

Orienteering Canada Officials Training Program

0100 Workshop

Instructor Guide

Created: March, 2018

updated March, 2019

General Introduction

This O100 Instructor Guide provides concepts and guidelines for effective delivery of the O100 workshop. Use it in conjunction with the O100 Manual and the O100 PowerPoint slide set.

The Guide includes possible lesson plans for the workshop and suggested times for covering the sections. Different Instructors may wish to modify these plans, depending on the time available for the workshop, and the prior experience of the workshop participants. In general, we recommend that at least one full day (or two separate sessions of 3-4 hours) be devoted to delivering the O100 workshop.

The PowerPoint slide content supports the O100 Manual. The Instructor should avoid simply reiterating content during the workshop, since workshop participants will be expected to have read the manual in advance, in most situations. The Instructor has the opportunity to pose questions, lead discussion and generally make the workshop as interactive and interesting as possible.

There are a series of prerequisites for participants to be involved in the O100 workshop. They are quite lengthy and could deter some very keen individuals. We ask that the Course Instructor use his / her judgement on accepting those who do not meet the suggested criteria in full.

See additional resources for officials at www.orienteering.ca/resources/officials

Course Conductor Duties

The Course Conductor is responsible for administering and delivering the course. The Course Conductor shall:

- send a Notification of an Officials Training Clinic form to the OC Officials Committee (officials@orienteering.ca), in advance of the workshop
- record the names of the participants and their attendance
- administer the O100 exam either on site or as a take-home exam (preferred)
- evaluate the completed exams and record a pass/fail grade (80% required)
- evaluate a candidate's Beginner and Intermediate C event-standard courses and provide feedback. Candidates can plan courses as a take-home activity.
- record the successful completion of the theory course planning component for each participant
- submit a Certification Record for Officials to officials@orienteering.ca once the candidate has acted as an Event Director or Course Planner at a C event under the guidance of an O200 official (or higher). **Note:** the candidate can submit the Certification Record if s/he prefers. Also, there may be a different person who is the

mentor/controller for the practical component. It then will be this new support person who can sign off for the Official and his/her practicum.

The Course Conductor should encourage the participants to complete the practical component of the O100 certification process by organizing or course planning a C Event soon after they complete the theory component.

Possible O100 Schedule

Session 1: Introduction and administration	09:30 – 9:45	Indoors
Session 2: Certification requirements	09:45 – 10:00	Indoors
Session 3: LTAD	10:00 – 10:30	Indoors
<i>Bio-break</i>	10:30 – 10:45	Indoors/Outdoors
Session 4: O events and officials	10:45 – 11:20	Indoors
Session 5: Event organization	11:20 – 12:00	Indoors
<i>Lunch</i>	12:00 – 12:30	Indoors
Session 6: Course planning	12:30 – 15:15	Indoors/Outdoors
<i>Bio-break</i>	15:15 – 15:30	Indoors
Course planning software	15:30 – 16:00	Indoors

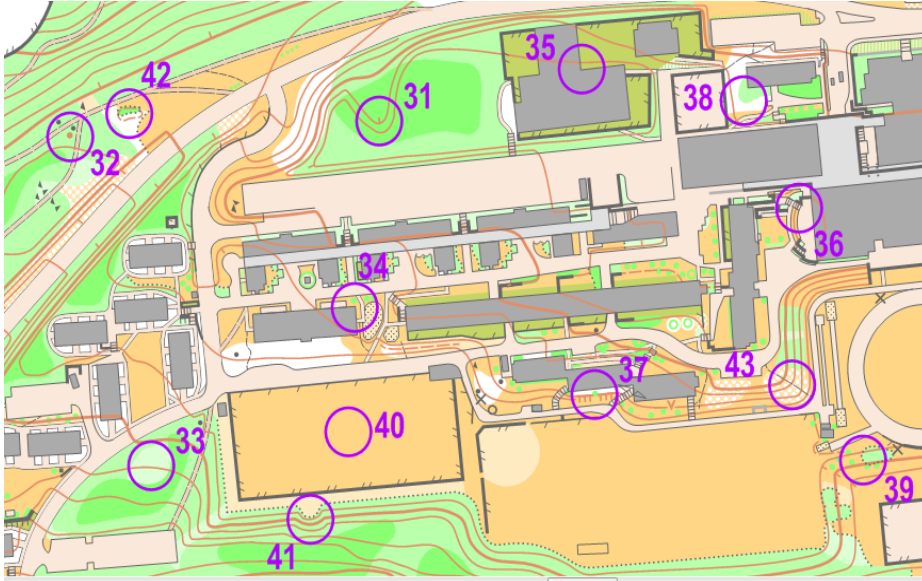
Note: Times allotted are flexible. The instructor should attempt to focus on participants' interests as much as possible, and maximize hands-on practice.

Sessional lesson plans are attached as an Appendix.

Activity 1: Discuss controls 31 to 43. Which controls should be removed? Why?

Location: Manual Sect. 6.4.3 p. 25; related ppt slide 71

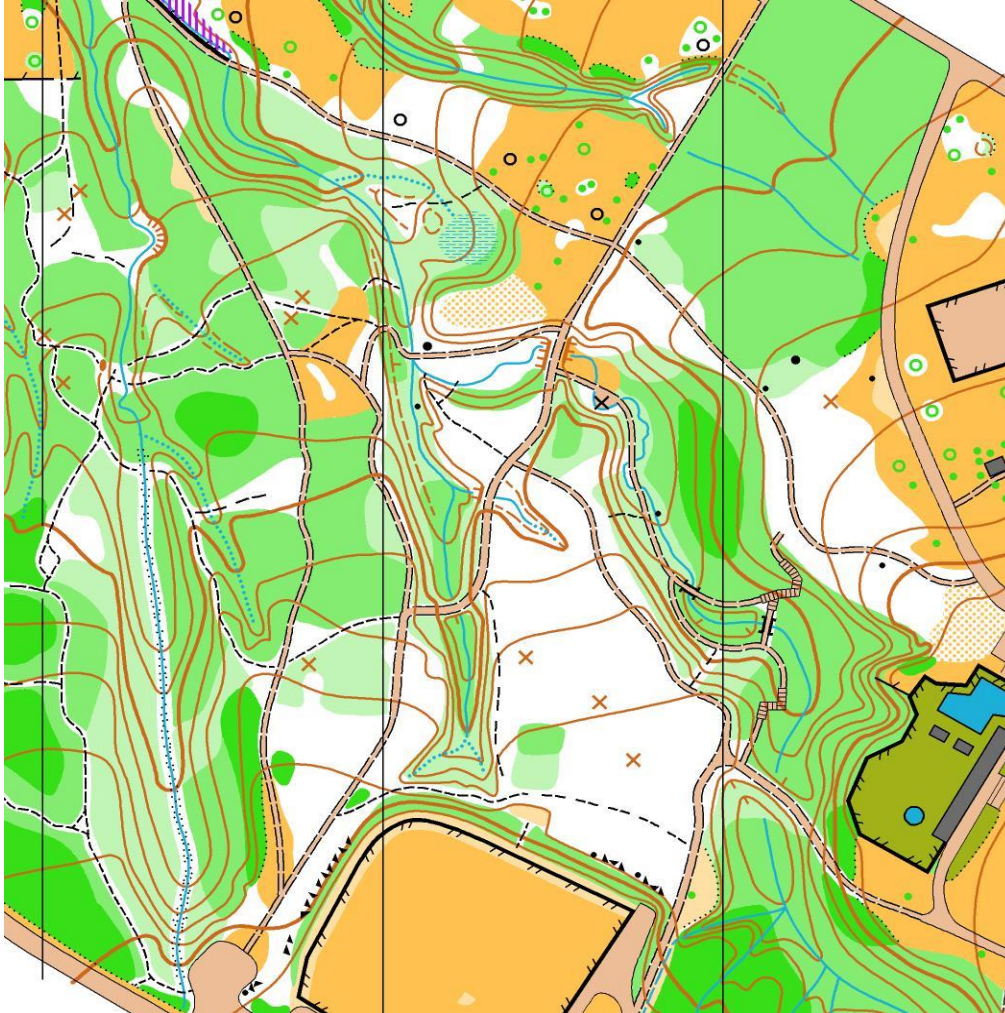
NOTE: Why are Activities 1 through 4 included in the guide? These are here to give a co-ordinated guidance to the Instructor Guide, manual and ppt slides. There are other suggested teaching concepts in the ppt slides which are not identified as such in the manual. These are for the Instructors to use as one sees useful for his / her participants and time constraints.



Considered Solution: Controls 33, 35, 40, 42, 43 represent unacceptable control locations. Control 33 – no specific feature; 35 – at a building inside corner but the olive green is considered a non-passable area; 40 – no specific location; 42 – location is potentially acceptable but only if the control were placed at one end or the other of the wooded area; 43 – this control is not located at a distinct position

Activity 2: Plan two Beginner courses, either on the same map or on two different maps.

Location: Manual Sect. 6.4.4 pg. 27. Related ppt slide 75 (Instructor will most likely wish to use a local map.)



Instructor could use maps of his/her area or maps the participants are familiar with. Participants could create two different Beginner courses on the same map with different start and finish locations or use two different maps.

Activity 3: Plan two Intermediate courses with 5 to 7 controls with no acute angles or doglegs. Remember to vary length, direction and route choice.

Location: Sect. 6.5.1 pg 28. Related ppt slide 78

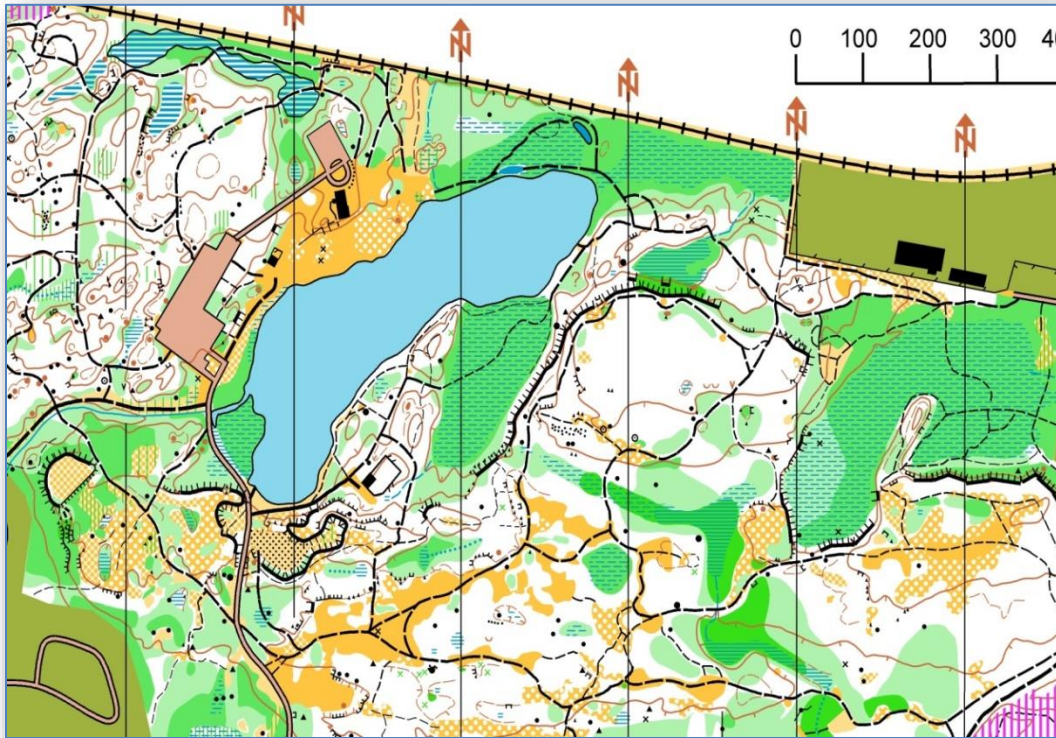
Activity 4: Which areas should be avoided on the map below? Why? Which areas are suitable for orienteering?

Location: Manual 6.5.2 pg 29. Related ppt slide 80

It is suggested to consider this map and / or one of your local area. There may be a map or two within the area in which the course is being delivered that also may be discussed. This may give

participants a better overview of different types of areas that are mapped and ideas on how to use them and construct the courses they will create for their proposed participants.

Map frame below is from pg 29 in manual, Slide 80 in ppt.



Appendix 1:

Individual lesson plans which can be used if the Instructor wishes to use them. Modify to suit your situation.

Example Lesson Plan

Session 1: Introduction

Time: 09:30 to 09:45

Facility / Location:

Outline:

- Participants introduce each other (use icebreaker)

- Confirm schedule for the workshop sessions
- Team activity: Map puzzle; Map symbol/Control Description relay

Learning Objectives

- Participants understand the work plan for the day
- Participants experience a team approach to tasks

Methodology: Class discussion; communal activities (icebreaker; team activity)

Resources: Copies of workshop schedule (distributed in advance); activity materials (e.g. puzzle; relay cards); computer projector

Session 2: O100 Manual - Section 1 - Introduction

Time: 09:45 to 10:00

Facility / Location: Indoors

Resources: O100 Manual - Section 1, pages 4 - 5

Outline:

- Review Official Certification requirements
- Review Certification Form

Objectives:

- Participants will know the certification requirements for O100 officials.
- Participants will understand the range of topics to be covered in the workshop, and their sequence

Discussion: Slide #3 Requirements and Learning Objectives

Methodology: Lecture, discussion and Ppt Slides 1 - 4

Session 3: O100 Manual - Section 2 LTAD

Time: 10:00 to 10:30

Facility / Location: Indoors

Resources: O100 Manual - Section 2 (pages 6 – 12); Ppt slides 5 -16)

Outline:

- Identify the rationale behind the LTAD
- Examine how the LTAD model fits into the OC recruitment, retention and coaching framework

Objectives: Participants will be familiar with the LTAD model and its implications for orienteering course planning, training and coaching activities

Methodology: Lecture, Ppt slides 5 – 15 (present slides 5 to 8, and then consider slides 9 to 15)

Discuss: Slide # 8 with Section 2.1 Course planning criteria for Active Start, FUNdamentals and Learn to Train

Resources: O100 Manual - Section 2 (pages 6 – 12); Ppt slides 5 -15)

Bio-Break: 10:30 – 10:45

Session 4: O100 Manual - -Section3 - 5 Event Organization

Time: 11:15 – 12:00

Facility / Location: Indoors

Resources: O100 Manual - Sections 3 - 5, pgs. 13 - 22; Ppt slides 16 – 48

Outline: When organizing a C event, there are specific tasks that need to be completed before, during and after the event.

Objectives: The participants will understand the tasks involved in organizing a C event, including the rationale, the sequence of functions and who is responsible for executing them.

Methodology: Discuss Slides 25 – 27; 33 - 34 and Slides 43 – 46 in particular; (use material in slides as it is a good review with the manual)

Discussion: Slide 25 - 27 Duties and roles within a C Event in your Community

Discussion: Slide 33 – 34 Safety

Discussion: Slide 43 – 46; An Overdue Participant

Lunch: 12:00 – 12:30 indoors/ outdoors

Session 5: O100 Manual - Section 6 **Course Planning Theory**

Time: 12:30 – 14:00

Facility / Location: Indoors

Outline:

- Review course planning terminology and course planning theory.
- Analyze example courses and control placements.
- Practice planning courses.

Objectives: Participants will be able to plan enjoyable, fair but challenging courses that conform to the LTAD model and to Orienteering Canada course standards.

Methodology: Lecture, discussion, course planning exercises with feedback and analysis

Resources: O100 Manual – Section 6; pgs. 23 – 31; copies of maps for course planning exercises; red pens; (ppt slides 49 – 90)

Bio-Break 14:00 – 14:15

Session 6: O100 Manual - Section 6 **Course Planning Practice**

Time: 14:15 – 15:30

Facility / Location: Indoors

Outline:

- Practice planning courses.

Objectives: Participants will be able to plan enjoyable, fair but challenging courses that conform to the LTAD model and to Orienteering Canada course standards.

Methodology: Individual course planning exercises with feedback and analysis from other participants and instructor

Resources: O100 Manual – Section 6; pgs. 23 – 31; copies of maps for course planning exercises; red pens; (Ppt slides 49 – 90)

Session 7: O100 Manual - Section 7 Course Planning Software

Time: 15:30 – 16:15 (or as time permits and the Instructor and Participants interest; this section may also be introduced before Section 6, if so desired))

Facility / Location: Indoors

Outline:

- Introduction of *Purple Pen* and *Condes* software – pros and cons of each system.
- Practice using course planning software to build a course on a provided map file.

Objectives: Participants will know the major features of some of the orienteering course planning software packages, and will have successfully planned a draft course using *Purple Pen* or *Condes*. (Some folks like using OCAD but the program is needed).

Methodology: Lecture, discussion, demonstration of software (if time permits)

Resources: O100 Manual - Section 7; pg 32 p pt slide 91 and 92; *Purple Pen* software can be installed on each participant's computer (before the workshop); User's Outline of the process for setting up a course in *Purple Pen Condes* (if PTOA has subscription); map file (OCAD, OOM or PDF format) on a USB stick (or distributed electronically before workshop) for each participant's computer.

Time: 16:15 – 16:30

Wrap-up:

- Call for final questions.
- Review of next steps in certification process.
- Distribution of course evaluation forms for feedback.

Appendix 2:

Lesson Plan Template:

0-100 Event Director Clinic

Time:

Session:

Facility / Location:

Outline: 1.

2.

3.

Objectives: 1.

2.

Methodology:

Resources: