

## **GUIDELINE 4: IRISH RELAY CHAMPIONSHIP**

(Amended September 2007, January 2013, and February 2016)

### **G4.1 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 contains more details about 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 in 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 progress of 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.

### **G4.2 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 OI 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 visual contact. Good relay terrain has characteristics that make runners lose eye contact with each other (such as dense vegetation, many hills, depressions etc.). The Irish Relay Championship is not suitable for an urban environment.

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 lap. In order to reduce this likelihood, individual laps may be randomised and/or forked (the IOF term for gaffling) 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; indicative course lengths; and technical and physical standards. This detail is provided in section G4.13.

### **G4.3 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 OI 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 OI or NIOA affiliated club team in the Open Premier, Women’s Premier, Junior 36 and 48 classes.

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

(A) have been an individual, family, or group member of that OI 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 OI 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.'

## **G4.4 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 Orienteering Ireland, or a regional Association.

The organizing club of a competition shall appoint an Organiser who shall be responsible for all aspects of the competition up to the start line and from the finish line; and a Planner who shall be responsible for all aspects of the competition from the start line to the finish line. (Rule R5.1.1)

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

## G4.5 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 a Senior OI Certified Event Controller, or a BOF Grade A, B, or C Controller who is a member of an NIOA affiliated club. They shall be appointed by the OI Executive Committee and 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 required standards as detailed in the table in section G4.13 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 OI Rules, Appendices, and Guidelines.
9. Confirm the final results

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.

## G4.6 RISK ASSESSMENT

The Organiser and Planner should conduct a risk assessment exercise to identify any potential risks, and to consider and implement any mitigating actions that may be required. This should include contingency plans to deal with injured or missing competitors or officials. The [Risk Assessment form](#) on the OI website should be used for this purpose. It should be completed by the competition Organiser and Planner, and be checked and signed off by the Controller.

## G4.7 CLASSES

In the Open Premier and Women's Premier classes the team members compete over three equal length laps 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 'orienteeing age'. Their team members compete over laps of different length, and different physical and technical difficulty.

The maximum 'orienteeing 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) Light Green (LG2) Orange (O1)	Three M or W 16's; Two M or W 18's plus one M or W 10; Three M or W 14's; etc.
Junior 36	Orange (O1) Yellow (Y1) Yellow (Y2)	Three M or W 12's; One M or W 16 plus two M or W 10's; 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 lap lengths and their technical and physical standards, and recommended winning times, are detailed in the following section G4.14.

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 lap lengths (loosely short, medium, long in format).

## G4.8 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 appropriate 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 lap winning time of 32 minutes per runner 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 would 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.

## **G4.9 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 1:10,000 (as stated in Appendix AE.1.3). 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.

## **G4.10 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.

## **G4.11 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 Principles.

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 to ensure 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.

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. Consideration should be given to the level of usage of control sites especially in the earlier part of the laps 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 particularly over the closing stages of the final lap. Individual laps for each class should have similar opportunities for head to head challenges within courses. Consequently it is not good practice to have significant differences in leg lengths and/or physical/technical difficulty towards the end of laps. 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.

## G4.12 RANDOMISING AND FORKING

Two methods are available to split up the runners in each class, randomising (varying the lap sequence) and forking (varying the leg combinations on each lap), with the methods used largely dependent on the number of teams. To put these comments into context, the number of competing teams at IOC 2015 in the Open Premier, Women's Premier, Handicap 6, Handicap 12, Handicap 18, Junior 48, and , Junior 36 classes were 10, 3, 9, 17, 13, 8, and 4 respectively.

With relay teams of three runners, the running order of the laps can be randomised so that only one third of the runners in each class start on the same first few legs but then divide at the first forking of the courses. By randomising in this way, and using course forking it provides potentially an infinite number of leg combinations

The most commonly used relay planning software packages (Condes and OCAD) greatly simplify the development of relay course variations. A single changeover (fork or gaffle) per lap provides 9 course variations and 27 lap combinations. Two changeovers increase these figures to 27 and 81 respectively. Combining 2 forks and defining a common last head to head section for all third leg runners would provide 18 possible courses for first and second lap runners, and 9 possible courses for third leg runners. The adoption of this software greatly reduces the opportunities for following.

## G4.13 SEEDING

In order to prevent the better teams running on the same lap course combinations, some seeding may be necessary for the larger classes. The Organiser should seed the teams based on their past or current form, and rank them 1st, 2nd , 3rd etc.

## G4.14 RECOMMENDED WINNING TIMES, COURSE STANDARDS, AND INDICATIVE COURSE LENGTHS

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

Class	Lap No (Lap order will be randomised)	Recommended Lap Winning Time (mins)	Technical Difficulty (1-5)	Physical Difficulty (1-5)	Indicative Course Length * (k)
Open Premier	1	32	5	5	5.0
	2	32	5	5	5.0
	3	32	5	5	5.0
Women's Premier	1	32	5	5	4.0
	2	32	5	5	4.0
	3	32	5	5	4.0
Handicap 6	1	32	5	5	5.0
	2	32	5	5	4.0
	3	32	5	5	3.0
Handicap 12	1	32	5	5	4.0
	2	32	5	5	3.3
	3	32	5	5	2.5

Handicap 18	1	32	5	5	3.3
	2	32	5	5	2.5
	3	25	4	4	2.5
Junior 48	1	25	4	4	2.5
	2	25	4	4	2.5
	3	18	3	3	2.0
Junior 36	1	18	3	3	2.0
	2	12	2	2	1.5
	3	12	2	2	1.5

\* The Indicative Course Lengths assume a climb per lap of 2% i.e. a climb of 100m on a course measuring 5.0k. If the climb is less than this then the course should be lengthened, and if greater the course reduced.

## **G4.15 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 prize giving ceremony.

## **G4.16 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 courses 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 G4.25 and are available for download from the Technical section of the OI 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 it reduces the correction of SI details in the midst of the busy period of producing results. It also provides the additional safeguard that if there is any major problem with the results system, the results team have the SI cards that can be interrogated later 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 OI and NIOA affiliated club teams in the Open Premier, Women's 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 OI 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 does ensure that the runners' details are as accurate as possible, and should minimise the number of changes required on the day of the event.

## **G4.17 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 different laps. 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 corresponds with the registration details.

A second system takes it a stage further by numbering each leg e.g. 101-1, 101-2, and 101-3 for the three lap 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 recent 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 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	Lap 1	Lap 2	Lap 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.

## **G4.18 MAP ISSUE**

The organising club should have a method of quickly and accurately 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 lap. 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.

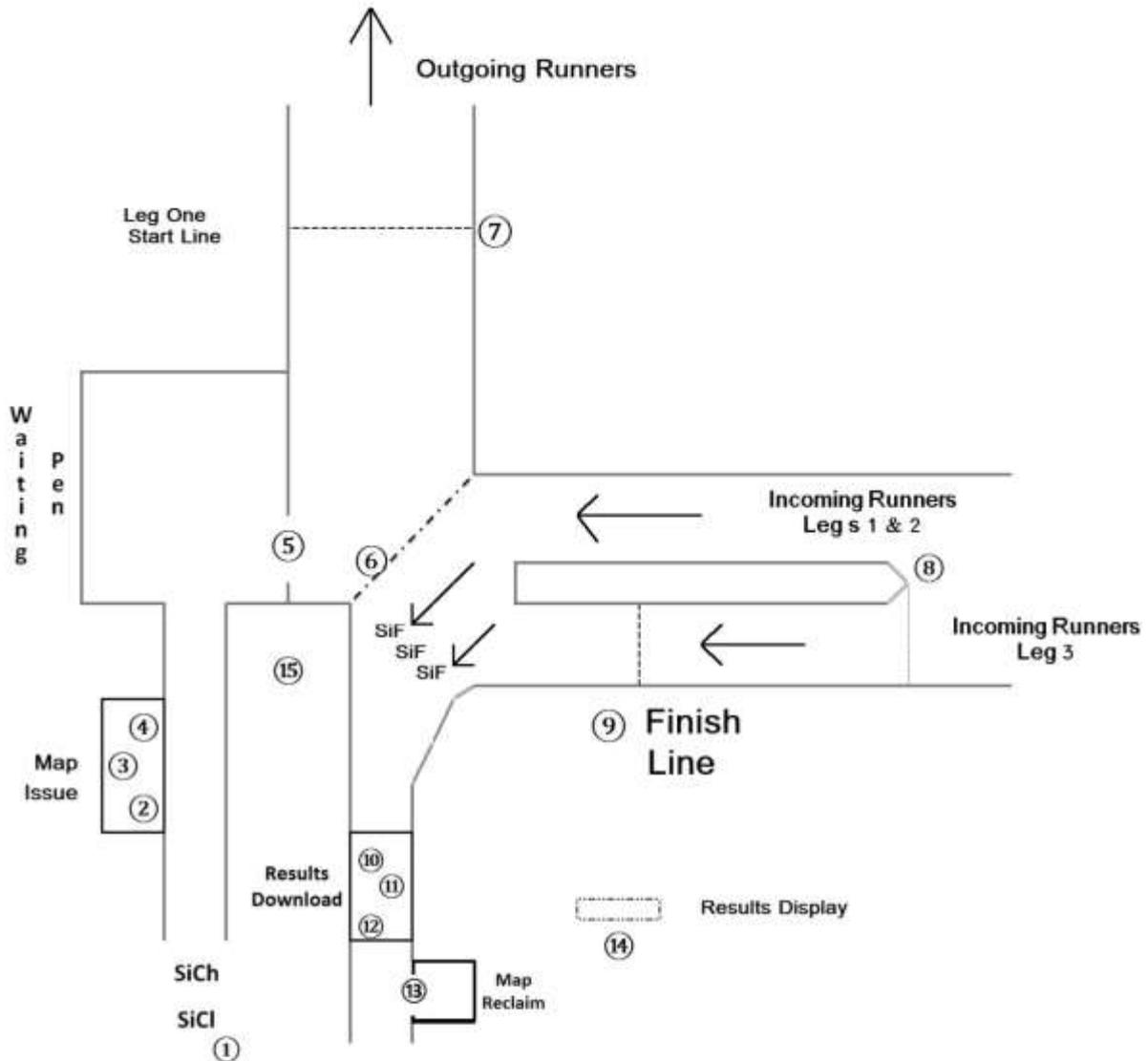
## **G4.19 ARENA AND EVENT OFFICIALS**

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



### OFFICIALS

- ① CALLUP
- ② ③ & ④ MAP ISSUE
- ⑤ WAITING PEN
- ⑥ CHANGEOVER
- ⑦ STARTER
- ⑧ LEG MARSHALL
- ⑨ FINISH LINE JUDGE
- ⑩ ⑪ & ⑫ DOWNLOAD & RESULTS
- ⑬ MAP RECLAIM
- ⑭ RESULTS DISPLAY
- ⑮ ORGANISER

### LEGEND

- Tape
- Tent or Enclosure
- Start & Finish Lines
- - - - - Changeover Line
- Temporary Tape Blocking Leg 3 Finish Lane
- ▭ Results Display
- SiCl: Clear } SportIdent Units
- SiCh: Check }
- SiF: Finish }

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 lap checking that the runners' bib number matches the map bag number</p> <p>Have maps for first, second, and third laps 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 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 lap runner is seen</p>
6	Changeover Line Marshall	<p>Assist the Starter with the mass start</p> <p>Ensure that waiting runners on laps 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 lap 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 whistle for the start at the agreed starting time</p> <p>Organise mini-mass starts for second and third lap 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	Lap (or lane) Marshall	<p>To direct first and second lap 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 lap 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	Display results on the results boards
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>

## **G4.20 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 lap 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.

## **G4.21 MINI MASS STARTS**

Second and third lap 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.

## **G4.22 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.

## **G4.23 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.

## **G4.24 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 a competitor in the Handicap class when available.

## **G4.25 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 prize giving any complaints usually have to be dealt with quickly 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.

## **G4.26 SAMPLE TEAM REGISTRATION FORMS**

See appendix for copies of the [Relay Team Registration forms](#)