

EVENT STRUCTURE AND RESPONSIBILITIES

For National and International Events

1 Introduction

From time to time, OANSW is asked to plan and organise major national or international events or carnivals. Typical events are Australian Championships, Australian 3-Days, JWOC and WMOC. The Board allocates these events to a Club, group of Clubs or an Organising Committee (the latter in accordance with the Constitution of OANSW – section 15).

Such events require a level of planning and organisation well beyond that normally employed for a State level 'Major Event'. This paper outlines the typical structure required/envisaged by OANSW for a successful, low risk event.

2 Event Types

2.1 The International Orienteering Federation on application by Orienteering Australia allocates International Events. This usually follows a request to OA from a state Association that the event be applied for on behalf of that state. An exception to the above is for the Oceania Championships, which is allocated by OA (again on application by a state) on a rotation as agreed with the New Zealand Orienteering Federation.

2.2 National Events (AUS 3 days, AUS Championships, National League Events) are allocated by OA either on a rotation through the states as determined by OA or in response to a request from a state (in the case of NOL).

2.3 For either international or national events, once an event has been allocated to a state, the IOF or OA retain oversight (usually through appointment of an IOF Event Advisor and/or National Controller) but operational matters devolve to the state.

3 Responsibilities

Appendix A shows a typical organizational chart for International Events.

3.1 Board.

The OANSW Board has the ultimate responsibility, on behalf of OANSW, for the successful execution of all events. As such, it is responsible to NSW members and to OA for the technical, financial and operational performance of the event, and the safety of all competitors and officials.

Specifically, the Board is responsible for:

- Allocation of the event/carnival to an appropriate club, group of clubs or an organising committee.
- Appointment of key officials, in particular the Event Director. The Board appoints the Event Director, but usually delegates further organising committee appointments to this person subject to Board approval of the key positions.
- Appointment of the appropriate Overall Controller for the event.
- Determination of the scope of the event. In particular, the number and type of events to be conducted (unless this is otherwise determined by IOF or OA requirements).
- Approval of the overall Event Budget.
- Approval of the event centre/s and areas to be used.
- Contractual terms with OA, IOF or other peak body for whom the event is held.

3.2 Event/Carnival Director

The Event Director is responsible for the operational and financial performance of the event, within the guidelines set by the Board. Since the Board is ultimately responsible, the Event Director must not do anything that compromises the Board's (contractual) position.

Further details are contained in the OANSW Guide to Organising Major Events (Manual 5.9)

3.3 Overall Controller

The Overall Controller is OANSW's representative on the event organising committee and is responsible for overall technical compliance and conduct of the event, having regard to relevant OANSW, OA and IOF rules.

Responsibilities of the Overall Controller include:

- Monitoring all aspects of the event.
- Familiarity with the relevant IOF or OA Competition Rules.
- Ensuring that sufficient time is allowed for all procedures.
- Maintaining an appropriate relationship with the Event Director.

Further details are contained in the OANSW Controllers Guidelines (Manual 5.5)

4 Reporting to Board

When the Event Director is appointed the Board will specify the degree of reporting required. This will be based on the size and importance of the event.

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Adopted
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