

## Process Task List -- with Timing :

The following is a list of every step to be covered -- every task to be done -- as you set and vet a rogaine. Start at the top and work your way down... There are some tasks which may be done in parallel but -- as far as possible -- this is a "simple" sequential process.

If you find a task which is out of sequence -- please send an email to the author, at [ [nickleth at gmail dot com](mailto:nickleth@gmail.com) ]. I will make every effort to continuously improve the process and the manual. Your comments will help.

### 1.0 Stage One : Agree Where to Set a Rogaine

... Start this [42 / 24 / 8 / 6] months before the event.

- *Note on this process manual*
  - *Note on timing*
- 1.1 Tell the Committee of Your Plans
  - 1.2 Select the General Area to be Considered
    - *Look for an area with less landholders*
    - *Include a mixture of suitable terrain*
    - *Check the distance from major cities*
    - *Identify possible hash house locations*
    - *Eliminate areas with no access*
    - *Look for a good network of tracks*
    - *Look for a usable area of a suitable size and shape*
    - *Sketch the competition map boundaries*
    - *Check the moon, set a date*
  - 1.3 Visit the Potential Competition Area
    - ... Do this before you formally suggest setting in the area.
    - *Identify key landholders*
    - *Visit the (or each) potential rogaine area*
    - *Evaluate potential hash house sites*
    - *Confirm that each hash house site is accessible for cars*
    - *Look for potential patrolled roads*
    - *Contact the Landholders ?*
  - 1.4 Volunteer to Set a Rogaine
  - 1.5 Checkpoint One : An Event in this Area is Approved
    - ... Allow enough time to get Committee approval [36 / 18 / 6 / 3] months before the event.
    - *Note on timing*
    - *Requesting approval to plan a rogaine*
    - *For any level of event: gather basic information*
    - *Gain committee approval for your proposal*
    - *For a national or world event: provide extra information*
    - *Gain national committee approval*
    - *For a world event: provide information as required*
    - *Gain IRF approval for a world event*
    - *After checkpoint one approval: continue setting*

## 2.0 Stage Two : Gain Area Access, Draw the Base Map

... Start this is soon as possible. Perhaps speak with Landholders -- but avoid formal requests to use land until you have Checkpoint One approval.

### 2.1 Ensure the Area is Available for a Rogaine

- *Who contacts the Landholders ?*
- *Identify (most of) the Landholders*
- *Record what you already know about Landholders*
- *Prepare to contact key Landholders first*
- *Be thorough in your Landholder contacts*
- *Prepare to meet Landholders*
- *Ask for permission from each and every Landholder*
- *Provide assurances to Landholders*
- *Extra considerations for private owners*
- *Extra considerations for government agencies*
- *Extra considerations for corporate owners*
- *Identify out of bounds areas*
- *Look for a hash house site*
- *The hash house fire*
- *Contact local emergency services*
- *Confirm the approval to use land for a Rogaine*

### 2.2 Follow the Rogaine Mapping Process

... As soon as you have confirmed access to the competition area

- *Develop the competition map in this order*
- *Always use the current Rogaine map*
- *Give one person full responsibility for drawing the map*
- *Use a standard mapping package*
- *Follow Rogaine map technical characteristics*
- *Avoid the need for at-the-event map corrections !*

### 2.3 Evaluate the Hash House Site

- *Allow for time and weather*
- *Select the hash house site*
- *Sketch the layout of the hash house site*
- *Ensure access to potential patrolled roads*
- *Confirm the hash house location*

### 2.4 Create the Base Rogaine Map

... Start at least three weeks before Checkpoint Two

- *Convert map data to a Rogaine map*
- *Include these details on the base map*
- *Allow space for other map requirements*
- *Map the roads and tracks*
- *Map the fences and farm / forest boundaries*
- *Draw magnetic north / south lines*
- *Map all out of bounds areas*
- *Map to the edge of the competition area*
- *Map enough detail to avoid confusion*
- *Place the hash house on the map*
- *Map the patrolled roads*
- *Set water drops*
- *From now on use only the Rogaine map*

## 2.5 Checkpoint Two : The Base Map is Approved

... [24 / 13 / 4 / 2] months before the event

- *Note on timing*
- *Gather event information*
- *Gain committee approval for the base map*
- *After Checkpoint Two approval: continue setting*

3.0 **Stage Three : Create the Rogaine Course and Competition**

... Start as soon as possible after Checkpoint Two approval

## 3.1 Begin with Armchair Setting &amp; Vetting

... Allow two weeks immediately after Checkpoint Two

- *Decide if you will set a particular style of event*
- *Set limits on the number of controls to be set*
- *Make allowances if this is an "Upside Down" Rogaine*
- *Select potential control sites*
- *Spread controls across the map*
- *Remember: A Rogaine requires Rogaine controls*
- *Be aware of out of bounds areas*
- *Keep controls away from map edges*
- *Set some controls close to the hash house*
- *Check that the "course length" is suitable*
- *Allocate a control code to each control*
- *Write the control descriptions*
- *Big important note about control descriptions !*
- *Use the standard control description format*
- *Vetters do armchair vetting*

## 3.2 You Need to Know Before You Go

... Understand all of this before you begin fieldwork

- *Remember that weather varies over time !*
- *Always be safe on site*
- *Maintain communication ability while on site*
- *Remember why GPS use must be limited*
- *Use a GPS only in these acceptable ways*

## 3.3 Set then Vet in the Field

... Start at least two months before Checkpoint Three

- *How much time is needed ?*
- *Prepare to go on site*
- *Continuously compare the map to reality*
- *Look for water in watercourses*
- *Re-check the hash house site*
- *Sketch the hash house site layout*
- *Locate the hash house fire, plan for fuel*
- *Check all out of bounds areas*
- *Check the roads and tracks*
- *Check each and every control site*
- *Check the location of each and every control*
- *Be very certain: are you really there yet ?*
- *Check that the control site was worth finding*
- *Check that the location is suitable as a control site*
- *Mark each control location*

- *Decide where to hang the control*
  - *Map controls on farm dams and ponds according to size*
  - *Use offset controls only if necessary*
  - *Describe the control location*
  - *Update the competition map*
  - *Setters hand-over to veters*
  - *Veters do armchair vetting*
  - *Prepare to go on site*
  - *Do fieldwork on site*
  - *Reconsider the overall course*
  - *Veters provide feedback to setters*
  - *Repeat all of the above until complete*
- 3.4 Allocate Values (Scores) to Controls
- ... **Four weeks before Checkpoint Three**
- *Change course to competition*
  - *Setters set then veters vet*
  - *Work within the allowed range of control values*
  - *Allocate control values based on control attributes*
  - *Check control values based on possible route choices*
  - *Finalise water drops*
  - *Finalise fruit (etc) drops*
  - *Update the map and the control description sheet*
- 3.5 Prepare Competition Documents
- ... **As soon as controls are set & vet & valued**
- *Identify a map printing company*
  - *Complete the competition map*
  - *Find astronomical data*
  - *Complete the control description sheet*
  - *Prepare for control collection*
  - *Plan for the post-event event*
  - *Write event directions*
  - *Write event information notes*
  - *Prepare for Landholder presentations*
- 3.6 Advertise the Event, Attract Competitors
- ... **Before entries open**
- *Prepare event publicity*
  - *Write an event teaser*
- 3.7 Checkpoint Three : Competition Map is Approved
- ... **[8, 2, 2, 1] months before the event**
- *Note on timing*
  - *Gather event information*
  - *Gain committee approval for the competition*
  - *After Checkpoint Three approval: carry on setting*
- 4.0 Stage Four : Prepare for the Days of the Competition**
- ... **The pace quickens. timing is step by step**
- 4.1 Prepare the Control Markers
- ... **Four weeks -- or more -- before the event**
- *Pick up the control markers*

- *Prepare the control markers*
  - *Attach reflectors -- if required*
  - *Prepare master punch cards*
  - *Group control markers by control hanger*
- 4.2 Print Competition Documents
- ... *At least two weeks before the event*
- *Start as (or before) entries close*
  - *Print the maps*
  - *Print control description sheets*
  - *Print event information notes*
- 4.3 Attend Pre-Event Volunteers' Meeting
- ... *About two weeks before the event ( or earlier -- and often -- for a World or National event )*
- *Gather material to bring to the event*
- 4.4 Hang the Control Markers
- ... *In the two weeks before the event*
- *Two weeks before: start hanging controls*
  - *In the two weeks before: hang the controls*
  - *You may hang controls with help from a GPS*
  - *Remember: Rogaining controls must be visible*
  - *Deal with map corrections*
- 4.5 Checkpoint Four

## 5.0 Stage Five : Help Manage the Event and the Competition

- 5.1 Set Up the Event Site
- ... *During the two days before the event ( or earlier -- if necessary -- for a World or National event )*
- *Two days before: gather all that you will need*
  - *One day before: load the equipment truck*
  - *On the way in: place event direction signs*
  - *Get to the event site before the competition begins*
  - *Position the chemical hire toilets*
  - *Oversee site set-up*
  - *Get to know the hash house site*
- 5.2 Countdown to the Start of the Competition
- ... *On the first day of the event*
- *Give competition material to administration*
  - *Put map corrections on display*
  - *Hang close and final controls*
  - *Deliver water (etc) to water (etc) drops*
  - *Record details of control collection volunteers*
  - *Attend the novice briefing*
  - *Nominate a dispute jury*
  - *Provide the event briefing*
- 5.3 Start the Competition
- 5.4 Oversee the Competition
- ... *During the competition... all day... on each day of the event*
- *Maintain the hash house fire*
  - *Patrol the patrolled roads*

- *Maintain water drops*
  - *Report any accidents or injuries*
  - *Maintain safety and duty of care*
  - *Correct missing and misplaced controls*
- 5.5 Complete the Competition
- ... **Immediately after the competition**
- *Announce the end of competition time*
  - *Search for overdue teams*
  - *Resolve disputes*
  - *Organise collection of control markers*
- 5.6 Announce the Competition Results
- ... **Thirty minutes after close of competition ( if all goes well: no-one lost, all scores calculated )**
- 5.7 Clean Up the Hash House Site
- ... **Once all results have been announced**
- 5.8 Checkpoint Five : Provide Feedback on Competition Quality & Success
- ... **Within three days of the event**
- *Provide quality assurance and feedback*
  - *Setters provide event feedback: what went well, what did not*
  - *Setters provide details of any protests and their resolution*
  - *The committee checks the information provided*
  - *Regardless of Checkpoint Five: carry on with the next tasks*
- 6.0 Stage Six : Tidy up, Put away, Kick Back**
- ... **In the week after the event**
- 6.1 Complete the Post-Event Essentials
- *Send a final thank-you to Landholders*
  - *Write the newsletter post mortem*
  - *Collect the leftovers*
  - *Claim expenses -- or not*
  - *Archive event information*
- 6.2 Enjoy the Post-Event Event
- 6.3 The End : Now Read the Useful Information in Appendices