

# British Orienteering Rules of Orienteering 2014

## Definitions

### 1. Orienteering

Orienteering is a sport in which the competitor, aided only by map and compass, is timed as he or she visits a number of features, called controls, marked in the terrain and on the map.

#### 1.1 Orienteering disciplines

There are four official orienteering disciplines currently recognised by the International Orienteering Federation (IOF)

- Foot Orienteering (Foot O) requires the competitor to travel on foot through the terrain. The winner is the person who successfully completes the set course in the fastest time.
- Trail Orienteering (Trail O) involves map and terrain interpretation. Competitors travel through the terrain using one of the following modes of movement: foot, wheelchair, manual or electric, bicycle, tricycle or hand-cycle, other recognised mobility aid. The winner is the person who scores the greatest number of points.
- Ski Orienteering (Ski O) requires the course to be completed predominantly on skis. The winner is the person who successfully completes the set course in the fastest time.
- Mountain Bike Orienteering (MTBO) requires the course to be completed by the competitor riding, pushing or carrying their mountain bike. The winner is the person who successfully completes the set course in the fastest time.

#### 1.2 Event

An “Event” is an orienteering meeting that takes place. The term encompasses all aspects including the planning of the courses and the organisational matters. An event may include one or more competitions.

#### 1.3 Activity

An “Activity” is a gathering of people who intend to participate in activities related to orienteering - to practice, train or as an introduction to the sport and there is no intention to rank or publish the competitive outcome of the gathering other than results of the coach-led exercises for the purposes of training.

#### 1.4 Competition

A “Competition” is where runners compete at an event in races under defined competition rules to determine a set of winners, places or qualifiers.

#### 1.5 Competitive

For any competition, in order to be competitive, a person must be eligible according to the specific competition rules. The runner’s result will be used to determine the final position of other competitors in the results.

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#### 1.6 Non Competitive

For any competition, unless the competition rules specifically prohibit non-competitive runners, a person may take part in the race but their result will not be included when determining the final position of other competitors in the results.

#### 2. Foot Orienteering competitions

There are several different elements when combined together give rise to different types of foot orienteering competitions. These elements are outlined below. Foot orienteering is often referred to as Foot O.

##### 2.1 Format

- Long (Classic) orienteering usually takes place in forest terrain. The emphasis is on route choice to test a competitor's ability to use a variety of navigational techniques. All controls on the course are to be visited in a set order.
- Middle distance orienteering usually takes place in forest terrain. The emphasis is on continuous map reading, there are a high number of controls and frequent changes in direction. All controls on the course are to be visited in a set order.
- Sprint distance orienteering usually takes place in runnable semi urban terrain, subject to suitable arrangements with regard to traffic. The high rate of decision-making, speed of map reading, map interpretation and route choice make up the challenge. The map scale and map type are different to those used in Long or Middle distance orienteering. All controls on the course are to be visited in a set order.
- Ultra long orienteering is over very long distances with few controls. Terrain is usually predominantly forest but may be a mixture of semi urban, moor and forest. All controls on the course are to be visited in a set order.
- Urban orienteering normally takes place in urban terrain, predominantly towns or city centres, using public open spaces, pedestrian and trafficked streets as well as parks. The course lengths will be determined by local or specific competition rules. The map scale and map type are different to those used in Long or Middle distance orienteering. All controls on the course are to be visited in a set order.
- Score orienteering can take place in any type of terrain. The challenge for a competitor is to gain the greatest score in a pre-defined running time. The controls can be visited in any order and need not all be visited.
- String orienteering is designed for children who are not yet able to undertake an orienteering course. Controls on distinctive features are joined by a continuous string. The map is large scale and may have been simplified. The terrain may be either forest or semi urban but there will be an absence of traffic.

##### 2.2 Terrain

- Forest – this consists solely of, or a mixture of, forest, woods, parkland or open moorland. Traffic does not usually present an issue for competitors.
- Urban – terrain that is a mixture of public open spaces, pedestrian and trafficked streets, housing estates as well as city and town parks. Particular arrangements usually need to be made with regard to traffic and members of

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the public.

- Semi urban – this terrain includes some country parks & open spaces, schools and university campuses, the presence of traffic may present an issue for some or all of the competitors.

### 2.3 Time

- Day – in the hours of daylight
- Night – in the hours of darkness

### 2.4 Nature

- Individual – the competitor competes independently.
- Shadowed – where the competitor is followed by another person who is there to give guidance and assistance as required. Many competitions allow a competitor to be shadowed around a course. Where shadowing is permitted the specific competition rules will explain how the shadowed competitor's result is to be recorded.
- Relay – two or more team members run consecutive individual races.
- Team – two or more individuals collaborate.

### 2.5 Competition class

- An Age class competition is where competitors are divided into classes according to their age and gender.
- A Colour coded competition is where competitors on each particular colour course are ranked against each other regardless of age or gender.
- Other criteria may be used to group together competitors for the purpose of determining results. These will be explained in the specific competition or local rules.
- A junior is an individual who has not reached the age of 21 on the 31<sup>st</sup> December of the year in question.
- Competitors aged 20 or younger, change age class at the end of the calendar year in which they reach the given age. They are eligible to compete in older classes up to and including 21.
- Competitors aged 21 and over, change age class at the start of the calendar year in which they reach the given age. They are eligible to compete in younger classes down to and including 21.

### 2.6 Club

- A closed club is one that restricts membership to individuals associated with an institution (for example: school, college, university, firm, army regiment) and that does not accept outside membership.
- An open club is any club other than a closed club.

### 2.7 Result

- Single race competition – the result of one single race is the final result.
- Multi race competition – the combined results of two or more races form the final result.

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- Qualification race – the competitors qualify for a final race, the competition results is that of the final only.

#### 2.8 Course

- A course consists of a specific set of controls, placed in terrain, over a distance that is determined by the format, requirements in the competition rule and/or Appendix B: Formats and Course Planning. These controls are to be visited in the order determined by the competition rules and/or the format.
- A course may be for only one competition class or many classes may share the same course. A competition may have only one course or there may be several.

#### 2.9 Technical Difficulty

Technical Difficulty (TD) is described as the combination and type of orienteering skills to be tested together with the options for route choice, the number and type of decisions to be made for each leg of the course. The technical difficulty of a course is that of its hardest component.

### 3. Event structure and level requirements

The event structure consists of 4 levels of event: A,B, C and D. These levels indicate the type of competitions that may be held at each level of event.

Each level of event is described below.

#### 3.1 Level D events

Level D events encompass a wide range of formats and types of event that clubs wish to stage to provide opportunities for participants to orienteer at a venue near to them. These events may be of any format and type in any terrain, clubs will decide what suits the needs of the British Orienteering members and prospective participants.

#### 3.2 Level C events

These events provide opportunities for participants seeking competition at a wider variety of venues and against a varied group of competitors but without wishing to travel great distances.

#### 3.3 Level B events

Level B events provide opportunities for more experienced competitors who seek a wider variety of terrain, challenging courses and competition. Competitors are prepared to travel longer distances to attend these events.

#### 3.4 Level A events

These are the most prestigious events intended to provide opportunities for competitors to take part in the ultimate orienteering challenges in the UK.

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### 4. Misc

- “IOF” means the International Orienteering Federation
- “Organising body” means the club or Association which has accepted responsibility for an event or activity.

### 4.1 Disputes

Disputes on interpretations of the rules & definitions are to be referred to Events and Competitions Committee.

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#### 5. General

- 5.1.1 Competitors, volunteers, spectators and other guests, team officials and all other persons connected with the event (whether or not they are members of British Orienteering) are bound by these rules when they are competing in or attending any Foot O events held in Great Britain and Northern Ireland that are registered with British Orienteering.
- 5.1.2 Competitors must comply with any additional requirements notified to them by the Organiser, either in advance or during the event.
- 5.1.3 Anyone who has broken any Rule will be disqualified unless there is a significant reason as to why they should not be. Ignorance of the rules is not a significant reason.

#### 6. Fairness

- 6.1.1 Competitors are not to try and gain an unfair advantage over other competitors. This may include but is not limited to:
- Looking at the competition courses in advance, unless allowed by the Organiser
  - Visiting the competition area in advance if it is subject to an embargo
  - Taking of drugs to enhance their performance.
  - Competitors taking part in any event under these rules are deemed to accept the testing procedures, disciplinary procedures and penalties set out by UK Anti-Doping Ltd or its successor.

#### 7. Safety

- 7.1.1 Competitors are responsible for their own personal safety and for assessing their own abilities to complete the course. However, Organisers must have made reasonable risk management arrangements to mitigate the hazards that a competitor might reasonably not be aware of.
- 7.1.2 If competitor has started a course, they must report to the Finish and /or Download before leaving the event, even if they have not managed to complete all of their course.
- 7.1.3 A Parent or Guardian cannot sign a disclaimer in order to allow a junior under the age of 16 to compete where the courses have any routes that require competitors to cross roads with significant traffic unless appropriate traffic management arrangements have been put in place.
- 7.1.4

#### 8. Eligibility

- 8.1.1 A competitor must only compete for the club that is registered with British Orienteering as their 'membership club'.
- 8.1.2 If a competitor's British Orienteering 'membership club' is a closed club, in any one calendar year they may also compete for one open club of which they are a member.
- 8.1.3 If a competitor's British Orienteering 'membership club' is an open club, in any one calendar year, they may also compete for one closed club of which they are a member.

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- 8.1.4 A competitor may represent an open club and a closed club in the same event provided this is by prior arrangement with the Organiser.
- 8.1.5 Women are allowed to be competitive in men's classes but men are not permitted to compete in women's classes.
- 8.1.6 A competitor is responsible for declaring themselves ineligible in any particular competition based on these rules or the rules of that competition.
- 8.1.7 A competitor cannot assign their entry to another competitor unless the Organiser agrees. The Organiser has the right to refuse or revoke any entry.
- 8.1.8 Non-members of British Orienteering will only be able to enter certain events and competitions, they must comply with all the entry information requirements.
- 8.1.9 Non-members of British Orienteering will not be eligible for certain award schemes.

### 9. Conduct

- 9.1.1 The existence of an orienteering map does not in itself give the right of access to any area for orienteering or any other purpose.
- 9.1.2 Competitors must show respect and consideration to Event officials, Landowners, members of the Rescue Services, members of the public and follow any reasonable instructions given to them by Event officials, Landowners, the Police or other rescue personnel.
- 9.1.3 Competitors must not deliberately cause damage to the environment and property. Any damage must be reported to an Event Official.
- 9.1.4 Competitors, volunteers, Event officials, spectators, guests must comply with any requirements set out by the Organiser with regard to the bringing of dogs in the competition area, assembly/arena or car parking areas. The Organiser will state whether dogs are allowed or not and give details of the areas they may be taken into and under what conditions.
- 9.1.5 Smoking is prohibited in the competition area.
- 9.1.6 A competitor who finds themselves in an 'out of bounds' area must leave immediately. They may be disqualified.
- 9.1.7 Competitors must follow any compulsory routes for the whole way (These will be marked by coloured tape other than yellow and black tape).
- 9.1.8 Competitors must use crossing points that are marked on the map, if the final details say they are compulsory.
- 9.1.9 Competitors must not reach through or lean over an impassable feature to punch a control site. This applies to events using a map to the ISSOM specification - impassable features.
- 9.1.10 Competitors are expected to give help to an injured competitor even if this means giving up their own race.
- 9.1.11 Competitors must not deliberately draw attention to themselves, shouting and calling is not acceptable.

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- 9.1.12 Competitors must not collaborate in any way unless they are competing as a team or a person being shadowed is receiving guidance from the person shadowing them.
- 9.1.13 Competitors must not intentionally run with or behind other competitors in order to profit from their skill.
- 9.1.14 The Organiser may allow the shadowing of one competitor by another. Certain competition rules may prohibit shadowing on certain courses. The competition rules will explain how the shadowed competitor's result is to be recorded.
- 9.1.15 If you are the 'shadower' then you must have completed your own race before undertaking any shadowing. There may be other restrictions imposed on the 'shadower' by the Organiser.
- 9.1.16 A competitor has completed their course after downloading. Competitors are not allowed to return to their course after downloading. Competitors must not re-enter the competition area after their race unless the Organiser allows them to.

### 10. Clothing and Equipment

- 10.1.1 Competitors must wear clothing that fully covers their trunk and legs unless the Organiser has stated otherwise and has allowed shorts to be worn. Competitors not complying with the full leg and torso cover requirements may be prevented from taking part.
- 10.1.2 If an Organiser has given notice that additional safety measures will be required, competitors must comply with these requirements. These may be notified to competitors in advance or during the event. These measures may include the following:
- The carrying of a lightweight waterproof hooded top or similar waterproof clothing.
  - The carrying of a whistle
  - The carrying of a spare torch at night events.
- 10.1.3 Competitors may carry with them the following:
- whistle for use in an emergency
  - A watch/other time keeping device
  - A mobile phone for use in an emergency
  - A gps
  - A compass
  - A torch
- 10.1.4 Competitors can only use the map provided by the Organiser during a race. Each Competitor is responsible for checking that they have the correct map for their course. However they are not permitted to look at their map until the Start Official allows them to.
- 10.1.5 The use of any artificial navigational aid other than a compass is prohibited.
- 10.1.6 Competitors can only use a GPS device to record data for use in post-race analysis.
- 10.1.7 Competitors are not allowed to use mobile phones to help with navigation. They may be used to call for assistance in the event of an emergency.

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- 10.1.8 Competitors must wear any race numbers provided and the name of the sponsors must not be obliterated. The race number should usually be worn on the front of the chest.
- 10.1.9 Competitors with their own e-card should be able to use them unless a particular version of an e-card is required.

### 11. Disqualifications

- 11.1.1 Competitors must make sure that they clearly show that all the required controls have been visited.
- 11.1.2 A competitor with a missing or unidentifiable punch will be disqualified unless it can be established with certainty that the missing or unidentifiable punch is not the competitor's fault and that they visited the control.
- 11.1.3 Competitors must visit their controls in the right order. If they visit a control site in the wrong order they will be disqualified unless they also re-visit the control site in the right order.
- 11.1.4 Appeals
- 11.1.5 Any competitor or official can lodge a 'complaint' with regard to any competitor or any aspect of the organisation or planning thought to have substantially contravened the Rules or other instructions issued by the Organiser.
- 11.1.6 A competitor or competitors can make a complaint to the Organiser either orally or in writing. There is no fee for a complaint. The 'complaint' must be made on the day that the alleged contravention occurred. The Organiser is the adjudicator of a complaint.
- 11.1.7 The Appeals Procedure contains full details on how to make a complaint, protest or an appeal.

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#### 12. General

- 12.1.1 Competitors, volunteers, spectators and other guests, team officials and all other persons connected with the event (whether or not they are members of British Orienteering) are bound by these rules when they are competing in or attending any Foot O events held in Great Britain and Northern Ireland that are registered with British Orienteering.
- 12.1.2 Competitors must comply with any additional requirements notified to them by the Organiser, either in advance or during the event. The Organiser is responsible for notifying all competitors of any agreed rule variations or additions.
- 12.1.3 Anyone who has broken any Rule will be disqualified unless there is a significant reason as to why they should not be. Ignorance of the rules is not a significant reason.
- 12.1.4 These rules will apply to all Foot O events held in Great Britain and Northern Ireland by British Orienteering and all affiliated clubs, organisations and Constituent Associations unless the event is organised in whole or part under IOF Rules.
- 12.1.5 If the event is organised in part under IOF Rules the British Orienteering Rules of Orienteering will apply to the classes to which the IOF Rules do not apply.
- 12.1.6 Sections 1 – 5 can only be varied by Event and Competitions Committee and the Board.
- 12.1.7 Sections 7 – 10 can also be varied by an Organising body/The Organiser. The process of how get approval of any variations is explained at the start of the sections.

#### 13. Administration

- 13.1.1 The Organising body/Organiser must obtain permission from the landowner and agree any charges prior to the event or activity taking place. This should be in writing. They must also comply with any requests made by the landowner.
- 13.1.2 Organising Bodies/The Organiser must make sure that all events and activities are registered in accordance with the current British Orienteering Event registration procedures and pay any levy due.
- 13.1.3 The organising body is responsible for the finances of an event or activity unless prior agreement has been reached with British Orienteering.
- 13.1.4 The organising body has the right to retain all or part of the fees paid to cover any reasonable costs incurred, where a pre – entry event is cancelled due to circumstances beyond their control.
- 13.1.5 The Organiser may need to arrange extra insurance cover for equipment. Public liability and Professional indemnity insurance is provided by British Orienteering. The policy is here.
- 13.1.6 The contact details of all non-members, non-competing volunteers and ‘shadowers’ must be collected at the time of entry and stored for 5 years. Here is a standard entry form showing the details that need to be collected.

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- 13.1.7 A full list of participant names is required. The electronic submission of the results to British Orienteering is sufficient for Events. List of participants at Activities must be stored by the Club.
- 13.1.8 Event Officials must comply, in so far as is reasonably possible, with the guidance contained in Environmental Good Practice.

## 14. Safety

Safety includes safety and risk management throughout the duration of the event or activity, this includes the competition area, arena/assembly, traffic to/ from and in the car parks, routes to and from all these areas, as well as competitors, spectators, members of the public, landowners and the courses and other associated events and activities.

See Appendix E: Event Safety, for details on how to apply these rules.

### 14.1 Responsibility

- 14.1.1 The Organiser must ensure that the necessary safety and risk management arrangements for the event or activity are in place both for competitors and non-competitors.

Such arrangements will include some or all of the following:

- Risk assessment
- Communications
- First Aid
- Personal safety
- Mandatory Competitor equipment/clothing requirements
- Extreme weather arrangements
- Particular terrain hazards
- Electrical and other equipment
- Roads and traffic & mandatory restrictions on under 16's with regard to traffic
- Checks on starters/finishers
- Missing or overdue competitor action plan
- Casualty rescue plan

### 14.2 Risk Assessment

- 14.2.1 The Organiser must complete and regularly update the risk assessment, in consultation with the Planner and other key officials.
- 14.2.2 The Controller (or for Level D events if not by a Controller then either a licensed Organiser who has attended an Event Safety workshop or a Licenced Coach) will review the risk assessment, who will sign it to confirm it has been reviewed.
- 14.2.3 The risk assessment form must be kept for 5 years after an event or activity has taken place.

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#### 14.3 Communications

14.3.1 The Organiser must have a system in place for communicating with key officials at the main locations such as Start (s), Finish (es), car park, assembly/arena and results download

#### 14.4 First Aid

14.4.1 The Organiser must ensure that appropriate First Aid is available.

14.4.2 First Aid provision will be appropriate to the particular needs of the event bearing mind:

- the time of year
- the location of the start (s) & finish
- the terrain & area involved
- the format of the competition
- the nature of the competitors taking part

#### 14.5 Personal Safety

14.5.1 Competitors are responsible for their own personal safety and for assessing their own ability to complete the course. However, Organisers must have made reasonable risk management arrangements to mitigate the hazards that a competitor might reasonably not be aware of.

14.5.2 Organisers have the right to impose whatever additional requirements they think appropriate for an event or activity and must make sure they notify competitors of these requirements

#### 14.6 Mandatory clothing and equipment requirements

14.6.1 The Organiser must state if shorts can be worn (this will depend on the terrain). Otherwise competitors must wear clothing that fully covers their trunk and legs. The Organiser may prevent competitors who do not comply with the full leg and torso cover requirements from taking part.

14.6.2 The Organiser must give notice if additional safety measures are required, competitors must comply with these requirements. These may be notified to competitors in advance or during the event. These measures may include the following:

- The carrying of a lightweight waterproof hooded top or similar waterproof clothing.
- The carrying of a whistle
- The carrying of a spare torch at night events.

#### 14.7 Extreme weather arrangements

14.7.1 The Organiser is responsible for deciding what action to take (e.g. such as delaying or cancelling the event, or shortening courses) in exceptional circumstances – this includes extreme weather conditions.

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#### 14.8 Terrain hazards

- 14.8.1 The Planner has responsibility delegated to them by the Organiser for ensuring that the courses are planned in a safe manner and that any risks on the courses are managed effectively.
- 14.8.2 The Planner must take into consideration all hazards that competitors may encounter, this will include all possible routes between controls, as well as significant hazards away from the expected routes.
- 14.8.3 The Planner must ensure that dangerous features are marked with yellow or yellow and black tape if they are likely to be visited by any competitors and are not already clearly marked on the ground as dangerous.

#### 14.9 Electrical and other equipment

- 14.9.1 The Organiser will ensure that electrical equipment is installed and used appropriately by suitably experienced persons.

#### 14.10 Roads and Traffic

- 14.10.1 The Organiser must include in their risk assessment all road crossings and traffic into and out of the event car park.
- 14.10.2 The Organiser and Planner must pay particular attention to courses planned for competitors under 16 years of age. In the eyes of the law, the Organiser is acting in loco parentis for children under the age of 16 and will be seen to take precautions over and above what a careful parent would take for the safety of their children.
- 14.10.3 Courses for those aged under 16 on the day of the event must not have any routes that require them to cross roads with significant traffic unless appropriate traffic management arrangements have been put in place. (Such arrangements may include mandatory safe routes – crossings controlled by lights/marshals, the use of under-passes/bridges, timed controls etc) Roads with traffic management that induce low speeds (15mph as on many campuses) are acceptable but busy public roads are not.
- 14.10.4 A Parent or Guardian cannot sign a disclaimer in order to allow a junior under the age of 16 to compete where the courses have any routes that require competitors to cross roads with significant traffic unless appropriate traffic management arrangements have been put in place.

#### 14.11 Missing /overdue competitor

- 14.11.1 The Organiser must inform Competitors that they are required to report to the finish and/or download once they have started a course, whether or not they have completed the course.
- 14.11.2 The Organiser must ensure that a system is in place to confirm that all competitors have returned and have a plan in place as to how they intend to search for a missing competitor.

#### 14.12 Casualty rescue

- 14.12.1 The Organiser must prepare a casualty plan if they anticipate any difficulties in recovering a casualty from any parts of the competition area.

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#### 14.13 Incidents and accidents

Incident is a term used to cover all circumstances when there might be a claim. This may involve an accident when there is personal injury or when property or livestock are damaged or any other occurrence where a claim might arise.

- 14.13.1 An Organiser must report a serious incident/accident as soon as possible via an incident report form available here. This is to be sent to the British Orienteering National Office. This must be received at the National Office within 14 days of the occurrence.
- 14.13.2 The Chief Executive must be informed by telephone (07981 091319), if a serious incident has taken place; such as a fatality or a missing child.
- 14.13.3 Minor incidents should be recorded by the Association; Organising Body; Club; Organiser etc. and retained in case a claim is made at a later date.
- 14.13.4 Event Officials must forward all correspondence regarding an incident unanswered, to British Orienteering or their brokers, as soon as they receive any.

#### 15. Event Officials

Certain Event Officials are named in the rules – Organiser/Co-ordinator, Planner, and Controller. Other event officials include Safety Officer, Mapper, Map Adviser and IOF Event Adviser.

See Appendix C: Event Officials, for full details of the training and experience requirements.

##### 15.1 Key Officials

- 15.1.1 The Co-ordinator (if appointed), Organiser, Planner and Controller of an event will each be a member of British Orienteering.
- 15.1.2 The Co-ordinator is responsible, in accordance with the rules, for the co-ordination of all aspects of a multi-day orienteering event.
- 15.1.3 The Organiser is responsible, in accordance with the rules, for the organisational aspects of an event up to the point where a competitor starts their race and from the moment they finish.

These aspects will include some or all of the following:

- Land access and permissions
- Risk assessment and safety
- Publicity
- Event systems
- Event facilities
- Eligibility & entries
- Prize Giving

- 15.1.4 The Planner is responsible, in accordance with the rules, for planning aspects of an event, from when a competitor starts their race to when they finish their race.

These aspects will include some or all of the following:

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- Terrain suitability
  - Map and printing requirements
  - Risk assessment and safety in the terrain
  - Format and course planning
  - Setting out of and collection of controls and other course markers.
- 15.1.5 The Organiser and/or Planner may delegate some of their duties to other competent officials but will remain responsible for these duties.
- 15.1.6 The Controller is responsible for ensuring that the Co-ordinator, Organiser and Planner are staging the event in accordance with the rules.
- 15.1.7 The Controller is responsible for reviewing the risk assessment(s) for an event and signing to confirm that it has been reviewed.
- 15.1.8 If a breach of the rules occurs or is likely to occur, the Controller must take appropriate action.
- 15.1.9 The Controller may require the Organiser to cancel the event.
- 15.1.10 The Controller's decision is final unless a Jury has been convened and the Appeals process will apply.

## 16. Complaints, Protests and Appeals

### 16.1 Complaints

- 16.1.1 Any competitor or official can lodge a 'complaint' with regard to any competitor or any aspect of the organisation or planning thought to have materially contravened these Rules or other instructions issued by the Organiser. There is no fee for a complaint
- 16.1.2 A complaint is to be made to the Organiser either orally or in writing.
- 16.1.3 The Organiser is the adjudicator of a complaint. The Organiser may consult other members of the organising team before reaching a decision.

### 16.2 Protests

- 16.2.1 A 'protest' can be made against the decision made by the Organiser with regard to a complaint, or if the Organiser fails to address the complaint in a timely manner. A protest must be made to the Controller/Organising Body, in writing, as soon as possible. There is no fee due.
- 16.2.2 If the protest occurs once the final results are published, a written protest must be made within twenty-one days of the results being published.
- 16.2.3 On receipt of a protest the Controller will notify the Organiser. If they agree with the protest they will take the appropriate action.
- 16.2.4 If either the Controller or the Organiser does not agree with the protest they will convene the Jury or, in the case of a written protest made after the event, notify the Jury members of the protest together with any other relevant information.
- 16.2.5 The Jury will meet as soon as possible after receipt of a protest and must deal with any protest referred to them in the appropriate manner. If a written protest is made after the

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event, they should consult together and notify the Organiser of their decision as soon as possible.

#### 16.3 Appeals

- 16.3.1 An 'appeal' can be made against the Jury's decision with regard to a protest. All appeals will be made within fourteen days of the decision of the Jury being announced or communicated to the persons making the protest.
- 16.3.2 The appeal will be heard and decided on by the appeal body at the earliest opportunity. The decision of the appeal body is final.
- 16.3.3 For Level D events, the appeal will be made to the executive committee or equivalent of the club which registered the event.
- 16.3.4 For Level C events, the appeal will be made to the executive committee or equivalent of the Constituent Association in which the event was registered.
- 16.3.5 For Level A and B events the appeal will be made to Events and Competitions Committee.

#### 16.4 The Jury

A Jury consists of 3 Controllers of the appropriate level. Appendix A: Event Systems contains guidance for Juries.

- 16.4.1 The Organiser is responsible for the appointment of the Jury to an event.
- 16.4.2 The Jury for a Level A event will consist of three Grade A Controllers and be appointed at least seven days before the competition.
- 16.4.3 At Level B events the Jury will consist of three experienced Controllers.
- 16.4.4 At Level C events the Jury will consist of three Controllers of any grade.

#### 16.5 Disrepute

- 16.5.1 If the Organiser, Controller or Jury consider that the sport has been brought into disrepute they will bring the matter to the attention of the Chair of British Orienteering for consideration by the Board for possible action.

### 17. Event structure and level requirements

The event structure consists of 4 levels of event: A, B, C and D. These levels indicate the type of competitions that may be held at each level of event.

Each level of event is described below along with the requirements for each level.

#### 17.1 Level D events

Level D events encompass a wide range of formats and types of event that clubs wish to stage to provide opportunities for participants to orienteer at a venue near to them.

- 17.1.1 The Organiser may vary the rules in sections 7 – 10 to meet local requirements. Prior approval must be obtained from the Controller and the Club responsible for the event.

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### Event Officials

	<b>Level D events</b>
Administration	<ul style="list-style-type: none"> <li>• Dates and venues arranged by the club</li> <li>• Registration with British Orienteering</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• A risk assessment must be completed and updated by the Organiser in consultation with the Planner</li> <li>• It will be reviewed by either a Controller or a licensed Organiser who has been on Event Safety workshop or a licensed Coach who will sign it to confirm it has been reviewed.</li> <li>• First Aid provision is to be appropriate to the needs of the event.</li> </ul>
Event Officials	<ul style="list-style-type: none"> <li>• As appointed by the club. They should preferably be either experienced officials or novice officials with an experienced mentor for support</li> </ul>
Publicity	<ul style="list-style-type: none"> <li>• The event to be publicised on the British Orienteering Fixture list.</li> <li>• Club website/as determined by the club</li> </ul>
Terrain	<ul style="list-style-type: none"> <li>• The terrain should be suitable for the format.</li> </ul>
Map	<ul style="list-style-type: none"> <li>• As determined by the club</li> <li>• See Section 7 for Mapping rules and Appendix D: Mapping</li> </ul>
Format, courses, classes & eligibility	<ul style="list-style-type: none"> <li>• As determined by the club</li> <li>• See Section 9 for Planning rules and Appendix B: Course Planning</li> </ul>
Event Facilities & Systems	<ul style="list-style-type: none"> <li>• As determined by the club</li> <li>• See Section 10 for Organising rules and Appendix A: Event systems</li> </ul>
Results & league	<ul style="list-style-type: none"> <li>• As determined by the club</li> </ul>

## 17.2 Level C events

17.2.1 These events provide opportunities for participants seeking competition at a wider variety of venues and against a varied group of competitors but without wishing to travel great distances. These events may be of any format and type in any terrain, clubs will decide what suits the needs of the British Orienteering members and prospective participants.

17.2.2 The Organiser may vary the rules in sections 7 – 10 to meet local requirements. Prior approval must be obtained from the Controller and the Club responsible for the event.

	<b>Level C events</b>
Administration	<ul style="list-style-type: none"> <li>• Dates and venues are to be agreed by the Association Fixtures Secretary in consultation with the local clubs</li> <li>• Registration with British Orienteering.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• A risk assessment must be completed and updated by the Organiser in consultation with the Planner and other key officials</li> <li>• It must be reviewed by the Controller who will sign it to confirm it has been reviewed</li> <li>• First Aid must be appropriate to the needs of the event.</li> </ul>

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Event Officials	<ul style="list-style-type: none"> <li>The Association must ensure that suitably experienced officials are appointed and will assess the competency of any new or unknown officials</li> <li>The Controller must be Grade C or above and preferably from a different club to the one staging the event.</li> </ul>
Publicity	<ul style="list-style-type: none"> <li>The event is to be publicised on the British Orienteering Fixture list</li> <li>There should be a direct link to the event website or dedicated event details page</li> <li>An advertising flyer may be produced.</li> </ul>
Terrain	<ul style="list-style-type: none"> <li>The terrain must be suitable for the format</li> <li>The Association must assess the suitability of the terrain.</li> </ul>
Map	<ul style="list-style-type: none"> <li>The map must be to the current IOF international standard for the format and discipline</li> <li>See Section 7 for Mapping rules and Appendix D: Mapping</li> </ul>
Format, courses, classes and eligibility	<ul style="list-style-type: none"> <li>These will be determined by the club or local competition rules</li> <li>See Section 9 for Planning rules and Appendix B: Course Planning</li> </ul>
Event Facilities & Systems	<ul style="list-style-type: none"> <li>Toilets</li> <li>Basic Start and Finish areas</li> <li>Entry on the day with pre entry where appropriate</li> <li>An approved Electronic punching system will be used</li> <li>The courses will be pre-printed on the maps</li> <li>See Section 10 for Organising rules and Appendix A: Event Systems</li> </ul>
Results, ranking & league	<ul style="list-style-type: none"> <li>Results will be on the event website within 24 hours.</li> <li>The results will be published on the British Orienteering website within 7 days.</li> </ul>

### 17.3 Level B events

Level B events provide opportunities for more experienced competitors who seek a wider variety of terrain, challenging courses and competition. Competitors are prepared to travel longer distances to attend these events.

Some national competitions are held at Level B events and these competitions will have their own competition rules which take precedence over the Level B Event requirements set out below.

17.3.1 The Controller and Event and Competitions Committee must approve any rule changes to Sections 6 - 10 if it is a British Orienteering Competition.

17.3.2 If it is not a British Orienteering Competition then the Controller and the Constituent Association responsible for the event must approve any changes to sections 7 – 10.

	<b>Level B events</b>
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Administration	<ul style="list-style-type: none"> <li>Dates and venues are to be agreed by Event Scheduling Group after consultation with Associations.</li> <li>Registration with British Orienteering</li> </ul>
Safety	<ul style="list-style-type: none"> <li>A risk assessment must be completed and updated by the Organiser in consultation with the Planner and other key officials.</li> <li>It must be reviewed by the Controller who will sign it to confirm it has been reviewed.</li> <li>First Aid must be provided that is appropriate to the event.</li> </ul>
Event Officials	<ul style="list-style-type: none"> <li>The Organiser must be licenced, if not then their competency must be established.</li> <li>The Planner must have experience of planning the format(s) if not then their competency must be established.</li> <li>The Controller must be Grade B or above and from a different club to the one staging the event.</li> </ul>
Publicity	<ul style="list-style-type: none"> <li>The event is to be publicised on the British Orienteering Fixture list.</li> <li>There should be a direct link to the event website or dedicated event details page.</li> <li>An advertising flyer may be produced.</li> </ul>
Terrain	<ul style="list-style-type: none"> <li>The terrain must be suitable for the format.</li> <li>An assessment of the suitability of the terrain must be made by a Controller.</li> </ul>
Map	<ul style="list-style-type: none"> <li>The map must be to the current IOF international standard for the format and discipline.</li> <li>The map must be printed by an accredited printer</li> <li>See Section 7 for Mapping rules and Appendix D: Mapping</li> </ul>
Format, courses classes & eligibility	<ul style="list-style-type: none"> <li>The format, courses, classes and eligibility are all determined by the specific national or local competition rules.</li> <li>See Section 9 for Planning rules and Appendix B: Course Planning</li> </ul>
Event Facilities & Systems	<ul style="list-style-type: none"> <li>Toilets sufficient for the number of entrants</li> <li>Assembly, Start and Finish areas.</li> <li>Food and equipment traders to be invited (if permitted by landowner)</li> <li>All facilities must be capable of handling the expected number of competitors and spectators.</li> <li>There must be pre-entry for competition courses with entry on the day if possible and for non-competition/recreational courses</li> <li>An approved Electronic punching system must be used</li> <li>The courses will be pre-printed on the maps</li> <li>Pre-allocated punching start times</li> <li>Seeding and selection if required by the specific competition rule</li> <li>See Section 10 on Organising rules and Appendix A: Event Systems</li> </ul>
Prize Giving	<ul style="list-style-type: none"> <li>If required in the competition rule, this should be set up to allow as many spectators as possible a good view of the ceremony.</li> <li>If flowers, prizes, trophies and medals are specified in the</li> </ul>

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	competition rule they must be presented as soon as practical after the final result of the competition is known.
Results, ranking and league	<ul style="list-style-type: none"> <li>• Results must be on the event website within 24 hours.</li> <li>• Post event route analysis and graphical split time analysis must be offered via the website</li> <li>• The results must be published on the British Orienteering website within 7 days.</li> </ul>

### 17.4 Level A events

These are the most prestigious events intended to provide opportunities for competitors to take part in the ultimate orienteering challenges in the UK. Level A events support a programme of competitions that currently include:

- British Long distance Championships
- British Relay Championships
- British Sprint distance Championships
- British Middle distance Championships
- British Night distance Championships
- The Jan Kjellstrom Festival of orienteering (JK)
- The Southern, Northern and Midland Area Championships

Each one of these competitions has its own set of competition rules with regard to matters such as eligibility and courses but the organisational requirements for Level A events are set out in the section below. If a Level A event incorporates an IOF event then the IOF rules will take precedence over these requirements for the relevant courses/classes.

17.4.1 Any rule changes must be approved by the Controller and Event and Competitions Committee.

	<b>Level A Events</b>
Administration	<ul style="list-style-type: none"> <li>• Dates and venues are to be agreed by Event and Competitions Committee in consultation with Event Scheduling Group.</li> <li>• Level A events may be scheduled by invitation, rota or bidding process.</li> </ul>
Safety	<ul style="list-style-type: none"> <li>• A Safety Officer must be appointed for the event</li> <li>• A risk assessment must be completed and updated by the Organiser in consultation with the Planner and other key officials.</li> <li>• It must be reviewed by the Controller who will sign it to confirm it has been reviewed.</li> <li>• First Aid must be provided.</li> </ul>
Event Officials	<ul style="list-style-type: none"> <li>• A Co-ordinator should be appointed if the event is staged over more than one day</li> <li>• The Organiser must be licenced and have previous experience of organising a Level A or B event</li> <li>• The Planner must have experience of planning a level A or B event and planning the format(s) required by the specific competition rule</li> </ul>

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	<ul style="list-style-type: none"> <li>The Controller must be appointed by Event and Competitions Committee</li> </ul>
Publicity	<ul style="list-style-type: none"> <li>The event must be publicised on the British Orienteering Fixture list.</li> <li>There must be a direct link to the event website or dedicated event details page.</li> <li>There should be a pre event advertising flyer and advertisements in relevant publications</li> <li>All sponsors requirements with regard to publicity must be complied with</li> </ul>
Terrain	<ul style="list-style-type: none"> <li>The terrain must be suitable for the format required in the specific competition rule.</li> <li>An assessment of the suitability of the terrain must be made by a Grade A Controller.</li> </ul>
Map	<ul style="list-style-type: none"> <li>The map must be to the current IOF international standard for the discipline.</li> <li>The map must be to the scale required by the specific competition rule.</li> <li>The map must be current and reflect the state of the terrain at the time of the event.</li> <li>The map must be printed by an accredited printer</li> <li>The courses must be pre-printed on the maps</li> <li>The method of printing is specified in the competition rule</li> <li>There may be a map adviser appointed to assist.</li> <li>See Section 7 on Mapping rules and Appendix D: Mapping.</li> </ul>
Format, courses, classes & eligibility	<ul style="list-style-type: none"> <li>The format, courses, classes and eligibility are all determined by the specific competition rule.</li> <li>To allow competitors to comply with the requirements on embargoed areas, the Competition area (s) must be published on the British Orienteering website 24 months prior to the event or as soon as the areas are confirmed.</li> <li>See Section 9 for planning rules and Appendix B: Course Planning.</li> </ul>
Event Facilities and Systems	<ul style="list-style-type: none"> <li>There must be toilets sufficient for the number of entrants</li> <li>There must be an Arena for spectators and competitors</li> <li>Finish and download are to be in the Arena</li> <li>Results display in the Arena</li> <li>Food and equipment traders in the Arena if permitted by landowner All facilities must be capable of handling the expected number of competitors and spectators.</li> <li>There must be pre-entry only for all championship courses</li> <li>Closing date no more than 28 days before the event</li> <li>Non championship courses may be by pre entry but should also allow entry on the day.</li> <li>Seeding and selection as required by the specific competition rule</li> <li>An approved Electronic punching system will be used</li> <li>Appropriately located Start (s)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Start list in arena and pre start</li> <li>• Start interval and method as specified in the competition rules</li> <li>• A PA system, if permitted by the landowner, will be provided along with radio controls, a spectator control and commentary on the races</li> <li>• Ways of informing the spectators about the courses and competitors should be provided. Such as GPS tracking, arena intranet, live results on a screen</li> <li>• Back up timing &amp; results system</li> <li>• See Section 10 for Organising rules and Appendix A: Event Systems.</li> </ul>
Prize Giving	<ul style="list-style-type: none"> <li>• If flowers, prizes, trophies and medals are specified in the competition rule they must be presented as soon as practical after the final result of the competition is known.</li> </ul>
Results, ranking and League	<ul style="list-style-type: none"> <li>• Results must be displayed at the arena</li> <li>• They must be on the event website within 24 hours.</li> <li>• Post event route analysis and graphical split time analysis must be offered via the website</li> <li>• The results must be published on the British Orienteering website within 7 days.</li> </ul>

## 18. Mapping

See Appendix D: Mapping, for how to apply these rules.

- 18.1.1 The Co-ordinator, Organiser or Planner must obtain approval to vary any of the British Orienteering or IOF specifications or these rules, in advance, from Event and Competitions Committee.
- 18.1.2 The map must be produced to achieve a clear readable map at the appropriate scale for the format/competition.
- 18.1.3 The Mapper must ensure that any map used for a competition at Level A, Level B and Level C events are drawn according to the current issue of 'International Specification for Orienteering Maps' (ISOM) or 'International Specification for Sprint Maps' (ISSOM), subject to any specific British Orienteering amendments.
- 18.1.4 The Organiser must ensure that any special feature map symbols or map symbols that are additional to or different from those defined above are fully described in pre-race information supplied to competitors.
- 18.1.5 The Mapper is responsible for surveying the area according to the guidelines in ISOM, ISSOM or British Orienteering Specification for School Orienteering Maps. The mapper must produce artwork for the map to the appropriate specification.
- 18.1.6 The Mapper is responsible for ensuring that certain tasks are completed before entering an area to map. These may include some or all of the following:
- Permission from land owner to access land on a certain date(s)
  - Obtaining information relating to activities on the land on the day(s) of mapping
  - Identification of the mapper

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- CRB or other requirements
  - Car parking and access to the land
- 18.1.7 The Mapper must obtain the permission of all holders of copyright of any map or map information before using such a map or map information in the preparation of a new map.
- 18.1.8 The Mapper is responsible for ensuring that all essential information is shown on the map, this will include some or all of the following:
- name of area
  - grid reference of a defined point on the map or the centre of the mapped area.
  - scale and scale bar
  - contour interval
  - north lines with the date of magnetic north
  - date of the map
  - names of surveyor(s) and cartographer(s)
  - holder of copyright of printed map and artwork
  - map or event registration number
  - access and permission statement
  - all legal requirements for copyright of source material used to prepare the map.
  - colour check, register crosses (mandatory on litho printed maps)
  - specification used, whether ISOM or ISSOM
  - legend
  - name and contact details of printer
- 18.1.9 The Mapper must define any 'special feature' symbols used as defined in ISOM or ISSOM on the map whether or not a full legend is printed. This includes ISSOM symbols that show features that are forbidden to cross.
- 18.1.10 The required scale, symbol size and contour interval for each format at each event level is set out in the tables 1- 4, Appendix D: Mapping.
- 18.1.11 Where enlargements are to be used they are to be provided for classes M/W16 and below and M/W45 and above or in accordance with the relevant competition rule.

## 18.2 Ordnance Survey Copyright

The Ordnance Survey has copyright on all material produced by them. Consequently, any map based, however indirectly, on OS material is covered by a copyright contract with the OS.

- 18.2.1 The Mapper must ensure that The Ordnance Survey licence number for British Orienteering is printed on the map together with the event registration number, using the following wording:

Based upon the Ordnance Survey mapping with the permission of the Controller of Her Majesty's Stationery Office. © Crown Copyright. Licence No. 100015287. Event Registration No. NNNNNNN

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#### 18.3 Map Printing

- 18.3.1 The map printing method for each format type and level of event is to be in accordance with tables 1- 4, Appendix D: Mapping.
- 18.3.2 Level A event maps are to be printed by off-set litho or other method as per Table 1, provided that the professional print firm is approved. See Appendix D: Mapping for this approval process.
- 18.3.3 Level B event maps are to be printed by an approved professional print firm or by an approved club printer. See Appendix D: Mapping for this approval process.

#### 19. Mappers and Map Advisers

- 19.1.1 In order to fulfil the eligibility requirements to be covered by the British Orienteering public liability and professional indemnity insurance a Mapper must either be a member of British Orienteering or hold their own insurance.
- 19.1.2 The Mapper must be listed as part of the event registration process.
- 19.1.3 Mappers who are members of British Orienteering must be listed on the British Orienteering Mapper database, full details of the requirements for Mappers are contained in Appendix C: Event Officials
- 19.1.4 The Map Adviser must be a member of British Orienteering.
- 19.1.5 The Map Adviser is appointed to provide advice to the Mapper, Organiser and Planner of a Level A event to ensure that the map is of the correct standard.
- 19.1.6 The Map Adviser can claim reasonable travel expenses from the relevant Event budget.

#### 20. Course Planning

The format, course and class details are set out in the national, local competition rules, Appendix B: Course planning or are determined by the club.

- 20.1.1 The courses must be planned in accordance with the requirements of any Competition Rule and Appendix B: Course planning. The technical difficulty of a course refers to its hardest component.
- 20.1.2 Where the terrain only allows courses of Technical Difficulty 1, 2, 3 and 4 to be planned, the Planner will plan to the correct level for those courses and accept that the courses that should be of Technical Difficulty 5 will only be at 4 – the highest the terrain allows.
- 20.1.3 In terrain where there is an absence of paths it may be possible to plan a Technical Difficulty 1 course by using prominent features. If competitors are required to cross open ground a taped route will be used. This taped route will start and finish at the controls of the leg in question.

#### 20.2 Course Drawing

- 20.2.1 The Planner must ensure that any course markings used for a competition at Level A, Level B and Level C events are drawn according to the current issue of 'International

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- Specification for Orienteering Maps' (ISOM) or 'International Specification for Sprint Maps' (ISSOM), subject to any specific British Orienteering amendments.
- 20.2.2 The courses and map corrections must be printed in purple (red/violet) colour. All line thicknesses are to be 0.35mm.
- 20.2.3 The starting point of the course must be marked by an equilateral triangle of side 7mm which points towards the first control. The centre of the triangle shows the precise position of the start point.
- 20.2.4 The site of each control must be shown as the centre of a circle of 6mm diameter. The circle should be broken to avoid obscuring important detail. If the control feature is shown on the map *symbolically* rather than to scale, the circle should be drawn so that the symbol lies exactly at the centre.
- 20.2.5 The position of the finish must be shown as the centre of two concentric circles of diameter 5mm and 7mm. Where a course uses two or more maps with map exchanges then the finish should be shown on all maps.
- 20.2.6 If the controls are to be visited in a prescribed order they must be numbered in that sequence. The numbers shall be printed on a north-south axis, with the top north, and should be positioned so that they do not obscure any important detail. If the controls are to be visited in a prescribed order they must be joined by straight lines.
- 20.2.7 For Sprint/Urban maps (ISSOM drawn) the lines drawn between control circles are not broken or diverted around impassable objects but go straight across them instead, the exception being where they are diverted to pass through a compulsory crossing point.
- 20.2.8 Any part of the course where the competitor is obliged to follow a compulsory route must be clearly and precisely indicated on the map by a dashed line.
- 20.2.9 Forbidden routes (e.g. busy roads, railways) must be shown by a chain of crosses.
- 20.2.10 A boundary which is forbidden for competitors to cross and which affects the courses will be marked as "forbidden to cross" on the competition map. At events using maps produced to the ISOM or ISSOM specifications, any "out-of-bounds" areas, "forbidden to cross" boundaries, crossing points or compulsory routes which are marked on the competition map will be marked in the manner specified in the relevant map specification. Crossing points shall be indicated by curved brackets."
- 20.2.11 If the format is Long, middle or ultra-long, the course length must be given as that of the straight line route from the start via the controls to the finish deviating for, and only for, physically impassable obstructions (high fences, lakes, impassable cliffs etc.), 'out of bounds' areas and marked routes. This is the shortest route which a competitor could reasonably possibly take, irrespective of whether or not the competitor would be sensible to do so.
- 20.2.12 If the format is urban and sprint, the course length must be given as that of the route from the start via the controls to the finish as shown by the line on the map.
- 20.2.13 The total climb must be given as the climb in metres along the shortest sensible route. This may well be longer than the route used for measuring the course length.

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#### 20.3 Control Sites

- 20.3.1 Features used as control sites must be clearly defined, distinct from the surrounding terrain and marked on the map. Control sites should be uniquely described.
- 20.3.2 Control sites must be chosen so that the competitor can locate them with an accuracy consistent with the scale of the map and the amount of detail shown near the control. The visibility of a control should be the same whether or not there is a competitor at the control site.
- 20.3.3 Controls must not be sited within 30 metres of each other or 15m for map scales 1:5,000 or 1: 4,000.
- 20.3.4 Controls within 60 metres of each other must not be positioned on similar features or on features that appear similar in the terrain. This is reduced to 30 metres for map scales 1:5,000 or 1: 4,000.

#### 20.4 Control banner

- 20.4.1 The control site must be identified on the ground by a three sided banner with each side vertical and around 30 cm square, divided diagonally from corner to corner, the top half being white and the bottom half usually being orange. (Pantone Colour PMS 165).
- 20.4.2 The control banner must be hung at the feature indicated on the map in accordance with the control description. The control banner will be visible to the competitors when they can see the described position.
- 20.4.3 Punching stations must be clearly visible and easily accessible from the control banner.
- 20.4.4 For Level A and B events, the layout of the control banner, control code and punching stations should be the same for all control sites.
- 20.4.5 For Level A and B events a back-up system of punching must be provided in the event of the electronic system failing. This is by pin punch at each control site or paper card in the case of EMIT.
- 20.4.6 For all events, care must be taken not to cover over the light display on the punching station.

#### 20.5 Control codes

- 20.5.1 The control code must be clearly displayed near the control banner and visible from the punching station.
- 20.5.2 The numbers or letters must be black, 5 – 10 cm high and have a line width of 5 to 10 mm.
- 20.5.3 The control code must be a number greater than 30 or two letters and that control codes that could be easily confused are not used on control sites that are close to each other.

#### 20.6 Control Descriptions

- 20.6.1 Control descriptions must be prepared for all courses in accordance with the "International Specification for Control Descriptions" (Most recent edition).

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- 20.6.2 A British Orienteering addition to the above is that the final box on the pictorial version or the final line on the written version must give details of the course closing time.
- 20.6.3 If non-standard symbols are used then information about them must be supplied to competitors in the pre-course details.
- 20.6.4 The Organiser must state clearly in the final event details where and how control descriptions are to be provided. This is particularly important if they are not printed on the map.
- 20.6.5 For Level A events excluding Relays the control descriptions must be printed on either the front or the back of the map, and also provided as a separate sheet.
- 20.6.6 For Level B, C and D events the control description list must be printed on the map and/or provided as a separate sheet to each competitor.

## 21. Event Organising

Appendix A: Event Systems, contains full details on how to apply these rules.

### 21.1 Punching systems

- 21.1.1 The Organiser is responsible for the decision as to which punching system is to be used subject to any specific requirements in the Competition Rules. The system to be used should be publicised in advance.
- 21.1.2 Only approved punching systems are to be used. The current approved punching systems are:
- Pin punch and paper control card
  - Emit system – e-card (Brikke) with or without digital display and punching station with light display on punching or touch-free stations no light display
  - SportIdent system – e-card and punching stations with light & sound on punching
- 21.1.3 Competitors must make sure that they clearly show that all the required controls have been visited.
- 21.1.4 A competitor with a missing or unidentifiable punch will be disqualified unless it can be established with certainty that the missing or unidentifiable punch is not the competitor's fault and that they visited the control.
- 21.1.5 Competitors must visit their controls in the right order. If they visit a control site in the wrong order they will be disqualified unless they also re-visit the control site in the right order.

### 21.2 Seeding and selection

Appendix A: Event Systems, contains details on how to carry out the seeding and selection process. The Competition Rules give details of when and if seeding and selection are required

- 21.2.1 The Controller must review the systems used for selection, seeding, and start time allocation, and be satisfied that the criteria have been fully and consistently followed. Once this has been done, the Organiser's decision is final.

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#### 21.3 Start times

- 21.3.1 At Level A, B and C events no competitor will be timed to start within one minute of another competitor on the same course, with the exception of:
- mass start events such as relays
  - chasing start events, where start times are determined by previous results
  - circumstances deemed by the Organiser to necessitate a reduction to less than one minute
- 21.3.2 For Level A events a timed start will be used.
- 21.3.3 If the required minimum start interval is greater than 1 minute, details will be in the specific Competition Rules.
- 21.3.4 The Organiser will ensure compliance with all the relevant requirements of seeding, selection and start times as specified in the specific Competition Rules.
- 21.3.5 At Level A events, competitors late for their starts through no fault of the Organiser will be permitted to start. The start official will determine at what time they may start, giving due consideration to the possible influence on other competitors (such as any requirement for seeding). The competitors will be timed as if they had started at the time given on the start list. However, their actual start times will be recorded for use in any possible subsequent complaint.
- 21.3.6 At Level B and C events, the Organiser may change the start times of competitors late for their starts through no fault of the Organiser.
- 21.3.7 Competitors who are late for their start time through a fault of the organisation of the event will be given a new start time.

#### 21.4 The Start

- 21.4.1 The position of the centre of the start triangle (including the start triangle on second and subsequent maps) shown on the map will be on a mapped feature and identified on the ground by a control banner.
- 21.4.2 For TD1 and TD2 courses this feature will need to be a path or similar feature; It must not be at a junction or intersection, as this would require a decision on which way to go without knowing where they have just come from.
- 21.4.3 Where a map exchange is used the position of the start of the next section of the course will be marked on the ground by a control banner if it is a significant distance away from the previous control site.
- 21.4.4 If pre-marked maps are used, copies of the map showing no information other than any map corrections essential to the event should be displayed and available for study before the start line.
- 21.4.5 Competitors will receive their pre-marked maps not more than 10 seconds before their start time, subject to the rule below. Arrangements for relays will be different.
- 21.4.6 At Level B, C and D events, courses planned to TD 1 and 2 standards will be available to be seen by competitors in advance of their start time unless stated otherwise in a

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specific competition rule. This may be either by displaying the map and courses in a suitably prominent position, or by issuing competitors with their maps prior to the start.

#### 21.5 Out of Bounds, Crossing Points and Compulsory Routes

- 21.5.1 Any area for which permission for orienteering has not been obtained, or has been refused, must be clearly notified as 'out of bounds' to the competitor, or must be clearly avoided by all courses.
- 21.5.2 Organisers must notify competitors of any relevant crossing points, and whether their use is compulsory or optional
- 21.5.3 Organisers must use tape other than yellow and yellow/black to mark compulsory routes in the terrain.

#### 21.6 The Finish

- 21.6.1 The precise location of the finishing line or point must be clear to all competitors approaching it.
- 21.6.2 The finishing time must be measured when the competitor punches at the finish point and finish times must be rounded down to the completed second.
- 21.6.3 Where there is a mass start or chasing start, the order in which the competitors cross the finishing line will determine their position (or their team's position) in the results.

#### 21.7 Results

- 21.7.1 If an individual start is used (i.e. not a mass start or chasing start) two or more competitors having the same elapsed time must be given the same placing in the results.
- 21.7.2 If a serious problem has been identified and is found to have affected the outcome of a competition, the course should be voided.
- 21.7.3 If a serious problem is identified but is not considered to have significantly affected the outcome of the competition, the results should be published without adjustment.
- 21.7.4 At Level A events the results must be based on competitors' times for the whole course, no changes may be made to these times on the basis of split times.
- 21.7.5 Participation in a 'mini mass start' at relays will not disqualify a team unless previous notice has been given that this will be the case and the total aggregate time of the runners will decide the results of teams involved in 'mini mass starts'.

For level B, C & D events full details regarding what constitutes a serious problem and the consequences of results adjustment are contained in Appendix A: Event Systems.