

Major Events Nomination, Registering and Monitoring



This process is intended to apply to the following events: JK, British Champs – Night, Juniors, Seniors and Elite, British Sprint and British Elite Middle, JK and British Relays and National Events. This process will be monitored by Event Operations.

This updates the previous method. Form ER1 replaces form ME1.

Form MEO replaces form ME2.

PROCESS

All documentation from the Clubs to go via the Association Fixture Secretaries

AFS = Association Fixtures Secretary

NFS = National Fixtures Secretary

FC = Fixtures Chairman

MEC = Major Events Coordinator

MEO = Major Event Officials, replaces form ME2

Time Before Event	Action
1. 33 - 21 months before the event (Example - All Nationals for 2008 have to be agreed by March 2006)	<ul style="list-style-type: none"> a. Club nominates Major Event via Association Fixtures Secretary (AFS) at National Fixtures Meeting. b. Club submits ER1 partial electronically to AFS who forwards to National Fixtures Secretary (NFS). Must contain club contact. c. NFS enters into database and forwards copy of ER1 to Fixtures Chairman (FC) who will forward to Major Events Coordinator (MEC). d. Map of area if previously used for orienteering or OS map with outline of area and details of outline parking arrangements to be sent by the organising club to AFS who will forward to Major Events Coordinator (MEC).
2. 24 - 18 Months	<ul style="list-style-type: none"> a. MEC appoints Grade 1 or 2 controller. b. Event controller will firstly report on suitability of area. Controller must liaise with organising club re access to the area. c. Map Group appoints Mapping Advisor and ensures that identity is passed to MEC and organising club. d. Form MEO to be completed by hosting club or Region and forwarded to AFS who will then forward to MEC and FC. e. MEC sends MEO to the National Office and requests distribution of current version of relevant Event Guideline to event officials. f. Key Officials invited to Major Events Conference by MEC.
Event Operations Committee will review the event at this stage and initiate any remedial work or action required.	
3. 15 months	Draft map available to planners
4. 12 Months	<ul style="list-style-type: none"> a. Draft course shapes completed, sites tagged and information provided to Controller. b. Car park, assembly start and finish confirmed. c. Update requested from controller.
Event Operations Committee will review the event at this stage and initiate any remedial work or action required.	
5. 9 Months	Full registration must be submitted.
6. The planning and map production and printing schedule to be agreed between the Map Advisor, Controller, Organiser and the Planner/s.	