

RACO EVENT GUIDELINES MANUAL

Rev 14 : Compiled and Revised by Pat de Klerk September 2026

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www.racorienteers.co.za and also in the RACO TOOLBOX
(mail pwimby@vodamail.co.za for access to DROPBOX)

 - EVENT NOTICE – Template**
 - HEALTH & SAFETY DOCUMENTS - Templates**
 - INDEMNITY – Template**

1. INTRODUCTION

These guidelines are issued for the purpose of aiding the Planners, Controllers and Organisers of RACO Orienteering Events - ensuring a set standard for course/event planning and organisation. It is a Summary of all the necessary Responsibilities, Procedures and Templates for organising an Orienteering event.

2. RESPONSIBILITIES

2.1 Organising Club Committee

Agrees the Date/Venue with the GOC Committee & Calendar Co-ordinator.

Appoints the Planner, Controller & Organiser.

Designated Committee member responsible for land owner permissions – Responsibility Pat de Klerk

2.2 Planner

Responsible for :

- Liaison between Committee and Landowner leading up to event (access during planning and event). In the case of a private landowner, a thank you letter and possibly gift (post event). Negotiating entry procedures with Landowner (see 4.1)
- Event notification (and detailed information to OriEnter Liaison Officer – James Hancock)
- Designing courses
- Checking control sites & tagging (with Controller)
- Control descriptions and description sheets
- Master maps ready for printing
- Map printing
- Course info to Results Co-ordinator (**XML IOF version 2.0.3** file to Results Co-ordinator – **Alex Puntigam**)
- Indemnity notice completion & display of HAS Poster
- Course info on Notice-board (Registration)
- Start time sheet if applicable (eg. championship events in conjunction with Organiser)
- Organiser liaison (including appointment of Registration, Start/Finish officials) – **James Hancock**
- Equipment (and checking)
- Obtain SI Blocks and SI Hire Cards from **Alex Puntigam** (See details at end of this document) or from Trailer co-ordinators (**Gavin & Leila Venter**)
- Control placing (and water points) **SPECIAL NOTE: Cognisance must be taken of the time required for control placing, registration/start/finish infrastructure setup so that all the necessary is in place by the latest 30 minutes prior to Registration opening time.**
- Control removal co-ordination
- Equipment check and return (post event)

2.3 Controller

Responsible for :

- Checking course standards
- Checking control sites (including start/finish) & tagging (with Planner)
- Checking master maps with description sheets
- Assists with course setup prior to the event
- Ensuring fairness of competition - including the handling of disputes or protests

2.4 Organiser

Responsible for :

- Event centre set-up (includes registration, start/finish areas, water, results display)
- Registration desk (also includes information board, entries register, dummy control & Emit for demo)
- Check that Medical Kit is on site

2.5 Results Co-Ordinator (Alex Puntigam)

Responsible for:

- Loading course detail (**XML IOF version 2.0.3** file from Planner)
- Liaison with On-Line Registration Official – James Hancock
- Loading entry details (pre-entry data from OriEnter.co.za)
- Finish computer/s setup
- Compiling results (and distribution to Club Liaison Officer)

2.6 OriEnter Liaison Officer (James Hancock)

Responsible for co-ordinating between Planner and the OriEnter Administrator:

- Receives Event Notice from Planner (latest 3 weeks before event)
- Completes template for OriEnter
- Issues Event Notice to Member Liaison [Val Brentano] for distribution
- Compiles Start Lists (from OriEnter)
- Allocates Emit Cards
- Provides Competitor files to Results Co-Ordinator (Alex Puntigam)
- Distributes any Final Instructions to entrants (document from Planner)
- Follows up on entry payments

2.7 Safety (Planner & Controller responsibilities)

- A thorough assessment of the safety requirements for the particular venue shall be undertaken by the Planner and Controller prior to the event
- The RACO Health & Safety Policy, incorporating the Hazard Identification List, Emergency Procedures and Search & Rescue Procedures must be completed by the Planner and Controller and be displayed at the Event Centre at every event
- Two relevant (eg. Planner, Controller, Venue, Landowner) cell-phone numbers shall be printed on the map and these numbers to be available throughout the event
- Water points shall be provided on courses for every 25 minutes of competition at the estimated speed of the winner

3. COURSES

Courses to be planned according to the applicable standards (e.g. Urban, Bushveld, Championship etc). Recommended course guidelines for Urban and Bushveld events, are given in the table below.

Event:	Course:	Approx. Distance/ Win Time :		Technicality:
URBAN	Novice	1,5 – 2,5 km / 20 mins		Line features, easy (children)
	Ladies	2,5 – 4,0 km / 20 mins		Some line features, route choice
	Men	3,0 – 5,0 km / 20 mins		Some line features, route choice
BUSHVELD		Middle:	Classic:	
	Yellow	1,5km 20-30mins	2,0km 30-40mins	Line features, easy (children)
	Orange	2,0km 20-30mins	3,0km 30-40mins	Line features, easy (beginners & groups)
	Red	4,0km 40-45mins	8,0km 65-75mins	Line features, easy (runners)
	Light Green	3,0km 25-35mins	4,0km 40-50mins	Some line features, some route choice, less physical, short
	Green	3,0km 30-40mins	4,0km 50-60mins	No line features, route choice, less physical, short
	Blue	5,0km 35-45mins	7,0km 60-70mins	No line features, route choice, physical, medium
	Brown	6,0km 40-50mins	9,0km 75-85mins	No line features, route choice, physical, long
CHAMPIONSHIP	Category:	Middle Championships		Long Championships
	M21E	30 – 35 minutes		90 – 100 minutes
	M20,W21E,M40	25 – 30 minutes		70 – 80 minutes
	W20,M21A,M50	25 – 30 minutes		60 – 70 minutes
	M16,W21A,M60	25 – 30 minutes		50 – 60 minutes
	W16,W35,W45	25 -30 minutes		40 – 50 minutes
	W55,W65,M70	25 -30 minutes		35 – 45 minutes
	W75,M80	20 – 25 minutes		20 – 30 minutes
	M12,W12,SN	20 – 25 minutes		20 – 30 minutes
	LN	25 – 30 minutes		40 – 50 minutes

Additional Technical References - see 'GOC EVENT TECHNICAL STANDARDS' (available on RACO Website – Guidelines – or RACO Drop box 'Toolbox')

Notes:

- (1) It is optional to provide water on courses for Bush and Sprint events (for Championships, water shall be provided every 25 minutes of competition). Competitors to be pre-cautioned to carry their own water out on the course.

- (2) The LIGHT GREEN course is intended as a bridging course for those going up from the less technical to more technical courses. Technicality shall be less than the Green course, but nevertheless utilise some line features, with some route choice options.

4. PROCEDURES

4.1 REGISTRATION PROCEDURES

In the case of agreement with the Landowner for the use of wrist-bands, these shall be obtained (a bulk number) from the Landowner prior to the event and then issued to competitors at Registration. The remaining wristbands to be returned and the used ones paid for after the competition.

LAYOUT

Ensure logical layout and bunting tape for smooth queue function. Bunting tape should limit the width of the queue for crowd control. Stations should be arranged with sufficient space between stations in the order below:

- Course Description & Notice Board
- Information tent and Instruction
- Registration Table (2 Helpers required)

1st Official :

- Marks competitor off entry list

2nd Official :

- Gives description sheet to competitor
- Gives SI Card (Dibber) to Competitor (if hired)

4.2 START PROCEDURES

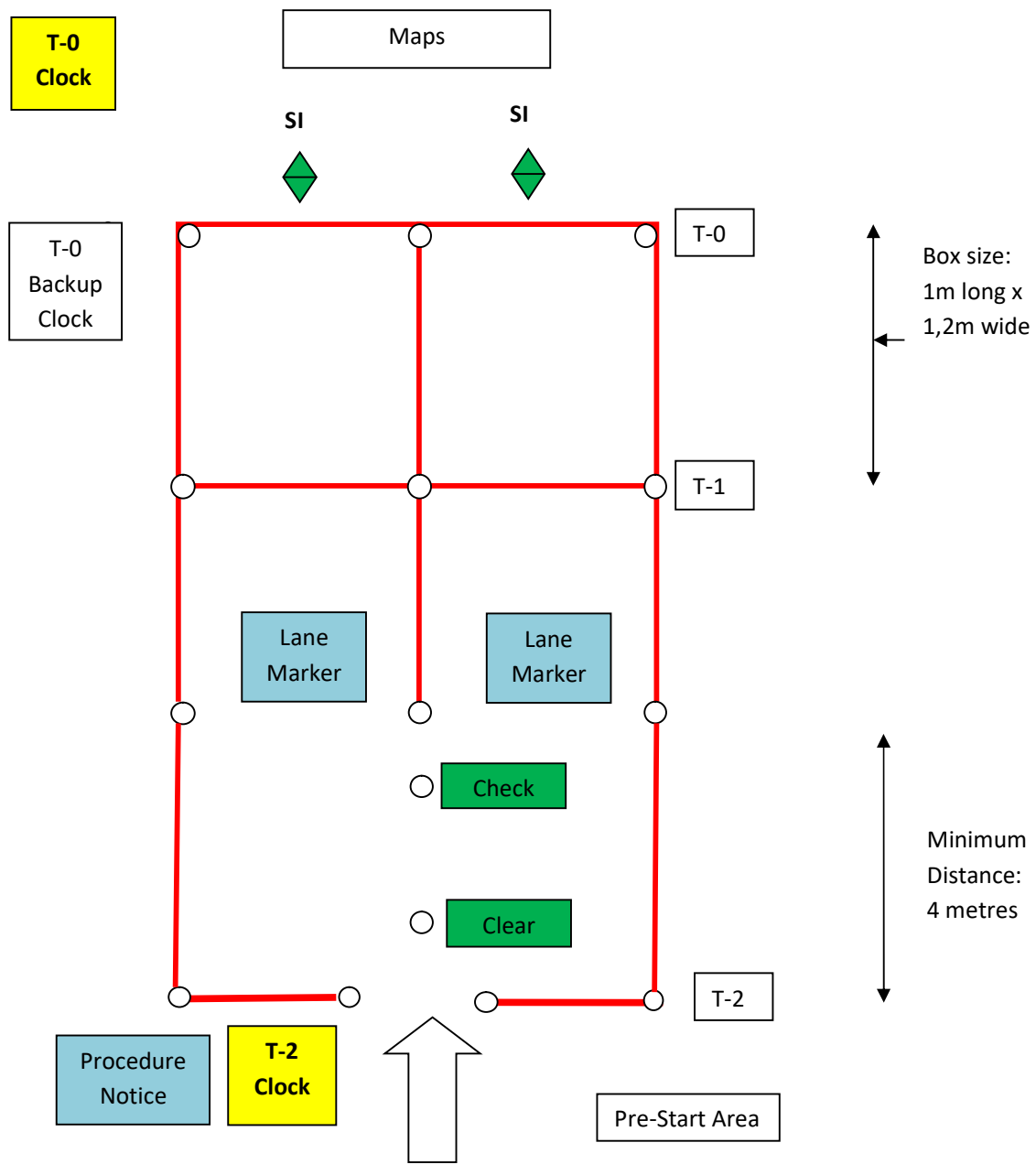
The procedures listed below shall be used at all events, apart from Championship events where the procedures may be altered to suit the particular circumstances (eg. pre-allocated start times and age categories).

4.2.1 LAYOUT (See Diagrams)

- Pre-Start Assembly area (taped) well before actual Start Boxes
- Start Procedure Instruction to be provided to newcomers at the pre-start and T0
- "Control" Clock (large face digital) placed at taped line / entry chute to Start Boxes
- Race Clocks (Start & Finish) synchronised and set to Standard SA Time
- Control Clock set at Race Time plus 2 minutes (T-2) (Example for clarity; if Start Clock time displays 09h00, Control clock must display 09h02)
- Do not tape entry to Back Start Box (no tape on ground – leave 'open')
- SI start blocks (one for each lane)
- Map trays (one for each course) and Staplers
- Start Control to be displayed and visible from Start Box or route to Start Control should be taped

RACO START SETUP (Non-Championship / Bushveld)

- All Clocks to be set to SAST – except for T-2 Clock, which will be set to SAST + 2 minutes
- Where: SAST (SA Standard Time – <http://www.timeanddate.com/time/zones/sast>)
- Registration Clock = SAST
- Computer Clock = SAST
- Finish Clock = SAST
- T – 0 Clock = SAST
- T – 2 Clock = SAST + 2 minutes.



RACO START SETUP (Urban)

All Clocks to be set to SAST – except for T-2 Clock, which will be set to SAST + 2 minutes

Where: SAST (SA Standard Time – <http://www.timeanddate.com/time/zones/sast>)

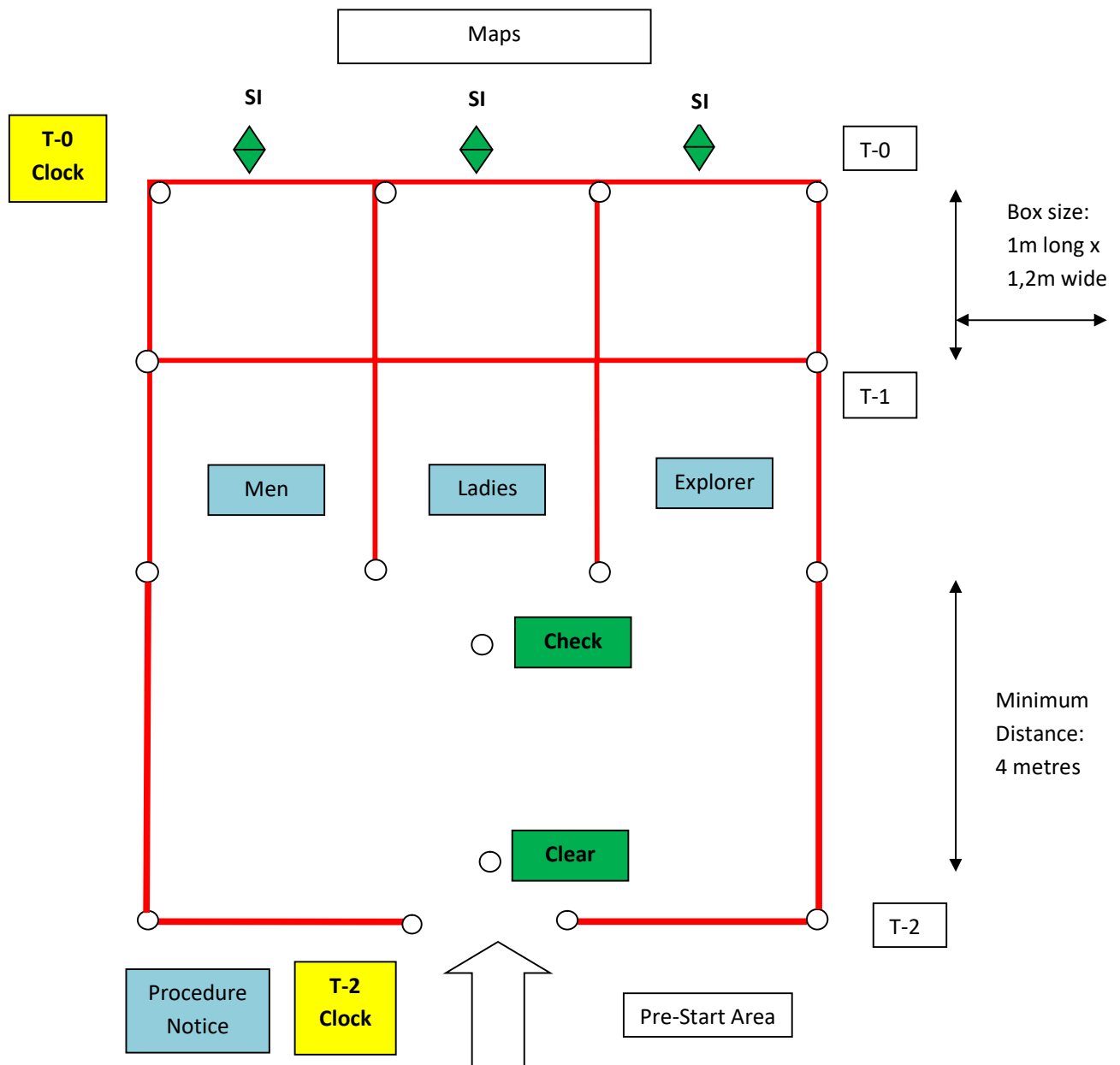
Registration Clock = SAST

Computer Clock = SAST

Finish Clock = SAST

T – 0 Clock = SAST

T – 2 Clock = SAST + 2 minutes.



4.2.2 START CLOCKS

The Start LCD (T-2) clock and Master (T-0) tablet clock with audio signal are synchronised to SAST prior to the event and are brought to each event on the day [Responsibility Gavin Venter]

4.2.3 START OFFICIAL

- Calls competitor from pre-start area to cross T-2 line into Back Start Box (two minutes before allocated start time)
- Calls competitor from Back Start Box to cross T-1 line into Front Start Box (one minute before allocated start time)
- Competitor may pick up the map (but not view it) and use the Stapler provided (if maps are supplied at the Start Box)
- Sets competitor off at time T = zero (ensures competitor starts SI card)

4.2.4 COMPETITOR PROCEDURE

- Be aware of the allocated Start Time (sheet available at Registration)
- Allow sufficient time before your actual start (check Control Clock) for warm-ups etc. Be available at Start at least 5 minutes before your official race start time
- When Control Clock indicates your selected Start Time – proceed straight into the Back Start Box !
- There may not be an Official at the Control Clock and Start Time Sheet.....so, keep focused whilst in the start area. You miss your start time - you get dumped back in the queue to the next available time slot.
- **IT IS THE RESPONSIBILITY OF THE COMPETITOR TO PROCEED TO THE START BOXES AT THE TIME INDICATED ON THE CONTROL CLOCK !**
[Note: The Control Clock is set 2 minutes ahead of actual Race Time (T-2)]
- **The SportIdent (SI) timing system is used.**
- After receiving your 'Dibber' at Registration you are required to fit it – together with a tether string – to a convenient finger (index finger of either hand works well). **A lost Dibber will cost you R900 !**
- At the Start – when your time is displayed on the first clock (T-2) place the Dibber in the receptacle marked '**CLEAR**'. You will hear two or more 'beeps'. The Dibber is now cleared of all previous data. Move into the back start 'box' (T-1).
- On your way, place the Dibber in the '**CHECK**' receptacle to ensure the device is ready – you should hear another 'beep'.
- At T-1 move into the front 'box'. At the T-0 line there will be an audible count down from 10 seconds to start. At time zero (a long beep from the clock) momentarily insert the Dibber into the Start receptacle – a single beep indicates your race time has started.
- Official will call you into the Front Box with 1 minute to go before your start (T-1)
- Collect the appropriate Map for your Course
- Proceed past Start Control and onto your course

4.3 FINISH PROCEDURES

4.3.1 LAYOUT

- Funnel bunting tape to face the last control
- SI Finish blocks with kites attached (at least two SI blocks)
- Finish table (preferably under cover and bunting tape used to limit access)
- Allow sufficient space between finish SI blocks and Finish table for queuing purposes

4.3.2 BACK UP TIMING

- A camera is setup at the finish Emit blocks to record each finisher (Responsibility Alex Puntigam)

4.3.3 EMIT OFFICIAL/S (May involve RESULTS Co-Ordinator)

- Takes SI card from competitor
- Places SI card in SI Reader and creates split time printout (hands to competitor)
- Stores SI card if hired
- Maps may be collected from competitors (on instruction from the Planner)
- Displays results on screen real time
- Processes results and sends to Log Co-ordinator (Alex Puntigam) and to Club Liaison Officer (Val Brentano) for distribution

4.3.4 EQUIPMENT / RESPONSIBILITIES OF RESULTS Co-ORDINATOR [Alex Puntigam]

- Setup the Finish Equipment (contains SI reader, computer, results screen, printer)
- Setup the Event in Mulka
- Load the Courses
- Load the Pre-Entries
- Print a list of Pre-Entries
- Oversee smooth operation of Finish function

4.4 COURSE PLANNING BASICS

4.4.1 CATEGORIES OF EVENTS (Note winning time, distance and difficulty guidelines in ref. material):

- Novelty and Training Events
- Urban Series
- Bushveld Series
- Championship Events

4.4.2 AIMS OF GOOD COURSE PLANNING

- **Balance of technical and physical** ability depending on type of course.
- **Running Navigation** – ‘find and follow the best route’ – not treasure hunt for a control!
- **Fairness** – same conditions for all and **Competitor enjoyment!**
- Due regard for the environment, dwellings and **landowner’s interests**

4.4.3 PLANNING STEPS:

1. Select event centre:
Consider vehicle access, parking area, registration area, prelim start and finish locations, shelter, power, toilets, pleasant surroundings for post event socialising and prize giving. (Note that the start can be located some distance away from the event centre to meet other course objectives e.g. avoiding excessive climb).
2. Basic route concepts:
Define the basic direction and shape of each course e.g. all courses take same route away from start and follow clockwise or anti-clockwise circular courses. (Other ideas = Figure 8, Loops, Cross-over loops). Judge distance, climb and difficulty for each course.
3. Look for Good legs:
Good legs include map reading opportunities and **route choices**. Check route choices carefully and confirm that the map is up to scratch to keep things fair. Think about where you would like to run!
4. Control Sites:
Be fair and remember that they are only there to mark the beginning and end of a leg! Also, don't locate controls too close – the rules say minimum spacing of 30m on different features.
5. Mix it up:
Vary the difficulty and lengths of legs. Also, change direction at each control point (Warning: avoid dog legs!).
6. Check it out:
Spend time in the terrain and try things out. Get a feel for the map and remember to be fair.
7. Control descriptions:
When you are out tagging the control sites, remember to describe the control locations. Be accurate. A control should be clearly visible from the direction that is specified; otherwise it should be equally visible from any direction.
8. Measure the course length and climb:
Distance = straight line, only deviating for physically impassable obstructions.
Climb = number of contour lines crossed going uphill along the shortest sensible route x contour interval.

Reference Material:

- www.racorienteers.co.za
- GOC Event and Technical Standards – V1 July 2021
- SAOF Abridged Rules of Orienteering (Also called 'Foot Orienteering Rules 2008')

4.5 MAP PRODUCTION AND COURSE PRINTING PROCEDURES

This Procedure is intended to assist Planners in executing the tasks of planning courses using OCAD and producing the files for final printing of the maps for competition. ***It assumes the user already has a basic understanding of OCAD.***

SPECIAL NOTES FOR MAP PRINTING:

- At least two contactable phone numbers – preferably those of the Planner and Controller must appear printed on the map for each event
- It is preferable to have the Description Sheet printed on the map – if space is available on the print
- It is also preferable to have the Course Closing times printed on the map – and prominently displayed at the event centre. The course closing time should also be provided in the Event Notice

4.5.1 MAKING MAP CORRECTIONS

- Open Existing Map in OCAD
- Ensure map is not rotated (use in original format using True North vertical) especially if importing from GPS device
- Using tools provided, make additions or deletions as required (importing GPS co-ords is not described here)
- Finally rotate map (according to the latest Declination for the area)
- Add any additional text or logos
- Save as Revised Copy (eg. Rev 2) – this will become the Background Map for the Course Setting
- Send copy of revised map to Pat de Klerk patdeklerk@mweb.co.za for the clubs map database

4.5.2 COURSE SETTING

- Open **NEW** map in OCAD
- Select **COURSE SETTING FOR ORIENTEERING**
- Select scale (normally 1:10,000)
- If you have to change the scale. Go to EXTRA, CHANGE SCALE, click OFF ENLARGE/REDUCE SYMBOLS box. Once done, edit a control circle and check the diameter is 6mm.
- Select **BACKGROUND MAP**
- Select **OPEN**
- Choose the appropriate Background Map
- Select **COURSE** and click on **COURSES**
- Add the courses for the event (eg. Novice, Blue, Brown etc)
- From the tools on the right, select and place the appropriate symbols for Start, Finish and Controls
- Once all controls have been placed, select controls per course (see below)

- Under **COURSE** in right hand panel, select a course (which you previously loaded)
- Double click on the controls in the left hand column in the right panel (in sequence for that particular course)
- Add a Course Title by selecting and placing on the map the **H12** text from the list of provided symbols
- Select **PREVIEW** to view the course and distance (automatically generated)
- Cut control circles: If the circle crosses over another prominent feature. Select the circle then the cut tool. Click and drag from one point on the circle to another to remove that part of the circle. Cut lines between controls if they cross over.
- Export All Course Maps. Go to **COURSE, EXPORT, COURSE MAPS**. Select **ALL COURSES** From the List and Export. This will make separate files for each course. Otherwise print individual course maps in Print (to PDF or to colour printer)
- Individually open each map and check the straight line routes between controls – some may require adjustment to avert water or prohibited area crossings. In this case, click on the line to be adjusted, add points either side of intended cut, select the **SCISSOR** tool and remove a section of the line. Now re-structure the two remaining pieces of line to suit circumventing the obstruction.
- Move Control Numbers so that they are visible on the map and not over the control.
- Select **PRINT**
- In the right hand **PRINT** panel, select **PDF Printer (or other pdf writer software on your computer)**.
- Change scale to suit and also select the paper size from the **PROPERTIES** and **ADVANCED** buttons
- **SAVE** as a pdf with the appropriate Course Name (eg. Novice Course)
- **REPEAT ABOVE 8 STEPS FOR EACH INDIVIDUAL COURSE MAP**
- Submit pdf file to the Printer for reproduction
- Request a TEST PRINT to check before mass printing (check for final scale, courses match description sheets, colours etc). It is worth checking a course length by measuring (with a ruler or distance wheel device) a course on the actual map and comparing with the Ocad calculated distance.

4.5.3 PRODUCING DESCRIPTION SHEETS

- With the map opened as described above, double click on the codes (left column) in right hand panel
- An **OBJECT** panel(top right) gives access to add or change symbols
- Change or add the Emit Block number (selected from the RACO list of allocated blocks)
- Add the appropriate symbols or text from the drop-down menus in the panel, by selecting each description block in turn
- Select **COURSE** (top toolbar) and **PRINT** and also **CONTROL DESCRIPTIONS**
- Select Symbols or Text and the required Course and **OK**
- **Repeat the above 2 steps for each individual course**

5. RACO RESPONSIBLE OFFICIALS

Task:	Responsibility:	Name:	E-Mail:	Phone:
MAPS (New)	OCAD assistance, obtaining base maps with contours	Paul Wimberley	pwimby@vodamail.co.za	0825507793
MAPS (Existing)	RACO Map Database & OCAD schedule	Pat de Klerk	patdeklerk@mweb.co.za	0732001969
EQUIPMENT	Trailer and equipment inventory	Gavin Venter	glventer@netactive.co.za	0833094246
START CLOCKS	Keeps clocks, charges batteries and synchronises to SAST	Gavin Venter	glventer@netactive.co.za	0833094246
INVERTER	Transport inverter to events	Alex Puntigam	apuntigam@gmail.com	0827474921
REGISTRATION	On-line registration info loading	James Hancock	jameshancock0608@gmail.com	0792659823
RESULTS CO-ORDINATOR	Finish computer setup and results compilation	Alex Puntigam	apuntigam@gmail.com	0827474921
HELPERS CO-ORDINATOR	Delegates list of helpers	James Hancock	jameshancock0608@gmail.com	0792659823
ORIENTER LIAISON	Event setup, start register and emit allocation	James Hancock	jameshancock0608@gmail.com	0792659823
MEMBER LIAISON	Event info to members	Val Brentano	vbrentano@yahoo.com	0832639308
WEBSITE	All documents, event sheets and results	Glynn de Klerk	glynn@racorienteers.co.za	0828803314
SI Equipment	Blocks & Cards	Alex Puntigam	apuntigam@gmail.com	0827474921
GOC Logs	Compilation & Distribution	Alex Puntigam	apuntigam@gmail.com	0827474921

APPENDIX 1 : EVENT PLANNING CHECKLIST

Rev. 15/04/2022/pdk

	PLANNER DUTIES SCHEDULE	EVENT:		DATE:						
		Weeks to event :								
CHECK:	TASK :	8	7	6	5	4	3	2	1	0
	Landowner permission									
	Preliminary course planning									
	Confirm Start / Finish / Reg. areas									
	Confirm parking areas									
	Confirm toilet facilities									
	Appoint Controller									
	Event sheet compilation									
	Event details to on-line entry official									
	Event sheet to advertising (clubs)									
	Course planning									

	Assign Codes									
	Check control sites									
	Tag control sites									
	Confirm water points									
	Map corrections									
	Assign Control Descriptions									
	Prepare Maps for Printing									
	Compile control description sheets									
	Controller check – Control sites									
	Controller check – Maps & Des/sheets									
	Collect equipment									
	Check equipment									
	Print Maps									
	Print Description Sheets									
	Collect SI equipment									
	Check SI equipment									

	Send Courses (XML IOF Ver 2.0.3 file) to Alex									
	Establish start intervals (start sheet) – [James]									
	Organiser Liaison (Helpers) – [James]									
	Make Notice Board									
	Purchase Prizes									
	Obtain trophies (if applicable)									
	Pack controls for hanging									
	Charge Start Clock [Pat]									
	Confirm Security Access (gates)									
	Demo Maps & Des sheets (Instruction)									
	Set Controls									
	Oversee event									
	Co-ord control collection									
	Check equipment									
	Return equipment									

APPENDIX 2: TRAILER INVENTORY AND EVENT ORGANISING CHECKLIST

Rev. 05/06/2023/PDK

CHECKED BY:		DATE:	
TRAILER CONTENTS - CHECKLIST			
ITEM :	QUANTITY	CHECKED	NOTES
Controls :			
• Blank kites	120		2 boxes
• Stake Controls	23	Not in trailer	Numbered w/o Kites
Stakes :			
• Long (1,2m x 12mm)	29		General use
• Short (1m x 12mm)	15		General use
• Short (1m x 10mm)	130		For Controls
• Short (1m x 8mm)	41		For START/FINISH
• T-Stakes (1m)	4		For Course Boards
Concrete stake stands	10		
Allen Keys	2		In EMIT tub
Barrier Tape	1		
Banners (old flat type)	3		Start/Finish/Main RACO
Pop Up Display	2		RACO Branding
Teardrop Banners	2		Start – in bag
Teardrop Banners	2		Finish – in bag
Clipboards	5		
Lane/Course Markers	12		Bn,Bu,Gn,L/G,Or,Yel,M,W,E/ Men,Ladies, Explorer
Start Time Boards	4		T-0/1/2/3

SI Instruction boards	3		CLEAR, CHECK, START
Map Trays	8		
Description sheet holder	3		
Scissors	3		
Pens	10		
Staplers	5		Staples spare
String	1		
Hammers	5		
Chair plastic	5		Fold-up blue/grey
Notice Board	1		
Road Signs	7		
Parking Sign	2		
First Aid Kit	1		
Indemnity Notice	1		On notice board
Risk Assessment Sheet	1		In safety File (RENEW)
Snake Bite Guide	1		In Safety File
Relay map line pegs	45		
Water Containers :			
• 20 Litre • 15 Litre (blue) • 10 Litre • 5 Litre • 2 Litre	1		Event Centre (finish)
	2	Not in trailer	Course water
	4	Not in trailer	Course water
	2		Course water
	2	Not in trailer	Course water
Reflective Bibs	4		
Plastic Cups	8		
Paper Cups			
Masking Tape	2		

Plastic Sleeves	x		In start box
Plastic Rubbish Bags	x		
Toilet Paper	x		
Tables	3		Fold Up Large
Gazebo	2		
Umbrella and stake	1		RAC – new stake
Trailer Locks & Key	3		1x loose; 1x Albert; 1x Trailer
Spare Wheel	1		Check Inflated ?
Wheel Spanner	1		
Ring Spanner (24mm)	1		
Jack	1		
Licence	1		Check Validity ?

EQUIPMENT/MATERIALS CHECKLIST (not in Trailer)

ITEM :	QUANTITY	CHECKED	NOTES
SI Blocks	x		As required from Alex Puntigam
SI Cards	x		Full tray from Alex Puntigam
Computer	1		FINISH KIT – with Alex
SI Card Reader	1		FINISH KIT – with Alex
SI Printer	1		FINISH KIT – with Alex
PSU	1		FINISH KIT – with Alex
SI cables	x		FINISH KIT – with Alex
Finish Screen	1		FINISH KIT – with Alex
Backup UPS	1		FINISH KIT – with Alex
Start Clock – Tablet + Power bank	1		With Gavin
Start Clock - LCD	1		With Gavin
White PVC poles for start clocks	3		With Gavin

White PVC Start Procedure notice board	1		With Gavin
Maps	x		
Description Sheets	x		
Legend sheets			
Start Time Sheet			From James
Prizes			
Trophies			Championship only – Val Brentano

Note: x = Quantity depends on event. Check and replenish per event.

APPENDIX 3: EVENT BUDGET CALCULATOR

[Excel Link on RACO Website - Guidelines](#)

RACO CC 2024 BUDGET ESTIMATES							
Event Name		Variable field					
73							
Item:	Unit Cost:	Competitors:	Cost:	Notes:	Budget:	Comments:	
		60					
1	Printing - Maps	R 19,00	R 1 140,00	Waterproof paper	R 1 140,00		
2	Printing - other	R 100,00	R 100,00		R 100,00		
3	SAOF Levies	R 30,00	60	R 1 800,00	Est. On 60 competitors	R 1 800,00	
4	Emit Hire Levies	R 25,00	40	R 1 000,00	Est. On 40 competitors	R 1 000,00	Recoverable
5	Medical Services	R 0,00		R 0,00		R 0,00	
6	Venue Levy (per competitor)			R 0,00	Conservancy Fee	R 0,00	
7	OriEnter Admin Fees (estimate)			R 582,00	5% per entry	R 582,00	
8	Unforeseen expenses	R 100,00		R 100,00		R 100,00	
9	Mapping			R 0,00		R 0,00	New map only
10	Planner	R 1 100,00		R 1 100,00		R 1 100,00	
11	Controller	R 900,00		R 900,00		R 900,00	
12	Prizes	R 500,00		R 500,00		R 500,00	
EXPENSES:			TOTAL:	R 6 222,00		R 6 222,00	

	ENTRY FEE INCOME :	Entry:					
1	Seniors (50%) - Member	R 160,00	30	R 4 800,00	Suggested entry fee		
2	Juniors (20%) - Non-Member	R 120,00	12	R 1 440,00	Suggested entry fee		
3	Seniors (20%) - Non-Member	R 180,00	12	R 2 160,00	Suggested entry fee		
4	Juniors (10%) - Non-Member	R 140,00	6	R 840,00	Suggested entry fee		
5	Emit Hire (std estimate)	R 25,00	40	R 1 000,00			Recoverable
6	Groups (Max 2) - Member	R 200,00	4	R 800,00	Suggested entry fee		
7	Groups (Max 2) - Non Member	R 220,00	6	R 1 320,00	Suggested entry fee		
8	Group Extra (More than 2)	R 70,00	4	R 280,00	Suggested entry fee		
	INCOME:		TOTAL:	R 11 640,00		R 11 640,00	
	PROFIT/LOSS (-):			R 5 418,00		R 5 418,00	
	NOTES:						
	Member vs non-member ratio is rough estimate, from historical data						

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