is correct when the map contours and other data near the control site are not. As an example, the GPS will be useful to show that you are on the correct spur, but you should position the control circle on your map in relation to the contours on your map.

Under no circumstances should vetters use GPS units. They should be finding controls using the same methods as a participant. Remember – vetters need to judge whether the control site is fair, not just find the site marked by the setters.

9 Competition Map Production – The WARA Way

This section focuses on the standards that define a WARA rogaïne. Due to Administration procedures, computer software, control card dimensions and available controls you must abide by these standards. If you wish to deviate from these standards please seek advice and approval from the WARA committee well in advance of having your map printed.

9.1 Constraints of WARA Scorecards

WARA has control cards printed in bulk. The cards are printed such that there are 12 rows of 6 squares. To assist the Administration team, which may have to revert to manual methods if the Administration computer fails, each control on a given row on the card *must* have the same value. That is to say, controls 1 to 6 must have the same value, so should controls 7 to 12, and so on to controls 67 to 72.

Although there are 72 squares on a control card it is not necessary to use all of them.

9.2 Control Weighting

Control values must allocated in multiples of ten - 10, 20, 30, 40, 50, 60, 70, 80, 90 and 100 points.

The setters allocate the values of controls after the course is fully set and vetted. The challenge is to set an event where the distribution of controls and their values is balanced in such a manner that there are no obvious route choices.

The vetters should review and comment on the values assigned to the controls by the setters. Veters should avoid being involved with the initial allocation of control values, as this may be detrimental to their ability to view the course from a participant's perspective.

There are no strict rules governing the number of points that should be allocated to a particular checkpoint. You may weight the controls in any way you wish. Some alternatives are as follows.

- **Difficulty weighting:** This puts the emphasis on the difficulty of reaching a checkpoint from its neighbours. Thus the top of a steep hill, an isolated location or a place that can be found only by skilful navigation may be given a high value. The final score will indicate the team's skill, speed and stamina.
- **Perimeter weighting:** This hinges on the thought that distance from the hash house is a factor in the difficulty of visiting a checkpoint. Inner controls are thus worth less while the outer controls are worth more. This method tends to prevent competitive teams from visiting the hash house during the event and inflates the scores of the higher ranking teams.
- **Central weighting:** This method places a very high value on some inner controls. This allows the competitive teams to find profitable routes in and out of the hash house during the event. Also it tends to inflate the scores of the lower scoring teams.
- **Scenic weighting:** This gives higher value to locations of high scenic quality or historical interest. The intention is to lure teams to these places to enhance their enjoyment of the event.
- **Water drops.** Placing water drops at or near controls with higher values encourages participants to visit water drops. From a *duty of care* perspective this is important, especially in warm weather. All water drops must be at or within 150m of a control.
- To encourage novice teams and those with children, a 100 point control is often placed reasonably close to the hash house.

Having decided the appropriate value for each checkpoint in the style that you prefer, you will need to make adjustments to correct any unwanted bias towards any part of the course.

Avoid having courses with obvious route choices:

- This causes a procession of rogainers who follow the same basic circuit. Teams will find controls by following other teams rather than by using their own navigation.
- This takes away an important aspect of rogaining, which is choosing an efficient route during course planning.
- It can lead to uneven usage of water drops, which may cause some water drops to run dry.

9.3 Map Standards

To obtain a computer base map of your area, **after** you have gained any necessary approvals in writing contact the Technical Officer and inform them of the boundaries of your map in eastings and northings. Data is purchased from Landgate (formerly Department of Land Information) and can take up to 3 weeks to be delivered.

All WARA setters are strongly advised to use OCAD for creating their map. Setters of championship level events must use OCAD.

The advantage of using OCAD is that map information in the computer map file you receive will already conform to the WARA standards. The completed OCAD is also useful to setters in the future who may use your event area. Setters who insist on using Microstation or other CAD packages should abide as closely as possible to the standards listed in *Appendix K - Map Standards and OCAD*.

9.3.1 What should be on the map

A WARA rogaining map should be printed at a scale of 1:50,000. Occasionally maps are printed at 1:25,000 for small maps such as a 6 hour event.

Every WARA map must have the following attributes.

- The words "Western Australian Rogaining Association Inc."
- The words "This map was produced using OCAD. Data supplied by Landgate and used under copy licence 393/93". This is important. Data is obtained from Landgate at a discount because WARA are a non-profit organisation which does not on-sell maps. Change "OCAD" to the drafting package you have used if appropriate.

- The name and date of the event.
- Our web address which is wa.rogaine.asn.au
- A scale bar showing distances on the map.
- A legend showing every map symbol used.
- The rogaining logo.
- A list of the landowners, including thanks to them.
- The words “Possession of this map does not give right of entry to this area.”
- Registration marks in the map corners to assist the printers. This is very important.
- If appropriate, write the name of any special events taking place at your rogaine, for example the “200X Paddy Pallin Schools Championships” or the “200X Junior Cadet Challenge”.
- The names of the setters and vetters.
- Logos for LotteryWest and the Department of Sport and Recreation as they provide sponsorship. You can not add the logo within OCAD, so leave a space on your map and the printer will add the graphic.
- If your event has a sponsor (normally Mainpeak, Paddy Pallin or Mountain Designs) you should include their logo. The Technical Officer can provide logos, and the printer also has copies of these.
- The control locations are shown with circles and their control numbers. The control circle should be centred on the named feature. See *sections 8.2.1- Offset Bearing Controls* and *8.2.2 - Farm Dams*.
- The hash house location marked using a triangle.
- The contour interval and scale should be written in words. e.g. 5m contour interval. Scale 1:50,000.
- The magnetic north lines (normally 2° west of north) are printed with a spacing of 40mm or 30mm (2kms or 1.5kms).
- Patrolled roads are shown using a grey line that is wider and in the background of the road.
- The water drops marked are with a blue circle, which is smaller than the control circle, and indicated with a blue “W”. Where the water drop is at the control site then the water drop circle can be omitted if it covers important map details. If the water drop is not at the control site then the water drop circle must be drawn.
- All out-of-bounds areas are clearly indicated. See *section 7.12 - Out-of-Bounds Areas*.

9.3.2 Map colours

WARA maps are normally drawn in five colours

The standard use of these colours is:

- Brown - contours;
- Black - roads, buildings and fences;
- Blue - magnetic north lines, watercourses and other water features; and
- Red - control circles and out-of-bounds; and
- Grey - Patrolled Roads and bare rock surfaces.

Other colours are sometimes used, such as magenta for control circles and numbers but this does not add greatly to the readability of the map. A light green solid fill can be used to effectively show plantation areas, especially where the outline of plantation is complex and the use of the “forest boundary” symbol would clutter the map. The fill should be very light so as not to hide contour detail. Do not use symbols, like little pine trees, to indicate land use. Some rogainers find these very hard to distinguish from other details on the map, particularly in poor light.

9.4 No Map Corrections!

It should be the goal of every setting and vetting team to produce a map that does not require any map corrections, although sometimes this is beyond their control. While setting and vetting be on the lookout for any map details that need correcting. New buildings or dams, and new major tracks can be added during the setting

and vetting process using OCAD or a similar drafting package. Similarly, demolished buildings, overgrown or missing tracks and vague watercourses can be easily removed from the map.

Aerial photographs and published maps, can show many features not shown on your map. The Landgate digital map data can be over ten years old and the aerial photographs, particularly the PanAIRama aerial photographs on CD from Landgate, are comparatively current.

9.5 *What not to Include*

The base map you receive may contain fences. These are a valuable aid to setters, particularly for navigating around farmers' paddocks. However these fences are often mapped wrongly as farmers regularly rearrange their paddocks. Maps used by vetters and participants should not show internal fences. By all means, show external fences where they adjoin forests. It would be normal to mark these boundaries using a "forest boundary" symbol or by shading as with a plantation.

Your base map may contain bare rock surfaces. Landgate data often includes areas incorrectly mapped as bare rock; these may in fact be large boulder fields or clearings.

It is recommended that you do not show internal fences or rock surfaces on the competition map as they are misleading. An experienced team will notice but quickly reject an incorrectly mapped rock surface or fence. However an inexperienced team will make false assumptions and possibly wander off in the wrong direction. It should be the objective of the setters to assist the participants and not to mislead them.

9.6 *Printing the Map*

For about 10 years WARA Maps have been printed by Bunbury Print.

5/9 Zaknic Pl Bunbury 6230

(08) 9791 5116

mail@bunburyprint.com.au

Bunbury Print can accept OCAD maps by e-mail. Users of other drafting packages such as MicroStation should deal directly with Bunbury Print and arrange to send the map by other means, possibly as an EPS file.

Advise the printer about a month before the event that you will be sending work down to them.

Maps are normally printed around the time of the close of entries as there will be a good estimate of the number of entries by this time. Contact the Volunteer Coordinator or the Event Entries Officer for an estimate of entrants. For a small event of around 200 people – get a third more maps printed than the number of entrants. For a larger event of around 400 people – get a quarter more maps printed than the number of entrants. The excess maps are used by event volunteers who may go for a brief walk, control collectors and participants who have destroyed their own maps during the event, or they may be used as teaching aids at training courses.

Bunbury Print would prefer to see a "hard copy" of your map before printing, so send down a paper copy of your map. This is particularly important if your map has any unusual fonts. You can also show the location and size for any additional graphics you wish to be added to the map, such as logos for LotteryWest or event sponsors such as Paddy Pallin, Mainpeak or Mountain Designs, or other illustrations.

It is the responsibility of the setters to have the maps printed, and to take them to the event. Ask the printer to send the completed maps to your work address via courier, or to another location where there will be someone reliable to receive the maps.

10 Event Final Preparation

10.1 *Newsletter Teaser*

The setters are responsible for providing the newsletter editor with a half page article describing the event. As well as adding a touch of humour, the article should contain the following.

- A factual description of the terrain and vegetation type (farm, grazed forest, wandoo, jarrah etc).
- The proportion of farmland.

- The approximate travel time from Perth and Bunbury. Name the nearest town because as some members will wish to book motel-style accommodation, and also because to help teachers or cadet leaders who bring large groups on buses. It is not necessary to reveal the actual event site.
- Any warnings, historical notes or peculiarities about the event.

The newsletter editor will normally require this information 6 weeks before the event.

10.2 The Pre-Event Meeting

The setters and vetters are expected to attend the pre-event meeting that is hosted by the Volunteer Coordinator about a month before the event. At this meeting they will meet the Hash House and Administration volunteers who are critical to the success of the event.

You should have detailed directions to the event. These will be required by the truck driver and by the Volunteer Coordinator.

This meeting should also be attended by the truck driver. It is important that the setters discuss with the truck driver topics such as the event location, the expected time of arrival of the truck and the responsibility and placement of the direction and *no shooting* signs.

Discuss the layout of the hash house site with the volunteers, especially the truck driver. Where will you put the hash house, Administration and WARA shop tents? Where will the fire be? Have a sketch map of the hash house site prepared.

If you intend to provide fruit at the water drops inform the hash house staff so they can order extra fruit.

You should decide on the date and venue for the post-event barbecue. See *section 13.1 - The Post-Event Barbecue*.

You should provide emergency services contact details to the Volunteer Coordinator and Administration leader. See *section 10.9 - Emergency Services*.

You should arrange whether you want diesel, petrol or both taken to the event to help with road patrols. See *section 12.13- Extra Fuel*.

Decide with the hash house leader on who will be purchasing the champagne! This is a small but important matter and is often forgotten.

If chemical hire toilets are required you should inform the Volunteer Coordinator. The Volunteer Coordinator will arrange the hire, payment, delivery and pick up of the hire toilets. Arrange the following:

- The delivery times for the toilets.
- Precise directions to the event. Don't assume that the direction signs will be in place.
- A cheque will need to be arranged. The driver is paid when toilets arrive on site.

10.3 Event Directions

This is the form letter that gets mailed to the team contacts in the week prior to the event. The setter must give the Event Directions Coordinator accurate instructions for getting to the hash house site, the expected driving time and any other instructions particular to the event. These details are required two weeks before the event. The directions will be copied and distributed by the pre-event Administration volunteers.

Clarity in giving these directions is essential. They should be sufficiently accurate for early arrivers (event volunteers, the equipment truck and possibly hire-toilet truck drivers) to get to the hash house site without the use of the rogaïne direction signs. It is also possible that rogaïne direction signs may be stolen or blown away. Provide carefully measured distances between all turns.

Take into account that some may be approaching the site from a different direction such as Bunbury. Driving times should be exaggerated because the setters, who are familiar with the roads, take less time to travel to the site. A shortage of planning time before an event is a major frustration for participants.

The setters and vetters are also responsible for organising a venue for the post rogaïne barbecue. This is usually held on the Friday night following the rogaïne. This information is also required for the event directions.

10.4 Astronomical Data

Moon and sun rise and set times are important information for course planning and should be provided to the participants on their control description sheet.

You can obtain these rise and set times from the Geoscience Australia web page <http://www.ga.gov.au/geodesy/astro>. This web page links to web page *forms* that will calculate the astronomical event times based on place names (or latitude and longitude) and a date.

You can also obtain astronomical data for Perth from the Perth Observatory web page http://www.perthobservatory.wa.gov.au/information/rise_set_times_phases.html. If your event is not extremely close to Perth, this information will be a few minutes out.

Be careful when reading the moon set times from these web pages. The Geoscience web page will show the rise and sets of the moon that occur on a calendar day. The Perth Observatory moon rise/set tables are based on the azimuth (highest elevation) for a transit of the moon, and the rise and fall times may be marked with *f* or *p* to indicate the rise or setting is on the following or previous day.

It is recommended that you use the Geoscience Australia site as you can obtain astronomical data for any location and the results are less confusing.

10.5 Control Description Sheet

After setting and vetting and the correction of any errors, the corrected control description list should be prepared for printing. A sample is given in *Appendix L - Sample Control Description Sheet*. It should contain the following information, all on one side of an A4 page.

- The control number, points value, feature and location, in that order.
- The total number of controls used and total points.
- The opening and closing times of the hash house.
- The fruit drop times, if required.
- Astronomical data. See *section 10.4 - Astronomical Data*
- A list of water drops.
- A list of patrolled roads.
- A safety bearing may be useful if there are no major linear features (major rivers, roads, train lines) on the map.

Producing the control description sheet should not be a major task. Simply use the control descriptions created and checked during the setting and vetting process. It is however worth having all members of the setting and vetting teams proof read the control descriptions before printing.

It is the setters' responsibility to have the control descriptions printed and brought to the event. WARA will pay for the cost of the printing. For a full event of 450 participants print 500 control description sheets. Ask the Volunteer Coordinator for an indication of the number of participants. Print these at any local photocopy service (Snap or Office Works) or use your workplace photocopier

A copy of the control description sheet should be sent to the Technical Officer who sets up the event Administration computer *Pebbles*.

10.6 Event Information Notes

You must not rely on all participants hearing what is said at the pre-event briefing. Some of the participants will still be finishing their preparations or may be distracted. Any critical information that affects route planning or safety should be in printed form and given to participants at registration. These notes could contain information on points of interest, history or scenery, and must certainly warn participants about potential hazards and their locations. Dangerous cliffs, electric fences, mine shafts, dangerous farm animals and other known hazards should be identified.

You can list the patrolled roads on these notes, but they must also appear on the control description sheet.

It is the setters' responsibility to have this information available to be distributed, one form per team, at registration. Two hundred forms should be sufficient for a fully subscribed event. See advice on printing in *section 10.5 - Control Description Sheet*.

Alternately, these notes may be printed on the reverse side of the Control Description Sheet.

10.7 Preparing the Controls

Controls, intention sheets, new controls, extra intention boards, and the control repair kit can be obtained by contacting the WARA equipment officer.

A few weeks before the event you should prepare the controls. Do not underestimate the time required to do this. This task can take up to 12 man-hours.

It is the duty of the setters and vetters to check the following.

- Each control has a working punch. Feel free to move the punches around to foil any potential cheats.
- The pencil:
 - Ensure that each control has a pencil that is sharpened on both ends.
 - Tie the pencil to the control. Make a small notch around the circumference of the pencil between the two end with a hacksaw or knife. If the string is tied around this notch it will be harder for the pencil to slip off the string. Ensure that the string is sufficiently long to allow the pencil to write on all parts of the intention sheet.
 - Use soft (2B) pencils.
 - Dispose of pencils with shattered leads.
 - Use masking tape to stick the pencil on to the control such that it will be on the outside of the control once it is opened up. This will help prevent pencil breakages.
 - Do not use excessive amounts of masking tape. Use just enough to hold the pencil in place.
- The intention sheet is well taped to the control. Use lots of masking tape and make sure the tape goes over the top and bottom edges and partly on to the back of the control. During the event the participants use these sheets to record their team number, time of visit and their next destination. This is necessary for safety purposes only. It is not used in settling disputes if a team has lost or has failed to punch their control card.
- There is lots of cord, normally Venetian blind cord, for tying down the control securely.

The setters and vetters should also complete the following tasks.

- Three punched control cards (punched one at a time and not three at a time as the top card will be difficult to read) should be produced to be used as master punch cards by Administration during the event. Spare control cards can be obtained from the equipment officer. The master punch cards should be given to the event's Administration leader.
- Extra intentions board with punches are required for controls close to the hash house. Ensure that the punch on the extra intention boards is identical to that on the control.

Bring the control repair kit with you to the event, and when hanging controls, just in case it is required.

10.8 Preparing for Control Collection

Control collection is an extremely important part of organising a rogaine. You are free to organise the control collection in any way you like. Although the method described below is only a suggestion, it is vitally important that control collection is organised such that:

- the water bottles are brought back quickly as these must be loaded onto the truck to be taken back to Perth. The truck driver has been working on the rogaine for up to 3 days, and it is unfair to make the driver wait for the water bottles after everything else is packed away.
- you know who is collecting controls, when they left to collect them, what car they are driving and if they have returned.

- suitable vehicles are used to collect controls.

It is not the responsibility of Administration to organise control collection. Administration will refer all control collectors to the setters. A setter should therefore be available near the Administration tent during event registration to organise control collection.

Here is what you could do:

- Group the controls into logical groups of 3 or 4 controls.
- Consider how to collect these controls. Do you walk to them from the road? Do you need a four wheel drive? Do they require basic or more advanced navigation skills? Groups of controls that include water bottles should be straightforward and be brought back quickly. Try to minimise having control collectors drive across paddocks.
- Make a master collection map with the collection groups circled.
- Prepare maps for each control group. These maps should clearly show the controls for each group. Include any details or notes you feel necessary. For a farm event this map could include fences that have been deleted from the competition map. Highlight the best route and attack point to retrieve the control. **This information is not given out until after the event.**
- Prepare slips of paper that state something like “Thank you for volunteering to collect controls. You are responsible for collecting controls in Group NN. Before you depart to collect controls, you must see a setter and obtain a detailed map and advice on collecting controls. Controls should be brought back to the hash house. If you can not collect your controls, please inform a setter”.
- Prepare a form as shown in *Figure 5 - Example Control Collection Form* that you will use to administer control collection.

Group	Controls	Requirements	Team Collecting	Name of Team Contact	Car Registration and Description	Time Departed	Collectors Returned
1	56, 23, 12	2WD okay. Easy!	45	Rhys Challen	71B –118. White Mazda hatchback	7:50am	9:00am
2	54, 3, 69	Big walk. tricky navigation					

Figure 5 - Example Control Collection Form

After a team has volunteered to collect controls when registering they should see a setter. The setter will decide what control group is suitable based on their experience and vehicle. Record the team number and contact person.

After the event, as teams are leaving to collect controls, provide them with the detailed map and instructions record “Car Registration and Description” and “Time Departed”.

When the teams return, you can check they have retrieved all the controls and tick off the “Controls Collectors Returned”.

Do not give out any details unless the team is going to leave immediately to collect controls. It is your *duty of care* to keep track of the control collectors.

A variation of this method is to use envelopes rather than a form. An A4 envelope is used to hold the detailed map for a control collection group. All the envelopes are kept by the setters, and the details of the team collecting the controls are written on the outside of the appropriate envelope.

It is important that the control collector sees you write their name and team down and that you give them something saying that they are responsible for collecting a control group. They should then be less likely to leave the rogain without helping.

Please read *section 12.17 - Collecting Controls*

10.9 Emergency Services

Find out the location of and contact details for the nearest emergency services such as hospitals, police and fire brigade. Find out how to obtain medical assistance after hours. Give a copy of these details to the Administration leader and the Volunteer Coordinator at the pre-event meeting. If any emergency occurs, the injured participant can be taken quickly to the nearest medical facility. Prior to the event advise the medical facility that a rogaine is being held in their area. The full WARA Safety & Rescue Manual lists hospitals.

10.10 Truck Loading

If possible, be available to assist with the loading of the equipment truck. The truck is normally loaded around 5pm on Thursday prior to the Autumn and Spring 12 hour events and the two 24 hour events. For the Upside Down and 6 hour events the truck is loaded on either the Friday night or early Saturday morning, and it is unrealistic to expect you to be there.

The truck loading is an ideal opportunity to grab any equipment, water bottles or signs you may need before the equipment truck arrives at the event. The equipment is stored at the WARA equipment shed, (previously a block of change rooms), located at Hampton Square, West Morley. The car park is on the west side of the shed just north of the tennis courts.

11 Hanging Controls

Hang controls as late as possible, a few days or the weekend before the event. This reduces the chances of the controls being damaged or blown away by exposure to the weather. This also reduces the risk of the control being removed by passers-by.

Ideally controls should be hung around the trunk of a tree or post to minimise flapping in the wind. Controls hung in this manner are visible from all directions, and if the control falls it is unlikely to be blown away.

When hanging controls in the field take the control repair kit, a good supply of spare 2B pencils, cord, masking tape, and intention sheets with you to do repairs.

When hanging the control, check the following.

- The control and the attached intention sheet are numbered according to the checkpoint you are putting out.
- That a sharpened pencil is attached. Stick the pencil down with masking tape on the outside of the control to stop it flapping in the wind and breaking. Use enough tape to hold the pencil down, but not so much that it causes an undue delay to the first team arriving at the control.
- That the punch is attached.
- That the control is hung at the eye height of an adult, and within easy reach.
- That any extra intention boards with punches, if required, are positioned at least 3m from the actual control. The intention board should be easily visible from the actual control, but be far enough away to reduce crowding. Make sure the punch on extra intention board has the same pattern as that on the control.

Only the setters and vetters should hang the controls, **not** other well-meaning volunteers.

The person hanging the control should place it in exactly the same position as the control site marker and then remove the tapes. Do not leave tape in the bush. If you can't find the tape don't hang the control. Discuss the missing control site marker with the other setters and vetters. A setter and a vetter should revisit the site together, resolve the problem and hang the control.

12 At the Event Site

Now the fun starts!

12.1 Setting Up

For the normal 12 hour and 24 hour events, the setters and vetters should meet the equipment truck at the event site on the Friday before the event. The truck will arrive around noon, depending on where your event is located. For the 6 hour and upside down events the truck will arrive on the Saturday.

The direction signs and *No Shooting* signs should be in place as soon as possible. These can be placed as you drop off water and hang any last-minute controls.

The setters and vetters should set up as much of the site as they can. They need not perform these tasks themselves, however they must ensure that they happen. Enlist the services of any rogainers who have arrived early. The following must set up:

- the toilets (*section 12.2 - Toilets*);
- the hash house tent;
- the Administration tent; and
- the WARA shop tent. This is not normally taken to the upside down or the 6 hour events.

Setting up, erecting tents, placing direction signs, hanging any remaining controls and placing water drops makes this a very busy time for the setters and vetters. Don't underestimate how much work and time is required to set up the hash house site, so don't leave yourself too much work hanging controls at this stage. Have your entire setting and vetting team assist. *Many hands make light work.*

12.2 Toilets

The toilets should be positioned some distance from the hash house and Administration area, but convenient to (and downwind of) the camping area. After the toilets are erected or delivered, they are no longer the responsibility of the setters and vetters. The Administration team is responsible for the maintenance of the toilets and hand-washing water.

12.2.1 WARA Toilets

WARA has six individual toilet tents. The holes should be about 30cm wide and over one metre deep. If the toilets fill during an event the setters or vetters will have to dig more holes and move the toilet tents. A friendly farmer with an auger is very handy, especially for the upside down, 6 hour and April events when the ground can be extremely hard.

- The toilet seats are lined with a garbage bag that **has the bottom torn open**.
- The toilets should be ready for use when the participants arrive and set up their own camps.
- The toilet tents may be separated into groups at different locations in the camping area.

12.2.2 Chemical Hire Toilets

Ensure that someone, possibly a setter, vetter or the Volunteer Coordinator, is available to meet the truck carrying the toilets to the hash house site. A cheque for the hire of the toilets will need to be given to the driver when they are delivered. Have the toilets positioned in about three locations around the campsite, and have the doors face away from the central hash house area.

12.3 What to give Administration

The setters are responsible for handing the following essential items to the Administration leader:

- the event maps;
- the control descriptions;

- the event information notes, if these are needed;
- directions and contact numbers for local police, medical facilities, fire or other emergency services; and
- three master punch cards.

12.4 Additional Maps and Aerial Photographs

As soon as registration opens on Saturday you should display any maps or aerial photographs the setters have used and judged useful for participants. This could include the following.

- Published maps (sometimes old) from DOLA, Forestry or DEC, CALM;
- Map corrections to the competition map if required. Have at least 3 copies of these on tables borrowed from the Hash House; and
- Aerial photographs such as printouts from PanAIRama;

In June 2008 the WARA committee disallowed the displaying of orienteering maps that are within the rogaine map area. It was felt that the detailed orienteering maps would give a competitive edge to regular orienteers.

You should mark the hash house site and the boundaries of your competition map on the published maps and photos to assist participants. Tell Administration to advise teams that there are map corrections and where they can view the corrections. Novice teams may not know about the extra information that is available.

If rain is likely the trestle tables can be placed in the hash house tent.

12.5 Hash House Site Familiarisation

Take some time to look around the hash house site so you will immediately know where things and people are when you need them. Where is the first aid box? Where is the stretcher? Where is the fire extinguisher? Who is the first aid officer for the event? Who else has first aid training? Where are the CB radios?

12.6 Novice Briefing

Setters and vetters should make themselves available to assist at an informal novice briefing at which first-time rogainers are given advice on setting compass bearings, route choice and reading contours. The briefings are started half way between the registration opening time and the start of the event. So for the Upside Down at 6:30pm, March 6 hour at 2:00pm, April and October 12 hours at 8:30am, and the June and August 24 hour at 10:00am.

12.7 Event Briefing

Participants gather 15 minutes before the start for a briefing. This will give the opportunity for any final advice, to acknowledge landholders, and to make reminders about a few of the rules.

General announcements are made by the president.

The setters must make event-specific announcements, which are mostly a repeat of what was written in the event information notes (*section 10.6 - Event Information Notes*). Any last minute advice and details should be provided.

It is extremely important to inform the participants of any map corrections. Don't assume the participants have seen any corrections. Make regular announcements that corrections are required, and place the corrections at an obvious location near Administration.

Make sure regular announcements are made indicating how much time is left before the start.

You could perform a whistle check. It is worth ensuring that all participants are carrying one, and that they know the procedures to signal a distress call, and what to do if they hear a distress call. The WARA Shop carries a small stock of whistles.

12.8 *Start Time*

Make every effort to ensure that your watch is set to the real time. A few hours prior to the event starting, use a GPS or the start of the ABC news to set your watch.

If you have finished the speeches before the start time do **not** let the teams off early simply because you have run out of things to say. This has happened in the past and it causes absolute confusion for the competitors.

The event begins with the blowing of the air horn, and the simultaneous popping of a champagne bottle.

12.9 *The Hash House Fire*

The only permitted fire at an event is the central hash house fire. This keeps participants warm while resting near the hash tent and adds to the atmosphere of the event. Obtain enough wood in advance to last the whole night. Do not burn your timber supply on the Friday night before the event.

If conditions are particularly windy or dry then you should not have a hash house fire due to the risk of the fire spreading out of control. For this reason hash house fires are not normally permitted for the Upside Down and 6 Hour events. Do not have a hash house fire if there is a fire ban active in the region of your event.

12.10 *Maintaining Water Drops*

The setters and vetters are the best people to look after the water drops because they know the correct locations and the easiest ways by which to approach each location.

A water drop should initially have at least 80 litres, which is most easily handled in eight 10 litre containers. Small funnels are available from the equipment truck. Make sure there is at least one funnel at each water drop, as this will reduce the volume of water wasted through spillage.

Water consumption is very high on warm or hot days in the afternoon period so you may have to visit water drops more frequently. Large groups of participants can move through a water drop and drain the water supply very quickly.

Within the last hours of an event, as you patrol the water drops you should retrieve most of the water bottles. Use your judgement based on the weather and the proximity of the water drop to the hash house as to how many water bottles to leave. To prevent problems caused by the spillage from or breakage of a water bottle, you should always leave at least two full water bottles.

Underestimating the consumption of water can have serious consequences for participants.

12.11 *Patrolling Roads*

Event maps must show a network of patrolled roads. The purpose of these is to provide a location for sick or injured entrants to be collected from if they are unable to walk back to the hash house.

The patrolled roads could be simply the roads you use to visit the water drops. Patrolling roads is time-consuming. Make sure that you pick a patrolled road network that is easy to drive around using roads that are readily identifiable by the competitors. Don't have too many patrolled roads, or you will spend the whole rogaïne driving around.

The event map must show all patrolled roads using a grey shading, and they can be optionally included on the control description sheet. It is imperative that you patrol these roads and water drops every few hours regardless of the time or weather conditions as a seriously injured participant may be waiting for you. While patrolling in areas where competitors are likely to cross the road you should drive slowly with the windows down in case a participant calls or whistles.

When patrolling roads, make sure your car is fitted with the green flashing lights. These work from power supplied from your cigarette lighter socket. The intention of the flashing lights is to give rogainers, particularly juniors, confidence that an event official is driving the car they are waving down. Each patrol car should also have a red-on-white ROGAÏNE sign displayed prominently in either the front or rear windows.

12.12 Port Drops

Provision of alcohol to minors is illegal under current WA legislation. Leaving bottles of port (or other alcohol) at a control or water drop "for the consumption of competitors" contravenes this legislation.

WARA receives substantial funding from the WA Department of Sport and Recreation, and has agreed to abide by their policies on the supervision of minors. To conform with both this and the existing legislation, the provision of Port Drops is not permitted.

12.13 Extra Fuel

The equipment officer will bring 3 jerry cans (about 60 litres) of extra fuel to the event to assist with road patrols and maintaining water drops. This will reduce the need for you to bring your own fuel and to purchase fuel during the event. Inform the Volunteer Coordinator at the pre-event meeting whether you need diesel or petrol.

12.14 Correcting Missing or Misplaced Controls

A missing or misplaced control is an unfortunate situation that will disadvantage teams who have fruitlessly searched for that control. For the safety of participants and so as not to spoil the event for all participants, when several experienced teams have reported that a control is missing or badly misplaced a setter or vetter should investigate **immediately**, and rectify the situation if need be.

Bring the control repair kit and some blank controls to the event just in case you have to make a new control.

If there are no spare controls or you do not have the control repair kit you should replace the missing control with an intention board from an inner control. Mark the control site with some tape to make the intention board more obvious.

Record the new punch pattern to assist Administration. Although this is an Administration matter it is worth noting that WARA policy is that teams who were unable to find the missing or misplaced control should be awarded the points for that control but no extra time allowance is given.

12.15 Timing horns

The truck horn or air horn (available from Administration) should be sounded 10 minutes before the end of the event; 5 minutes before the end of the event; the end of the event; and at the end of the 30 minute penalty period if required. Be very accurate when you sound the horns.

12.16 Announcement of Results

After Administration has produced the results, they should be read in ascending order. The position, team number, team members, and score should be announced. Announce any award winners. This procedure is time consuming, but it is in keeping with the philosophy that the efforts of all participants deserve recognition regardless of their objectives or abilities.

Reading out 450 names and scores is a difficult task for one person. Share the job around.

This ceremony also provides the opportunity to introduce and publicly thank the people who have helped in the hash house and Administration as well as any landowners who may be present. Invite the farmers to congratulate or announce the winners. You can also present the farmers with a WARA windcheater, or a framed copy of the map.

12.17 Collecting Controls

No controls should be collected until all teams have returned safely. This is important as a lost team can use controls to relocate themselves. Administration will advise when all teams have returned.

At most events the majority, if not all, the controls can be collected immediately after the finish of the event or the next morning for normal 12 hour events. However it may be necessary to return to the site the following weekend to pick up the remainder.

Coordinating control collection is not Administration's responsibility. A method of organising control collection is described in *section 10.8 - Preparing for Control Collection*. The setters must be involved in the control collection process in the following ways.

- A setter must be available during event registration to allocate control collection groups.
- A setter must be available at the close of the event, or the following day for an Autumn or Spring 12 hour event, to assist control collectors. They should record who has gone to collect controls, when they departed to collect controls and their vehicle make and number plate. This will be important information should the control collection team become lost or fail to return.
- At least two setters or vetters should remain at the hash house site until all control collectors have returned safely. This can be a long wait!

12.18 Disputes

In all disputes, there is no alternative but to try to establish the truth and to penalise a team in accordance with the rules of rogaining (*Appendix I - Australian Rogaining Association Technical Standards and Rules of Rogaining*) if an offence has been committed. The basis for disqualification from an event will be a breach of the rules concerned with safety, cheating or behaviour likely to bring the sport into disrepute.

Disputes could be a protest about a team's own score, or a protest against another team for breaching the rules of rogaining. In the case of a dispute this should be referred to a jury convened for the purpose of resolving it. All participants and officials should be guided by a sense of fair play.

The jury should have been established by the committee and includes:

- the WARA representative of the Australian Rogaining Association's Technical Subcommittee;
- Australian Rogaining Association representatives;
- selected WARA committee members.

Organisers of the event - setters, vetters and knowledgeable Administration or hash house volunteers, can supplement the jury.

Anyone who would benefit from a decision of the jury or might reasonably be perceived as benefiting from such a decision should be disqualified from the jury

For Australian Championship events there is a requirement for a formal jury to be decided upon before the start of the event.

12.19 Searching for Overdue Teams

If a team has not returned within an hour of the event finishing, or if there is concern about a team or control collectors, follow carefully the steps in *Appendix H - Safety Manual Extract*.

12.20 Cleaning up

The setters and vetters are normally the last to leave the event site. Before doing so they should make sure all control collectors have returned safely. They should also ensure that:

- the fire is extinguished, covered with dirt and made reasonably level;
- hire toilets have been collected if need be;
- the site is clean and free of litter; and
- all gates are closed and locked as required.

13 After the Event

No, you haven't quite finished yet.

13.1 The Post-Event Barbecue

The event setters or vetters are responsible for hosting the post-event barbecue. This is normally held on the Friday night following the rogaine. They are responsible for providing the venue and tea or coffee. Guests are responsible for bringing their own food and drinks. If the host does not have a sufficiently large barbecue, a hash house barbecue can be provided. Contact the Volunteer Coordinator if this is required.

Post-event barbecues held in winter will require a large under-cover area.

The venue for the post-event barbecue should be decided upon at the pre-event meeting. If you are unable to find anyone from your setting and vetting team to host the barbecue then WARA may be able to find an alternate venue.

13.2 The Newsletter Post-Mortem

Setters are required to write an article describing their event. Describe what went well, what went wrong, give advice for future setters, and never let the truth get in the way of a good story. This will normally be required by the newsletter editor one week after your event.

13.3 Archiving Event Information

A lot of work was required to determine the landowners, gain approval, and set and vet your event. This is especially true for events with significant amounts of farmland. To assist setters who may revisit your area it would be helpful if you would return any useful information to the committee. This would include copies of the finished map, council contacts, copies of correspondence with Department of Water and DEC, control descriptions, aerial photographs, lists of farmers and their phone numbers, a map of the farmers' property boundaries. Just imagine if you were provided this information when you started your event. What a great head start!

Provide electronic copies (Word, Excel and OCAD) files to the Technical Officer.

Provide paper copies to the map librarian.

14 Setters' and Veters' Expenses

14.1 Fuel and material expenses

An allowance is paid to setters and vetters to help offset costs incurred in organising and running the rogaine. The allowance, which varies according to how far setters and vetters have to travel from home, consists of a standard travel component and an expenses component. The allowances shown in the table below are ceilings on expenses that can be claimed. Please be honest when making your claim.

The travel component varies according to which zone the hash house site of the rogaine falls into. The zones are shown in *Figure 6 - Fuel Expense Zone Map* and are based on distances of 60, 120 and 180 km from Perth and Bunbury. The Zone C total allowance of \$1500 will apply for rogaines greater than 180 km away unless there has been a prior agreement reached with the committee for a higher amount. If you feel that your fuel expenses will not be covered by these limits due to some special circumstances please advise the treasurer as soon as possible, preferably while the event is being set.

<i>Setters and vetters allowances</i>			
ZONE	Travel component	Expenses component	Total allowance
A	Up to \$900	\$150	\$1050
B	Up to \$1200	\$150	\$1350
C	Up to \$1500	\$150	\$1650



Figure 6 - Fuel Expense Zone Map

These standard amounts will be paid on request by the treasurer and receipts for petrol or mileage readings are not required. The travel component amount can be divided in any way that the setters and vetters desire. The treasurer will rely on advice from the setters on this matter.

The expenses component of the allowance is limited to a combined total of \$150 for the setters and vetters. Receipts will be required for expense claims. The expenses component includes items to plan and set the event as well as items to prepare the controls. This includes aerial photographs, pencils, marking pens, masking tape, telephone calls, postage, stationery, surveying tape, maps and so on.

If you feel you will exceed these limits, please advise the committee as soon as possible. The committee will fully compensate setters and vetters if there are valid reasons for exceeding the limits described.

All materials paid for by WARA, especially maps and aerial photographs, should be returned to the committee for future use.

The following expenses are paid for by WARA and are not included in the setter's expenses component.

- The purchase of digital mapping data if required.
- The printing of the event map.
- Any other printing for the event – such as control descriptions and event information notes.

Expense claims should be made as soon as possible using the expense claim form in *Appendix M - Expense Claim Form*.

14.2 Vehicle Damage Compensation

WARA appreciates that setters and vetters use their own vehicles to prepare and run events. As their vehicle is licensed in the name of the driver or that of some other entity, the vehicle is not and legally cannot be covered by any of WARA's insurance policies. WARA are not obliged to pay for any damage to the vehicle. However, the committee wishes to assist volunteers in the event of an accident. Discretionary payments can be made according to the following guidelines:

WARA may contribute towards repairs for damage incurred to the vehicle at any stage of setting the rogaïne: driving to or from the site; setting or vetting the event; in the process of hanging controls; or while patrolling roads. The amount paid would be part or all of your car insurance excess, up to a limit of \$800.

The driver need not be the vehicle owner and may be another setter or vetter of the event. WARA expects that the driver to: have been using the vehicle responsibly; should not be at fault; should be licenced to drive that class of vehicle; should not be under the influence of alcohol, of drugs of any sort nor sleep-deprived; should not be using the vehicle for a purpose for which it wasn't designed.

WARA will not cover mechanical failures or wear and tear items such as scratches caused by driving down narrow overgrown tracks.

Owners of damaged vehicles will need to write to the committee to claim compensation. Please provide all relevant details of the accident and the amount being claimed for.

15 Other Reading

The International Rogaining Federation publishes *Organising a Rogaine* which was written by Rod Costigan (first published 1992; second edition 1996). This book is intended for those considering organising a rogaïne where there is no existing rogaining association, hence its subject matter is very broad. Copies are now available without charge to persons or groups considering organising a rogaïne in a new area. This can be downloaded from <http://www.greenstock.com.au/rogaining/manual>

The lack of localised content and details of WARA procedures are sufficient reasons for WARA to have developed its own "Setting and Vetting Bible". However, *Organising a Rogaine* is an excellent book that covers all aspects of organising a rogaïne. WARA setters and vetters may borrow a copy from the WARA committee.

APPENDIX A - GOVERNMENT CONTACTS

Maintained by Mal Dennett

APPENDIX B – DEPARTMENT OF WATER CATCHMENT MAP

Maintained by Mal Dennett

APPENDIX C - COMBINED DEC AND WATER CORPORATION APPLICATION FORM

Maintained by Mal Dennett

APPENDIX D - EMERGENCY MANAGEMENT PLAN TEMPLATE

Maintained by Owen Horton

APPENDIX E - TRAFFIC MANAGEMENT PLAN TEMPLATE

Maintained by Owen Horton

APPENDIX F - WARA COLOUR PAMPHLET

Maintained by WARA Secretary

APPENDIX G - LANDHOLDER RECORD SHEET

Maintained by Gary Carroll

APPENDIX H - SAFETY MANUAL EXTRACT

Maintained by Owen Horton.

Sections 1 and 2 of Safety Manual only. Section 3 is first aid.

APPENDIX I - AUSTRALIAN ROGAINING ASSOCIATION TECHNICAL STANDARDS AND RULES OF ROGAINING

Maintained by Gary Carroll

APPENDIX J - AUSTRALIAN ROGAINING ASSOCIATION ENVIRONMENTAL GUIDELINES

Maintained by Gary Carroll and WARA's ARA Representatives (Gary Carroll and Colette Sims)

APPENDIX K - MAP STANDARDS AND OCAD

Maintained by Gary Carroll

APPENDIX L - SAMPLE CONTROL DESCRIPTION SHEET

Maintained by Gary Carroll

APPENDIX M - EXPENSE CLAIM FORM

Maintained by Gary Carroll.

APPENDIX N - ACCIDENT REPORT FORM

Maintained by WARA Volunteer Coordinator (Warren Smith)