



British Orienteering

Partnership Agreement

This agreement is between British Orienteering (“BOF”) and (“the Organising Body”) and sets out the terms on which BOF has commissioned the Organising Body to stage (“the Event”).

1. The Event comprises the following individual races (“Races”), and each Race must comply, unless agreed in writing between the parties, with the appropriate Rules, Appendices and Guidelines as set out on the British Orienteering Website:
2. Schedule 1 sets out the basis of the partnership between the Organising Body and British Orienteering, identifying what each party is entitled to expect from the other.
3. The Event shall be organised in accordance with the appropriate Competition Rules as can be found via www.britishorienteering.org.uk (“the BOF Website”), except and unless specific variation has been agreed between the parties in writing. For the avoidance of doubt, the Rules are attached at Schedule 2.
4. The Rules contain guidance on the timetable to which the Organising Body should adhere, and also specifies the technical aspects of each Race which is part of the Event, including quality of terrain, enforcement of embargo regulations, map survey and cartography specification, courses to be provided and minimum facilities required.
5. These technical aspects of each day of each Race will be overseen by a controller (who shall normally be a grade A controller from outside the Association where the event is being staged). Such a controller for each race shall be appointed by the Major Events Group (“MEG”).
6. The Controller of a Race shall be assisted by a map adviser (appointed by BOF’s Map Group) and Elite Adviser (appointed by MEG). Should a Race be designated a world ranking event (“WRE”) by the International Orienteering Federation (“IOF”), then an IOF Event Adviser (instead of an Elite Adviser) would be appointed to support the elite aspects of the Race.
7. If the Event comprises more than one Race, the Organising Body shall appoint the following Officials: (a) a Co-ordinator for the Event, who shall be the principal contact for British Orienteering in respect of all aspects of the Event, (b) a day Organiser for each of the races comprising the Event, and (c) a planner and, where appropriate, an assistant planner for each Race. No Official should normally be appointed to more than one of these positions. The Officials shall be approved in consultation with the Event Manager.
8. British Orienteering has delegated its direct management of the Event to its Events Committee, which in turn delegates specific aspects of the Event to its various subgroups.

British Orienteering Event Handbook

The Organising Body's principal point of contact within British Orienteering shall be the British Orienteering Event Manager.

9. The Events Manager support the organising bodies to ensure the event meets appropriate standards and quality. This will include monitoring progress against the Partnership Agreement, support with contractual agreements and review of safety arrangements.
10. Unless otherwise agreed between the parties, all of the costs relating to the Event shall be charged against the income the Event generates. This will include the reasonable expenses of all officials and advisers, whether appointed by the Organising Body or by BOF. The ensuing profit or loss shall be shared between the parties 2/3 to British Orienteering and 1/3 to the Organising Body. The Event (and its constituent Races) shall not be subject to British Orienteering or association levy.
11. The Organising Body shall work with British Orienteering to ensure fairness and transparency in the procurement of all significant services for the Event, in accordance with BOF's financial regulations (which can be found on the BOF via the BOF website). Major items of expenditure should be the subject of open and fair competitive tender. If any Official has any interest in a commercial arrangement being considered by the Organising Body, then he/she must disclose this interest, and the Organising Body must ensure that he/she is not involved in any decision concerning the contract.
12. The Organising Body shall present a budget for the Event to British Orienteering for approval before entry fees are set or expenditure committed.
13. The co-ordinator (for an event comprising more than one race) or organiser will be regarded as an authorised signatory as defined in BOF's Financial Regulations, in respect of expenditure relating to the Event. This responsibility can be delegated to an Event Treasurer, if required, but subject to BOF's agreement.
14. Significant (10%) variations to budget will be agreed between the Event Co-ordinator of the organising body and the BOF Event manager

This agreement is dated20.....

Signed on behalf of the Organising Body

Name: Position

Signed on behalf of British Orienteering

Name: Position:

Schedule 1

Basis of the Partnership

Event Commitment

This agreement is made to cover the following activities that make up the event known as..... (Insert name and date of event here).

Elements agreed (delete those not being offered) – refer to Competition Rules, Appendices and Guidelines for full details of the requirement for each race/activity/event/competition type.

Sprint race
Individual race
Individual race and WRE
Relay
Model event
Training event
Trail O day 1
Trail O day 2
Pre O
Colour coded days 2 and 3
String course days 1,2 and 3
Pre event activities
Post event activities
Event centre
Event Campsite and accommodation
AGM venue

Rules and regulations

The Organising Body will	BOF will
Stage all the Races according to the relevant rules.	Supply Event Co-ordinator with an electronic copy (and paper copy if required) of all current relevant Rules, Appendices and Guidelines for the Races.
Agree with BOF any variation to these rules, before changes are made.	Agree within reasonable timescales any proposed changes to rules that will materially affect the Races.

Safety and Risks

The Organising Body will	BOF will
Appoint suitably experienced person to the role of Safety Officer.	Supply suggested role description for Safety Officer.
Carry out a risk assessment for each day and each race.	

British Orienteering Event Handbook

Land and Access,

Organising Body will	BOF will
Identify areas and reserves within reasonable timescales before the date of the event.	Publish embargoed areas on BOF website.
Obtain in principle permission within reasonable timescales before the event date.	Assist with negotiations as required.
Agree all charges for use of the areas – inc traders and vehicle access.	Assist with negotiations as required.
Obtain written evidence of permission from all interested parties – Agents, Land owners, tenants etc. within reasonable timescales before the event date.	Assist with negotiations as required.
Where possible sign agreements for land access.	
Identify all OOB areas with interested parties.	Assist with environmental issues and provide advice.
Create an arena that meets the needs of competitors and spectators.	Advise on best practice.
Create Starts and finish that meet the needs of competitors and spectators.	Advise on best practice.

Mapping & Planning

Organising Body will	BOF will
Obtain 3 or more quotes for all surveys and/or cartography anticipated to cost over £1000 .	Assist with identifying mappers Advise on the tender process Supply a suggested tender document.
Map all areas at the required scales to meet BOF requirements.	Appoint a Map Adviser within reasonable timescales before the event date.
Maps produced to BOF standards and use BOF standard layout.	Supply mappers with OCAD layout template.
Consult with Map Adviser at all key stages of survey & production.	
Produce course artwork .	
Where possible obtain 2 or more quotes for map printing which meet	Advise on suitable printers and printing methods.

British Orienteering Event Handbook

BOF standards.	
Arrange printing of competitor numbers.	Supply sponsor logos and number template Advise on suitable suppliers.

Administration

Organising Body will	BOF will
Appoint person to keep web pages populated.	Host website for the event.
Provide information in 3 stages Initial Flyer (Bulletin 1) - as soon as possible Web based information (Bulletin 2) – 6 months Final programme (Bulletin 3) – 4 weeks.	Supply logo and web template.
Arrange flyer distribution.	Produce flyer for event publicity. Advise on an event marketing strategy.
Supply content for programme, edit, proof read.	Arrange printing of flyers
Arrange distribution of programme.	Where appropriate supply sponsors logo in correct format for race numbers and maps.

Finances

Organising Body will	BOF will
Prepare draft Event budget and send to BOF Event Manager	Supply budget template and approve draft budget.
Appoint a suitably experienced person to be Event Financial Controller	
Seek min of 3 quotes for goods and services over £1000.	Supply draft budget
Approve invoices for payment by BOF.	Process all payments through BOF bank account.
Revise budget on a regular basis.	Supply statements of payment and receipts to Event Financial Controller and/or Co-ordinator as agreed.

British Orienteering Event Handbook

Approve refunds	Pay out refunds direct to claimants.
Set entry fees after consultation with BOF Event Manager and after adraft budget supplied to BOF Event Manager	
Split any loss/profit 2/3 – 1/3 BOF/Organising Body.	Provide list of approved suppliers and offer advice on other procurement

Prizes.

Organising Body will	BOF will
Arrange collection of medals and return of surplus.	Supply and fund medals for 1, 2, 3 as specified in the Event prize schedule.
Appoint a trophy contact to liaise with BOF and competitors.	Recall trophies by e-mail, letter and phone call.
Budget for prizes	Source and order prizes.
Collect, distribute according to the schedule and return surplus prizes.	Supply advice on location, duration, timing and contingency for prize giving ceremonies.
Supply flowers for Elite flower ceremony.	Supply banners to decorate prize giving area.
Arrange, staff and compere prize giving.	Supply podia if required.
Collect and return podia and banners.	Endeavour to obtain sponsorship from national partners
Seek local sponsorship and spot prizes.	Advise on seeking local sponsorship.

Volunteer roles

Organising Body will	BOF will
Recommend for appointment suitably experienced: Event Co-ordinator (if required) Day organisers Day planners Safety Officer.	Appoint day controllers and technical co-ordinator (if required). Mapping adviser Elite Adviser IOF Event Adviser (if required).
Appoint all other officials as required.	

British Orienteering Event Handbook

Suggest local assistant controllers if appropriate.	
Appoint suitably experienced key event officials	Advise on the appointment of key officials. Supply suggested role descriptions for all key event officials

Event systems.

Organising Body will	BOF will
Use a BOF approved electronic punching system.	Supply list of approved contractors for event services
Provide a suitably equipped assembly area for each day of the competition.	Provide list of equipment available from the central store Advise on equipment that can be hired from other clubs and associations.
Arrange for O and Food traders. Check on local restrictions. Agree license fee and terms of trading.	Supply details of approved traders Provide standard trading contract.
Use a BOF approved supplier of entry systems and/or results systems.	Supply list of approved suppliers of entry systems and/or results systems.