

Appendix C: Event Officials

Text in bold below has mandatory status and shall be followed by event officials. Other content refers to material provided for guidance and for information. These Appendices shall be read in conjunction with the British Orienteering Rules and have the same authority. They shall be considered as their extension.

1. Appointment of Event Officials

1.1 Introduction

- 1.1.1 The following information suggests the advised experience required for the main officials at events. It is acknowledged that not all Organisers and Planners will meet the advised requirements exactly, and equivalent experience may be taken into account.
- 1.1.2 It is recognised that the methods for the appointment of officials vary throughout the country.
- 1.1.3 Officials of events of a particular format (e.g. Relay, Night, Sprint, etc.) should have relevant experience of that format.

All Event Officials should be on the Register of licensed Event Officials before undertaking their roles, except in the case of Level D events where a new Event Official will be under the supervision of an experienced mentor. The intention is that a register will be created during 2011 and will become mandatory from 1 January 2012.

1.2 Organisers

Level	Responsibility for appointment to event	Experience advised
A	By Major Events Group	Successfully organised a minimum of 2 events at Level B or above. Have experience of the role of the Planner Prior to the event, attend the British Orienteering Major Event Conference/training. Completion of an accredited Safety training course
B	Club	Successfully organised a minimum of 2 events at Level C or above. Completion of an Advanced Organisers course. Completion of an accredited Safety training course
C	Club	Successfully organised a minimum of 2 events at level D or above. Completion of an accredited Safety training course

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Level	Responsibility for appointment to event	Experience advised
D	Club	If a novice official then an experienced mentor is required. Completion of an Introductory Organisers course

1.3 Planners

Level	Responsibility for appointment to event	Experience advised
A	Major Events Group	Successfully planned or controlled a minimum of 2 events at Level B or above within the last 10 years (one within the last 5 years). Have experience of the role of the Organiser Prior to the event attended the British Orienteering Major Event Conference/training.
B	Club	Successfully planned or controlled a minimum of 2 events at Level C or above within the last 10 years (one within the last 5 years). Completion of an Advanced Planning course.
C	Club	Successfully planned or controlled a minimum of 2 events at Level D or above within the last 10 years (one within the last 5 years).
D	Club	If a novice then an experienced mentor is required. Completion of an Introductory Planner's Course.

1.4 Controllers

1.4.1 Only accredited Controllers shall officiate at events. The grade of Controller required for each level of event is as defined below, except where superseded by the Competition Rules for that specific competition.

1.4.2 Appointment to the role of Controller

Level	Responsibility for appointment to event	Requirement
A	Major Events Group	Grade A Controller.
B	Club	Grade B Controller or above. The controller shall be from a different club to the organising club.

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Level	Responsibility for appointment to event	Requirement
C	Club (and Association where a Grade C Controller is from the organising club)	Any Controller, who should be from a different club from the organising club
D	Club	Controller not necessarily required, however as a minimum a different British Orienteering accredited Controller or person with Event Safety accreditation or licensed Coach to the author shall review the Risk Assessment Form

2. Accreditation for Controllers

2.1 Training and Experience Requirements

Grade	Requirements
A	<p>Successfully control a minimum of 2 events at Level B within the previous 8 years (one of which within 4 years).</p> <p>Successfully plan or co-plan at least one event at Level B after becoming a Controller Grade B and within the previous 8 years.</p> <p>Successfully organise or co-organise at least one event at Level B within the previous 10 years</p> <p>Complete a British Orienteering Controller Grade A course.</p> <p>Complete an accredited Safety course.</p> <p>Be appointed to the Grade by British Orienteering Rules Group.</p>
B	<p>Successfully control a minimum of 2 events at Level C within the previous 8 years (one within 4 years).</p> <p>Successfully plan or co-plan at least one event at Level B within the previous 10 years.</p> <p>Successfully organise or co-organise at least one event at Level C within the previous 10 years.</p> <p>Complete a British Orienteering Controller Grade B course.</p> <p>Complete an accredited Safety course.</p> <p>Be appointed to the Grade by their Constituent Association.</p>

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Grade	Requirements
C	<p>Organise a competition registered with British Orienteering within the previous 10 years.</p> <p>Plan a minimum of 3 events, with at least one at Level C, and at least one within the previous 5 years.</p> <p>Complete a British Orienteering Controller Grade C course.</p> <p>Complete an accredited Safety course.</p> <p>Be appointed to the Grade by their Constituent Association.</p>

2.2 Applying

- 2.2.1 Application forms for grade A Controllers are obtainable from the British Orienteering Office or can be downloaded from the British Orienteering web site. Application forms for grade B and C Controllers are obtainable from Associations. Details of the application procedure are given on the forms.
- 2.2.2 Exceptionally, individuals can be appointed directly to a particular grade without first having qualified at a lower grade. This will only be possible when their experience merits it, such as in the case of an orienteer moving to this country from abroad, having already become an experienced Controller in their home country.
- 2.2.3 In order that the lists of accredited Controllers can be kept up to date, appointing bodies are asked to notify British Orienteering Office of all appointments which they make, together with any necessary regradings.

2.3 Maintaining Accreditation

- 2.3.1 Controllers shall have fulfilled all three roles at the event Levels stated and within the stated number of years.

Grade	Roles, Levels and years
A	<p>Controlling: Level A, 5 years</p> <p>Planning: Level B, 10 years</p> <p>Organising: Level C, 10 years</p>
B	<p>Controlling: Level B, 5 years</p> <p>Planning: Level C, 10 years</p> <p>Organising: Level D, 10 years</p>
C	<p>Controlling: Level C, 5 years</p> <p>Planning: Level C, 10 years</p> <p>Organising: Level D, 10 years</p>

- 2.3.2 At the end of each year, appointing bodies shall review the recent experience of the Controllers for whom they are responsible.

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- 2.3.3 **Where a Controller does not satisfy the requirements laid out in 2.3.1 above, the Controller shall be moved down one grade unless there are sufficient extenuating circumstances.** Allowance shall be made for the practicality of meeting the requirements in the defined timescales, such as in cases where one of the three requirements is not met, but the other two are significantly exceeded, or where the person is actively involved in other relevant areas of the sport. Such a judgement should be made by the appointing body.
- 2.3.4 Where a Controller's performance at an event during the preceding year has been unsatisfactory, the Controller should either be moved down one grade, or should be required to attend a course for that grade of Controller before taking on that job at another event and within twelve months.
- 2.3.5 **It is the responsibility of Associations to notify British Orienteering Rules Group of any factors that may influence the eligibility of any Grade A Controllers to remain at that grade.**

2.4 IOF Event Advisers

- 2.4.1 This is a separate scheme administered by the IOF, and replaces the previous IOF Controller scheme. Further details and an application form are available from the IOF. Anyone who is interested in becoming an IOF Event Adviser should first discuss this with the Chairman of British Orienteering Major Events Group.

3. British Orienteering-approved Training Courses

- 3.1.1 **The British Orienteering-approved courses listed are mandatory for Controllers wishing to be listed at the appropriate Grade.**
- 3.1.2 Information about the courses available and items on loan may be obtained from the British Orienteering Office.