

Event Guideline A : Overview of Event Structure

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 four levels of event: A, B, C and D.
- 2.2 These levels indicate the purpose of the event and are independent of the type of event, i.e. whether it is Long Distance, Middle Distance, Sprint, Relay, Night, Urban, Ultra-Long, Score or any other type.
- 2.3 Quality and administrative requirements for events at each of the four levels are outlined in the sections below and in the summary table.
- 2.4 Those events designated World Ranking Events shall follow IOF Competition Rules.

3. Level A events

- 3.1 Level A events are British Orienteering's most prestigious events intended to provide opportunities for competitors to take part in the ultimate orienteering challenges in the UK, and support a programme of Major Competitions. These shall consist of:
 - The British Long Distance Orienteering Championships
 - The British Middle Distance Orienteering Championships
 - The British Sprint Distance Orienteering Championships
 - The British Relay Championships
 - The British Night Championships
 - The JK Sprint, Individual and Relay Championships
 - The three English Area Championships (Northern, Midlands, Southern)
 - The Scottish, Welsh and Northern Irish Championships (when applicable)
 - The Final of the annual Compass Sport Cup and Trophy Competition
- 3.2 Level A events each have a set of specific Competition Rules associated with them. In particular the embargo period and course requirements for each event are defined within these Competition Rules.
- 3.3 There is an expectation that all Level A events will be prestige Orienteering Foot-O events with appropriate high quality terrain, mapping, facilities, organisation, planning and controlling as detailed in section 7.

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- 3.4 Level A events, with the exception of the English Area, Scottish, Welsh and Northern Irish Championships, are organised by clubs or associations on behalf of British Orienteering and are subject to the Major Event Partnership Agreement. Level A events are overseen by the Major Events Group, working in close liaison with the Chairs of the Fixtures, Junior, Senior and Elite Competitions Groups to ensure that suitable dates are used.
- 3.5 Level A events require a Grade A Controller who is appointed by the Major Events Group. These events are supported by an Elite Advisor appointed by Major Event Group (unless the event is a World Ranking Event in which case an IOF Event Adviser will be appointed) and a Mapping Adviser.

4. Level B events

- 4.1 Level B events provide opportunities for more experienced competitors seeking a wider variety of terrain, challenging courses and competition, and who are prepared to travel longer distances for this.
- 4.2 Some Level B Events incorporate specific competitions such as the Yvette Baker Trophy final or a Home International, in these cases the specific Competition Rules supersede any guidance given below. In particular the embargo period and course requirements for each event are defined within these Competition Rules.
- 4.3 Level B events may be of any type, as defined in 2.2 above. Clubs have the freedom to select the format of event to suit the needs of the British Orienteering membership and prospective participants.
- 4.4 Generic Event Guidelines are available for various formats of event including Long Distance, Middle Distance, Sprint, score, Urban, Relay and Ultra-long. These Guidelines are not prescriptive, but provide general advice to the event officials.
- 4.5 The organising club shall decide which courses are to be provided based on the purpose of the event, but should attempt to meet the requirements of all potential competitors.
- 4.6 Level B events are required to adhere to the quality criteria as detailed in section 7. All facilities must be capable of handling the expected number of competitors.
- 4.7 The scheduling of Level B events is co-ordinated by the National Fixtures Group, which has responsibility for agreeing the events put forward by the Constituent Associations through their Fixtures Secretaries. They should work together to ensure a balanced programme of events across the country and throughout the year.
- 4.8 Level B Events require a Grade B (or A) Controller, from a different club from that staging the event.
- 4.9 The embargo on an area being used for a Level B event may be determined by the competition being hosted by that event. If not, then the embargo may be set by the

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Association registering the event.

- 4.10 Timescale: This is intended to give guidance only and is not an all-embracing list.
- 21 to -15 months Area selected and event registered, any embargo announced.
 - 12 months Survey underway to ensure correct seasonal representation.
Main officials identified.
Controller's assessment of terrain suitability produced.
 - 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).
 - 6 weeks Planning completed.
 - 4 weeks Controlling of courses completed.
 - 2 weeks Overprinted maps available.
- Day of event Provisional results displayed at the event, and on the internet with a link from the British Orienteering web site by the next day.
- +1 week Final results displayed, and submitted to the Ranking List.

5. Level C events

- 5.1 Level C events provide opportunities for participants seeking competition at a wider variety of venues and against a varied group of competitors but without wishing to travel great distances.
- 5.2 Level C events may be of any type, as defined in 2.2 above. Clubs have the freedom to select the format of event to suit the needs of the British Orienteering membership and prospective participants.
- 5.3 Generic Event Guidelines are available for various formats of event including Long Distance, Middle Distance, Sprint, score, Urban, Relay and Ultra-long. These Guidelines are not prescriptive, but provide general advice to the event officials.
- 5.4 The organising club shall decide which courses are to be provided based on the requirements of the event.
- 5.5 Level C events are required to adhere to the quality criteria as detailed in section 7.
- 5.6 The scheduling and registration of Level C events is co-ordinated by the Constituent Association Fixtures Secretaries, who have the responsibility for agreeing the events amongst the Clubs within their Association. It is good practice to consult with neighbouring Association Fixtures Secretaries to avoid unwanted clashes when possible.
- 5.7 Level C Events require a Grade C (or above) Controller, preferably from a different

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club from that staging the event.

6. Level D events

- 6.1 Level D events encompass the wide range of events that Clubs in the UK wish to put on in order to provide opportunities for participants to orienteer at a venue near to them and at relatively low cost. Events will be aimed at providing local competition and increasing participation.
- 6.2 Level D events could involve traditional colour coded courses, be of other formats such as Score, Sprint, Urban or Relay, but could also involve a wide-range of informal formats selected to suit the needs of the club's membership and prospective participants. However even at this level 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.
- 6.3 The generic Event Guidelines are useful sources of reference for these different formats of Foot-O. These Guidelines are not prescriptive, but provide general advice to the event officials.
- 6.4 Level D events are scheduled, registered, promoted and managed by individual clubs who will decide the format of the event and the courses to be planned.
- 6.5 Level D events are frequently organised and run by relatively few volunteers, however the Organiser shall still take responsibility for completing the Risk Assessment Form for the event (available from the British Orienteering web site). The form shall then be reviewed either by a Controller, or by one of the following:
 - a) a person who has British Orienteering Event Safety accreditation or
 - b) a licensed coach; who will sign the form to confirm that it has been reviewed. In all cases the person reviewing the form must be different from the person who has completed it.

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7. Summary of the different levels

7.1 The following table lists the main characteristics and quality standards which define each level of event.

Please note that these are **minimum** standards; organisers should be working to deliver as good an experience as is reasonable to participants at all levels. In addition, certain specific Competition Rules have requirements which may vary slightly from those in the table in which case the Competition Rule takes precedence.

	Level D	Level C	Level B	Level A	Notes
Purpose	To provide opportunities for participants to orienteer at a venue near to them and at relatively low cost; events will be aimed at providing local competition and increasing participation.	To provide opportunities for participants seeking competition at a wider variety of venues and against a varied group of competitors but without wishing to travel great distances.	To provide opportunities for more experienced competitors seeking a wider variety of terrain, challenging courses and competition, and who are prepared to travel longer distances for this.	British Orienteering's Major Events providing opportunities for competitors to take part in the ultimate orienteering challenges in the UK.	
Authority to Schedule	Club fixtures secretaries.	Constituent Association fixtures secretaries.	National Fixtures Group.	Major Events Group, advised by National Fixtures Group.	
Terrain	Club to determine suitability.	Association assesses the suitability of the terrain for the event.	National body assesses the suitability of the terrain for the event through the event Controller's assessment.	National body assesses the suitability of the terrain for the event through the event Controller's assessment.	
Map	Club to determine standard that meets the needs of participants; this will normally be to use the appropriate IOF Standards.	IOF International Standard for the discipline is used.	IOF International Standard for the discipline is used. Map printed by an accredited printer.	IOF International Standard for the discipline and the British Orienteering map template are used. Map printed by an accredited printer. Map submitted for assessment.	British Orienteering template is available



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Publicity	British Orienteering fixture list; Club website.	British Orienteering fixture list; direct link from Association website to event details; advertising flyer.	British Orienteering fixture list; direct link from British Orienteering website to event details; advertising flyer.	British Orienteering fixture list; direct link from British Orienteering website to dedicated event details pages; advertising flyer.	Support to be developed
Entries	As determined by the club.	Entry On the Day (EOD) with pre- entry where appropriate.	Pre-entry with EOD where appropriate. EOD for non- competition/recreation courses.	Pre-entry. EOD for non- competition/recreation courses.	
Facilities at the event	As determined by the club.	Toilets, basic start and finish areas.	Toilets, start and finish areas, assembly area, traders invited. All facilities must be capable of handling the expected number of competitors.	Toilets, start and finish areas, arena, traders. All facilities must be capable of handling the expected number of competitors.	Detail to be developed
Systems	As determined by the club.	Electronic punching. Courses pre-marked on maps.	Electronic punching. Courses pre-marked on maps. Pre-allocated start times (not start blocks).	Electronic punching. Courses pre-marked on maps. Commentary, radio controls and spectator control. Pre-allocated start times.	
Results	As determined by the club.	Results published on a website by the next day and on the British Orienteering website within 7 days.	Results published both by course and by age class at the event, and on a website by the next day offering post event route and graphical split time analysis. Results published on the British Orienteering website within 7 days.	Results published at the event, and on a website by the next day offering post event route and graphical split time analysis. Results published on the British Orienteering website within 7 days.	

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Event Officials	Club to use experienced officials or to use novice officials with an experienced mentor for support.	Associations to require experienced officials and to assess the competency of any unknown volunteer officials. Grade C Controller or above, preferably from a different club from that staging the event.	Established, experienced officials used at this level and the competency of any unknown volunteer officials assessed. Grade B Controller or above, from a different club from that staging the event.	British Orienteering to establish list of experienced officials at this level/discipline and to assess the competency of any unknown volunteer officials. Grade A Controller appointed by Major Events Group.	Registers of known, competent event officials to be gradually established
Safety	Organiser to ensure the risk assessment has been completed and then reviewed either by a Controller or by one of the following: a) a person who has British Orienteering Event Safety accreditation or b) a licensed coach. 1 st Aid provision is appropriate to the size of event.	Organiser to ensure the risk assessment has been completed and then reviewed by the Controller, who will sign the form to confirm that it has been reviewed. 1 st Aid provision is appropriate to the size of event.	Organiser to ensure the risk assessment has been completed and then reviewed by the Controller, who will sign the form to confirm that it has been reviewed. 1 st Aid provision is appropriate to the size of event.	Safety Officer appointed for the event. 1 st Aid provision is appropriate to the size of event.	A safety workshop to be offered by British Orienteering. 1 st Aid provision to be specified