

## Appendix C : Event Officials

### 1. Appointment of Event Officials

#### 1.1 Introduction

1.1.1 The following information suggests the advised experience required for the main officials at events. It is acknowledged that not all Officials will meet the advised requirements exactly, and equivalent experience may be taken into account.

1.1.2 It is recognised that the existing methods for the appointment of officials vary throughout the country and that, particularly for events of Level 3, 4 and 5, Associations may, for good reasons, wish to vary the existing pattern.

1.1.3 Officials of events outside the normal individual format (e.g. Relay, Night, Sprint, etc.) should have relevant experience of that format.

#### 1.2 Organisers

1.2.1 The requirements for Organisers are:

Level	Responsibility for appointment	Experience advised
1	Association in consultation with the club(s) involved. British Orienteering Event Standards Committee to approve (delegated to Major Events Co-Ordinator).	Successfully organised at least two events at Level 3. Successfully planned at least one event at Level 4. Attended the British Orienteering Major Event Organisers' Course. (Course O1).
2	Club. British Orienteering Event Standards Committee to approve (delegated to Major Events Co-Ordinator).	Successfully organised or co-organised at least two events at Level 3.
3	Club.	Successfully organised at least two events at Level 4. Attended a British Orienteering Badge event Organiser's Course (Course O2).
4	Club.	Have helped at two or more events at Level 4 or above. Have attended a British Orienteering Colour-Coded Event Organiser's Course (Course O3).
5	Club.	Briefing by appropriate club official. Observation of procedures at a Level 5 event.

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### 1.3 Planners

1.3.1 The requirements for Planners are:

Level	Responsibility for appointment	Experience advised
1	Association in consultation with the club(s) involved.  British Orienteering Event Standards Committee to approve (delegated to Major Events Co-Ordinator).	Successfully planned or controlled at least two events at Level 3 or above within the last 10 years (one within the last 5 years)  Attended the British Orienteering Major Event Planners' Course  Organised or co-organised at least one event at Level 4 or above within the last 10 years.  Satisfactorily demonstrated an understanding of the concepts of technical difficulty as defined in Appendix 2 (Principles of Course Planning).
2	Club.  British Orienteering Event Standards Committee to approve (delegated to Major Events Co-Ordinator).	Successfully planned or controlled at least two events at Level 3 or above within the last 10 years (one within the last 5 years).  Satisfactorily demonstrated an understanding of the concepts of technical difficulty as defined in Appendix 2 (Principles of Course Planning).
3	Club.	Successfully planned at least two events at Level 4 within the previous 10 years (one within the last 5 years).  Attended a British Orienteering Badge Event Planner's Course. (Course P2).
4	Club.	Attended a British Orienteering Colour Coded Event Planner's Course. (Course P3).
5	Club.	Competitive experience.  Briefing by appropriate club officer. (As there is no requirement for a qualified controller to be appointed, this could be extended to include monitoring and checking during all stages of the planning).

1.3.2 For Major Events, organised by an Association, there is a convention in some parts of the country, that members of the Club providing the area should have first consideration when planner(s) are selected. This is fair and sensible if the planner(s) concerned have the right experience. Otherwise the Association should appoint the best planner(s) available irrespective of the Club. Association officers should also in

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this context be aware that many smaller clubs do not necessarily have the resources (e.g. finance, terrain, number of members) to stage large events. Members of these Clubs who are first-class planners should not be precluded from consideration when opportunities to plan at Association level arise.

### 1.4 Controllers

1.4.1 Only qualified Controllers shall officiate at events of level 4 and above. The grade of Controller required for each level of event is as defined below.

1.4.2 The requirements for Controllers are:

Level	Responsibility for appointment	Experience advised
1	British Orienteering Event Standards Committee (delegated to Major Events Co-Ordinator).	Grade 1 Controller. The Controller shall be a member of a different Association from that of the Organiser and Planner(s).
2	Association. British Orienteering Event Standards Committee to approve (delegated to Major Events Co-Ordinator).	Grade 1 or experienced Grade 2 Controller. The Controller shall be a member of a different club from that of the Organiser and Planner(s).
3	Club.	Grade 2 Controller. The Controller shall be a member of a different club from that of the Organiser and Planner(s).
4	Club.	Grade 3 Controller. The Controller should be a member of a different club from that of the Organiser and Planner(s).
5	Club.	Controller not necessarily required but club may consider one should be appointed to check and advise as necessary. If not a formally qualified controller, then the official appointed should have organised and planned several events at Level 5.

## 2. Qualifications for Controllers

### 2.1 Qualifications and Experience Requirements

Grade	Requirements

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Grade	Requirements
1	<p>Successfully control at least two events at Level 3 within the previous eight years (one of which within four years)</p> <p>Successfully plan or co-plan at least one event at Level 3 after becoming a Controller Grade 2 and within the previous eight years</p> <p>Successfully organise or co-organise at least one event at Level 3</p> <p>Attend a British Orienteering Controller Grade 1 course</p> <p>Be proposed by their Association</p> <p>Be appointed by British Orienteering Event Standards Committee.</p>
2	<p>Successfully control at least two events at Level 4 within the previous eight years (one within four years)</p> <p>Successfully plan or co-plan at least one event at Level 3 within the previous 10 years</p> <p>Successfully organise or co-organise at least one event at Level 3 within the previous 10 years</p> <p>Attend a British Orienteering Controller Grade 2 course</p> <p>Be appointed by their Association.</p>
3	<p>Organise a competition registered with British Orienteering within the previous 10 years</p> <p>Plan at least three events, with at least one at level 4, and at least one within the previous 5 years</p> <p>Attend a British Orienteering Controller Grade 3 course</p> <p>Be appointed by their Association.</p>

## 2.2 Applying

2.2.1 Application forms for grade 1 Controllers are obtainable from the British Orienteering Office or can be downloaded from the British Orienteering web site. Application forms for grade 2 and 3 Controllers are obtainable from Associations. Details of the application procedure are given on the forms.

2.2.2 Exceptionally, individuals can be appointed directly to a particular grade without first having qualified at a lower grade. This will only be possible when their experience merits it, such as in the case of an orienteer moving to this country from abroad, having already become an experienced Controller in their home country.

2.2.3 In order that the lists of qualified Controllers can be kept up to date, appointing bodies are asked to notify British Orienteering Office of all appointments which they make, together with any necessary regradings.

## 2.3 Maintaining a Qualification

2.3.1 Controllers must have successfully fulfilled all three roles at the event Levels stated and within the stated number of years.

Grade	Roles, Levels and years
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1	Controlling: Level 2, Planning: Level 3, Organising: Level 4,	7 years 10 years 10 years
2	Controlling: Level 3, Planning: Level 4, Organising: Level 5,	5 years 10 years 10 years
3	Controlling: Level 4, Planning: Level 4, Organising: Level 5,	5 years 10 years 10 years

- 2.3.2 At the end of each year, appointing bodies shall review the recent experience of the Controllers for whom they are responsible.
- 2.3.3 Where a Controller does not satisfy the requirements laid out in 2.3.1 above, the Controller shall be moved down one grade unless there are sufficient extenuating circumstances. Allowance shall be made for the practicality of meeting the requirements in the defined timescales, such as in cases where one of the three requirements is not met, but the other two are significantly exceeded, or where the person is actively involved in other relevant areas of the sport. Such a judgement should be made by the appointing body.
- 2.3.4 Where a Controller's performance at an event during the preceding year has been unsatisfactory, the Controller should either be moved down one grade, or should be required to attend a course for that grade of Controller before taking on that job at another event and within twelve months.
- 2.3.5 It is the responsibility of Associations to notify British Orienteering Event Standards Committee of any factors that may influence the eligibility of any Grade 1 Controllers to remain at that grade.

### 2.4 IOF Event Advisors

- 2.4.1 This is a separate scheme administered by the IOF, and replaces the previous IOF Controller scheme. Further details and an application form are available from the IOF. Anyone who is interested in becoming an IOF Event Advisor should first discuss this with the Chairman of Event Standards Committee.

## 3. British Orienteering-approved Training Courses

### 3.1 General

- 3.1.1 The British Orienteering-approved courses listed are mandatory for Controllers wishing to be listed at the appropriate Grade. For Organisers and Planners they are not mandatory but are strongly advised.
- 3.1.2 Information about the courses available and items on loan may be obtained from the British Orienteering Office.

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- 3.1.3 Courses are eligible for grant support from the Federation. Applications should be made via the Association Secretary. A claim form is available from the British Orienteering Office or can be downloaded from the British Orienteering web site.

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### 3.2 Colour-Coded Event Courses

3.2.1 These courses are designed to provide suitable training for Organisers, Planners and Controllers wishing to officiate at Status 4 events.

Course	Course Number
Colour-coded Event Organiser's Course	O3
Colour-coded Event Planner's Course	P3
Colour-coded Event Controller's Course	C3

3.2.2 Attendance on the C3 course enables the controller to fulfil the course requirements necessary to become a Controller Grade 3.

### 3.3 Badge Event Courses

3.3.1 These courses are designed to provide suitable training for Organisers, Planners and Controllers wishing to officiate at Level 3 events.

Course	Course Number
Badge Event Organiser's Course	O2
Badge Event Planner's Course	P2
Badge Event Controller's Course	C2

3.3.2 Attendance on the C2 course enables the controller to fulfil the course requirements necessary to become a Controller Grade 2.

### 3.4 Major Event Courses

3.4.1 These courses are designed to provide suitable training for Organisers, Planners and Controllers wishing to officiate at Level 1 and 2 events

Course	Course Number
Major Event Organiser's and Co-ordinator's Course	O1
Major Event Planner's Course	P1
Major Event Controller's Course	C1

3.4.2 Attendance at the C1 course enables the controller to fulfil the course requirements necessary to become a Controller Grade 1.