

## Appendix C: Event Officials

**Text in bold below has mandatory status and shall be followed by event officials. Other content refers to material provided for guidance and for information. These Appendices shall be read in conjunction with the British Orienteering Rules and have the same authority. They shall be considered as their extension.**

### 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 Organisers and Planners 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 2 and 3, 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
<b>1</b>	<b>Association in consultation with the club(s) involved. British Orienteering Major Events Group to approve.</b>	Successfully organised at least two events at Level 2, at least one of which should have had pre-entry and provided a minimum of 11 courses. Successfully planned at least one event at Level 3. Attended the British Orienteering Major Event Organisers' Course. (Course O1).
<b>2</b>	<b>Club.</b>	Successfully organised at least two events at Level 3 providing a minimum of 6 courses. Attended a British Orienteering Local event Organiser's Course (Course O3).
<b>3</b>	<b>Club.</b>	Briefing by appropriate club official. Observation of procedures at a Level 3 event.

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### 1.3 Planners

#### 1.3.1 The requirements for Planners are:

Level	Responsibility for appointment	Experience advised
<b>1</b>	<p><b>Association in consultation with the club(s) involved.</b></p> <p><b>British Orienteering Major Events Group to approve.</b></p>	<p>Successfully planned or controlled at least two events at Level 2 or above within the last 10 years (one within the last 5 years). These events should have provided a minimum of 11 courses.</p> <p>Attended the British Orienteering Major Event Planners' Course (P1).</p> <p>Organised or co-organised at least one event at Level 3 or above within the last 10 years.</p>
<b>2</b>	<b>Club.</b>	<p>Successfully planned or controlled at least two events at Level 3 or above within the last 10 years (one within the last 5 years). These events should have provided a minimum of 6 courses covering the full range of technical difficulty.</p> <p>Attended a British Orienteering Regional Event Planner's Course. (Course P2).</p>
<b>3</b>	<b>Club.</b>	<p>Competitive experience.</p> <p>Attended a British Orienteering Local Event Planner's Course. (Course P3).</p>

1.3.2 For Level 1 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 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. The grade of Controller required for each level of event is as defined below, except where superseded by the Competition Rules for that specific competition.**

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### 1.4.2 The requirements for Controllers are:

Level	Responsibility for appointment	Requirement
1	British Orienteering Major Events Group.	Grade 1 Controller.
2	Club. Associations to approve appointment of any Grade 3 or a Grade 2 controller from the organising club..	Grade 2 or experienced Grade 3 Controller. Any Grade 3 Controller shall be a member of a different club from that of the Organiser and Planner(s).
3	Club.	Any controller. Controller not necessarily required, however as a minimum a British Orienteering qualified Controller or Coach must review the Risk Assessment From

## 2. Qualifications for Controllers

### 2.1 Qualifications and Experience Requirements

Grade	Requirements
1	<p>Successfully control at least two events at Level 2 within the previous eight years (one of which within four years). These events should have provided a minimum of 11 courses.</p> <p>Successfully plan or co-plan at least one event at Level 2 after becoming a Controller Grade 2 and within the previous eight years. This event should have provided a minimum of 11 courses.</p> <p>Successfully organise or co-organise at least one event at Level 2.</p> <p>Attend a British Orienteering Controller Grade 1 (C1) course.</p>
2	<p>Successfully control at least two events which should have provided a minimum of 6 courses covering the full range of technical difficulty within the previous eight years (one within four years).</p> <p>Successfully plan or co-plan at least one event at Level 2 within the previous 10 years. This event should have provided a minimum of 11 courses.</p> <p>Successfully organise or co-organise at least one event at Level 2 within the previous 10 years.</p> <p>Attend a British Orienteering Controller Grade 2 (C2) course.</p>

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Grade	Requirements
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 providing a minimum of 6 courses covering the full range of technical difficulty, and at least one within the previous 5 years.</p> <p>Attend a British Orienteering Controller Grade 3 (C3) course.</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
1	<p>Controlling: Level 1, 7 years</p> <p>Planning: Level 2, 10 years</p> <p>Organising: Level 3, 10 years</p>
2	<p>Controlling: Level 2, 5 years</p> <p>Planning: Level 2, 10 years</p> <p>Organising: Level 3, 10 years</p>
3	<p>Controlling: Level 3, 5 years</p> <p>Planning: Level 3, 10 years</p> <p>Organising: Level 3, 10 years</p>

2.3.2 At the end of each year, appointing bodies shall review the recent experience of the Controllers for whom they are responsible.

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- 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 Rules Group 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 British Orienteering Major Events Group.

### 3. British Orienteering-approved Training Courses

- 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.