

# The Role of the Organiser

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Controller of Technical Standards

# The Role of the Organiser

- Competition Rule No 5.1 states that
  - - The Organiser shall be responsible for the organisation of the event. He shall ensure that other competition officials are appointed as necessary.
- A very abbreviated description of their duties
- Has ultimate responsibility for all aspects of the event – Not the Controller

# The Role of the Organiser

- For multi-day events the Event Co-ordinator is the Organiser
- The Day Organisers are subordinate to him/her
- In practice the Co-ordinator tends to look after the various functions common to each of the days, or that apply to the general running of the event,
- while the Day Organiser tends to look after the specific functions needed for their day
- To ensure that the Competition Rules and Guidelines are followed

# Other Listed Officials - Planner

Responsible for:-

- the design of the courses
- printing of course maps and control descriptions
- preparation of control markers
- placement and retrieval of the control markers

# Other Listed Officials - Controller

- - Responsible for all aspects of the event, not just the courses
- - Shall ensure that the Rules and Guidelines are followed, mistakes avoided, and that sporting fairness is paramount
- - Have the authority for adjustments to be made if he or she deems them necessary to satisfy the requirements of the event
- - Shall work in close collaboration with the Organiser and Planner

# Other Officials Listed in the Rules

- Technical Advisor – May be appointed for all ‘international’ events (Rule 5.3)
- Mapping Adviser – May be appointed by the IOA to all events of international status (Rule 5.4)

# Timeline

A three year period of preparation is recommended

<b>Year 1</b>	<b>Event areas identified</b> <b>Access permissions agreed</b> <b>Areas embargoed</b> <b>Principal officials appointed</b>
Year 2	Mapping Event website Day officials and team leaders appointed Budget drawn up
Year 3	Course planning Equipment needs identified and assembled Entry fees agreed and entries open Recruitment of day volunteers

# Core Activities (1)

- Area identification
- Access/permissions (including parking)
- Mapping
  
- Budget and entry fees
- Equipment needs
- Sponsorship and IOA Subvention



# Core Activities (2)

- Event website
- Appointment of principal officials
- Safety and risk assessment
- Entries
- Event computing equipment and software

# Secondary Activities

- Signage
- First Aid
- Toilets
- Rubbish
- Equipment procurement and use
- Recruitment of further officials and volunteers
- Appoint Team Leaders
- Prizes
- Thank yous (letters, presents, mementoes, other)
- PR and Publicity
- Complaints procedure/Jury
- Agree layout of parking, assembly, start, and finish for each day

# Tertiary Activities

- Event Centre
- Social events
- Accommodation
- Programme and Results Booklet
- Traders

# Possible teams with Team Leader

- Equipment
- Facilities put-up and take-down
- Registration and enquiries
- Start
- Finish
- Results
- Relay
- Prizegiving

# Officials and Volunteers

- Clear policy on refundable expenses and the provision of accommodation
- Gifts for principal officials
- Mementoes and/or meal vouchers for other officials and volunteers
- Post event party

# Organisation

- Build a strong team
- Play to peoples' strengths
- Delegate
- Use sub-committees – formal or informal
- Minimise large committee meetings
- Keep the structure flexible
- Use online meeting facilities
- Use online filing system for meeting notes and other documents