3. Event Planning and Organisation

Event Planning and Organisation Learning Objectives

- **At the completion of this module the Controller will be able to:**

  – Identify the tasks and their timing to organise Group A2 and B events

  – Describe the event layout requirements (arena, parking, finish, start)

  – Understand the process to manage event risks in order to ensure these will be managed correctly for an event

  – Achieve basic awareness of the IT systems required to manage an event

Event Management

Roles of event officials

Controller -

- supervise all aspects of event organisation and work in close collaboration with organiser and course planner

Course planner -

- all aspects of course planning and implementation

Organiser -

- Overall event management
- Plan, schedule and implement all required tasks (with other helpers as required)
- Support course planner

Event Management
Main Event Tasks

Roles of main event officials

Official	Role
Organiser	Overall event management Landowner permission Plan tasks and their schedule Organise helpers before and during event Ensure safety procedures followed Recruit event day personnel – rego, start, finish Support course planner Plan assembly, start, finish layout with course planner
Course Planner	Set courses and field check, Prepare control descriptions and master maps Place controls Plan assembly, start, finish layout with organiser Assist in SI set up Organise map printing
Controller	Supervise all aspects of event organization and course planning including liaison with course planner and organiser

Event Management
Main Event Tasks

Controller needs to check that

- Tasks are being done when they need to be

- Assigned volunteers are aware of the roles and responsibilities

Two-way communication is the key.

Event Management Timeline

2 years to 1 year pre event

- **Area and map/s for events**
  - Permissions / access restrictions
  - Suitability for event – terrain, map quality
  - Condition of map – updates, mapping specification, scale
- **Event budget**
- **Event team**
- **Advertising event**

Event Management Timeline

1 year to 6 months pre event

- **Map updates complete**
  - Course setting – event format, km rates
- **Assembly area**
  - Parking, arena, start, finish
- **Website/ eventor, entries**
  - Classes offered
- **Event equipment and resources**
  - Control / SI allocations
  - Batteries status of SI units
  - Other event equipment (particularly for major carnivals)
  - Toilets!!

Event Management

	Prologue	Easter 1	Easter 2	Easter 3	S
# Controls	40	70	70	70	
SI range	31 - 70	31 - 100	101-170	31 - 100	3
SI Start controls	2	4	4	4	
Finish controls	2	2	2	2	
Finish SIAC	1	1	1	1	
Clear	2	4	4	4	
Check	2	4	4	4	
Battery	1	2	2	2	
Test	1	2	2	2	
Radio Controls					
SI units from	Start	Start	Start	Prologue	B
SI units to	Easter 3	Spit GC + Sprint	Sprint Relay	Sprint WRE	B

Items	OQ-Summit	OQ Tony B	OQ-Tim	BBB	ENQ	MTBO	PLQ	RRQ	SOQ	TFQ	UGQ
Generator, Fire Extinguisher, Fuel container	d (check it works)		1		1	1KVA	0	yes	1		0
Walkie-talkies/UHF radios					0		0	3	2		2
Instant-up gazebo - 3mx3m					2	3	1	3	1	2	1
Instant-up gazebo - 4.5mx3m					0		0		1		0
Instant-up gazebo - 6mx3m											1
Tables large - 1.8m					2	3	2		3	2	1
Tables small - <1.8m		1			3	0	3			1	2
Chairs/stool		2			2	3	0	3	4		2
Control stands - timber free standing frames	20 flatpack+2	10	1		0		0				0
Control stands - metal free standing base	5?	10			0		0	10			0
Control stand - ground spike picket	160 heavy 65 light		32 heavy hex		100	30	0	60	45	30	73
Stand for Rubbish bags					2		0	1			0
Metal posts for bunting					40	20	0	15	20	15	25
Bunting - safety/hazard tape	heaps	yes			yes		0	yes	yes	yes	135

Event Management Timeline

6 months to 3 months pre event

- **Preliminary courses set**
  - Checking courses, control sites
- **Safety plan**
- **Event bulletin / program**
- **Test printing**
- **Event details**
  - Catering, event teams, prizes, first aid

Event Management Timeline

3 months to 2 weeks pre event

- Entries open

- Entries close

- Start draw (check specific rules for event, don't overlap classes)

- Courses finalised and sites tagged

- Final program / bulletin

- Layout of assembly area

- Details of gear and SI (correct gear to relevant people)

- Potential jury members

Event Management Timeline

2 weeks pre event

- **Entries closed and start list developed**

- **Controls in forest (except sprint)**

- **Water in forest**

- **Tape legs, crossings etc**

- **Final details for team**

- **Maps and control descriptions printed**
  - Final course details to SI coordinator

- **Organise master maps & control collection plan**

- **Search & rescue team**

Event Management Timeline

1 day pre event

- Sync SI units

- Check all control sites and put out SI

- Set up arena

Event Management Timeline

Race day

- Last minute controls out

- Check timing system / start clocks sync

- Maps and control descriptions to start

- Supervise early starters

- Check all finishers in

- Confirm official results for prize giving

- Provide maps to control collection team

- Coordinate search if required

- Leave arena as found

Event Management Timeline

After event

- **Return all gear**

- **Load results on eventor**

- **Event and incident reports**

Event Management

SPORTIdent – some key points

- Control numbers 1-30 for special purposes, 31-255 for controls

- Special numbers for radio controls

- Programming Units – time synchronisation (use GPS), start time, finish time, check output on log file (serial number vs control number)

- Start, Finish, Clear and Check units – program on the day, time synchronisation, real time set up, check set up with spare SI cards

- Failed units – check punch marks, software can manage, replacement controls

- Pre-set start times – time synchronisation very important (use GPS), check start draw

- Courses – check control numbers for each course

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Event Management

Start lists

- Planning should consider number of predicted entries per course
- Start intervals depend on race type – 1 min sprint, 2 min forest, 3 min schools / elite long
- Consider spreading some classes more to avoid following
- Spread classes over whole start block – even numbers of runners entering forest
- Start times for elite classes to maximise spectator interest
- Consider spread of times likely for course – start some classes earlier
- Consider starting youngest and oldest classes early to avoid heat

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Event Safety

Event Safety Issues

- Risk management
- Responsibility - controller, event organiser, course planner
- Considerations during course and event planning
- Safety of officials during event planning
- <u>Hot and cold weather issues, also wind, storms, lightning</u>
- Medical and first aid
- Event information for participants
- Safety information at start
- Registration records
  - Enter on the day
  - Pre-entry
  - MTBO

Event Risks

- Financial risk to organising body
- Insurance coverage
- Resources
- Risk of event cancellation
  - Weather
  - Loss of area
  - Potential access problems
  - Tracks / parking
  - Contingency Planning
- Environmental Impacts
  - assembly area
  - courses
- Public Safety

Event Safety Issues

- Risk management

- Responsibility - controller, event organiser, course planner

- Considerations during course and event planning – people working alone – epirbs, phone coverage

- Safety of officials during event planning

- Hot and cold weather issues

- Medical and first aid

- Event information for participants

- Safety information at start

- Registration records

- Search and Rescue plan

Event Safety

Cancelling an event

• Heat – over 35C

• Excessive wind (falling trees) / lightning

• Fire risk

• Flooding

• Land access issues

• Keys for access gates

• Clashing events or other land users – motorbikes or 4WDs, shooting

• Animals – wild or livestock

• Contact details for emergency services

• Search and Rescue procedures

*Event risk assessment documents

Event Safety

- Considerations for particular age classes
  - Hard 5 – set for older age classes. Reduced climb, vegetation thickness, rockiness. Careful placement of controls.
  - Very Easy – Courses can't be too easy. No 'interesting' controls. Avoid legs with traffic, livestock etc. Controls on approach side/directing towards next leg. Consider view of terrain for small children. Tape whole legs
  - Easy – Addition of small decisions. Major handrails very close. Tape legs if required
  - Very Easy and Easy require no ability to interpret contour features – use man-made handrails
  - Moderate – give navigation progressions, but always needs a safe option and strong catching features.
  - Juniors/ schools – many inexperienced competitors

Event Safety Issues

- Search and Rescue – OQ Search and Rescue guide
    - appointment of search coordinator
    - when to commence a search
    - search procedures
    - preparation for a search
    - contact emergency services
    - documentation

    *Search and rescue plan and records

Search and Rescue

- Events must have a Search and Rescue Plan
- A Designated Search and Rescue Coordinator
  - Needs to be on site at event until all runners have returned
- Resources for a Search –
  - Search teams – fit and able to cover required terrain
  - Emergency contacts
  - Maps (all courses and controls, extensions of area)
  - Communication equipment
  - Retrieval team(s) and vehicles
  - Ability to access vehicle tracks in the area
  - Above need to be in place on the day
- Monitoring missing runners on the Day
  - Time for concern depends on the competitors involved
- First Aid

4. Orienteering Mapping and Map Production

Orienteering Mapping and Map Production
Learning Objectives

- **At the completion of this module the Controller will be able to:**

  – Obtain sufficient knowledge of map specifications and required map scales applicable to each event type, to ensure these are correctly applied

  – Understand the use of course planning software through the course review process and preparation of the final course maps

  – Understand the need to ensure the final printed maps are of the required standard and quality

Maps & Course Marking

- What makes a good orienteering map?
- Printing methods – get check print done and supervise printing for event
- Digital 4 colour (CMYK) laser printed maps
- Course marking & control descriptions
- Paper quality & plastic bag OR waterproof paper
- Flow chart for course planning at a controlled event
- OCAD: maps – mapping specification ISOM2017 / ISSprOM2019
- Scale, legibility of the map, print area
- Customise print area for different courses – suitable boundary to map
- Suitable software for course setting – Purple Pen, OCAD, Condes

In the field

- Check that the map is clear and correct, particularly where it may influence navigation
- Control sites are on clearly mapped features. Move if necessary
- Check that multi-level mapping is clear and legible
- Does the terrain require use of enlarged scales for certain classes?
- Are controls located sufficiently far apart (overlapping circles are a red-flag)
- What legs need taping/ crossing points etc

Map printing

- Map layout optimised for all courses – may be several layouts for larger events
- Overprinting uses correct shade of purple for colour blind people
- Map marking uses correct circle size for map scale (circles scale with map)
- Correct information and logos on all maps
- Break circles and lines where needed to avoid covering critical detail (avoid bending lines)
- Does the course need a map flip for clarity?

Map printing

- WRE standards from IOF are moving towards requiring Teslin for map printing (not pretex)
- Pretex generally sufficient for non-WRE events
- White paper ok, but needs to be bagged (100 GSM +)
- Some colours need to be adjusted depending on map + paper + printer combination (good to consult with experienced map printers for this)
- Test prints needed for major events so that you don't run into issues at the last minute

5. Running and Concluding the Event

Running and Concluding the Event Learning Objectives

- **At the completion of this module the Controller will be able to:**
  - Obtain awareness of the responsibilities of the controller at the event
  - Develop awareness of the types of issues that may occur at the event in order to ensure these can be managed as required, and be prepared to manage unforeseen circumstances
  - Understand the requirement and approach to produce a post event controller report

On the day

- **Organisation issues**

- **Competitor mis-punches or disqualifications**

- **Missing or late competitors**

- **Course problems / cancelling a course**

- **Confirming results**

- **Post event controller report**

Managing issues during the event

- **Organisation issues – things can and will go wrong on the day**
  - Be as organized as possible
  - Have spares of everything
  - Don't leave too much to the last minute so you don't have capacity to fix things
  - Make lists and share them
  - Delegate all the 'standard' tasks so you can do the checking
  - Don't underestimate the capacity of people to do weird stuff
  - Focus on the essentials – controls in the correct locations!

Managing issues during the event

- **Controller timeline**
  - Control check (turn on controls) – make a control check course
  - Check clock sync
  - Maps in correct boxes + control descriptions
  - Flow through start procedure – correct call up time
  - Observe first starts to ensure everything is moving correctly
  - Go to finish – observe early finishers & check that downloads are happening without issue
  - Stay in vicinity of finish to help deal with any issues

Managing issues during the event

- **Competitor mis-punches or disqualifications**
  - Direct all complaints/ enquiries to the registration tent
  - Finish team to work out whether it's a runner issue or control issue
  - Most MPs resolved without protest
  - Otherwise follow process for lodging a complaint and then protest
- **Step 1 Complaint – decision by event organizer**
  - May have time limit.
  - Outcome advised to all affected competitors
- **Step 2 Protest – convene an independent jury**
  - 15 min time limit from decision of complaint
  - Final decision advised to all affected competitors

Managing issues during the event

- **Course problems / cancelling a course**
  - The organizer can cancel a course without a protest
  - The organiser must void a course if circumstances have arisen which make the race significantly unfair and it is not possible to rectify these circumstances.
  - The organiser must stop, postpone or cancel a course if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitors, officials or spectators

Managing issues during the event

- **Missing or late competitors**
  - Competitors may be 'late' before the end of the event.
  - Keep an eye on the running times of competitors during the event
  - Friends or relatives may come to the organisers if someone is taking longer than they should
  - Ask finishing runners whether they have seen the person
  - Be proactive about assembling a search party early while there are plenty of people at the event
  - Trigger search and rescue earlier rather than later

After the event

- **Confirming results – results finalized within 15 mins of final finisher**
  - Give results to prize giving team for presentations
  - Ensure results, splits etc are loaded onto eventor
- **Post event controller report – Appendix 11**
  - Did the event go according to plan?
  - Winning times met? Suitable terrain?
  - Were there any issues? Protests?
  - Any lessons learnt or recommendations for future events

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6. Fairness and Equity

Fairness and Equity
Learning Objectives

- **At the completion of this module the Controller will be able to:**
  - Obtain sufficient knowledge of the rules relating to fairness in orienteering to be able to ensure that are applied at an event
  - Understand the management of complaints and protests at an event, and the role of the controller in this process

Fairness and Ethics

Controllers responsibility – to ensure that fairness maintained

Main issues are with respect to courses –

- Courses meet specified requirements
- Ensure contest is fair - eliminate element of luck
- Eliminate doubtful control sites
- Controls are placed and visible with respect to the description

Fairness and Ethics

Competitors responsibility with respect to fair play, refer to section 26 in OA foot rules

- 26.1 – competitors responsibility
- 26.2 – obtaining assistance – application of this for younger and less experienced competitors
- 26.9 – when a competitor has finished
- 26.10 – breaking the rules

Controller needs to be aware of these and other rules as they may need to apply them

- When a complaint is made
- To assist in adjudication in the event of a complaint or protest

What do we mean by Fairness?

All competitors treated equally and fully informed, e.g. display of previous maps of the area.

Clear procedures, accurate information e.g. accurate times & distances to starts, start / finish procedures

Courses planned so that cheating does not give advantage, e.g. controls at compulsory crossing points, no advantage in crossing out of bounds areas.

Courses planned so that competitors can make informed route choice decisions based on the map e.g. no unmapped fight

Robust timing system preferably with a backup independent system

Systems in place to encourage ethical conduct

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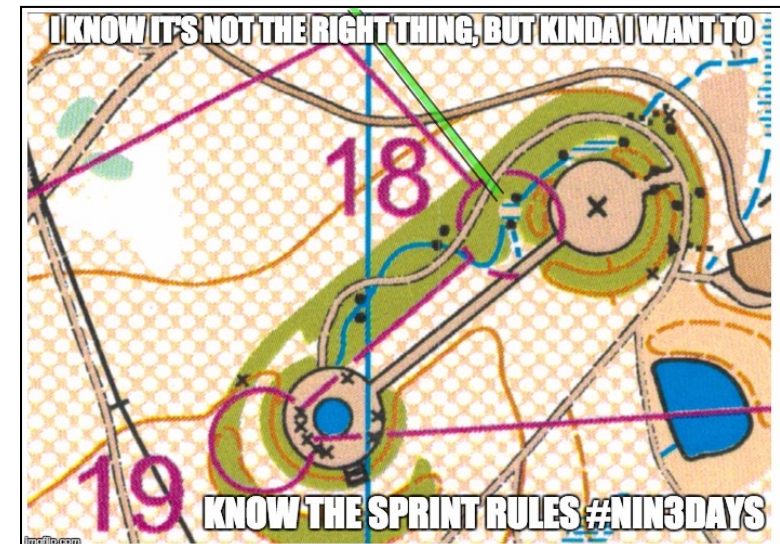
Following

Following is impossible to completely eliminate, but you can take steps to minimise this:

Good course planning:

- No bingo controls (less chance of bunching).
- Minimise doglegs (allowing catching runners to see target).
- Start position (not allowing runners to see route out from start).
- Course splitting (only applicable to relays & some loop short races)

Organisation / procedures:

- Start list allocation / seeding
- Strict requirements for runners arriving late start (not changing start times for late starters but allowing them to start asap)

Fairness and Ethics

Control Punching – Electronic and Manual (not used for major events)

- Appendix 3 Approved cards and marking devices
  - Allows for punch cards, SPORTIdent
  - Competitor is responsible for their "SI Card"
- Punching correctly i.e. no technical problem with punching device, is the competitor's responsibility
- Refer to Appendix 3 – for some guidelines
- New IOF rules acknowledge issues with SI and make allowance for checking control units – needs deposit fee and doesn't work with SIAC (not adopted by OA)

Cancelling a Course

26.12 The organiser must stop, postpone or cancel a course if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitors, officials or spectators.

26.13 The organiser must void a course if circumstances have arisen which make the race significantly unfair. See Appendix 10; Guidelines regarding Complaints and Protests and Cancelling a Course.

There can be no hard and fast rule determining when a course should be voided and when the results should be left to stand with those adversely affected by a problem regarded as unfortunate. However the key considerations should be:

– Has the problem affected the results so badly that the race is no longer perceived by the competitors, the public and the media as reasonably fair with credible results?

– Is it probable that the results will be challenged and the challenge upheld?

– Does the perceived unfairness outweigh the requirement to declare a result and celebrate the winners?

Complaints, Protests and Juries

Jury Composition – refer to section 29

Process

-    Complaints – made to the organiser who adjudicates (consult with others depending on the nature of the complaint, advises all affected by the decision

-    Protests – dealt with by the Jury, Jury Composition – refer to section 29

-     Refer sections 27, 28, 29 and Appendix 10

Complaints, Protests and Jury

There are a number of factors which the organiser (and if necessary the jury) must consider.

- How many and what proportion of competitors were affected? A problem that adversely affected 10% or more of the field could be taken as an indication that the course may no longer be fair.
- Were the affected competitors potential medallists?
- Is it likely that the problem has seriously affected the placings of the leading competitors?
- How large and serious was the effect of the problem? A few seconds are more significant in a sprint than in a long distance race.
- What is the status of the competition (e.g. a WRE, Australian Championship)?
- What type of course is it (qualification, final, interval start, mass start, sprint, relay etc)?
- Is it fair to competitors not affected by the problem to void the course?
- Which outcome would do least harm to the image of the sport? How do the negative consequences of voiding the course compare to the negative consequences of not doing so?
- Could the competition be rescheduled at a time fair to the competitors, organizers?
- Was the problem an organiser error or was it something outside of the organiser's control? There may be a greater willingness to allow the results to stand if the problem could not easily have been prevented.

The above factors must be considered together. Often more than one is relevant and a balanced judgment has to be made.

Sometimes the relevant factors will be very finely balanced and there is likely to be criticism whatever decision is made.

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A competitor has been disqualified for missing an electronic control. He says he used it correctly but no punch was recorded.

The control turns out to be a spectator control and a number of people state they saw the competitor at the control, including the controller and planner. However they cannot confirm whether the competitor punched correctly due to the noise from the spectators.

Refer to Appendix 10

Complaints, Protests and Jury

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A competitor arrives late for his start, he claims the route to the start was not clearly marked. The start team give him a late start. When the competitor finishes he realises his time has not been amended and puts in a protest.

On talking to the start team, it turns out that approx 10% of competitors arrived late for their starts and there were a number of complaints to various members of the organising team that the route to start was poorly marked and many people got lost.

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A competitor arrives late for his start, he claims the route to the start was not clearly marked. The start team give him a late start. When the competitor finishes he realises his time has not been amended and puts in a protest.

On talking to the start team, it turns out that approx 10% of competitors arrived late for their starts and there were a number of complaints to various members of the organising team that the route to start was poorly marked and many people got lost.

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Some competitors protest that a control in a creek is in the wrong place. After the first complaints the planner went out and replaced the control in the correct position. The jury visits and finds that the tape and original position of the control was 20m out of place but on the correct creek.

Moving a control flag during a competition always introduces unfairness and should be avoided unless necessary for the safety of competitors (such as juniors / road crossings).

The jury needs to establish whether the original position of the control was visible when a standing at the centre of the control circle (checking if the description indicated a location on the creek). If it was visible then no action is necessary. If the flag was not visible the next question is how many competitors were affected before the flag was repositioned. If significant numbers were affected then consider voiding the course. Consider voiding other courses/classes using the same control site depending on numbers affected per course / class.

What Makes a Good Event?

- No complaints or protests indicate that at least the rules were followed, but is this all that is required?
- Competitor satisfaction with courses – competitor mistakes were not the result of poor course setting or control placement.
- Winning times match expectations, few DNFs
- Spectator satisfaction with assembly area,
- Neither the assembly area or courses have detracted from each other's requirements

Controller Accreditation Process

Accreditation
Re-accreditation

Requirements for Level 2

- Be an accredited Level 1 Controller
- Have at least five years of current competition experience, including a substantial number of events in A classes
- Have competed in major (Group A or B) interstate events within the last three years
- Within the last eight years:
  - Been the main course-setter at a Group B (or Group A) event
  - Been the main organiser of a Group B (or Group A) event
  - Successfully controlled a Group C event, ideally within the last 4 years.

Task * Mandatory task: If these cannot be fulfilled within 8 years, contact the OA Technical Director.	Number of points towards initial accreditation at:		
	Level 1	Level 2	Level 3
Controlling			
o Group A2 or B event within past 4 years	NA	NA	40*
o Group A2 or B event within past 8 years	NA	NA	30
o Group C event within past 4 years	NA	30*	NA
o Group C event within past 8 years	NA	20	NA
Course Planning			
o Group A event	25	25	25*
o Group B event	20	20*	20
o Group C1 event	15*	15	NA
o Group C2 event	10	NA	NA
Organising			
o Group A event	25	25	25*
o Group B event	15	15*	15
o Group C1/2 event	10*	10	NA
Attend			
o controller update session	20*	20*	20*
o organiser/course planning course	10	10	10
Conduct controller workshop	NA	20	20
Train new controller	NA	10	10
Other appropriate tasks as determined by State Association Technical Director for L1 & L2 or OA Technical Director for L3	Can include participation in Group A and B events		Can include attendance at / participation in international events and IOF Event Advising
Total points required	60	75	100
Points can be accumulated over previous	8 years	8 years	8 years

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Re-accreditation

Task *Mandatory task: If these cannot be fulfilled within 8 years, contact the OA Technical Director.	Number of points towards re-accreditation at:		
	Level 1	**Level 2**	**Level 3**
Controlling			
o Group A event	NA	NA	40*
o Group A2 or B event	NA	30*	30
o Group C event	20*	20	N/A
Course-planning			
o Group A event	25	25	25
o Group B event	20	20	20
o Group C1 event	15	15	N/A
o Group C2 event	10	N/A	N/A
Organising			
o Group A event	25	25	25
o Group B event	15	15	15
o Group C1/2 event	10	5	N/A
Attend			
o controller update session	20*	20*	20*
o organiser/course planning course	10	10	10
o IOF Event Adviser workshop	N/A	N/A	10
Conduct controller workshop	20	20	20
Train new controller	10	10	10
Other appropriate tasks as determined by State Association Technical Director for L1 & L2 or OA Technical Director for L3	Can include participation in Group A and B events		Can include attendance at/ participation in international events and IOF Event Advising
Total points required	**60**	**75**	**100**
Re-accreditation period	5 years	5 years	5 years
Points can be accumulated over	8 years	8 years	8 years

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