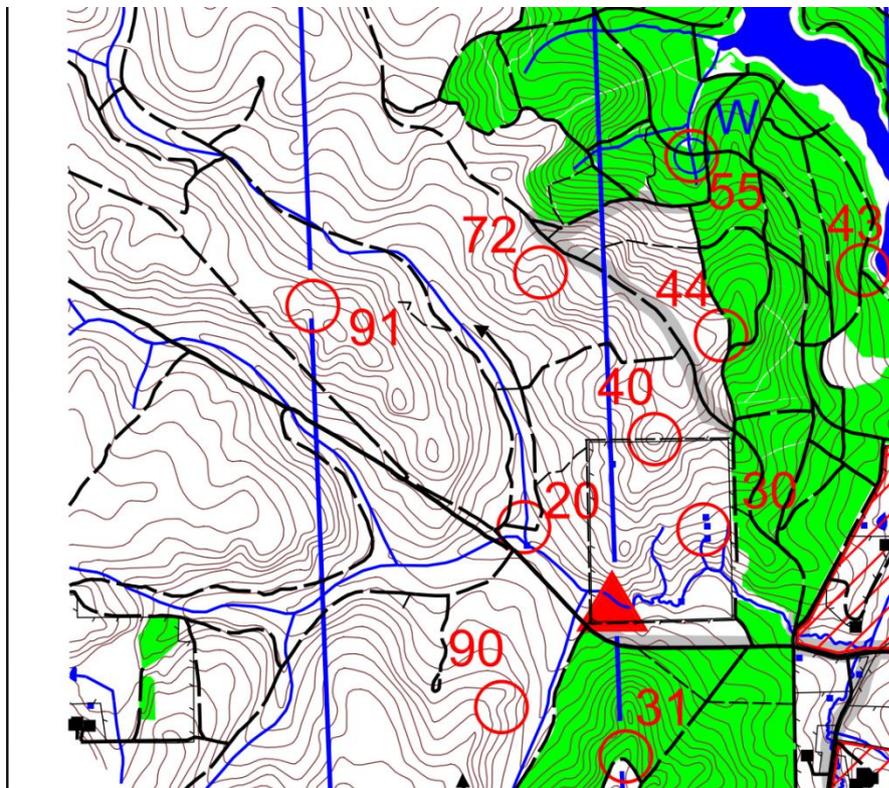


# The Rogaine Setting & Vetting Process

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volume 2 : ..... Appendices



## Appendices :

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## Process Task Summary :

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

- 1.1 Tell the Committee of Your Plans
- 1.2 Select the General Area to be Considered
- 1.3 Visit the Potential Competition Area
- 1.4 Volunteer to Set a Rogaine
- 1.5 Checkpoint One : An Event in this Area is Approved

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

- 2.1 Ensure the Area is Available for a Rogaine
- 2.2 Follow the Rogaine Mapping Process
- 2.3 Evaluate the Hash House Site
- 2.4 Create the Base Rogaine Map
- 2.5 Checkpoint Two : The Base Map is Approved

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

- 3.1 Begin with Armchair Setting & Vetting
- 3.2 You Need to Know Before You Go
- 3.3 Set then Vet in the Field
- 3.4 Allocate Values (Scores) to Controls
- 3.5 Prepare Competition Documents
- 3.6 Advertise the Event, Attract Competitors
- 3.7 Checkpoint Three : Competition Map is Approved

### **4.0 Stage Four : Prepare for the Days of the Competition**

- 4.1 Prepare the Control Markers
- 4.2 Print Competition Documents
- 4.3 Attend Pre-Event Volunteers' Meeting
- 4.4 Hang the Control Markers
- 4.5 Checkpoint Four

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

- 5.1 Set Up the Event Site
- 5.2 Countdown to the Start of the Competition
- 5.3 Start the Competition
- 5.4 Oversee the Competition
- 5.5 Complete the Competition
- 5.6 Announce the Competition Results
- 5.7 Clean Up the Hash House Site
- 5.8 Checkpoint Five : Provide Feedback on Competition Quality & Success

### **6.0 Stage Six : Tidy up, Put away, Kick Back**

- 6.1 Complete the Post-Event Essentials
- 6.2 Enjoy the Post-Event Event
- 6.3 The End : Now Read the Useful Information in Appendices

## A1 Levels of Rogaine Event

There are several levels of event. The levels are based on the structure of rogaining management. In the "levels" defined below a World, National or Major event must be a standard rogaïne. So first:

### A Standard Rogaine

- entrants compete as teams of two to five people
- all competitors travel on foot
- event is either 12 or 24 hours duration
- event uses a standard rogaïne map
- event follows rules based closely on the international rules of rogaining.

### Event Levels

#### *World event :*

A Standard Rogaine run under the quality control of IRF (International Rogaining Federation) but managed by a national rogaining body or by an affiliate of a national rogaining body. The event is a "World championship". Competitors from many countries are expected to enter. A long lead time allows for publicity, competitor selection, quality control and competitor travel arrangements.

- Committee for QC (Quality Control at process checkpoints): a national rogaining association or one of its affiliates; endorsed by IRF.

#### *National event :*

A Standard Rogaine run under the quality control of a national rogaining body. May be managed by a local body which is affiliated with the national body. The event is a "National championship". Most competitors will be members of the national body or of one of its affiliates. Most competitors will be from within the one country. The physically larger the country, the more lead time is required, to allow competitors to make travel arrangements.

- Committee for QC (Quality Control at process checkpoints): the national rogaining association or one of its affiliates; endorsed by the national association.

### *Major event :*

A Standard Rogaine controlled and managed by a single rogaining body. Where a country has a national body plus affiliates, the event will be controlled and managed by the national body or by one of the affiliates. Where there are no affiliate bodies the event will be controlled and managed by the national body. Most competitors will be members of the organising body. This is a major event in the calendar for the organising body. For an affiliate body, it may be a championship event.

- Committee for QC (Quality Control at process checkpoints): the organising Association.

### *Minor event :*

Control and management is by a single rogaining body: IRF or a national body or an affiliate. Most competitors will be members of the organising body. Non (but potential) rogainers may be encouraged to compete. The event is less formal and may not match all requirements of a Standard Rogaine.

- any rogaine which is not a Standard Rogaine is a Minor Event.
- Committee for QC (Quality Control at process checkpoints): the organising Association.

## A2 Overview of Setter and Vetter Roles

### *Setters & Vettors*

Please -- commit to enough time for setting !

- you – setters and vettors – will need several all-day visits to the competition area
- plus at least one visit for hanging the actual controls
- plus being at the actual event till after everyone else has left
- plus some final tasks in the week after the event.

Setters' work begins six months -- or more -- before the event

- even earlier for National and World events.

Vettors' work begins at least four months before the event.

### Responsibilities of Setters Include

- selection of the event site
- liaison with landholders and gaining access approval
- production of the base rogaïne map
- writing publicity articles, or providing information to a Publicity Officer
- deciding on the location of the hash house
- selection of control site locations
- correct description of control sites
- production of the competition map
- 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 safety patrols during the event

Setters have ultimate responsibility although tasks may be delegated to others. Tasks related to control locations -- control site selection, control descriptions, control hanging -- *must not be delegated*. These tasks may be shared with vettors (see below).

### *The Setters work closely with the Vettors*

Vettors double-check all aspects of the Setters' work -- while maintaining their independence from the Setters. The Vettors view the Setters' work through the eyes of a competitor -- and vet using the same tools (competition map and compass) as a competitor.

## Responsibilities of Vettors Include

- checking that the control placement and descriptions are correct and fair
- plus everything the Setters do *except*
  - event site selection and contacting landholders
  - map production
  - the initial allocation of control values

Setters and Vettors are actively involved to the end of the competition day

- and then there are still the "after the competition" and "after the event" tasks to be done.

## A3 Setting and Vetting Sequence

*Setters* begin with "armchair setting", that is, identifying potential control sites from the map, at home, while seated comfortably. Armchair setting is done in this order:

1. Locate the potential / possible / preferred hash house site
2. Decide which will be the patrolled roads
3. Set water drops which are easily accessible from the patrolled roads
  - water drops will also be control sites
4. Identify all other (potential) control sites
  - identify more than you expect to use; some will be rejected
  - do *not* allocate points (scores) to any controls.

*Setters* then visit each and every potential control site. Each site is accepted, rejected or changed. Acceptable control locations are marked with, for example, surveyors tape at the point where the control will finally be hung.

*Setters* map all control sites and prepare a list of control descriptions. Map and descriptions will be essentially the same as those that competitors will use.

*Vetters* then visit and -- using the rogaïne map and control descriptions -- check the accuracy and suitability of each control site and its description. They also check the accuracy of the map around each control.

*Setters and Vetters* agree on changes which must be made.

All map changes -- to the base map and to control locations -- are done by the *Cartographer*, the one setter given responsibility for maintenance of the current version of the map.

This process is repeated until all control sites have been set and vetted, and agreement has been reached on all control locations and descriptions.

### *Two-stage setting and vetting*

Each control site is set -- and then independently and critically vetted. Both steps -- setting and vetting -- are performed using the map the participants will use. This is for "quality control". A mis-mapped or misplaced control can spoil a competitor's enjoyment of the event.

*It's a lot of work. But...  
Setting & Vetting a rogaïne is fun !*

## A4 Setters, Vettors... and All the Other People

A rogaïne is more than a competition. A rogaïne is an *event*. The event requires publicity, entry management, hash house (food), event administration, competition, competitors, camp management, a host of other supporters. The competition itself requires accuracy, interest, fair play, challenge suited to a range of ability, from beginner to elite.

As Setters and Vettors, your role is to create the *competition*. Your Association -- or its delegated Committee -- creates the *event* of which your competition is a key part. The Association also oversees the *quality* of the entire event. You are setting on behalf of your Association -- and for the enjoyment of the competitors. There are many other people involved in making the event a success.

Find out who these other people are -- or make sure that someone (the Association or the Committee) is gathering the essential support team. Then do your setting and vetting. Coordinate with the other people as required. And let them do their own part of the work.

### *Event Manager*

This is the one person who is responsible for success of the overall rogaïning event. Some rogaïning reference material refers to a "controller"; this "controller" could also be called the "Event Manager". For Major and Minor events, a setter may also be the event manager. For all except -- perhaps -- a World event, the event manager will be nominated by the organising Association.

### *Controller*

Forget it. If you read something that makes you think that there is an event "controller" -- think "event manager". See above.

### *Setters & Vettors*

Setters are the people who create the competition. That is, they create the map and locate all the controls. Setters set the course. Vettors vet -- that is, check -- the work of the setters. Each rogaïne is set by a team of two setters and two vettors.

### *Cartographer*

The one person given responsibility -- by the setters -- for making changes to the developing competition map. This person controls, prints and distributes copies of the master copy of the rogaïne map. This person will probably be one of the setters.

### *Landholders*

Owners or managers of land that your rogaine will use. These are the people whose permission you need to use the land. The goodwill of landholders is essential for your rogaine -- and for the future of rogaining in the event area.

### *Association*

Your local, national or international rogaining (or other) body with overall responsibility for "your" rogaine. You are setting and vetting this event on behalf of your Association.

### *Committee*

The management group for your Association or the overall management group for the rogaine that you are setting. If in doubt on any aspect of your role -- ask your Committee for advice and support. In this manual "Committee" refers to the Committee itself, or to a Committee member with a specific role, or to a person representing the Committee for a specific role... That is, if you and I don't know who to ask -- go to any member of the Committee and ask them. The following roles may not be formal positions -- ask the Committee who to contact.

### *Treasurer*

The person in charge of financial and insurance matters for the Committee.

### *Volunteer Coordinator*

The person who gets volunteers to fill each of the necessary roles. If you need more help, or need to know how to contact another volunteer, ask the Volunteer Coordinator.

### *Publicity Officer*

Advertises and promotes your event. For many events this will be the Association newsletter editor.

### *Event Entries Officer*

The person responsible for recording competitor registrations and competitor details. You provide details of the competition (including, how to get there) and the Event Entries Officer will pass the information on to competitors.

### *Administration Leader*

In charge of the Administration team, for on-the-day team registration, score management and other event administration tasks.

*Hash House Leader*

In charge of the hash house -- food and food service -- at the event.

*Truck Driver*

Responsible for getting event equipment to and from the event site. Usually in a truck...

*Anyone -- and everyone -- else*

Several other roles may be mentioned. If in doubt -- contact the Committee. If the Committee does not know who is in the role they will nominate someone. Or define the role and appoint someone.

## A5 Useful Online Reference Material

Other useful reference material can be found online:

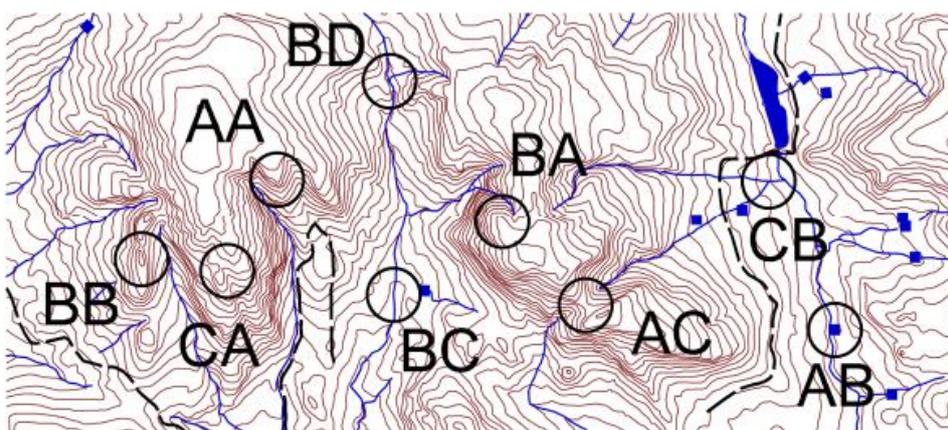
- The full set of IRF (International Rogaining Federation) technical rules for rogaining, at the website [www.rogaining.com](http://www.rogaining.com) ... follow links to *The Sport of Rogaining*
- Australian rogaining rules at [rogaine.asn.au/Rules-and-Standards/rules.html](http://rogaine.asn.au/Rules-and-Standards/rules.html) ... based on and almost identical to international rogaining rules
- The ARA (Australian Rogaining Association) *Description of the Sport of Rogaining* at [rogaine.asn.au/What-is-Rogaining-/](http://rogaine.asn.au/What-is-Rogaining-/)
- Links from the ARA Links page [rogaine.asn.au/Links/](http://rogaine.asn.au/Links/) to various other rogaining associations
- An earlier manual, *Organising A Rogaine*, by Rod Costigan, at [www.greenstock.com.au/rogaining/manual/](http://www.greenstock.com.au/rogaining/manual/)
- The original (and still in use) WARA manuals (Setting and Vetting, and other useful manuals), at [wa.rogaine.asn.au/index.php/information/21-manuals-for-volunteers](http://wa.rogaine.asn.au/index.php/information/21-manuals-for-volunteers)

## A6 Standards for Control Descriptions

### *Control points and control codes*

The initial, course planning codes that you assign to your control sites will be temporary. Use letter codes rather than numbers. That is, code your proposed controls AA, AB, AC and so on. For the competition, all control codes will be changed to numbers, in the range 10 to 109.

### *Format of control descriptions*



Map with sample controls

*Note:* In the diagram above, control circles and codes are shown in black. It's an old diagram; you will be using red, from planning to competition.

*Note also:* In the diagram there are quite a few small, blue squares. In Western Australia these are farm dams. In other parts of the world they may be large ponds or very small lakes.

*Another note:* If you are reading this on a black & white printout, you may want to check the diagram on an online, colour copy.

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 must be consistent with both the map and the ground.

The 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 codes used below refer to the map in the diagram *Map with sample controls*, above.

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

### **"A" and "The" controls**

If the geographical location of the checkpoint is clearly and unambiguously shown on the map (that is, the control is on a feature which is mapped) the control is described using "The [*feature*]".

If the location of the checkpoint is not explicitly shown on the map (it is unmapped), the feature is described as "A [*feature*]". (That's "A" feature -- or "An" unmapped feature...)

A common example of an "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 junction of *the* watercourse with *an* unmapped watercourse.

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 is 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 is not straightforward
- there is a mapped feature of the same type within the area of the control circle, but the feature you intend using is not mapped

The majority of your controls should be "The" controls. You may be able to add "a" feature to the competition map, to convert it into "The" feature. That is, you may be able to map a previously unmapped feature. Or use an already mapped feature instead.

As an example you could have a complex watercourse system with many small and unmapped tributaries. A control description could read: "A watercourse, on a bend"; this is very likely to be a bingo control. (That is, finding it is by pure luck.) Competitors fruitlessly searching for a control like this at night will not be pleased.

<i>Control Code</i>	<i>Map feature, then extra details</i>
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:

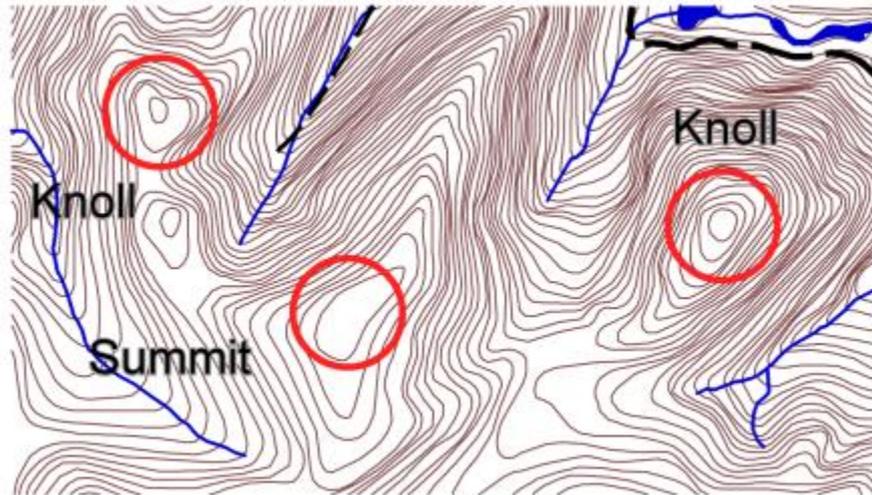
<i>Control Code</i>	<i>Map feature, then extra details</i>
CA	The eastern gully, head of
CB	The western watercourse junction

### *Knolls and summits*

In topographic terms, knolls are local hilltops or smaller hills. In British usage a knoll is a hillock, or small, evenly shaped hill, usually clearly separated from other hills.

In rogaining, use "summit" when describing the top of a very large hill which is the highest in an area. Use "knoll" for a high point which may easily be missed.... as explained below.

The diagram *Knolls and summits*, below, is *wrong*. (My apologies, the diagram is historic and not yet replaced.) Only a pedant would count the contour lines and claim that the eastern hill -- or summit -- is merely a knoll.



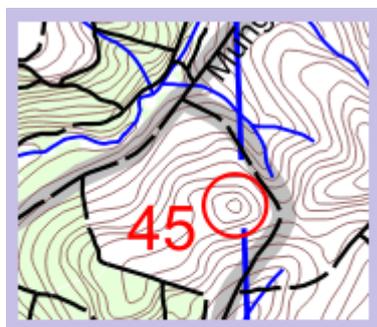
**Knolls and summits**

The simplest distinction is... *How would a rogainer find the feature ?*

Consider a competitor climbing towards each of the three high points in the diagram, *Knolls and summits*. Climbing towards the western control circle, a small error to the south could lead them to the wrong high point. Therefore this circle marks a "knoll". Climb towards the "Summit" in the centre and only a very large navigational error would get the competitor to the wrong high point. If you are on the correct hill and going up, you will reach the high point. So this is, indeed, a summit. Similarly, a competitor climbing towards the eastern control circle would end up at the high point. Once on the side of the hill, going up will lead, inevitably, to the circled high point. So this is also a "summit". Despite the label.

As another example, see the diagram *It's a summit*, below.

Control 45 is at a local high point. To the east, contours indicate that the land is rising to an even higher point. By some opinions, control 45 is on "the knoll". However, consider how a rogainer would approach the control: The control is surrounded by clear tracks, including patrolled roads. From the surrounding tracks the competitor can navigate up... and up... and up... and reach the control. Thus control 45 is described as "The summit".



*It's a summit*

When the control is described as "knoll" or "summit", the control should be placed on the highest point of the knoll or summit. This may not be located in the middle of the highest contour on the map. The actual highest point cannot be determined from the map. On-site planning may lead you to add further detail to the control description. If the knoll or summit is broad, then provide extra directional information to the high point, such as "The broad summit, eastern side". This description means that the highest point on the summit is to the east of the area within the highest contour line. And that the control will be hung at that highest point.

### *More than topographic*

The examples above are all controls on topographic features: knoll, watercourse, gully and so on. If they are "The" feature, the description will have been read off the rogaïne -- topographic -- map.

During fieldwork you may replace "The" features by "A" features. That is, the mapped feature is not suitable so you select a more suitable unmapped feature. Again, examples given are topographic features, although they are not mapped.

On site you may find something more interesting... A water tank, perhaps. Or a ruined vehicle. Perhaps a unique and interesting tree... If these satisfy the other requirements of being a good control -- they may be used as "A" control. This can add interest and variety to the competition.

When you write the control description, be clear. Be clever or humorous, perhaps. But never be confusing.