

# British Orienteering

## Partnership Agreement

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This agreement is between British Orienteering (“BOF”) and ..... (“the Organising Body”) and sets out the terms on which BOF has commissioned the Organising Body to stage ..... (“the Event”).

1. The Event comprises the following individual races (“Races”), and each Race must comply, unless agreed in writing between the parties, with the appropriate Rules, Appendices and Guidelines as set out on the BOF Website:  
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2. Schedule 1 sets out the basis of the partnership between the Organising Body and BOF, identifying what each party is entitled to expect from the other.
3. The Event shall be organised in accordance with the appropriate Competition Rules as can be found via [www.britishorienteering.org.uk](http://www.britishorienteering.org.uk) (“the BOF Website”), except and unless specific variation has been agreed between the parties in writing. For the avoidance of doubt, the Rules are attached at Schedule 2.
4. The Rules contain guidance on the timetable to which the Organising Body should adhere, and also specifies the technical aspects of each Race which is part of the Event, including quality of terrain, enforcement of embargo regulations, map survey and cartography specification, courses to be provided and minimum facilities required.
5. These technical aspects of each day of each Race will be overseen by a controller (who shall normally be a grade 1 controller from outside the Association where the event is being staged). Such a controller for each race shall be appointed by the Major Events Group (“MEG”).
6. The Controller of a Race shall be assisted by a map adviser (appointed by BOF’s Map Group) and Elite Adviser (appointed by MEG). Should a Race be designated a world ranking event (“WRE”) by the International Orienteering Federation (“IOF”), then an IOF Event Adviser (instead of an Elite Adviser) would be appointed to support the elite aspects of the Race.
7. If the Event comprises more than one Race, the Organising Body shall appoint the following Officials: (a) a Co-ordinator for the Event, who shall be the principal contact for BOF in respect of all aspects of the Event, (b) a day Organiser for

each of the races comprising the Event, and (c) a planner and, where appropriate, an assistant planner for each Race. No Official should normally be appointed to more than one of these positions. The Officials shall be approved by MEG.

8. BOF has delegated its direct management of the Event to its Events Committee, which in turn delegates specific aspects of the Event to its various subgroups. The Organising Body's principal point of contact within BOF shall be the BOF Events Manager.
9. The Events Manager shall oversee all aspects of the Event to ensure it meets appropriate standards and quality. This will include monitoring progress against the Partnership Agreement, support with contractual agreements and review of safety arrangements.
10. Unless otherwise agreed between the parties, all of the costs relating to the Event shall be charged against the income the Event generates. This will include the reasonable expenses of all officials and advisers, whether appointed by the Organising Body or by BOF. The ensuing profit or loss shall be shared between the parties 2/3 to BOF and 1/3 to the Organising Body. The Event (and its constituent Races) shall not be subject to BOF or association levy.
11. The Organising Body shall work with BOF to ensure fairness and transparency in the procurement of all significant services for the Event, in accordance with BOF's financial regulations.. Major items of expenditure should be the subject of open and fair competitive tender. If any Official has any interest in a commercial arrangement being considered by the Organising Body, then he/she must disclose this interest, and the Organising Body must ensure that he/she is not involved in any decision concerning the contract.
12. The Organising Body shall present a budget for the Event to BOF for approval before entry fees are set or expenditure committed.
13. The co-ordinator (for an event comprising more than one race) or organiser will be regarded as an authorised signatory as defined in BOF's Financial Regulations, in respect of expenditure relating to the Event. This responsibility can be delegated to an Event Treasurer, if required, but subject to BOF's agreement.
14. Significant variations to budget must be approved by BOF. For this purpose, a significant variance is one that varies a variable cost by more than 5% per competitor or a fixed cost by more than 5% in value.

**This agreement is dated .....20.....**  
Signed on behalf of the Organising Body

Name:

Position

Signed on behalf of British Orienteering

Name:

Position:

## Schedule 1

### Basis of the Partnership

#### Event Commitment

This agreement is made to cover the following activities that make up the event known as..... (Insert name and date of event here).

Elements agreed (delete those not being offered) – refer to Competition Rules, Appendices and Guidelines for full details of the requirement for each race/activity/event/competition type.

Sprint race
Individual race
Individual race and WRE
Relay
Model event
Training event
Trail O day 1
Trail O day 2
Pre O
Colour coded days 2 and 3
String course days 1,2 and 3
Pre event activities
Post event activities
Event centre
Event Campsite and accommodation
AGM venue

#### Rules, guidelines and appendices

The Organising Body will	BOF will
Stage all the Races according to the relevant rules.	Supply Event Co-ordinator with an electronic copy (and paper copy if required) of all current relevant Rules, Appendices and Guidelines for the Races.
Agree with BOF any variation to these rules, before changes are made.	Agree any proposed changes to rules that will materially affect the Races.

#### Event safety – competitors, spectators, volunteers and public

The Organising Body will	BOF will
Appoint suitably experienced person to the role of Safety Officer.	Supply job description for Safety Officer.

Carry out a risk assessment for each day and each race.	
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**Land and Access, reserve areas and embargoes. Car parks, Assembly and Event Centre.**

<b>Organising Body will</b>	<b>BOF will</b>
Identify areas and reserves 27 months before the date of the event.	Publish embargoed areas on BOF website.
Obtain in principle permission 24 months before the event date.	Assist with negotiations as required.
Agree all charges for use of the areas – inc traders and vehicle access.	Assist with negotiations as required.
Obtain written evidence of permission from all interested parties – Agents, Land owners, tenants etc. 18 months prior to the event date.	Assist with negotiations as required.
Sign agreements for land access. Provide BO with copies of all land access agreements.	
Identify all OOB areas with interested parties.	Assist with environmental issues and provide advice.
Create an arena that meets the needs of competitors and spectators.	Advise on best practice.
Create Starts and finish that meet the needs of competitors and spectators.	Advise on best practice.

**Terrain, mapping and printing**

<b>Organising Body will</b>	<b>BOF will</b>
Obtain 3 or more quotes for all surveys and/or cartography anticipated to cost over £1000 .	Assist with identifying mappers Advise on the tender process Supply a tender document.
Map all areas at the required scales to meet BOF requirements.	Appoint a Map Adviser 27 months before the event date.
Maps produced to BOF standards and use BOF standard layout.	Supply mappers with OCAD layout template.

Consult with Map Adviser at all key stages of survey & production.	
Produce course artwork .	
Obtain 3 or more quotes for map printing to meet BOF standards.	Advise on suitable printers and printing methods.
Arrange printing of competitor numbers.	Supply sponsor logos and number template Advise on suitable suppliers.

### **Admin, publicity, marketing and programme**

<b>Organising Body will</b>	<b>BOF will</b>
Appoint person to keep web pages populated.	Host website for the event.
Provide information in 3 stages  Initial Flyer (Bulletin 1) - 27 months Detailed brochure (Bulletin 2) – 18 months Final programme (Bulletin 3) – 4 weeks.	Supply logo and web template.
Arrange flyer distribution.	Produce template for event publicity. Devise an event marketing strategy.
Supply content for programme, edit, proof read.	Arrange printing of flyers and leaflets and programme.
Arrange distribution of programme.	Supply sponsors logo in correct format for programme, race numbers and maps.

### **Financial**

<b>Organising Body will</b>	<b>BOF will</b>
Prepare draft Event budget and send to BOF treasurer.	Supply budget template and approve draft budget.
Appoint a suitably experienced person to be Event treasurer.	
Seek min of 3 quotes for goods and services over £1000.	Supply accounts from previous events.
Approve invoices for payment by BOF.	Process all payments through BOF bank account.

Revise budget on a regular basis.	Supply monthly statements of payment and receipts to Event Treasurer and/or co-ordinator.
Approve refunds	Pay out refunds direct to claimants.
Set entry fees after consultation with BOF and only after draft budget supplied to BOF Treasurer.	Bank reconciliation.
Split any loss/profit 2/3 – 1/3 BOF/Organising Body.	Provide list of approved suppliers and offer advice on other procurement

### **Prizes, sponsorship, trophies, medals and mementoes, external relations**

<b>Organising Body will</b>	<b>BOF will</b>
Arrange collection of medals and return of surplus.	Supply and fund medals for 1, 2, 3 as specified in the Event prize schedule.
Appoint a trophy contact to liaise with BOF and competitors.	Recall trophies by e-mail, letter and phone call.
Design, source, supply and fund mementoes according to the Event prize schedule.	Source sponsored prizes as per Event Prize schedule.
Collect, distribute according to the schedule and return surplus prizes.	Supply advice on location, duration, timing and contingency for prize giving ceremonies.
Supply flowers for Elite flower ceremony.	Supply banners to decorate prize giving area.
Arrange, staff and compere prize giving.	Supply podia if required.
Collect and return podia and banners.	Obtain sponsorship from national partners.
Seek local sponsorship and spot prizes.	Advise on seeking local sponsorship.

### **Event Officials, volunteer deployment and communications**

<b>Organising Body will</b>	<b>BOF will</b>
Recommend for appointment suitably experienced: Event Co-ordinator (if required) Day organisers	Appoint day controllers and technical co-ordinator (if required). Mapping adviser Elite Adviser

Day planners Safety Officer.	IOF Event Adviser (if required).
Appoint all other officials as required.	
Suggest local assistant controllers if appropriate.	
	Approve organisers and planners and Co-ordinator and safety officer.

### **Event systems, event infrastructure and equipment**

<b>Organising Body will</b>	<b>BOF will</b>
Use a BOF approved electronic punching system.	Supply list of approved contractors for event services
Provide a suitably equipped assembly area for each day of the competition.	Provide list of equipment available from the central store Advise on equipment that can be hired from other clubs and associations.
Arrange for O and Food traders. Check on local restrictions. Agree license fee and terms of trading.	Supply details of approved traders Provide standard trading contract.
Use a BOF approved supplier of entry systems and/or results systems.	Supply list of approved suppliers of entry systems and/or results systems.