RULE 5 – COMPETITION OFFICIALS

R5.1 Organisers

R5.1.1 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. (The Planner is responsible for all aspects of the competition from the start line to the finish line.)

R5.1.2 The Organiser may appoint Officials to carry out any of their specified tasks.

R5.1.3 At multi-day events where an Event Co-ordinator is appointed, the Organisers and Planners of the individual competitions shall be primarily responsible for their stated tasks.

R5.1.4 The responsibilities of the Organiser include:-

(1) Ensuring that the competition complies with the OI Rules, Appendices, and Guidelines.

(2) Drafting and updating an event timetable.

(3) Obtaining permission for the use of the competition terrain, car parking, and assembly areas, and providing confirmation of insurance cover to the landowners.

(4) Liaising with the Mapper, Planner, and Controller, and if appointed the Event Advisor and the Mapping Advisor.

(5) Setting up the event website when required.

(6) Registering the event with OI, and the IOF if required.

(7) Recruiting and appointing officials and helpers.

(8) Liaising with Planner as to the layout of the venue, and to provide for their requirements.

(9) Producing and publishing event information.

(10) In the case of pre-entry events, arranging for the receipt of entries and dealing with entry enquiries.

(11) Preparing a budget and dealing with the finances of the event.

(12) Arranging publicity and dealing with the media.

(13) As safety and welfare of competitors, officials, helpers, and other users of the competition terrain are important factors, a risk assessment shall be conducted by the Organiser in conjunction with

the Planner, implementing any mitigating measures, and preparing contingency plans for dealing with missing or injured competitors and officials.

(14) Conducting and certifying the OI Event Risk Assessment form.

(15) Ensuring that medical facilities are available and arranging professional medical cover for larger events.

(16) Requisitioning the necessary equipment to be used including road and event signage, and electronic punching and timing systems.

(17) Dealing with any environmental issues.

(18) Arranging for the printing and production of competitors' maps.

(19) Arranging a Jury for C1 and C2 events and forming a Jury if needed at a C3 competition.

(20) Preparing the start lists for pre-entry events.

(21) Making arrangements for dope testing if required.

(22) Managing the competition on the day of the event, including the operation of the start, finish, and production of results.

(23) Arranging prizes and a prize giving ceremony when required.

(24) Dealing with any Complaints and Protests.

(25) Publishing the final results.

R5.1.5 For any event of C1 or C2 status, the Organiser shall have experience of organising C1, C2, or C3 competitions, and have shown competence in organising.

R5.1.6 The Organiser shall be a member of an OI affiliated club.

R5.1.7 The Organiser should have attended an OI Organisers course.

R5.2 Event Co-Ordinators

R5.2.1 For multi-day events, the organizing club, or clubs, may appoint an Event Co-ordinator whose primary functions are to supervise and co-ordinate the arrangements for the individual competitions, ensuring that a similar approach is adopted, and taking responsibility especially for the tasks that are common to all of the events.

R5.2.2 The division of responsibilities between the Event Co-ordinator, the Organisers of the individual competitions, and any other delegated Officials, should be clearly defined.

R5.2.3 The responsibilities of the Event Co-ordinator could include:-

(1) Ensuring that the competitions comply with the OI Rules, Appendices, and Guidelines.

(2) Drafting and updating an event timetable.

(3) Obtaining permission for the use of the competition terrain, car parking and assembly areas, and providing confirmation of insurance cover to the landowners.

(4) Registering the competitions with OI, and IOF if required.

(5) Liaising with the Mappers, Planners, Controllers, and if appointed the Event Advisor and Mapping Advisor.

(6) Setting up the event website.

(7) Producing and producing event information for competitors.

(8) Recruiting and appointing officials and helpers.

(9) Arranging for the receipt of entries and dealing with entry enquiries.

(10) Preparing a budget and dealing with the finances of the event.

(11) Arranging publicity and dealing with the media.

(12) Monitoring the risk assessments and the contingency plans for dealing with missing or injured competitors and officials.

(13) Dealing with any environmental issues.

(14) Ensuring that medical supplies are available and arranging professional medical cover for the larger events.

(15) Requisitioning the necessary equipment.

(16) Arranging for the printing and production of competitors' maps.

(17) Making arrangements for dope testing if required.

(18) Recruiting Jury members for C1 and C2 competitions.

(19) Publishing the final results and Official's reports.

R5.2.4 The Event Co-ordinator shall be a member of an OI affiliated club.

R5.2.5 The Event Co-ordinator should have attended an OI Organisers course and should have considerable experience in organizing events.

R5.3 Planners

R5.3.1 The Planner of a competition shall be appointed by the organising club.

R5.3.2 The Planner shall be responsible for planning the competition courses in accordance with the Rules, Appendices, and Guidelines for that type of event.

R5.3.3 The Planner shall be familiar with the principles of course planning as detailed in Appendix A: Course Planning Principles.

R5.3.4 The Planner should have completed an OI Planners course.

R5.3.5 The Planner shall be responsible for all aspects of the competition from the start line to the finish line. (The Organiser is responsible for all aspects of the competition up to the start line and from the finish line)

R5.3.6 At multi-day events where an Event Co-ordinator is appointed, the Planners and Organisers of the individual competitions shall be primarily responsible for their stated tasks.

R5.3.7 The Planner's responsibilities include:-

(1) Ensuring that the proposed terrain is suitable for the planned competition.

(2) Planning courses that are fair and safe and comply with the Rules and Guidelines for that type of competition.

(3) Checking the accuracy of the map and arranging any needed changes with the Mapper.

(4) Choosing and inspecting control sites.

(5) Arranging the printing and production of competitors' maps and control descriptions. These should be passed to the Organiser when printed.

(6) Completing a risk assessment with the Organiser, considering the course risks, making any alterations to the courses as thought necessary, implementing any mitigating measures, and preparing contingency plans for dealing with missing or injured competitors and officials.

(7) Completing and signing the OI Risk Assessment form.

(8) Have the courses and control sites checked by the Controller and make any course changes that they think necessary.

(9) Preparing the SI or EMIT control units.

(10) At the time of the event place and retrieve the control equipment.

R5.3.8 For any event of C1, or C2 status, the Planner shall have experience of planning events of C1, C2, or C3 status and should have shown competence in planning as judged by their OI affiliated club.

R5.3.9 The Planner shall be a member of an OI affiliated to club and shall be an active orienteer.

R5.4 Controllers

R5.4.1 A Controller shall be appointed for all competitions of C3 status or above.

R5.4.2 The Controller of any competitions of C1 and C2 status shall come from a different club to that of the organizing club.

R5.4.3 The Controller of a C3 Competition should preferably come from a different club to that of the organizing club.

R5.4.4 Controllers shall be conversant with the OI Rules, Appendices, and Guidelines.

R5.4.5 The Controller shall be responsible for ensuring that the courses are fair, and that the competition is organised and planned in accordance with the competition Rules and Guidelines.

R5.4.6 If the Controller becomes aware that any breach of the Rules has occurred, or is likely to occur, they shall take whatever action they consider necessary.

R5.4.7 The Controller may require the Organiser to cancel the competition if conditions warrant it.

R5.4.8 The other responsibilities of the Controller include:-

(1) Approving the proposed competition venue and terrain.

(2) Approving the competition maps, confirming that they meet the IOF standards, and are of the correct scale or scales.

(3) Approving the locations and layout of the start and finish, car parking, and assembly.

(4) Approving every control site by visiting each in the terrain, and its control description.

(5) Approving the placement of control flags at each control site.

(6) Approving the printing and production of the competitors' maps and control description sheets.

(7) Checking and advising on all aspects of the organization of the event

(8) Checking electronic punching and timing systems.

(9) Reviewing and signing off of the Risk Assessment Form completed by the Organiser and Planner, the safety measures, and the contingency plans.

(10) Be present throughout the event.

(11) Assess arrangements and facilities for doping testing.

(12) Dealing with protests.

R5.4.9 No more than 3 weeks after a C1 or C2 event the Controller shall send a report to the Controller of Technical Standards. It should include any significant features of the event, and details of any voided courses, complaints, or protests.

R5.4.10 Subject to the procedures detailed in Rules 12 to 15: Complaints, Protests, The Jury, and Appeals, the decision of the Controller in all matters shall be final.

R5.4.11 The Controller shall be a member of an OI affiliated club or an IOF affiliated club and shall be an active orienteer.

R5.5 Certified Event Controllers

R5.5.1 Certified Event Controllers shall be appointed by OI.

R5.5.2 The qualifications of Controllers certified by another IOF affiliated Federation shall be recognised by OI.

R5.5.3 A Certified Event Controller should be appointed by the organizing club for a C3 status competition.

R5.5.4 To become an OI Certified Event Controller an individual is required to:

(1) Have successfully completed an OI approved Controllers Course;

(2) Have controlled at least one competition on the OI Fixtures List and shown competence in controlling;

(3) Have successfully organised at least one competition on the OI Fixtures List and shown competence in organizing.

(4) Have planned a competition of at least C3 event status, and shown competence in planning;

(5) Be a member of an OI affiliated club.

(6) Be proposed as a Certified Event Controller by their OI affiliated club, and their appointment confirmed by the OI Management Group.

R5.5.5 The OI Controller of Technical Standards shall maintain a register of OI Certified Event Controllers.

R5.5.6 The OI Management Group may remove a Certified Event Controller from the register if circumstances warrant it.

R5.5.7 A Certified Event Controller who has not acted as a Controller, Planner, or Organiser of a competition of C3 status or higher in the previous five years shall automatically be removed from the OI register of Certified Event Controllers.

R5.6 Senior Certified Event Controllers

R5.6.1 The OI Management Group shall appoint a Senior Certified Event Controller for all Irish Championship competitions.

R5.6.2 A Senior Certified Event Controller shall be appointed by the organizing club for all C2 competitions apart from the Irish Championships.

R5.6.3 To be appointed as a Senior Certified Event Controller, an individual is required to:-

(1) Have been a Certified Event Controller for at least three years.

(2) Have controlled at least three C2 or C3 competitions on the OI fixture list.

(3) Been proposed to be registered as a Senior Certified Event Controller by their OI affiliated club, and their appointment confirmed by the OI Management Group.

(4) Be a member of an OI affiliated club.

R5.6.4 The OI Management Group may remove a Senior Certified Event Controller from the register if circumstances warrant it.

R5.6.5 A Senior Certified Event Controller who has not acted as a Controller, Planner, or Organiser of a competition of C3 status or higher in the previous five years shall automatically be removed from the OI register of Certified Event Controllers.

R5.7 Event Advisers

R5.7.1 For C1 and C2 status competitions, the OI Management Group may appoint an Event Adviser. They shall be responsible for ensuring that the competition is conducted in accordance with the Rules and Guidelines for that type of competition; and they shall give such guidance to the Organiser, Planner, and other Officials as necessary.

R5.7.2 The Event Adviser shall immediately report any unresolved dispute with the competition officials regarding the arrangements for the event to the OI Controller of Technical Standards, who shall decide the matter.

R5.7.3 The Event Advisor should have considerable experience of organising or controlling C1 or C2 status competitions.

R5.8 Mapping Advisers

R5.8.1 A Mapping Advisor may be appointed by the OI Management Group for all C1 and C2 status competitions.

R5.8.2 The Mapping Advisor should have considerable mapping experience and be very familiar with the IOF mapping standards.

RULE 6 – TERRAIN

The terrain must be chosen so that it can offer fair competition to all competitors. To safeguard the character of the sport, the terrain should be runnable and suitable for testing the orienteering skills of the competitors and should suit the different categories of competition.