

Orienteering Canada
Approval and Liaison Process
for
Canadian and North American Championship Events

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Orienteering Canada Approval and Liaison Process for Canadian and North American Championship Events

Orienteering Canada's new process for approving hosts for Canadian (COC) and North American (NAOC) Championship Events in Canada and for liaising with organizers has been created keeping in the forefront that it is important to Orienteering Canada that :

- (a) we invite, welcome and encourage clubs to host major events; and
- (b) we support clubs wishing to expand their resources and capabilities, build their base of officials and offer high level event experience to their officials;

Information for Clubs

Clubs, PTOAs or other organizations that may be interested in hosting a Canadian or North American championship event at some time in the future are encouraged to reach out to the Major Events Committee to let their potential interest be known. The Major Events Committee will discuss timelines with your club and work with you as needed to ensure that your club has the resources it needs to host the event.

Whereas in the past there was an official deadline to submit a bid to host a championship event, we are now moving to a more collaborative approach in matching clubs and events. Clubs interested in a championship event in a specific year should contact the Major Events Committee four to five years in advance. The Major Events Committee hopes to have hosts lined up 3 to 4 years in advance of the events, allowing organizers a comfortable timeline for preparing for their event.

Please note that Orienteering Canada encourages clubs to partner together to host major events. Two or more clubs working together, sharing resources and expertise and splitting the work load can make hosting major events much more accessible to many clubs. If you want help connecting with potential partner clubs please reach out to the Major Events Committee.

Process

The process for approving the hosting of a championship event will begin approximately 5 years in advance of the event. It will start with the MEC reaching out to clubs looking for those interesting in hosting a championship; and with an invitation to clubs to reach out to the MEC if there is a potential interest at the club level.

Interested groups will complete the Preliminary Consideration form. Decision making by Orienteering Canada regarding who will be awarded the hosting of a championship will be made on a discretionary basis, taking into account such factors as rotation of championships around the country, ability of an organization to host a major event, suitability of dates and locations being considered, among other factors.

Once the championship has been approved for an organization, a Preliminary Event Plan will be created, followed by the signing of a Memorandum of Understanding between the organizing club and Orienteering Canada. Once this process is complete, the event will be officially awarded to the club and announced to the public. This is expected to happen 3 to 4 years in advance of the event.

It is important to note that for the NAOCs the sanctioning request to IOF must be submitted to them by January 1, 3 plus years prior to the event.

A schedule with the ideal (optimistic) timelines and all relevant forms are included with this document.

Definitions

For the purposes of this document the following generalizations and abbreviations have been adopted:

- “Club” = an orienteering club, PTOA, group of clubs or PTOAs, or other organization that will host and organize the championship meet
- Championship = Canadian or North American Orienteering Championships
- COCs = Canadian Orienteering Championships
- NAOCs = North American Orienteering Championships
- MEC = Major Events Committee
- ED = Orienteering Canada Executive Director
- TechC = Technical Committee
- OffC = Officials Committee
- LOC = Local Organizing Committee

Approval Process Schedule

Canadian and North American Orienteering Championships

The following schedule shows the ideal (optimistic) timelines leading up to awarding the organization of the Canadian or North American Championships to a club. Orienteering Canada recognizes that such timelines may not always be possible, however the goals are as stated. Note that the items with an asterisk are NOT flexible in timing.

Action	Ideal Timing (ahead of event)		Responsible Groups	Others Involved	Details
	COC	NAOC			
Call for Statement of Interest	4 years	5 years	MEC	Clubs	An official call out, via various media, to the orienteering community that OC is looking for organizers for future championship events
Outreach to Clubs	4 years	5 years	MEC		A targeted outreach to specific clubs, PTOAs or other groups to discuss options for hosting championship events
* Guarantee Deadline	June 1, 4 years ahead	June 1, 5 years ahead	MEC	Clubs	This is the last date that OC will guarantee that it will consider interest from a club for a given championship.
Complete Preliminary Considerations Form	5 to 4 years	5 to 4 years	Club	MEC	Clubs can complete this when they are interested in hosting a championship. MEC can work with club to complete it, as desired.
Match clubs to major events	5 to 4 years	5 to 4 years	MEC	Clubs	MEC works with interested groups in an effort to enable all interested groups to host a championship event as appropriate
Create draft of Preliminary Event Plan	4 to 3 years	5 to 4 years	MEC	Club	Host club and MEC work together to create a first draft of an Event Plan
Review of Preliminary Event Plan Review	4 to 3 years	5 to 4 years	MEC, TechC, OffC		Technical and Officials Committees give feedback on draft Event Plan to MEC and host club
Finalize Event Plan	4 to 3 years	5 to 4 years	MEC	Club	Host club and MEC work together to finalize Event Plan based on feedback from Technical and Officials Committees
Sanction request to IOF for NAOC	n/a	4 years	OC, MEC	Club	Sanctioning request and other required information to IOF for their approval
Final Approval	3 years	4 years	OC Board	MEC	MEC recommends approval of host by OC Board; OC Board put final stamp of approval on event
Signing of Memorandum of Understanding	3 years	4 years	MEC, ED	Club	Memorandum of Understanding is signed by representatives of the LOC and OC
Public Awarding of Event	3 years	4 years	MEC	Club, OC Communications	MEC, Club and OC Communications work together to plan the public announcement of the event

Preliminary Consideration for Hosting

Canadian or North American Orienteering Championships

This form should be completed by a club/PTOA/organization when they are interested in hosting a championship event. This is neither a guarantee from the club that they will host; nor is it a guarantee from Orienteering Canada that the club will be named as host. This form is intended as part of the discussion regarding the possibility of hosting the event.

1. Contact Information for person(s) completing this form

Name(s)	
Club(s) / Organization	
Phone Number	
E-mail address	

2. What event(s) are you considering hosting? If you are open to more than one option please indicate this.

Please Check	Event	Year(s)
<input type="checkbox"/>	Canadian Championships	
<input type="checkbox"/>	North American Championships	

3. What dates are you considering for the event?

	Possible / Probable Date Ranges
Option A	
Option B	
Option C	

4. What club(s) are you planning to have involved and what roles would these clubs play in hosting the event?

Club	Club Belongs to which PTOA ?	Role

5. What races and additional events (HPP Fundraiser, banquet, etc) are you thinking of having? (NB * = required at COCs; can be organized by OC or one of its committees, but local organizing committee liaison is required)

Check applicable items	Event	Comments
<input type="checkbox"/>	HPP Fundraiser *	
<input type="checkbox"/>	Relay	
<input type="checkbox"/>	Banquet	
<input type="checkbox"/>	OC AGM and Conference *	
<input type="checkbox"/>	Non-championship races	
<input type="checkbox"/>	Model Map	
<input type="checkbox"/>	Training Opportunities	
<input type="checkbox"/>	SP Junior Training Camp *	
<input type="checkbox"/>	Silent Auction *	
<input type="checkbox"/>	Newcomer Opportunities	
<input type="checkbox"/>	Children's Activities	
<input type="checkbox"/>	Social Events	
<input type="checkbox"/>	Other	

6. What maps / areas are you considering on using for the various races? What mapping, re-mapping or map updates are needed? How do you plan to have this happen (timing, mappers, base material available)?

Location, Map	Requires	Mapping plans
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	

7. Who are you considering as the key officials for the event? What levels of certification do they have? (This list does not have to be complete at this time.)

Official	Name and Club	Current Certification	Will this event be a practicum for certification ?
Overall Event Director			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Overall Event Controller			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Timing and Results			
Course Planners and Controllers			<input type="checkbox"/> Yes / No <input type="checkbox"/>
			<input type="checkbox"/> Yes / No <input type="checkbox"/>
			<input type="checkbox"/> Yes / No <input type="checkbox"/>
			<input type="checkbox"/> Yes / No <input type="checkbox"/>
			<input type="checkbox"/> Yes / No <input type="checkbox"/>
			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Other Key Officials (Please indicate Role)			

Event Plan

Canadian or North American Orienteering Championships

The Event plan for a championship event is intended to be both a means of understanding between organizers and Orienteering Canada and a reference document for organizers. It is not a static document but rather to be edited and updated as plans solidify and change along the way. It is recognized that “the best laid plans of mice and men . . .” can go awry. It can act as a basis for conversation between organizers and Orienteering Canada at regular check-in sessions.

Form Information

Form Completion or Update Date	
Form Completed by	

Event Information

Event Information	
Event (COC or NAOC)	
Year	
Organizing Group Contact Info	
Dates	
Dates Selected	
Are there any conflicts with other major international events? If yes, give details.	

Maps and Locations

Location, Map	Requires	Mapping plans
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	
	<input type="checkbox"/> New Map <input type="checkbox"/> Re-Mapping <input type="checkbox"/> Updates	

Key Officials

Official	Name and Club	Current Certification	Will this event be a practicum for certification?
Overall Event Director			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Overall Event Controller			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Event Adviser for NAOC, WRE			
Timing and Results			
Sprint Course Planner			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Sprint Controller			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Middle Course Planner			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Middle Controller			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Long Course Planner			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Long Controller			<input type="checkbox"/> Yes / No <input type="checkbox"/>
Registrar			
Others, please specify			

Championship Events

Activity	Date, Time, Location	WRE ?	Notes
Sprint Race		<input type="checkbox"/> Yes / No <input type="checkbox"/>	
Middle Distance Race		<input type="checkbox"/> Yes / No <input type="checkbox"/>	
Long Distance Race		<input type="checkbox"/> Yes / No <input type="checkbox"/>	

Additional Events and Activities

NB * = required at COCs; can be organized by OC or one of its committees, but local organizing committee liaison is required

Activity	Date, Time, Location	Notes
OC AGM and Conference *		
HPP Fundraiser *		
Silent Auction *		
Sass Peepre Training Camp *		
Banquet		
Relay		
Model Map		
Accommodation		
Awards		
Training Opportunities		
Day-of Entries		
Open Classes		
Recreational Events		
Newcomer events		
Clinics		
Other Events – Social, Fundraising, fun races – please specify below		

Liaison Check-In

Canadian or North American Orienteering Championships

The Check-In provides an opportunity for Orienteering Canada and event organizers to reconnect on a regular basis to ensure that everything is progressing smoothly and as planned in preparation for a championship event. It is a chance to discuss issues, seek solutions, and to make sure that nothing that is required is forgotten or dropped inadvertently. It is NOT intended to be Orienteering Canada interfering with organizers, but rather offering support as necessary.

General Information

Date of Check-In	
Name of Organizing Team representative(s)	
Name of OC / MEC representative(s)	
Mode of Check-In (phone, in person, Skype, etc.)	

Check List

Item	Status	Notes, Comments, Details
Mapping	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Course planning and controller officials	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Other Chief officials	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Permissions	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
WRE	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	

Course planning	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Facilities	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Registration	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Timing and Results	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Awards	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Banquet	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Promotions	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Media	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Budget	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Safety Plan	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	

Arena Production	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
HPP Fundraiser and Silent Auction	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
OC AGM and Conference	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
SP Junior Training Camp	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
Other Items for Check-In –Please Itemize below		
	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	
	<input type="checkbox"/> OK <input type="checkbox"/> In progress <input type="checkbox"/> Still to do	

Memorandum of Understanding

Canadian or North American Orienteering Championships

This memorandum of understanding is between

(organizing club / clubs / PTOA / other organization; referred to as LOC)

And

Orienteering Canada (referred to as OC).

This memorandum of understanding sets forth the terms and understanding between the LOC and OC regarding the

(event, including year, referred to as the Event)

Responsibilities

Local Organizing Committee

- The LOC will organize the event to the best of its ability; at a minimum it will include all required activities (see list below);
- The LOC will provide a local liaison person to support OC in organizing the OC activities (see list below);
- The LOC will adhere to all OC rules for championship events, except where permission to deviate from the rules is granted by OC;

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Orienteering Canada

- OC, via the MEC, will support the LOC to the best of its ability;
- OC will take responsibility for the organization of the OC activities (see list below), with local support from the LOC;
- OC, via the TC will seriously consider requests for deviations from OC rules and will work with LOC to overcome such difficulties as may have instigated rule deviation requests;

Behaviour

- All parties shall abide by OC Policies and Procedures (see Orienteering Canada website, <http://www.orienteering.ca/about/policies/>)

Finances

- The LOC will set registration and other fees at a reasonable rate
- OC will charge a levy to the LOC, as per the currently set levies (see Levies document)
- Net proceeds, after levy and expenses will belong to the LOC

Reporting

- The LOC will remain in contact with OC, via the MEC, doing regular check-ins on a schedule agreed to between the LOC and the MEC;
- The LOC will do a verbal post-race debriefing with and/or provide a written report on the event to OC within a month after the event

Required Activities

- Sprint Race
- Middle Distance Race
- Long Distance Race
- Relay (NAOCs only)
- Banquet

OC Activities (COCs only):

- OC AGM and Conference
- HPP Fundraiser
- Silent Auction
- Sass Peepre Junior Training Camp

Signatures:

	For LOC	For OC
Name of representative		
Position		
Date of signing		
Signature		