



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
 - The visits shall be planned in agreement with the appointing body and the organiser
 - 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

Guidance for the Event Adviser

- Detailed guidance for Organisers and Event Advisers can be found in the MTBO Event Adviser guidelines on the IOF web site

Long Term Planning

- To agree a realistic event plan with the organiser
- Harmonise visits with publication dates of Bulletins (e.g. 24,12,2 months for WMTBOC)
- 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
- 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

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 national 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 advised by EA)
- 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 jury meeting (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

- The schedule is the first priority – to be in time and on the right track
- Right concept is important
- Be more of an adviser than a controller
- You are mostly more experienced than 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