



# **The Work of an Event Adviser**

# Agenda

- Responsibilities of IOF Event Adviser
- Way of working
- Reporting

**Goal of the session:** to know what an EA should do

# Responsibilities of IOF Event Adviser

- **The EA shall ensure that rules are followed, mistakes are avoided and that fairness is paramount**
- The EA shall make as many controlling visits as he or she deems necessary
  - Expenses usually covered by appointing body
  - In case of an organiser failing to deliver agreed results extra visits should be paid by the organiser
- Work can be divided in several phases
  - Long term planning
  - Event preparation
  - Competition day
  - Post-competition work

# Long Term Planning

- To agree a realistic co-operation time plan with the organiser
  - Harmonise with publication dates of Bulletins (24,10, 2 months)
- To approve the venue and the terrain for the event
- To look into the event organisation and assess the suitability of the proposed accommodation, food, transport, programme, budget and training possibilities
- To assess arrangements to fulfil the Leibnitz Convention

# Key Points of Visits

- 1st: visit – base for all work, right concepts to be approved (including terrain), approve Bulletin 1 , produce an Event Plan
- 2nd visit – concept of particular races, facilities, transport, economy, approve Bulletin 2
- 3rd visit – courses, layout of areas, event office, ceremonies, facilities, approve Bulletin 3
- Event – to manage a work of jury, communicate with event office, supervise team leaders meeting, help to solve complaints, participate in ceremonies
- Write a report to IOF secretariat after each visit

# Event Preparation (1)

- To approve all official information, such as bulletins or invitations
- To approve the organisation and layout of start, finish arena and changeover areas
- To assess the reliability and accuracy of the time-keeping and results producing systems
- To check that the map conforms with the IOF standards
- To approve the courses after assessing their quality, including degree of difficulty, control locations and equipment, chance factors and map correctness
  - Use the course design controller/assistant
  - Define clear responsibility split
- To check any course splitting method and course combinations

## Event Preparation (2)

- To assess arrangements and facilities for the media
- To assess arrangements for Internet deployment
- To assess arrangements and facilities for doping tests
- To assess any planned ceremonies
- To assess emergency plans
  - Cancelling of event
  - Shift of first start
  - Interrupt start sequence
  - Medical assistance in the terrain
- To teach start procedures details (delayed start)
- To teach disqualification procedures (organiser's task but not EA's)
- To check presence of jury members

# Competition Day

- To check transports
- To survey first starts
- To survey manned radio controls
- To survey finish organisation
- To check result posting frequency
- To assess disqualifications
- To call the jury and lead the session (if needed)
- Ask competitors for comments

**Let the organiser do his job**

**Be present but do not interfere**

**A good event = a quiet, easy day for the EA**

# Post-Competition Work

- Report to the appointing body
- Proposals to change/improve competition rules or guidelines
- Feedback to the organiser

# Adviser Skills

- Necessary general skills
  - Positive and flexible character
  - Diplomatic and negotiation capabilities
  - Actively practice orienteering
  - Experience in controlling
  - Knowledge of rules
  - Active knowledge of English
- Specific skills for particular event
  - Knowledge of the country
  - History, political and economical situation
  - Knowledge of orienteering development
  - Knowledge of strengths and weaknesses of local organiser

# Conclusions and Recommendations

- Schedule is the first priority – to be in time on right place
- Right concept is important
- Be more of an adviser than a controller
- You are mostly more experienced then organisers, but we all are volunteers
- Don't try to substitute for the organisers during the event
- Try not only warn and criticise, but also to appreciate good work