

Event Guideline A : Overview of Event Structure

This Guideline is only intended to provide advice to Organisers and Planners. No compulsion is intended, and it is accepted that the particular circumstances of an event may make it sensible not to take up all of the suggestions made.

1. Introduction

- 1.1 The event structure is intended to ensure that any event is delivered to the standards expected by the competitors attending. This is achieved by defining different levels of event and specifying what is expected at each level.
- 1.2 When registering an event at a certain level the club or association staging the event is agreeing to conform to the standards required.

2. Event Levels

- 2.1 There are three levels of Event: National, Regional, and Local.
- 2.2 These are administrative levels that indicate the scope of the event and the complexity of organisational requirements. This is independent of the type of event i.e. whether it is a Long or Middle Distance Cross Country event, Sprint, Relay, Night, Urban, Score or any other type.
- 2.3 Events at levels 1 and 2 shall follow the prescribed formats for map production (Appendix H) course overprinting (Appendix B) and control descriptions (Appendix A). Those level 1 events designated World Ranking Events should follow IOF Competition Rules. Events at level 3 have more flexibility to be innovative in the format of the event.

3. National Events (Level 1)

- 3.1 National Events are the most prestigious events in the Great Britain orienteering calendar and support a programme of Major Competitions. For These shall consist of:

The British Long Distance Orienteering Championships
The British Long Distance Elite Orienteering Championships
The British Relay Championships
The British Night Championships
The British Age Class Sprint Championships
The British Elite Sprint Championships
The British Middle Distance Age Class Championships
The British Middle Distance Elite Championships
The JK Sprint, Individual and Relay Championships
Three English Area Championships (Northern, Midlands, Southern)
The Final of the annual Compass Sport Cup and Trophy Competition
When applicable the Scottish, Welsh and Northern Irish Championships

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- 3.2 National Events will each have a set of specific Event Rules associated with them.
- 3.3 There is an expectation that all National Events will be prestige Orienteering Foot-O events with appropriate high quality terrain, mapping, facilities, organisation, planning and controlling.
- 3.4 The area to be used for a National Event should not have been used for orienteering activity in the 24 months preceding the event.
- 3.5 National Events, with the exception of the Area Championships, are organised by clubs or associations on behalf of British Orienteering. National Events will be overseen by the Major Events Group, and there will be close liaison with the Chairs of the Fixtures, Junior, Senior and Elite Competitions Groups to ensure that suitable dates are used.
- 3.6 National Events will require a Grade 1 Controller who will be appointed by the Major Events Group. These events will be supported by an Elite Advisor appointed by Major Event Group (unless the event is a World Ranking Event in which case an IOF advisor will be appointed) and a Mapping Advisor.
- 3.7 Timescale: This is intended to give guidance only and is not an all-embracing list.
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| -27 months | Area selected, event registered and embargo announced. Controller and map advisor appointed. Other officials and timescales agreed.. |
| -14 months | Survey underway to ensure correct seasonal representation. |
| -12 months | Survey complete and draft colour map available for planning (new maps). |
| -9 months | Survey complete and draft colour map available for planning (updated maps). |
| -8 weeks | Planning completed. |
| -4 weeks | Controlling of courses completed. Map files and course overprints sent to printer. |
| -2 weeks | Overprinted maps available. |
| EVENT | Results displayed on the day and on the internet with a link from the British Orienteering web site by the evening. Preliminary results submitted to the ranking list. |
| +2 weeks | Final results posted. |

4. Regional Events (Level 2)

- 4.1 Regional Events will provide an intermediate level of event for orienteers of all abilities from around the Region of the organising club, but generally without the prestige of the National Events.

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- 4.2 Regional Events may be Sprint, Urban, Middle Distance, etc. as well as the traditional Long Distance format. Clubs will have the freedom to select the format of event to suit the needs of their membership and prospective participants.
- 4.3 Generic Guidelines are available for various formats of event including long distance, middle distance, sprint, score, urban, relay and ultralong-O. These Guidelines will not be prescriptive, but provide general advice to the event officials.
- 4.4 The organising club shall decide which courses are to be provided. It is essential that if a course is designated as being of a particular colour then it shall be of the correct length and technical difficulty. It is worth noting that if Middle Distance courses are planned then the 'colours' represent relative course lengths. For example, if a competitor usually runs a Green course at a Long Distance event then a Green course at a Middle Distance cross country event will be the one best suited to them. Planners should be aware that it might not be possible to provide certain colour coded courses in some areas e.g. a technically difficult area with few or even no paths may not allow a White or Yellow course, whilst a small area may not accommodate a course of Blue length or above. White and Yellow course participants of all ages should be allowed to inspect their map and to discuss it with a parent, teacher, coach etc, or designated helper from the host Club
- 4.5 Regional Events will be co-ordinated by the Regional Association Fixtures Secretaries, who will have the responsibility for agreeing the events amongst the Clubs within the Region and consult with neighbouring Association/Club Fixtures Secretaries. The Regional Fixtures Secretaries will work together to ensure a balanced programme of events throughout the year.
- 4.6 Level 2 Events should have a Grade 2 Controller, external to the host club, wherever possible. Otherwise an internal Grade 2 Controller, or an experienced Grade 3 Controller, external to the host club if possible, may be appointed, subject to the approval of the constituent Association.
- 4.7 Embargoes on an area being used for a regional event may be set by the Association registering the event. The extent of this embargo, if any, should reflect the importance of the event.
- 4.6 Some Regional Events will host specific competitions such as the Yvette Baker Trophy final or a home international, in these cases the specific Competition Rules will supersede the above guidance. In particular a specific level of controller, embargo period and course combinations will be defined.
- 4.7 Timescale: This is intended to give guidance only and is not an all-embracing list.
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| -15 months | Area selected and event registered, any embargo announced. |
| -12 months | Survey underway to ensure correct seasonal representation. Main officials identified. |
| -8 months | Survey complete and draft colour map available for planning (new maps). |
| -4 months | Survey complete and draft colour map available for planning (updated maps). |

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-6 weeks	Planning completed.
-4 weeks	Controlling of courses completed.
-2 weeks	Overprinted maps available.
EVENT	Results displayed on the day and on the internet with a link from the British Orienteering web site by the evening. Preliminary results submitted to the ranking list.
+2 weeks	Final results posted

5. Local Events (Level 3)

- 5.1 Local Events will encompass the wide range of events that Clubs in the UK wish to put on with the key objective of providing opportunities for participation for newcomers of all ages as well as for orienteers local to the event. Local events may also be used to stage Local Competitions.
- 5.2 Events could involve traditional colour coded courses, alternative formats such as Score, Sprint/Urban and Relays but could also involve a wide-range of informal formats selected to suit the needs of the club's membership and prospective participants. It is essential that if a course is designated as being of a particular colour, then it shall be of the correct length and technical difficulty.
- 5.3 The generic Event Guidelines are useful sources of reference for these different formats of Foot-O.
- 5.4 Local Events shall be registered, promoted and managed by individual clubs who will decide the format of the event and the courses to be planned.
- 5.5 Local events will frequently be organised and run by relatively few volunteers. For insurance purposes either a named controller or BOF-approved coach must be registered for each event. As a minimum requirement this individual must review and sign off the risk assessment undertaken by the Organiser.

6. Summary of the different levels

- 6.1 The following table lists the main features defining each level of event.

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	Local [Level 3]	Regional [Level 2]	National [Level 1]
Target market	Club members and a few orienteers from adjacent clubs. Local novice orienteers wishing to gain experience. Local newcomers wanting to try the sport or to progress from club activities.	Experienced orienteers in the region prepared to travel for larger events plus some members from adjacent regions. Orienteers selected for specified representative teams (club, region or country) or individual competitions. Local novice orienteers ready to step up to more formal events	Orienteers who are prepared to travel to race against the best in their age class Local orienteers who wish to experience a "big" event
Registration	Registered by club fixtures secretary	Registered by Association fixtures secretary	Approved and registered nationally through Major Events Group and Fixtures Group
Terrain	Any suitable area of land not necessarily of a technical nature	Land offering technical challenge and able to support a range of courses to meet the needs of participants	Land offering high levels of technical challenge and able to support the full range of required courses
Map	Clear map fit for purpose	Recent survey, map of good clarity, good quality printing and paper. Regional Associations can approve deviations from norms unless specified in the specific Competition Rules	Recent survey, mapped to current ISOM or ISSOM standards and produced in accordance with Appendix H.
Printing	Method decided by club Overprinted courses or master map system	Method agreed by Regional Association Overprinted courses	Method agreed by Map Group Overprinted courses
Entry	Entry on the day Entry by course	Pre-entry or entry on the day or a mix as decided by the organising club. Entry by course and/or by age-class to nominated course	Pre-entry to competition courses Entry normally by age class
Courses	Small number of courses (typically no more than four)	Range of courses appropriate to type of event and expected participants	Full range of courses as specified by the appropriate Competition Rule
Planning	Good planning to provide suitable courses for the participants	Good standard of planning to provide challenging courses	High standard of planning to ensure best use of the area and maximise technical difficulty
Punching	Any method that demonstrates visiting a control site	Approved system of electronic punching	Approved system of electronic punching
Officials	Ideal for novice officials with an experienced	Experienced officials including a grade 2	Very experienced officials including an external grade

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	mentor. A BOF qualified official (usually a coach or controller) must as a minimum sign off the risk assessment for each event	controller (or a 3 controller external to the host club). Some competitions associated with level 2 events may specify the need for an external grade 2 controller.	1 controller.
Competition	Suitable for local leagues, club competitions, school leagues	Suitable for Regional Leagues, Association Championships, Club run competitions with published rules, Regional rounds of the CompassSport Cup/Trophy and Yvette Baker Trophy. Level 2 events may also host specific competitions such as the Harvester Trophy, the Home Internationals and British Schools Championships.	Level 1 events will host the various British and JK Championships along with the Southern, Northern & Midland Championships (and optionally the Scottish, NI & Welsh Championships) and the CompassSport Cup/Trophy Final.
Results	Results by course with age class against name	Results by course with age class against name. Optionally these can also be listed by age class. Where entries are taken solely by age class, results displayed by age class.	Results by age class except where the primary purpose of the event is to host a team or relay competition.
Incentive Schemes	Navigation and Racing Challenge	Navigation and Racing Challenge Ranking points	Navigation and Racing Challenge Ranking points Championship Award
Embargo	None	Specific competitions associated with level 2 events may define a particular embargo period otherwise any embargo should be left to the discretion of the hosting Association.	24 months