

# Minutes of Teleconference on 21st Jan 2013 at 9pm

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**Attendees:** Sarah Ní Ruairc, Mary O'Connell, Darren Burke, Finn van Gelderen, Mike Long, Aine Joyce, Fergal Buckley, Andrew Cox, Brian Power,

**Apologies:** Harold White, Ed Niland

## Agenda

1. Harold's new rules
2. Brief update of activities, 2 main objectives for 2013
3. IOA's finances
3. Travel and Subsistence policy
4. AOB

## Update from club officers:

**High Performance:** An email with information on the activities in the HP area was sent earlier. In summary, WOC is no. 1 priority, 2nd priority is Euromeeting.

*There is a desire to nurture the younger members of the squad. The total number on the squad is 20 or less. But it is hard to know exactly. An anti-doping questionnaire has been completed by some squad members and the HP director. There are 70 wallet cards for distribution to senior and junior squad members. The HP Director is currently working on selection policy for WOC.*

**Junior Squad:** A recent Junior training weekend was postponed because of weather conditions, but there is another one in Killarney soon and one in early March in Dublin. EOC in Israel is cancelled so summer plans are in the air, there will be a small trip to WOC.

**Communications Officer:** The priority is to finish 10 elements and schools O piece, a lot of work (2-3 wks) to finish up items. A redesign of the IOA website is underway.

## Fixtures Secretary:

The Fixtures secretary gave the committee an update of any issues with fixtures.

**Technical Officer:** The officer was unable to be present but had submitted Middle Distance rule changes for approval to the committee. The committee gave general approval; full approval can be done over email once some minor points are resolved.

**Mapping:** The mapping information which clubs submitted to the IOA last year is being reported back to each club for corrections. There will be new mapping rules in the coming weeks.

**Chairperson:** A meeting of the committee and chairs of clubs to discuss way forward for IOA is being planned in the coming months. Dates are under consideration

**Treasurer:** An update of the IOA's finances was supplied by the treasurer before the meeting.

Expenses and Conflicts of Interest Policy:

This proposal was circulated earlier and has two important aspects 1. Employing family members and friends and 2. Mileage rate for committee members.

A subcommittee to consider potential conflicts of interests would have the Chairperson and the Treasurer at a minimum. The committee were satisfied that a third person was not needed on this sub-committee. This new policy keeps the IOA procedures in line with ISC guidelines on corporate governance. The committee was reminded that any committee member always has the right to bring items to committee for discussion.

The proposal of 15c per kilometre was considered by some people too low. The Chairperson said AA suggests 15c per km to cover the cost of fuel. It was felt that the rate should be a bit higher to cover wear and tear. There was agreement on 25 cent per km.

The treasurer will update the proposed policy to reflect this agreement.

The updated policy is in the Appendices and has been approved by the committee on email.

Finances 2012 :

There is a surplus of €4300, but there is a significant amount of expense from Communications still to be paid. HP, Juniors and Technical have a surplus. It was agreed that outstanding *Communications* expenses would come out of 2013 budgets and other officers carry their surpluses over to 2013.

**AOB:**

*Communications* officer asked committee to get friends and family to 'like' the IOA Facebook page. This is important for potential sponsorship. wants to close down old Facebook group (not O groups). The IOA have 2 identities on Facebook, a group and a page; need to transfer people to new Facebook page away from the 'group.

The Chair thanks all for their participation.

Call finished at 22.12



## Appendices

### HP progress report

*(Emailed to committee in advance of meeting)*

Update on activities that I've been doing recently:

#### 1. Real Winner

This is an online anti-doping education programme that the Irish Sports Council has made available. It covers a wide range of topics and takes around an hour to complete. On completion you get a certificate. I expect all squad members representing Ireland this year to complete this programme. So far I think I've got at least 6 completed certs.

#### 2. Squad Intentions

I'm gathering information on who intends to race where this year in order to allow sufficient time to plan ahead.

#### 3. Selection Policy

I've been liaising with the senior selectors for the last couple of months trying to get selection policy for WOC2013 finalised. Almost complete. It's taken longer than I hoped but I think a problem with the process has been my position, with Ivan who was both the HP Director and a selector he was in a better position to get a decision made, whereas I am staying out of deciding selection policy being the "player-manager" for the squad.

The two goals that High Performance will be looking to prioritise this year are as follows, many of the other goals such as training camps feed in to achieving these main goals:

#### 1. WOC

Getting improved results at this WOC was targeted after Trondheim in 2010. It is the number one goal of the squad as it is the World Championships, and it is the event that the squad trains for.

#### 2. Euromeeting

Ireland hasn't participated in this event in recent years but the reason why I've chosen it for the Squad Calendar is that Euromeeting usually takes place on terrain relevant to the World Champs in 2 years' time. So in this case Euromeeting 2013 is being held in Scotland. As the committee will be aware that in 2010 after WOC in Trondheim the aim of the squad was to look towards 2013. Now that it is 2013, a new target is being identified in what is as close to a home

WOC as we are going to get. There is a lot of interest within the squad in attending this event so I am taking this to mean that there is also interest in 2015. Discussions that I have had with the selectors would indicate that there is a lot that can be done to help this idea. The British Squad (<http://www.project2015.co.uk/>) are already looking towards 2015. But before we look towards 2015, WOC in Finland as per the 1st goal will be the focus.

## Technical Officer's rule updates

### GUIDELINE 6: IRISH RELAY CHAMPIONSHIPS

(Amended September 2007 and January 2013)

#### G6.1 INTRODUCTION

This Guideline incorporates the practices that have been developed by the various organisers of the Relay Championships since the format was changed in 2006. As the organisation of relay events, and the Irish Championships in particular, is very infrequent, this Guideline is more prescriptive in terms of the organisation of the event than in some of the other Guidelines.

It is strongly recommended that all of the procedures involved are practised before the event, possibly at a club training event, and that those involved in producing the results are well versed the software system being used. With relay events generally being compressed into a relatively short period of time, and with the demand for information on the leading teams, the results system should be robust and capable of producing timely results.

It should be noted that these are guidelines, and it is up to the Organiser of the Relay Championships to adopt them fully, partially, or to use their own procedures. However the eligibility Rules, class format, and course standards shall not be changed.

## G6.2 THE PROFILE

Relay orienteering is a competition for teams of three runners running on virtually a head-to-head basis with the first-past-the-post being the winner. It should be exciting for spectators and competitors.

The Irish Relay Championships is an open club competition with the Irish Champions in the Open Premier, Women's Premier, Junior 48 and Junior 36 classes being the first IOA or NIOA club team to finish. These classes are open to club teams from other IOF affiliated Federations. Members of the teams in the Handicap 6, 12, and 18 classes do not need to be members of the same club. Teams in all of the classes, except Women's Premier, can be made up of both male and female competitors.

The relay format is similar in planning style to that of a Middle Distance event but some elements characteristic of a Long Distance event, such as longer and route choice legs should occur to allow competitors to pass each other without making contact. Good relay terrain has characteristics that make runners lose eye contact with each other (such as dense vegetation, many hills, depressions etc). Relays are not suitable for urban environments.

Fair competition is essential to relay events and the Planner must ensure that all teams face the same overall challenge. Courses should be planned such that competitors cannot easily follow fellow competitors on the same course. In order to reduce this likelihood, individual laps may be randomised and/or gaffled to split up the runners. All teams in the same class must complete the same overall course made up of its component legs.

Each class has designated courses with recommended winning times; Course Length Ratios to determine course lengths and climbs; and technical and physical standards. This detail is provided in section G6.14.

### G6.3 ELIGIBILITY

Rule 6.7 was amended in January 2012 to allow club members who are Irish citizens, or who can claim Irish citizenship but do not reside in Ireland, to be eligible to compete for an IOA or NIOA club team of which they are a member. The Rule states that:-

‘The Irish Relay Championship shall be an open competition with the Irish Champions being the first IOA or NIOA affiliated club team in the Open Premier, Women’s Premier, Junior 36 and 48 classes.

To represent an IOA or NIOA affiliated club, all team members shall:-

- (A) have been an individual, family, or group member of that IOA or NIOA affiliated club for at least three months immediately preceding the Relay Championship, and
- (B) meet either of the following conditions:-
  - (i) they qualify for Irish citizenship through birth, descent, naturalisation, or marriage, in accordance with the Citizenship Acts 1956 to 2004, or
  - (ii) they have been present on the island of Ireland for at least six out of the twelve months immediately preceding the Relay Championship.

Overseas IOF affiliated club teams may compete in the Open Premier, Women’s Premier, Junior 48 and Junior 36 classes provided that all team members are from the same club.

The Handicap 6, 12, and 18 classes have no requirement for all of their members to be from the same club, and as a result no teams in these classes shall be declared as Irish Champion.

It is the responsibility of the club representative completing the Team Registration Form on behalf of an IOA or NIOA affiliated club in the Open Premier, Women’s Premier, Junior 36 and Junior 48 classes to ensure that all team members meet the requirements of this Rule.’

## G6.4 RESPONSIBILITY

The Irish Relay Championships is rotated through the four regional Associations, who will select, or invite clubs to tender, to stage the event in their region. The Organising Club shall take financial responsibility for the event, unless prior agreement has been reached with the Irish Orienteering Association, or a regional Association.

The Organiser shall be responsible for the organisation of the event (Rule 5.1.1)

The Irish Relay Championships shall be held under the Rules, Appendices, and Guidelines of the Irish Orienteering Association.

## G6.5 OFFICIALS

Given the importance of this event, the Organiser and Planner should have considerable experience in these roles ideally with previous C2 events, and/or larger C3 events.

The Controller shall be an IOA Certified Event Controller, or BOF Grade 1 or Grade 2 Controller who is a member of an NIOA affiliated club. They shall belong to a different club from the Organising Club, and preferably should be from a different regional Association. Any variation in this shall be agreed by the Controller of Technical Standards.

The Controller shall:-

- 1 Approve the map, confirming that it meets the ISOM standards.
- 2 Approve the planned courses, ensuring that they are fair, and adhere to the levels of technical and physical difficulty as detailed in the table in section G6.14 following.
- 3 Approve every control site and each control description by visiting each in the terrain.
- 4 Approve the placement of control flags at each control site.

5 Approve the production of the competitors' maps and the control description sheets.

6 Ensure that the organisation of the event is appropriate for its status.

7 Be present throughout the event.

8 Ensure that the event is held in accordance with the IOA Rules, Appendices, and Guidelines.

No more than 3 weeks after the event the Controller shall send a report to the Controller of Technical Standards that should include any significant features of the event, and details of any voided courses, complaints or protests.

## G6.6 CLASSES

In the Open Premier and Women's Premier classes the team members compete over three equal length courses of the same physical and technical difficulty.

Teams in the Junior 48 and Junior 36 classes should have a combined age of up to 48 years and 36 years respectively using their 'orienteering age'. Their team members compete over courses of different length, and different physical and technical difficulty.

The maximum 'orienteering age' for any competitor in either Junior class is M/W 18. The classes, course designations, and possible team combinations are as follows:-

Class	Course colour standard, and designation	Possible team combinations (Some of many)
Junior 48	Light Green (LG1)	Three M or W 16's;
	Light Green (LG2)	Two M or W 18's plus one M or W 10;
	Orange (O1)	Three M or W 14's; etc
Junior 36	Orange (O1)	Three M or W 12's;
	Yellow (Y1)	One M or W 16 plus two M or W 10's;
	Yellow (Y2)	One M or W 14 plus one M or W 12 plus one M or W 10

The three team members in each Handicap class will run over different course lengths and the Course Designations define their Course Length Ratios, technical and physical standards, and recommended winning times, as detailed in the following section G6.14.

Similar to the Junior system, the Handicap classes are based on the combined ages of the team members using their 'orienteeing age'. Handicap Points are allocated to the various orienteeing age groups as follows, and these are used to calculate the total points for the team that determines their handicap class.

Age Class	Handicap Points
M21	0
M20, M35	1
M18, M40, W21	2
M45, W20, W35	3
M16, M50, W18, W40	4
M55, W16, W45	5
M14, M60, W14, W50	6
M65, W55	7
M70 and over, W60	8
W65	9
W70 and over	10

The permitted points range for the three Handicap classes are:-

Class	Total Handicap Points	Possible team combinations (Some of many)
Handicap 6	6 to 11	Three M40's; One M35, one W21, and one W60; Two M21's, and one W70; etc
Handicap 12	12 to 17	Three M50's; One M55 plus two M60's; One M21, and two M70's; etc
Handicap 18	18 and over	Three M65's; One M21, and two W70's; Two M60's and one M70; etc

The listed possible team combinations above are for illustrative purposes, and many other combinations are possible within the class limits of the handicap points.

The three team members in each Handicap class will run over different course lengths (loosely short, medium, long in format).

Allowing for the different length courses for the Junior and Handicap classes, the recommended total team winning times are:-

Class	Recommended team winning time (mins)
Open Premier	96
Womens Premier	96
Junior 48	68
Junior 36	42
Handicap 6	96
Handicap 12	96
Handicap 18	89

## G6.7 TERRAIN

The terrain should generally be runnable and of a good technical standard. There should be sufficient types of control sites in the terrain to allow different sites to be selected for different courses. The area should meet the following requirements:-

- 1 It should be of sufficient size to accommodate the Open Premier class courses with a recommended winning time of 32 minutes per runner or 96 minutes for the team, without undue repetition.
- 2 At least 50%, and preferably considerably more, of the area that the longer courses will use, should be reasonably runnable; and at least 75% of the shorter courses.
- 3 The area should not be so steep that the total climb on any course should normally exceed 4% of the shortest sensible route.
- 4 Where several areas are linked, the total amount of marked route should not exceed 10% of the total course length.

## G6.8 THE MAP

The map shall comply with the IOF International Specification of Orienteering Maps (ISOM 2000) and shall be field worked in order for the map to be legible if presented at a

scale of 1:15,000. The map scale used for relay events is usually at a scale of 1:10,000 but in complex areas with intricate detail, larger scale maps may be used provided prior permission (at least 6 months) has been given by the Controller of Technical Standards. When permission is granted it should be noted on the event website.

#### G6.9 EMBARGO

The competition terrain shall be embargoed as soon as its location is published. The terrain shall not have been used for orienteering for a minimum period of 24 months before the date of the event.

#### G6.10 COURSE PLANNING

The courses planned shall comply with the standards set down in this Guideline, and be in accordance with the principles detailed in Appendix A Course Planning.

The Relay should be a spectator friendly event offering a race between teams, with the first to cross the finish line being the winner. The Arena layout and course setting must consider this to provide good spectator opportunities. The layout of the Arena, run-out, run-in, and changeover area together with providing good vantage points for the spectators needs close collaboration between the Planner and Organiser in their design before detailed course planning can be started. It is therefore important that the Arena layout is agreed fairly early in the planning process and approved by the Controller.

Ideally the competitors should pass the Arena as part of their course to provide additional spectator interest in the race, and they should be clearly visible from the waiting pen on the run-in from the last control.

Sufficiently different laps should be planned so that all teams are not running very similar courses so that the runners still need to rely on their navigational skills rather than just following fellow competitors. A division of the runners will be achieved by starting the first leg runners on the three different legs, where the number of teams in any class

will indicate the need to produce gaffled courses. This is dealt with in section G6.11 following.

Mass starts inevitably lead to packs of runners leaving the Arena at one time, so very narrow or steep downhill legs to the first controls should be avoided. Sufficient distance should be given for the runners in the mass start to spread out before they meet a potential obstruction or hazard.

Planners should avoid placing controls in clusters where they are clearly visible from each other as this reduces the navigational challenge. Control sites must not be ambiguous in any way and any possibility of confusion with other adjacent sites should be avoided. For the visible first legs the direction of the three course options should appear similar so that the waiting team members cannot determine what course variation their teammate is on.

Consideration should be given to the level of usage of control sites especially in the earlier part of the courses where traffic could be heavy immediately after the start. An adequate number of punch units should be used. Control sites with restricted access should be avoided.

Head to head racing is an important element in relay events and individual laps for each class should have similar challenges in the latter part of the courses. Consequently it is not good practice to have significant differences in leg lengths and/or physical/technical difficulty between controls for this part of the courses. If control site options are limited towards the end of the courses, it is acceptable to have one or more common controls on all courses for that class, or classes.

## G6.11 RANDOMISING AND GAFFLING

Two methods are available to split up the runners in each class, randomising and gaffling, with the methods used largely dependent on the number of teams. To put these comments into context, the largest number of competing teams in recent years was at IOC 2011. The number of teams for the Open Premier, Womens' Premier, Handicap 6, Handicap 12, Handicap 18, Junior 48, and , Junior 36 classes were 17, 5, 11, 12, 16, 6, and 6 respectively.

With relay teams of three runners, the running order of the legs can be randomised so that only one third of the runners start on the first and subsequent laps of the courses. By randomising in this way, there are six variations of the team/lap combinations and using the Open Premier class as an example with courses A1, A2, A3 the six course combinations would be A1A2A3, A1A3A2, A2A3A1, A2A1A3, A3A1A2, and A3A2A1. Taking the example of the 17 teams in the Open Premier class in the 2011 event, a maximum of six runners would have started on each of the three separate courses and only three teams would have completed the event over the same combination of courses.

Provided some seeding of teams is carried out, gaffling of courses is generally thought to be only appropriate where the total number of teams in a class is 24 or more. Two gaffling systems are available, Vannas and Motala with the former being the most common.

The Vannas system splits the courses into a first and second part with a common control acting as the changeover point between the two. This produces nine separate courses and 27 course combinations.

Given the current numbers of teams in each of the IOC classes, randomisation of teams with some seeding seems the most appropriate method of providing sufficiently different course combinations to avoiding competitive teams running the same combination of courses. By adopting this, it limits the number of unique courses, reduces the risk of mistakes in their checking, simplifies the production of results, and greatly reduces the potential additional workload of the Organiser, Planner, and Controller if gaffling is used.

## G6.12 SEEDING

In order to prevent the better teams running on the same course combinations, some seeding is recommended for the larger classes. The Organiser should seed the teams based on their past or current form, and rank them 1st, 2nd, 3rd etc. Where the randomisation method is used, only the top three or six teams need to be ranked with in the case of six teams being ranked the 1<sup>st</sup> and 4<sup>th</sup> compete on the same first leg, the 2<sup>nd</sup> and 5<sup>th</sup> on the same first leg, and the 3<sup>rd</sup> and 6<sup>th</sup> on the same first leg.

## G6.13 COURSE DESIGNATIONS

If seeding and randomisation of courses is adopted, the recommended Courses and their designations should be as follows:-

Class	Courses and designation
Open Premier	A1, A2, and A3
Womens Premier	B1, B2, and B3
Handicap 6	A1, B1, and C1
Handicap 12	B2, C2, and D1
Handicap 18	C1, D2, and LG1
Junior 48	LG1, LG2, and O1
Junior 36	O1, Y1, and Y2

This requires the planning of 15 different courses, A1, A2, A3, B1, B2, B3, C1, C2, D1, D2, LG1, LG2, O1, Y1, and Y2.

Recommended winning times, course standards, and Course Length Ratios for each designated course are given in section G6.14 following.

## G6.14 RECOMMENDED WINNING TIMES, COURSE STANDARDS, AND COURSE LENGTH RATIOS

The Recommended Winning Times shall be the predominant influence in designing the courses.

The base for setting the Course Length Ratios is the adjusted course length (length plus climb) where the leading Open Premier class runners will complete the A designated courses in the recommended winning time of 32 minutes

Courses	A1,A2, A3	B1,B2, B3	C1, C2	D1, D2	Light Green LG1, LG2	Orange O1	Yellow Y1, Y2
Recommended winning time per lap (mins)	32	32	32	32	25	18	12
Technical difficulty (1-5)	5	5	5	5	4	3	2
Physical difficulty (1-5)	5	5	5	5	4	3	2
Course Length Ratio or length	1.00	0.82	0.77	0.64	Approx 2.5k	Approx 2.0k	Approx 1.5k

## G6.15 ORGANISATION

The organisation should be sufficient to cope with the number of competitors expected to attend. Particular care is needed in finding a suitable car park as close as possible to the Arena remembering that with the mass start of all teams at a particular time, most competitors will tend to arrive and leave together. The organising club should normally provide:-

- 1 An event website for information, entry lists, results, publication of previous maps, and on-line entry and payment.
- 2 An entry closing date as close as possible to the date of the competition.
- 3 An entry list at the Arena.

- 4 Control descriptions on the front of the maps.
- 5 Unmarked copies of the map on display in the Arena if the competition area has been used for previous events.
- 6 The same control site format at each control, with a sample on display near to the call-up point.
- 7 A frequently updated results display.
- 8 A dignified and prestigious prizegiving ceremony.

#### G6.16 TEAM REGISTRATION

While the details of the team running order may be provided by the club representative on the entry form, it is advised that final team registrations be made on the event weekend, as experience shows that many changes are made at that late stage creating a second wave of entry input of the team members into the results system. In addition with the randomising of the different course lengths for the Junior and Handicap classes, the running order for the team members needs to be advised to the team prior to registration, so that they can nominate who will run the different length courses. This can be done by issuing Team Registration Forms to the club representatives.

Samples of the team registration forms are given in the following section G6.26, and are available for download from the Technical section of the IOA website. The forms provide for the input of runners' SI numbers if the runners own SI cards are being used. The alternative is for the organisers to provide SI cards to each runner in their map bag. This has the advantage that each SI card can be allocated to the runner's number and input into the results system prior to the event, and reduces the correction of SI details in the midst of the busy period of producing results if a runner uses a different SI card than that notified. It also provides the additional safeguard that if there is any major problem with the results system, the results teams have the SI cards that can be interrogated if necessary.

The forms shall also be used to confirm that all of the team members in the Junior and Handicap classes meet the age requirements for their class; and in the case of IOA and NIOA affiliated club teams in the Open Premier, Womens' Premier, Junior 48 and Junior 36 classes, the Irish Relay Championship competitions, that all of the team members meet the eligibility requirements of Rule 6. It is up to the person registering the Team Registration Form to ensure that all team members meet the eligibility requirements. Club teams from other IOF Federations shall be competitive in these four classes. The first IOA or NIOA affiliated club team in the four classes will be declared Irish Champion.

It is best that the Team Registration Forms are available on the previous days of the Championship weekend, and that the closing time for team registrations be in the afternoon of the day before to give time for the runners' named to be entered into the results system. While this creates a pressure on the input of details into the results system on the evening before the event, it should ensure that the runners' details are as accurate as possible, and should minimise the number of changes required on the day of the event. Any changes of registration detail should be avoided on the day of the event.

#### G6.17 TEAM NUMBERS

Teams need to be identified by a race number for the allocation of course maps to ensure that the correct map is issued to the correct team member, for the production of results, and for the identification of runners. The numbering system can be established well in advance of the event. Several methods of numbering are available.

Firstly is the simple system of numbering teams 101, 102, etc and using coloured bibs (the recent norm being red, white, and green) to denote the separate legs. The drawback of this is that they do not easily identify the leg runner for the input of results although this should be identified from their SI card, provided this tallies with the registration details.

A second system takes it a stage further numbering by numbering each leg e.g 101-1, 101-2, and 101-3 for the three leg runners of team 101. This tends to be a confusing format for map issue and commentators. This system can be added to by using coloured bibs, or coloured stripes.

A third system, and one that has been adopted by some of the organisers of the Relay Championships, is to identify the runner's leg by the first digit of either a three or four digit number where the second two or three numbers respectively are the team number. With team entries at the Irish Championships usually less than 100, a three digit number is usually sufficient. The reasoning behind this approach is that the identification of the leg is more important in terms of the call-up of competitors, and for map issue. A possible allocation of team numbers for each of the classes with this system could be:-

Class	Leg 1	Leg 2	Leg 3
Open Premier	101-124	201-224	301-324
Womens Premier	125-134	225-234	325-334
Handicap 6	135-149	235-249	335-349
Handicap 12	150-164	250-264	350-364
Handicap 18	165-182	265-282	365-382
Junior 48	183-191	283-291	383-391
Junior 36	192-199	292-299	392-399

When the Team Registration forms are completed and handed in by the club representative, they should be exchanged for the numbered bibs, with or without safety pins depending on the policy adopted by the organisers.

## G6.18 MAP ISSUE

The organising club should have a method of quickly issuing maps to competitors. The maps should be packaged in such a way that the waiting runner is unable to see their course before they start. A suitable method is using opaque paper bags (chip bags) sealed with a label or adhesive tape and stored upright in a box with separate boxes for each leg prior to distribution. The label is preferable as it can be pre-printed giving the team number and class. However it should not give any indication of the course designation. To ensure that the map is not torn when opening, any label or tape should not be stronger than the bag itself.

If the organisers decide to provide SI cards to each runner, then these should also be placed in the map bags. For their additional safety they should have a stringed loop to put on the runner's wrist when they start.

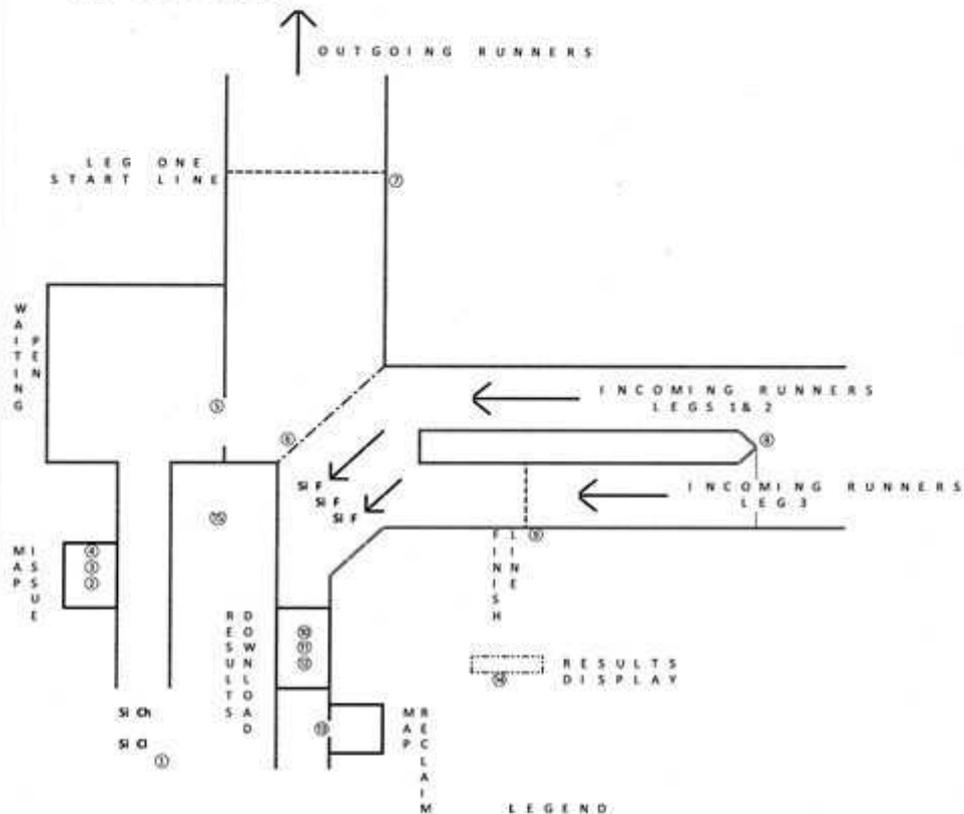
## G6.19 ARENA AND EVENT OFFICIALS

The location of the Arena should be adjacent to or within the competition area in order to reduce the amount of dead running at the start and end of each lap. It should be designed so that waiting runners are able to see their incoming runner in sufficient time for them to reach the changeover line. The spectator element is very important for a good relay event and adequate space should be allocated to spectator areas where runners can be clearly seen on the run-out and run-in.

A sample of a possible Arena layout is given below together with an indication of the officials' jobs. The actual layout and allocation of jobs is a decision for the Organiser and is dependent on the actual terrain and the availability of officials. An important element in planning the layout is safety and the flow of competitors should be designed so as to avoid the risk of collisions between fast moving runners.

Ideally tents should be provided for map issue (to keep the map bags dry as well as the personnel), and for download and results (to protect the electrical equipment, to keep paper dry, and to provide a quiet space to resolve any problems with the results). If the weather is inclement some smaller tents could be used for the other officials.

**SUGGESTED RELAY LAYOUT AND OFFICIALS**



**SPORT IDENT UNITS**

SIG: CLEAR  
 SIG: CHECK  
 SF: FINISH

**LEGEND**

- TAPE
- TENT OR ENCLOSURE
- - - - - START & FINISH LINES
- · - · - · - CHANGE OVER LINE
- TEMPORARY TAPE BLOCKING LEG 3 FINISH LANE
- ▭ RESULTS DISPLAY

**OFFICIALS**

- ① CALL UP
- ② & ④ MAP ISSUE
- ③ WAITING PEN
- ⑤ CHANGE OVER LINE
- ⑦ STARTER
- ⑧ LEG MARSHALL
- ⑨ FINISH LINE JUDGE
- ⑩ & ⑪ DOWNLOAD & RESULTS
- ⑫ MAP RECLAIM
- ⑬ RESULTS DISPLAY
- ⑭ ORGANISER

The waiting pen should be sufficiently large and placed in such a manner so that waiting runners can easily identify their incoming team-mate. Ideally it should be placed on a slope so that even the smallest runners can see the run-in. Incoming and outgoing runners need to be able to touch at the changeover point and exit the area safely. The run-out and run-in should be clearly separated to avoid any potential collisions.

One or more officials should be positioned at the changeover line to ensure that the touching handover is made by team-mates, that the waiting runners have not opened their map bag to examine their map prior to starting, and to help those incoming runners whose team-mate is not present at the changeover point.

#### Event Officials and their duties

Ref No	Job Title	Duties
1	Call-up	<p>Verbally call-up classes for the mass start at least 10minutes before the start time</p> <p>Ensure that all runners clear and check their SI cards if they are using their own (not necessary if the SI cards are in the map bags)</p> <p>Check that competitors' bibs are clearly displayed (no bib no go)</p> <p>Have a supply of spare blank bibs and pen</p> <p>Deal with any start or general queries</p>
2, 3, and 4	Map Issue	<p>Issue maps for each leg checking that the runners' bib number matches the map bag number</p> <p>Have maps for each leg in different boxes</p> <p>Direct competitors to the waiting pen</p> <p>Have spare course maps available in case an earlier runner is given the wrong map</p>
5	Waiting Pen Marshall	<p>Guiding mass starters (leg 1) through to the starting line</p> <p>Assist with the mass start</p>

		<p>Ensure that runners in the waiting pen do not open their map bags</p> <p>Ensure that runners only move to the changeover line when their previous leg runner is seen</p>
6	Changeover Line Marshall	<p>Assist the Starter with the mass start</p> <p>Ensure that waiting runners on legs 2 and 3 do not open their map bags until they have been touched by their incoming runner</p> <p>Direct runners to the finish SI units, and results download</p> <p>Collect discarded map bags</p>
7	Starter	<p>Get permission to start from the Organiser (Ref No 15)</p> <p>Arrange first leg runners in waves across the width of the start box with the classes likely to have the fastest runners at the front, and the Junior classes at the back</p> <p>Sound an air horn or similar for the start at the agreed starting time</p> <p>Organise mini-mass starts for second and third leg runners if necessary, noting the team numbers of those runners started, and their start time, and passing this information to the results team</p> <p>Collect discarded map bags</p>
8	Leg (or lane) Marshall	<p>To direct first and second leg runners into the lane with the changeover point</p> <p>To direct third leg runners into the finish lane</p>
9	Finish Line Judge	<p>To record on paper the finishing order of leg 3 runners remembering that it is the order over the finish line that determines the results and not the timing provided by the finish SI units</p> <p>If possible an assistant should assist with this</p>
10, 11, and 12	Download and Results	<p>Provide printed split times to competitors</p>

		<p>Retain SI cards if these have been issued to competitors</p> <p>Direct any runners with unresolved complaints to the Organiser</p> <p>Produce and print results at regular intervals for display</p> <p>Produce final results for the prizegiving</p> <p>Run a check on 'missing' competitors</p>
13	Map Reclaim	<p>To retain the runners' maps until the last competitors have started, and to place them in club bags, or for the Handicap classes into bags for that class</p> <p>To distribute the club bags to the club representatives when instructed by the Organiser; and maps to members of the Handicap teams</p>
14	Results Display	<p>Display results on the results boards</p>
15	Organiser	<p>Overall responsibility for the organisation of the event</p> <p>Confirm to the starter that he can proceed at the agreed mass start time after confirming with the Controller, Planner, and Results Team that everything is ready</p> <p>Ensure the smooth running of procedures during the event and deal with any problems that arise</p> <p>Deal with any complaints from competitors, and if any are not resolved summon the Jury to make a ruling</p> <p>Confirm the final results checking that the timed results accord with the record of teams crossing the finish line, making adjustments as necessary</p> <p>Deal with missing competitors as necessary</p>

## G6.20 STARTS

For the ease of timekeeping a single mass start for all classes is recommended. If staggered mass starts are used, classes running the same courses shall start at the same time.

For the mass start of the first leg runners, the start box should be wide enough to accommodate across the start line all of the runners in the largest class. It is also recommended that the start be structured in waves for the different classes, with the expected fastest classes to the front, and the slowest at the back. This should reduce the possibility of collisions between the runners in the heat of the mass start.

## G6.21 MINI MASS STARTS

Second and third leg runners who have been waiting for a significantly long time should be started in mini mass starts. Those runners involved should have their team number noted by the Starter, and the time of starting. Such runners, and the teams they represent, will remain competitive, and the total team time shall be the total of the times of the three individual runners. The Starter should notify the Results team of the numbers of the runners starting in the mini-mass start, and their start time.

## G6.22 FINISH AND TIMEKEEPING

Individual lap times will normally be recorded as well as the cumulative team times. However the result of the competition is based on the finishing order of the last lap team member as they cross the finishing line. It is recommended that a separate paper record be made of the order of finishers as they cross the finish line, that is independent of the timing system.

## G6.23 RESULTS

Given the importance of producing timely results and the very infrequent nature of relay events, it is strongly recommended that the results team familiarise themselves fully with the relay software system before the event.

## G6.24 MAP COLLECTION

So that teams are unable to gain an unfair advantage by comparing course maps before the competition is concluded, it is recommended that maps are taken from runners as they complete their course, up until the point when all of the runners have started. The handed in maps should be placed in club bags, and for the Handicap classes in bags for each Handicap class. They can be reclaimed by a club representative or competitor in the Handicap class when available.

## G6.25 COMPLAINTS AND JURY

Given the inter-club rivalry in relay events, the incidence of complaints is normally greater than with individual events, and with no staggering of starts and finishes, and with the following prizegiving any complaints usually have to be dealt with in a relatively short period by the Organiser. If any complaint cannot be resolved then the Jury may have to be convened. The Jury needs to have been formed before the event. A copy of the Rules should be available for the Jury at the event.

## G6.26 SAMPLE TEAM REGISTRATION FORMS

## IRISH RELAY CHAMPIONSHIPS 20.. OPEN PREMIER and WOMEN'S PREMIER

CLASS	OPEN PREMIER/WOMEN'S PREMIER (strike out as necessary)
TEAM NUMBER	*
Team Name	
CLUB	

- \*Inserted by the Organiser prior to the distribution of this form to the Club Representative

### TEAM RUNNING ORDER

LEG	BIB NUMBER*	COMPETITOR NAME	SI NUMBER^
FIRST			
SECOND			
THIRD			

- \* Inserted by the Organiser prior to the distribution of this form to the Club Representative
- ^ Only needed if using competitors' SI cards

### REGISTERED BY:

NAME	
ADDRESS	
e-mail address	
Mobile Phone No (Please include country code, if necessary)	

### CONFIRMATION

I confirm that all of the declared team members belong to the same club, and in the case of teams representing IOA and NIOA affiliated clubs, I confirm that they are eligible to compete to be Irish Champion in accordance with the team qualifications as detailed in IOA Competition Rule 6.7.

Signature of Club Representative registering this form \_\_\_\_\_

This form should be returned to Registration/Information no later than *Time on Date*

IRISH RELAY CHAMPIONSHIPS 20..JUNIOR 36 and JUNIOR 48

CLASS	JUNIOR 36/JUNIOR 48 (strike out as necessary)
TEAM NUMBER	*
TEAM NAME	
CLUB	

- \* Inserted by the Organiser prior to the distribution of this form to the Club Representative

TEAM RUNNING ORDER

LEG	BIB NUMBER*	COURSE LENGTH (k)*	COMPETITOR NAME	SI NUMBER^	O AGE Class
FIRST					
SECOND					
THIRD					
				Total O Ages	

- \* Inserted by the Organiser prior to the distribution of this form to the Club Representative

^ Only needed if using competitors' SI cards

REGISTERED BY:

NAME	
ADDRESS	
e-mail address	
Mobile Phone No (Please include country code, if necessary)	

CONFIRMATION

I confirm that all of the declared team members belong to the same club, and in the case of teams representing IOA and NIOA affiliated clubs, I confirm that they are eligible to compete to be Irish Champion in accordance with the team qualifications as detailed in IOA Competition Rule 6.7.

Signature of Club Representative registering this form \_\_\_\_\_

This form should be returned to Registration/Information no later than *Time on Date*

IRISH RELAY CHAMPIONSHIPS 20..HANDICAP 6, HANDICAP 12, HANDICAP 18

CLASS	HANDICAP 6/HANDICAP 12/HANDICAP 18 (strike out as necessary)
TEAM NUMBER	*
TEAM NAME	
CLUB (only complete if all members belong to the same club)	

- \* Inserted by the Organiser prior to the distribution of this form to the Club Representative

#### TEAM RUNNING ORDER

LEG	BIB NUMBER*	COURSE LENGTH (k)*	COMPETITOR NAME	SI NUMBER~	O AGE CLASS	HANDICAP POINTS
FIRST						
SECOND						
THIRD						
					TOTAL POINTS ^	

- \* Inserted by the Organiser prior to the distribution of this form to the Club Representative
- ^ The total Handicap Points for the Handicap 6 class shall be in the range of 6 to 11 points ; that for the Handicap 12 class shall be in the range of 1 to 17 points; and that for the Handicap 18 class shall be 18 or more points.
- ~ Only needed if using competitors' SI cards

#### REGISTERED BY:

NAME	
ADDRESS	
e-mail address	
Mobile Phone No (Please include country code, if necessary)	

Signature of Club Representative registering this form \_\_\_\_\_

This form should be returned to Registration/Information no later than *Time on Date*

**Treasurer's Expenses, Travel and Interests Policy**

POLICY  
ON  
PAYMENT  
OF  
TRAVEL, SUBSISTENCE & OTHER EXPENSES  
TO  
OFFICERS

BY

SARAH NÍ RUAIRC

TREASURER

JANUARY 2013

## **1. INTRODUCTION**

The Irish Orienteering Association (IOA) is the National Governing Body responsible for the promotion and development of the sport of orienteering in Ireland. The IOA is governed by a Committee of Executive Officers, each of whom serves on the Committee in a voluntary capacity. The IOA also engages the services of an Administrative Assistant who is paid to carry out administrative work on its behalf. The purpose of this document is to set out a procedure that Officers shall use when claiming for travel and subsistence expenses incurred in the course of carrying out official IOA business.

The IOA acknowledges that its Executive Officers and ordinary members carry out work for the Association on a voluntary basis, in their own free time and sometimes at considerable expense without charge.

## **2. OFFICERS AND BUDGETS**

At present there are ten Executive Officers on the IOA Committee in the following positions:

- Chairperson;
- Treasurer;
- Director of Orienteering Education;
- Communications Officer;
- Controller of Technical Standards;
- Development Officer;
- Director of High Performance;
- Director of Junior Representative Orienteering;
- Fixtures Secretary;
- Mapping Registrar.

There are also three non-Executive Officers: a Webmaster, anti-doping Officer and Child Protection Officer.

Each Executive Officer, with the exception of the Chairperson, Treasurer and Fixtures Secretary, is allocated a budget at the beginning of the financial year and is responsible for overseeing expenditure in their own area. Decisions on non-exceptional expenditure within each area are made by the relevant Executive Officer and paid by the Treasurer, subject to the production of suitable supporting documentation. Exceptional items or amounts that are significantly higher than normal require approval at committee level; this approval can be given by email. However in the normal course of operations, each Officer is responsible for their own budget provided that there is no scope for a conflict of interest.

If an Officer wishes to engage the services of an individual or organisation where there might be a conflict of interest, such as a family member or company owned by the Officer, they shall request the approval of the Chairperson and Treasurer prior to engaging the services of that individual or organisation. The Officer may be requested to obtain quotations from other suppliers/service providers. If the Officer's request is refused due to a conflict of interest, they may appeal the decision to the entire Committee.

An allowance is also made for expenditure associated with administration, such as paying the Administrative Assistant, affiliation fees, insurance costs and bank fees.

### **3. PROCEDURE FOR PAYMENT OF EXPENSES**

The IOA proposes that Executive Officers use the following guidelines when claiming travel expenses.

- a. Expenditure on travel and subsistence shall be taken from each Executive Officer's budget. For example any travel and subsistence claimed for by the Controller of Technical Standards shall be paid out of that budget.
- b. Any claims made by the Chairperson, Treasurer, Fixtures Officer or Administrative Assistant shall be paid out of the Administration budget.
- c. The maximum amount payable for travel expenses shall be based on a standard rate per kilometre: 25c per kilometre.
- d. Executive Officers may not claim for travel to a meeting if they are travelling to the area for reasons other than attending the meeting.
- e. Executive Officers shall make every effort to carpool where possible.
- f. Subsistence claims shall only be paid on production of receipts.

- g. When making a claim, each Executive Officer shall complete the form given in Appendix A and forward it to the Treasurer for approval. The Chairperson shall approve any claims made by the Treasurer.
- h. Claims should be made within one calendar month of any journey undertaken. Failure to lodge a claim within this time period may result in non-payment.
- i. Claims can be rejected if the above guidelines are not followed.

The above guidelines shall be followed by the Administrative Assistant and all Officers when claiming for expenses.

The above guidelines are not relevant to team leaders/supervising adults when accompanying Irish teams attending international competitions or training camps. The relevant expenses shall be reimbursed in full on production of the appropriate receipts.

**APPENDIX A – TRAVEL & SUBSISTENCE EXPENSES CLAIM  
FORM**  
(To Be Completed and Forwarded to the  
Treasurer)

<b>Name:</b>	
<b>Position Held:</b>	
<b>Address:</b>	
<i>Travel Claim</i>	
<b>Date of Travel:</b>	
<b>Travel from</b>	<b>to</b>
<b>Reason for Travel</b>	
<b>Amount Claimed (€)</b>	
<b>Amount Claimed (Stg)</b>	
<b>Amount Claimed (Other, please state)</b>	
<i>Subsistence Claim</i>	
<b>Subsistence Claim Amount (€)</b>	
<b>Subsistence Claim Amount (Stg)</b>	
<b>Subsistence Claim Amount (Other, please state)</b>	
<b>Date of Claim</b>	
<i>Total Amount (€)</i>	<i>Date</i>
<i>Total Amount (Stg)</i>	<b>€Equivalent</b>
<i>Total Amount (Other)</i>	<b>€Equivalent</b>
<b>Signed (Officer)</b>	<b>Date</b>
<b>Treasurer</b>	<b>Date</b>
<b>Treasurer (Block Caps)</b>	
<b>Chq No</b>	<b>Date</b>
<b>Fexco Amount</b>	<b>Date</b>

Notes:

1. Supporting documentation shall be submitted with this claim.