GUIDELINES FOR CONDUCTING MAJOR CARNIVALS

Australian Championships
Australian 3-Days
Oceania Championships

A

ORIENTEERING
AUSTRALIA

Contents

1   Introduction

In Australia, major event carnivals are held annually at Easter for the Australian 3-Days and in late September–early October for the Australian Championships, with occasional additional carnivals based around international events such as the Oceania Championships. The effort and skill required to successfully stage a major carnival is at least an order of magnitude greater than that in conducting regular state events, including state championships.

Significant differences between a major national carnival and a major state event include the following:

- A much larger number of participants are involved, most of whom travel from interstate or overseas. This has implications for parking at events/suitability of arenas, accommodation and the amount of work involved in preparing for each event.
- Having multiple events conducted over successive days places high demands on the voluntary resources of the organising state, the amount of equipment required and the logistics of transporting equipment between events.
- Competitor expectations are very high, requiring a high standard of map production, course planning, event management and controlling. For most events it is expected that either new areas or major remaps of previously used areas will be used, with the areas embargoed where practicable during the years leading up to the event.
- A consistent approach to the organisation of all events is desirable from a competitor viewpoint and can lead to efficiencies in organisation. It is therefore important to have a Carnival Director who can manage the carnival from a 'big picture' perspective.
- A major carnival places high demands on the number and accreditation level of controllers required to oversee events. For the Australian 3-Days, Orienteering Australia (OA) requires the appointment of a Level 3 controller (the OA Controller) to oversee the overall competition. An overall controller or alternatively a Technical Director is commonly appointed for the Australian Championships Carnival.
- A major carnival may include one or more World Ranking Events (WRE), as approved by the International Orienteering Federation (IOF) following an application from OA, which would be made in consultation with the relevant member state/territory.
- Competitors are generally prepared to pay relatively high entry fees in recognition of the high event standards. With a large number of competitors and the high organisational costs, this results in a large financial turnover which needs to be planned and managed over the years leading up to the event.
- The mapping program, financial planning and recruitment of key volunteers will necessitate a long lead time (typically up to three years) for the planning of the carnival.
- Because of the financial and physical commitments involved with events, risk management and mitigation need to be taken seriously during the lead up years, particularly in relation to maintaining good relations with the landowner or manager and the possibility of natural disasters affecting the competition areas.
- The online entry system is often more complex than for single events, requiring careful and early investigation of how this should be handled.
- Pre-event publicity is expected and needs to commence well before the carnival, maybe two years in advance. Close liaison with the OA Office is strongly recommended.
- Other matters which commonly arise include production of programs, start lists and results, use of unfamiliar or emerging technology, jury requirements, WRE requirements, conduct of social functions, trophies for the main events, sale of souvenir merchandise, press/publicity

requirements, high-tech displays and commentary for spectators, hosting of VIPs, drug testing and special requirements or courses for some events.

Australia has a large amount of expertise in organising major carnivals and this is spread through all member states/territories. There is nevertheless a steady turnover of available personnel, as well as burnout or ageing of many of the most experienced officials. It is therefore necessary for new officials to be regularly added to the pool of expertise in each state. With a typical spacing of three or four years between carnivals in a state and a lead time of similar duration, it may be necessary for states (or their delegated clubs) to start planning for the next carnival soon after the last one is over.

Every member/state territory has its own way of doing things and has developed its expertise along different lines. The advice in the following guidelines is not intended to be prescriptive, but is rather to highlight the issues to be considered and to suggest a timeframe for acting on them. It thus complements the technical advice available in other OA documents or in those compiled by member states/territories for their own local use.

In relation to some matters, such as results display, spectator provisions and communications with participants, advances in technology can lead to changes in the way events are organised, which may be beyond the scope of the current version of these guidelines. Carnival organisers are encouraged to keep abreast of emerging technology and apply it as they see fit, if they have access to the necessary skills and equipment.

This is a living document, and it is expected that it will be periodically updated.

2 Carnival Planning Timeline

An indicative timeline for planning major event carnivals is set out in Appendix A. This is considered to be the shortest comfortable timeline for ensuring that everything is done without undue haste or unnecessary pressure on the people responsible, but can be extended if desired.

The first and most important step is to appoint an early planning group, which may be a nucleus of just three or four people, including the Carnival Director and the Technical Director or OA Controller. This group needs to get things moving, particularly in relation to determining competition areas so that mapping and course planning can proceed in a timely manner.

Once this is underway, the planning team should be expanded to include other key officials (i.e. day organisers, course planners, day controllers, financial manager, publicity manager, equipment manager, entries manager etc.), and a draft budget should be prepared as a basis for setting entry fees.

The publicity should start at least 12 months before the carnival (i.e. at the equivalent carnival the previous year), but it is common for publicity to start up to 2 years before.

Draft maps should normally be available no less than eight months before the carnival to allow ample time for course planning and vetting, with provisional course lengths and class groupings available when entries open. This period may vary depending on the season when the carnival is held. Activities which require a commitment from other organisations (e.g. toilet hire, first aid service, catering, social functions, production of merchandise, special high-tech equipment) usually involve a significant lead time, and at least preliminary arrangements should be confirmed by about eight months before. The budget should

be refined to the extent of identifying entry fees, and costs of merchandise and social events need to be confirmed prior to entries being opened.

Entries should be opened at least six months before the event, with the information that competitors may need before entering available in Bulletin 1 on the website (see OA Orienteering Competition Rules 8.1). Some of this information (e.g. precise course lengths) may be refined during progressive updating of the website. All information for competitors should be finalised in Bulletin 2 which should be available on the website at least two weeks before the carnival, even if printed copies are made available at the event. If any of the carnival events are World Ranking Events, there are specific requirements for WRE bulletins (see IOF Orienteering Competition Rules 8.12 and 8.13), which may be integrated with the normal bulletins.

The last three weeks before the carnival are usually quite frantic, with many last-minute tasks to be undertaken once the entries are finalised (e.g. start draws, printing maps and running numbers). It is advisable to close entries four weeks before the start of the carnival, allowing a week to sort out last-minute entry problems and to accept late entries only during that week, i.e. before the frantic period commences. There are so many things to be done during this period that it is not feasible to list them all in Appendix A, but they are discussed later in the guidelines.

3 Appointment of Key Officials

The planning of a major carnival is likely to be most successful if a dedicated person is in control throughout the planning process. That person is commonly designated as the Carnival Director. Another key person is the Technical Director or alternatively, the OA Controller, a Level 3 controller, who is responsible for independent oversight of the technical aspects of events, and potentially for the carnival as a whole. The Technical Director is supported by other controllers (Levels 2 or 3) for individual events. If the carnival includes the Oceania Championships or any World Ranking Events, an IOF Event Adviser is required for those events.

Under OA Orienteering Rule 31.3, for the Australian Championships and the Australian 3-Days, OA through the Director, Technical, is required to endorse the organising body's recommendation for the OA Controller or Technical Director at least 3 years prior to the event. For National Orienteering League (NOL) and other Group A events, the OA Controller shall be appointed by the organising body as soon as possible after the event is announced and shall be endorsed by OA (OA Orienteering Rule 31.4). It is important to appoint the OA Controller/Technical Director early, as one of their responsibilities is to approve the proposed competition areas.

For the Oceania Championships, which incorporates the Oceania Junior Orienteering Championships and the Oceania Youth Orienteering Championships, one or more IOF licensed Event Advisers shall be appointed by the IOF to control the event (IOF Orienteering Rules, Appendix 11). That person is independent of the OA Controller or Technical Director. For World Ranking Events for which the IOF does not appoint its own Event Adviser, it is the usual practice for OA to appoint or endorse the IOF Event Adviser, who may also be the OA Controller if that person is an IOF licensed Event Adviser. It is important for the OA Controller/IOF Event Adviser to be involved from the start of the planning.

The technical selection of competition areas should involve one or more persons with a strong background in course planning and desirably also mapping, and a good knowledge of available

orienteering areas, both past and potential. That person could be the Technical Director, but other experienced course planners and mappers could add expertise to the planning team. This small core team may be sufficient to get the planning process started, but can be expanded at any time if desired.

With the Carnival Director having such an important and demanding role, a Deputy Carnival Director can be appointed to share the workload and be sufficiently familiar with the overall organisation to be able to step into the Carnival Director's place if required due to unforeseen circumstances.

Other officials who need to commit themselves early in the planning process include the financial manager (high priority) and organisers, course planners and day controllers for each event. As planning progresses, others may need to be appointed to handle publicity, website, entries, coordination of equipment and transport, social functions and merchandise. Also, leaders for the start, finish, parking and registration teams may be required, depending on how the separate carnival events are managed. All officials should be familiar with the scope of their duties (see Appendix E) and, where applicable, with relevant rules, guidelines and specifications.

There are two basic models commonly used for running the individual carnival events. One is to allocate each event to a specific club, which then sorts out its personnel from within the club, but in liaison with other clubs where this is useful. The other is to have specialised teams working across the whole carnival to manage the various elements such as equipment transport and setup, start, finish/results, registration, parking and direction signage. The latter model leads to a more consistent approach and is more efficient once each team has worked out its role and operation. With this model, the organising and course planning responsibilities for each day may still be allocated to specific clubs. The chosen model depends on what works best for the responsible member state/territory.

4   Selection of Competition Areas and Carnival Program

In the early years of Australian orienteering, it was the practice to always use new areas for major national events. As finding new areas has become more difficult, it is becoming more common to select areas which have been used in the past but have been dormant for some time and can appear fresh after remapping. Considerations with regard to area selection include:

- proximity to the event centre;
- availability of a range of accommodation in the town where the event centre is located or in nearby areas (a particular constraint for the Australian Championships carnival is the availability of suitable accommodation for the Schools teams)
- terrain which is technically suitable for the planned event;
- the presence of a suitable area on the map area for the event arena;
- reliable access to each event area in terms of landholder approval, all-weather roads and adequate parking;
- distance from where key officials live from the viewpoint of travelling regularly to the area during the planning phase and transporting equipment for the event; and
- opportunities for local promotion of orienteering, possibly as a catalyst for forming or supporting a local club.

Some carnivals are based on moving between two or more towns as event centres, and may have different member states/territories responsible for different parts of the carnival. The latter arrangement

can add a further level of complexity and coordination to the carnival planning, but can reduce the workload on a single member state/territory.

Related to area selection is the choice of events to be staged and their scheduling. To a large degree this is dictated by OA requirements and by the timing of public holidays (Easter, October long weekend in some states). It may also be influenced by whether there are major events not related to orienteering taking place in the same area at the same time, although the planning lead time for major orienteering carnivals is longer than for most other major events so it is possible that another major event will be scheduled for the region after commitments have already been made for our event. Early engagement with local authorities (e.g. councils, tourism bodies) in the planned event region is prudent to become aware of any potential clashes as early as possible.

The main Easter events are fixed but there is flexibility in offering supporting events to extend the carnival, if desired. The Australian Championships Carnival is held during the spring school holidays but the dates of these holidays vary slightly from state to state. With the Australian Schools Championships held during the week, it is important to fit in with holidays in all states if practicable, and ideally also with New Zealand, although this may not be possible as there is sometimes no week which is a common school holiday in all states. The structure of these championships tends to be fixed, but there is some flexibility in scheduling the three Australian Championship events (with model events optional), as well as any other supporting events that may be staged. Taking account of competitors' travel needs, it is desirable for the first event of the carnival to be of relatively short duration (e.g. a sprint distance or middle distance event) and be held relatively late in the day to provide time for people to arrive. It is desirable for the last event also to be short and held early in the day so that interstate visitors can leave to catch planes or commence the long road trip home.

5   Mapping

The preparation of orienteering maps has undergone a revolution in recent years with the introduction of lidar technology and georeferenced aerial photographs, instead of photogrammetry using aerial photographs, to produce base maps, and the availability of tablets with georeferenced base maps for use in the field instead of drawing film and pencil. For remaps of previously used areas, the previous orienteering map may provide a suitable base map and, if not distorted, can be overlaid with lidar data (if available) to facilitate updating. In practice, however, many old maps suffered from slight distortion in the photogrammetry and/or cartography and require skilled adjustment in OCAD if they are to be improved using georeferenced data. While such distortion is generally not detectable to the orienteer or course planner, it is important if GPS tracking is to be used during the event or if GPS routes are to be overlaid after the event.

The details of working out the optimum way of producing new maps vary from state to state and are beyond the scope of these guidelines. It is advisable to seek the advice of knowledgeable mappers within the member state/territory (or interstate if necessary) to develop the optimum approach for each competition area.

Whatever approaches are adopted, there is no escaping the fact that producing a base map, checking and amending it in the field, and drafting the final OCAD map are all labour-intensive, time-consuming and often expensive processes, and are within the capabilities of relatively few orienteers. Whether mapping is undertaken on a paid or voluntary basis, those with the necessary capabilities have time

constraints on their work. It is necessary to confirm their availability well in advance and to allow plenty of time for undertaking the work. If relying on lidar technology for the base map, early investigation is important to confirm its availability and cost. The mapper must ensure that the map produced conforms to the required IOF mapping specification relevant to the event type (i.e. forest or sprint).

Once a draft map is prepared, it is desirable for it to be checked independently (at least in the area of the courses) by other orienteers who are not necessarily trained mappers themselves. Some checking is likely to be undertaken by the course planner and event controller, but this is not primarily their responsibility. If amendments are required, the field mapper should be given the opportunity to do this, but may be willing to delegate that responsibility to the map checker.

The printing of maps should be of an appropriate quality for the status of the event and the nature of the terrain. Test prints of maps with a course should be undertaken using the printer and paper that will produce the final map to ensure that the map is of a suitable quality in terms of colours and legibility. For events sanctioned by the IOF (e.g. World Ranking Events, Oceania Championships), the maps must comply with the relevant IOF specifications and the mapping schedule must allow time for test printing and checking by the IOF Event Adviser.

6   Risk Assessment

Assessing the possibility for something to go wrong is often second nature to the experienced organiser or course planner, and is a core component of the controller's responsibilities. For a major event, it is worth formally documenting the risk assessment, as writing it down is a good discipline for picking up points which may not otherwise come to mind. Indeed, for major events held on government or institutional land, the land managers commonly require documentation of a risk assessment as a condition of approval.

The OA Risk Management Policy is contained in Document 1.20 of the OA Operations Guide, Edition 6. This describes in general terms the risks and management strategies related to a wide range of aspects of orienteering management, and is not event-specific.

There are many ways of documenting a specific risk assessment, some of them being more bureaucratic than useful. A well documented and practical risk assessment can be beneficial for the organising team, aside from any external requirements. Orienteering ACT has a standard but modifiable template which has been accepted by several different authorities over the past 20 years and, on occasions, has also been useful to the organiser (see Appendix F). This is based on a 'likelihood–seriousness' approach, consistent with the philosophy underlying international standards for risk assessment and the OA Risk Management Policy, but has been customised for orienteering events. It separately identifies risks to competitors and officials, risks to the successful conduct of the event, and risks to outside parties (e.g. land owners, the general public), affecting either person or property (including environmental risks).

The risks to the event organisation include, for example, withdrawal of access due to total fire ban or other weather extremes, loss of access to the event area because of flooding or impassable roads (factors which should be considered in the initial area selection), and withdrawal of access approval by the landholder. The last of these highlights the importance of not only securing firm approval from the landholder (preferably in writing) before mapping commences, but also maintaining a good relationship throughout the event planning process.

When seeking landholder consent, it is important that the landholder fully understands the nature and scale of the event, in order to minimise the risk of a change in heart at a late stage of planning. Landholders' attitudes can range from being very interested and strongly supportive of the event to granting permission with some reluctance and/or with strict conditions. If the landholder appears reticent, it may be necessary to make a special effort to keep them on side, lest they withdraw their approval at the last minute.

Some landowners or land managers ask to be placed on the list of counterparties to the insurance policy. This should be communicated to the OA General Manager in time for the policy to be amended when it is renewed.

7   Course Planning and Controlling

At the initial stage of selecting areas, it is worth having the technical members on the selection team rough out some indicative courses to confirm that the area is suitable for setting the full range of courses required for the event, i.e. it is large enough to accommodate the longest courses, has enough 'handrails' for setting the easiest courses, is not too steep or too rough close to the arena to cater for the less physically able competitors on short courses, and is not unduly constrained by environmental conditions. The potential arena location and layout (see Section 16) should be considered in the early stages of course planning, particularly in relation to the start location, spectator opportunities, radio communications and possibly water controls.

Course planning can start in earnest once there is a sufficient area drawn to the draft map stage. It may not be essential to have the whole map initially as, if mapping the area closest to the arena is completed first, some of the shorter courses can be planned within that area. This would also allow more time for checking the map and possibly having the mapper make corrections while the more remote parts of the map are being completed.

The controller and course planner need to be aware of what is required before planning any courses. A method is also required to work out the course length required for each course to achieve the required winning time. This could include analysis of previous major events in the area or in similar terrain or test running of trial courses.

The details of course planning are documented in other OA publications. In particular, guidelines for the relative course lengths and groupings of classes on courses for major events are provided in Appendix 1 of the OA Orienteering Rules. These guidelines apply primarily to Australian Championship events (long distance, middle distance, and sprint distance), but are relevant also to the Australian 3-Days and can be adapted to other major events. They have been developed with a view to achieving the optimum winning times in all age classes with the minimum number of courses, and without having excessive numbers of starters on any one course. While they are guidelines only and are not mandatory, any deviations from the guidelines should take careful account of the effects on winning times and the balance of competitor numbers between courses.

For state championships with lower numbers of competitors, the course/class structure can be modified with fewer courses, although this may make it more difficult to achieve the optimum winning times in some classes. There are separate requirements in Document 2.6 of the OA Operations Guide, Edition 6 for the Australian Schools Championships and in Appendix 9 of the OA Orienteering Rules for the Elite

Prologue, the Public Prologue and the Family Teams Event/Relay held at Easter. Other supporting events are generally not subject to OA guidelines and the organisers are free to determine how their courses are structured.

For World Ranking Events, which are subject to IOF Orienteering Rules including a specific set of rules for World Ranking Events, and some other National Orienteering League events, there may be a requirement for elite competitors to have their own dedicated courses or for M/W20E to run the same courses as M/W21E. Such requirements should be checked with the OA High Performance Administrator, and may vary from the guidelines in Appendix 1 of the OA Orienteering Rules. Quarantine requirements at the start may also apply, especially if live GPS tracking is in use, and should be checked with the IOF Event Adviser and/or OA Controller.

For the Australian 3-Days, the M21AS class, which is open to any competitor in the event, irrespective of age or sex, is traditionally conducted as the 'Sledge' class, with its own novelty features. As the way in which this class is conducted can complicate the start procedures, it may be organised by some of the Sledge competitors themselves. The start organiser should liaise with the Sledge organisers in advance of the event to ensure that there are no conflicts.

The demands of course planning and setting are such that it is necessary for the OA Controller or Technical Director for multi-day events to be supported by day controllers for each event. The overall responsibilities of the OA Controller are specified in Rule 31 of the OA Orienteering Rules The day controller is responsible for all of the course vetting and map checking activities. If the day controller has concerns about aspects of the courses which cannot satisfactorily be resolved with the course planner, the OA Controller should be approached for further advice. The day controller should have arrangements for checking on the morning of each event (with assistants as necessary) that all controls are intact and that the SI units are working.

There is much printed and online information about course planning, most of which is likely to be familiar to the experienced course planners and controllers responsible for major carnival events. Some particular issues which arise during such events include the following:

- **Water on courses.** A large quantity of water is required, particularly for long distance events, and the logistics of transporting this to water points should be considered early in the course planning. It is no longer a requirement for all water points to be at controls or compulsory crossing points, but it is a requirement that their location should not unduly influence route choice.
- **Arena layout and spectator controls.** The design of the arena in terms of spectator opportunities may influence the design of courses or vice versa. Mid-course spectator controls accessible from the arena are also a consideration, particularly for the elite courses (see also Section 16).
- **Environmental impacts.** As discussed further in Section 34, the large number of people involved in carnival events emphasises the importance of avoiding excessive numbers of competitors at individual controls.
- **Hazards.** Courses should be planned to take account of any areas of the map that present significant safety issues to competitors (e.g. high cliffs, dangerous gold mining areas)

8   Budget and Entry Fees

The first task of the Finance Director is to prepare a carnival budget as a basis for setting entry fees. This task is likely to require inputs from other members of the planning team to contribute information on costs of which are under their control (e.g. mapping, equipment hire, trophies, first aid). Appendix B lists the main items that should be considered in the carnival budget.

A provisional budget should be prepared early in the planning process, using financial information from previous carnivals is a guide. This should be refined progressively as more accurate information becomes available.

A number of potential additional sources of income may be sought, including sponsorships (cash or in kind), grants from local or state/territory governments, and funds from the Moira Whiteside bequest (OA Operations Guide 1.18). Any sponsorships must be in accordance with the OA Sponsorship Policy (OA Operations Guide 4.5); in particular, naming rights associated with the Australian Championships (foot or MTBO) or the Australian 3-Days must be approved by the OA Board. In some circumstances there may be opportunities to seek bids for event support (e.g. from local government event agencies) before the final venue is decided.

The critical time for finalising the budget is before the entry fees are determined and entries are opened. This means that most of the significant costs need to be determined reasonably accurately well before entries are open. The big unknown at this stage is usually the number of entries, although this number does not vary widely between carnivals held in the same state. Carnivals held in New South Wales, Victoria and the ACT tend to attract larger numbers than those in other states because of their central location.

Many of the carnival costs (e.g. printing maps and running numbers, toilet hire, OA levies) relate directly to competitor numbers, while others are fixed. It is common practice to budget based on low, moderate or high numbers of entries, with the low scenario being formulated to ensure that the carnival does not run at a loss (or returns a small profit) and the high scenario producing a financial windfall. The budgeting process has a level of uncertainty depending on what proportion of mapping costs is allocated against the carnival as opposed to events which make later use of the map.

OA levies apply to all carnival events as a component of the entry fee. Current information about levies is available in the OA Operations Guide, Edition 6, Document 1.15.

As a general principle, it is accepted that major carnivals are expected to return a surplus to the organising body and that competitors will generally pay relatively high fees (compared with typical state events) to participate, even if some of them may complain. At the same time, it is necessary to recognise participants' expectations of orienteering as a relatively low-cost sport and to take account of the amount of money that families in particular are required to pay to participate fully in a major carnival. The ultimate decision on entry fees rests with the organising body which should be prepared to justify the fees charged both financially and morally.

9   Accommodation

Travelling orienteers (which may sometimes include most of those from the host state) need to know well in advance of the event, often before entries open, whether the organisers are arranging any special

accommodation or whether visitors are left entirely to their own devices. If the events are remote from where most key event officials live, those officials may find it useful to be accommodated together.

The accommodation options will vary widely according to the carnival location(s). There are no obligations on the organisers to facilitate accommodation, other than to provide advice to potential competitors at the earliest opportunity. General advice on potential accommodation centres should be provided on the website as soon as it is operating and also on promotional material which is available one year or more before the event.

While communal camping may not be as popular as it was in the early days of the Australian orienteering, it is still appreciated by those on a low-cost budget. If there are opportunities for providing this (e.g. at a local showground), it would be worth the organisers exploring this. It may be necessary to have a dedicated volunteer to oversee any camping arrangements if a structured booking system is not already in place at the venue.

At the Australian Championships, the Schools teams are normally accommodated together (or occasionally split between two locations). Facilities such as boarding schools or school camps are typically used but these may not be available in all potential competition locations. It is important to secure such accommodation as far ahead as possible as it may be booked two years or more in advance.

10   Early Publicity and Promotion

As competitors, most Australian orienteers do not start to plan seriously for coming national carnivals more than 12 months before the event (i.e. by the preceding equivalent carnival). Basic information about the dates, general location, schedule of events and accommodation advice should be available by that time. This information should be on the carnival website and as a printed leaflet which can be distributed at events. Some carnival organisers start promoting their carnivals much earlier, say two years in advance, for example, through handouts and/or poster displays at national events.

Articles and advertisements in the *Australian Orienteer* and OA E-News can also be used to publicise the carnival, the optimum timing being perhaps about nine months before the event, when the reports of the equivalent carnival for the preceding year dominate the magazine's content. Most carnivals also use social media for promotion.

More detailed information is provided subsequently in Bulletins 1 and 2, issued in accordance with OA (and sometimes IOF) Rules, as described in Section 15.

Carnival organisers are strongly encouraged to collaborate with the OA Office in coordinating early publicity and promotion through OA communication channels.

11   Social Events

The success of social events staged as part of a carnival has historically been variable. The types of events conducted in the past include bush dances, trivia nights, dinners and less formal eating-out events. Factors which help to make a social event successful include a reasonable cost, especially for families, not running too late (especially if there is a major event next day), and having most participants accommodated in the nearby area, rather than being spread over several towns.

The Orienteering Australia dinner and presentation night was held during Easter in some past years but tended to attract only a selection of the more committed orienteers. Easter is a congested period for ancillary activities, although some OA functions may be conducted (see Section 31). If the Easter Carnival is extended, the days after Easter may offer good opportunities to stage social functions for those who stay on. The Australian Championships week, on the other hand, has several opportunities midweek for participants to enjoy social activities without being concerned about having to run in a major event on the following day (except for schools teams' members).

Many clubs arrange their own dinners at public venues during the peak times of the carnivals. These club dinners have the potential to compete with social events that may be arranged by the carnival organisers. Having the event based in a town with plenty of restaurants, hotels and service clubs can be a consideration, if only a secondary one, in selecting the event centre location.

Particularly during the Australian Championships Carnival, when participants have free days during the week, offering activities such as town navigation/heritage walk exercises or virtual orienteering courses using MapRun, which people can do in their own time, is often appreciated.

12 Merchandise

It is common but not obligatory for organisers to offer souvenir merchandise in association with the carnival entry. The range of merchandise on offer has tended to expand from the early tradition of just souvenir T-shirts, with caps, mugs, towels and other items being offered on occasions. These are usually purchased as part of the entry process using a separate 'event' or an additional service in Eventor, and are collected at the event registration. The organisers can also produce extra items for sale on the day, but this can run the risk of having surplus stock after the carnival which is difficult to sell.

An alternative arrangement may be for orienteers to purchase souvenir items on-line directly from the supplier. This reduces the work for the organisers and should involve a lower financial risk but no profit opportunity.

13 Entries

All entries to major carnival events in Australia are through Eventor, with which most regular orienteers are familiar. The entry procedure for a carnival, however, can be more complex than entering a single event. This is particularly so with the Easter events where a few competitors do not enter every day of the multi-day events, or enter different classes on different days. The separate sprint distance event on Good Friday also incorporates a family teams event (previously a relay) with some teams including elite members.

Various methods have been tried for managing Easter entries. There is no standard method and it may be worth examining how the entries have been handled in the past and getting advice from the persons who set up those procedures. This requires someone with a good understanding of how Eventor operates and should be addressed well before the opening date for entries.

While it may be more complex to set up and administer, it is desirable to make the entry method as simple as possible for competitors to use, especially those who do not regularly enter events using

Eventor. It may be necessary to prepare special step-by-step instructions on how to use Eventor if the process is different from usual.

Eventor entries for carnivals which consist of a series of single events are more straightforward but still require someone with a good understanding of Eventor to set up and test-run the entry procedure, including changing or cancellation of entries. The midweek events in the Australian Championships Carnival may include a multi-day competition but also the option of entering single days or different classes on different days. The various events in a carnival need to be linked in a way which enable all events and multiple entrants to be paid for in a single payment. This includes having a common payment method on Eventor for all events. It may be necessary also to include items such as SI stick hire, merchandise and social functions. Eventor is set up to accommodate family concessions automatically and to allow the entry of one or more people for one or more events in a carnival in a single transaction.

It is for the organisers to decide whether to offer a concession for early-bird entries and the cut-off date for these. A potential benefit of early-bird entries is in easing the cash flow problems during the planning of the carnival, although this income may still be too late to cover mapping costs, which are often a major expenditure item early in the planning.

It is advisable to officially close entries about four weeks before the carnival, although organisers have discretion to accept late entries for a further period and may charge higher fees for them. Conditions relating to refunds for entries which are cancelled prior to the closing date are also at the discretion of the organisers. Many entries will be received close to the closing date; in recent years it has been common for 50% or more of all entries to be received in the final week before the closing date.

14   Start Draws

Except in situations where ranking requirements apply or there is a chasing or reverse chasing start, start draws are determined randomly according to the OA Orienteering Competition Rules (Rule 12). For multi-day events or for multiple events within the one carnival, it is desirable to vary the starting order for different classes running the same course, so the same classes do not always run early or late. For most of the larger classes within the Australian 3-Days, the competitors can be separated into three blocks, which start in different orders on each day, and are randomised within each block.

Input from the course planner and controller is required for the start draw so that common first controls can be considered, preferences for the order of classes on a course, or when the junior classes should start, for example.

The first start times and the overall start window duration should be planned considering the event type, time of day of the event and the expected weather conditions. The course closure should be set so that late starters have a reasonable expectation of being able to complete their courses.

The randomised draw may be modified to separate 'seeded competitors', who can be regarded as those with a reasonable chance of taking out top places, so that those competitors do not have successive start times (OA Orienteering Rule 12.6). This requires someone with a good knowledge of national event results (may be a competitor, provided that they are not assessing their own class), and should be reviewed by the Event Controller. In the elite classes in World Ranking Events, the specific rules for World Ranking Events on the IOF website should be consulted. Competitors who are not already ranked need to obtain an IOF ID number. This should be made clear in the advice for elite competitors.

An issue which may require much time and effort to resolve is the provision of split starts for parents of children who require minding or parents who plan to shadow children in the M/W10N class after their own run. If the parents are elite competitors, the rules applying to elite classes may not offer much flexibility to accommodate such requests. For other classes, it may be feasible to bend the rules slightly by enabling such competitors to have early or late start times within their class block, or even to start outside their class block. If these options appear difficult, it may be necessary to communicate with the parents to explain the problems and negotiate to find an acceptable solution. Often, if parents are aware of the problem, they can make their own arrangements for childcare.

Personalised attention to such start time problems can take much effort and it may be worth having a dedicated person to deal with the task. The effort is often greatly appreciated by the parents, and is worthwhile if that person can be found.

In the past it was common practice to provide childcare at major events or to set up a cooperative creche for affected parents, but this has become increasingly difficult due to legal and OH&S considerations.

15   Publications and Communications

Traditionally major carnivals involved production of the program, start list and results booklet. At some carnivals, a printed program can be useful in dealing with sponsors and advertisers, and as a memento for invited guests. While some participants still appreciate receiving a printed program, advances in technology have led to electronic means of providing the same information and the percentage of participants who appreciate the printed information is steadily decreasing.

The OA Rules (Rule 8) requires the publication of two bulletins for the Australian Championships Carnival and the Australian 3-Days Carnival, and specifies the essential information to be included in these bulletins. Bulletin 1 is required six months before the event, corresponding with the time when entries open, and contains information that competitors expect before entering. It is important for Carnival planning to be sufficiently advanced for this information to be available, at least at an indicative level.

Bulletin 2 is what has been described in the past is the carnival program with all the detailed information that competitors require. It must be available on the carnival website at least two weeks before the carnival begins, even if a printed program is provided to competitors on registration.

If the carnival includes IOF-sanctioned events (e.g. World Cup events, World Ranking Events, Oceania Championships), relevant information must be made available as Bulletins 1 and 2 in accordance with IOF requirements. The content and timing of these bulletins is set out in the IOF Competition Rules for Orienteering Orienteering Events (Rules 8.9 and 8.11 to 8.13) and the corresponding rules for World Ranking Events, and is broadly aligned with the requirements in the OA rules for the corresponding OA bulletins. It is normal practice to combine these bulletins with the regular carnival bulletins, although the special needs of international orienteers with respect to travel, visas etc. should be addressed.

In addition to the essential information specified in OA Rule 8.2 and any additional information required in relation to IOF-sanctioned events, Bulletin 2 often contains other information such as welcomes to the event by orienteering officials and local dignitaries, historical or tourist information, climatic information and specific rules emphasised by the organisers.

The production and dissemination of the bulletins involves three components:

- Preparation and compilation of information. This may involve several people with different roles in the carnival organisation writing their respective contributions, but requires someone to compile these contributions in a consistent format and style. This is the most demanding component, requiring plenty of time for preparation and review of drafts, before the document is finalised.
- Placing the finished document on the carnival website and Eventor in a format which competitors can use to download or print either the whole document or selected pages. Should it become necessary to correct errors or add additional information, the electronic bulletin can be revised, with competitors being advised by email when changes have been made.
- If required, printing of limited numbers of the document in a suitable format.

If the carnival organisers wish to provide competitors with some printed material on registering, rather than printing a full booklet, an alternative is to produce a folded leaflet containing just the directions that competitors need to get to the event and any important event information such as course details, terrain and mapping information and safety advice.

Unless needed for some official purpose (e.g. as a photographer or reporter for the member state/territory), participants should not require a complete start list of all competitors for every event in the carnival. The recent practice of printing start time numbers on personalised running numbers should satisfy individual needs, while those who want to check relative start times of their opposition can do so in Eventor. Full start lists in different formats (e.g. in running order by class, alphabetical) must also be on display in the registration area at each event. The limited number of start lists required for official use by visiting member state/territories can be printed by prior arrangement with the organisers. Competitors should be advised if the event area has no mobile coverage which prevents them accessing online start lists at the event.

Those who wish to check results in their own or any other class after the event can do so on Eventor or other software, so a results booklet for general distribution is no longer required. For the Australian 3-Days or other multi-day events, the results on Eventor should include both the individual day results and the progress or final total times in order. A suitable format for multi-day events can be generated from event management software such as SI Timing, OE2010 or MEOS. Printed records of the results of all major events are worth preserving for the historical record to allow for the time when Eventor may no longer be in use or accessible.

Eventor can be used also to generate bulk emails to competitors, for example, to update them with the latest information such as start draws, final details for an event and any late changes. Someone in the organising team needs sufficient experience with Eventor to manage this task.

A general point relating to all publications, whether printed or electronic, is that available technology has changed significantly in recent years. This has led to numerous changes in the ways in which communications between carnival organisers and participants have been managed.

Carnival organisers are strongly encouraged to collaborate with the OA Office in coordinating publicity and promotion through OA communication channels.

16   Arena Layout

The physical features of every arena (assembly area) are different and these, together with the course design, will influence of the layout of facilities. There is no standard arrangement, but matters worth considering include the following:

- Facilities which competitors need first (e.g. registration) should be obvious on arrival at the arena.
- A large area is required where competitors can set up their club banners, preferably with a view of the finish chute and preferably with a choice of sun or shade if the area offers this. A reasonable amount of shade is particularly important in warm weather.
- The arena is the area of greatest environmental impact during an orienteering event. It is therefore desirable for it to be located in an area which is relatively robust. Any sensitive or hazardous sites close to the arena may need to be roped off and signposted as out of bounds.
- The finish chute should desirably be aligned so that finishing competitors have sun on their faces for photography purposes, rather than being in shadow.
- Where applicable, banners associated with OA and event sponsors should be placed in an appropriately prominent position.
- If possible, spectator controls should be visible from the area where most people are assembled, rather than having to walk some distance to view them. (This relates primarily to course planning).
- Drinks should be obvious to competitors as they leave the finish chute, while first aid should also be obvious but in a quieter part of the arena.
- Results display, if used, should be located where it is obvious to finishers. For technical reasons it may be necessary to have it fairly close to the finish timing.
- The commentary team should have a good view of the finish chute and be close enough to the IT services to receive either a cable or Wi-Fi connection.
- If spectators are assembled on both sides of the finish chute, it may be necessary to have gates through the chute and to control access through these gates when competitors are finishing.
- The route to the start(s) should be clearly marked from several points in the arena.
- For relay events, possible locations for the relay changeover and map collection need to be identified.
- Catering and O-gear shops should be located convenient to the spectator area but not so close as to congest the area.
- If a previous map is displayed, this should be located where competitors cannot use it to gain advantage on their course.
- Toilets should be outside the main arena area but preferably within easy walking distance of it. If compatible with the course planning, it can be convenient to locate them at the beginning of the walk to the start.
- If drug testing is required, the relevant facilities should be located away from the main areas of activity.
- If presentations are to be made, it is good to locate them in an area which is friendly to spectators, e.g. a gently sloping bowl which is not too exposed to wind or sun.

A plan of each arena layout should be provided in the event information.

17   Access and Parking

The need for reliable access and adequate parking for each event area should be addressed when the event areas are being selected. Average car occupancy at events is typically just over two persons per car. If parking is limited, this can be reduced to about three persons per car with strong promotion of carpooling. If many of the competitors are travelling by minibus (e.g. schools teams), this reduces the total number of vehicles, although minibuses may have special parking requirements. The area required for vehicles can vary with the nature of the terrain and should be assessed in the event planning.

If parking is on private land, the question of gold coin donations or an alternative financial contribution should be considered. Some landowners may welcome or even request it, while others may feel embarrassed about receiving it. An alternative in the latter case is to offer the donations to be given to a local charity of their choice.

In considering access, take account of all types of vehicles using the access road, including high vehicles (camper vans, minibuses) which could hit overhanging branches, large vehicles (buses and trucks) which may have trouble negotiating tight bends and heavy vehicles (water/toilet trucks) which may require gate access around cattle grids. If a trailer-mounted display screen is planned, ensure that it can gain access to its preferred location, and that it is in place before other infrastructure along its access route is erected.

The issue of unsealed roads and access tracks deteriorating under heavy use during wet weather should be considered as part of the risk assessment (Section 6) if relevant.

In areas involving access along complex track networks, while the route in is usually well marked with signs, the return route is sometimes less obvious. Arrows indicating the way home may be appreciated. If access involves some travel along narrow roads or tracks, it is sometimes feasible to use a one-way system for access and egress. In some situations, it may be necessary to regulate the times when traffic is permitted to travel in each direction along a narrow road, and possibly have traffic management measures in place to address emergency situations.

Many of the issues associated with access and parking result from the large number of vehicles arriving and departing within limited periods. In particular this can include turning right off a busy road across ongoing traffic to enter a minor road or farm gate, particularly if the turnoff involves limited sight distance due to bends or hill crests. In such situations, the road management authority or police may request special signage or traffic manoeuvres to reduce queueing by vehicles waiting to turn and congesting the main road, and should be consulted early in the planning.

18   Event Equipment

Major carnivals use much more equipment than is required for regular state events. This includes field equipment (SI units, stands, flags, water containers) and arena equipment (tents, tables, chairs, signs, computers, results display screens, generators etc.). A comprehensive list of equipment which may be required is included in Appendix C.

If the organising body does not own sufficient equipment, additional equipment may be borrowed from other member states/territories or clubs or hired through commercial sources. It is normal also to hire vehicles to transport equipment. This requires drivers with appropriate licences to drive such vehicles. A

person or team is also required to manage the transport, assembly and packing up of equipment for successive events, so that the necessary equipment is on hand when it is needed and items are not lost or jumbled. This is quite a substantial task.

Particularly if events on successive days are located some distance apart, it can be challenging to pack up the equipment on one day in sufficient time to move it and start erecting it before nightfall for the next day. In such a situation, it may be desirable to have two sets of the major equipment (tents, tables, bunting etc.) and transport vehicles which can leapfrog each other between successive days.

A particular issue which is separate from the main equipment management is the supply and transport of drinking water for competitors at the finish and sometimes at the start of events. Transport in small (i.e. 5 to 20 L) containers is often the most practicable. Transport in a large water trailer can be more convenient but requires a powerful vehicle (at least a four-wheel-drive) with an experienced driver to handle what can become a dynamic and potentially unstable load. The use of bottled water is expensive and environmentally undesirable, although it may be required for health reasons in some situations. Competitors can also be encouraged to carry their own water.

Allocation of SI units needs to be planned according to the number required each day, and how the units will be used from day to day. At least two sets may be required so that events on successive days do not share any SI units. This planning requires liaison between the course planners and controllers for each event.

Specialist electronic equipment used for results display, live screening, commentary support etc. will usually be transported and set up by its own team, rather than being mixed in with the general event equipment. Where cables are used to connect equipment, these should be strung overhead at a safe height or protected on the ground by burial (if permitted) or covering. A large screen to show live action is a heavy, trailer-mounted item that requires reasonable access to where it is positioned. This may necessitate delaying the erection of some other event infrastructure until the screen has been positioned.

Computers and associated equipment need to be in good working order with the correct up-to-date and licensed software. A technically competent person needs to check all computers, cables, printers and spare consumables prior to a large event. If a new or upgraded system is being used, this should be trialled at local events, preferably by those who would operate it at the carnival, to ensure that it is operating smoothly.

Special communications equipment for use between members of the organising team and for emergency purposes should be considered in situations where there is inadequate mobile phone coverage. This may include two-way radios or satellite phones.

The management of equipment does not end on the last day of the carnival. Borrowed or hired equipment needs to be returned. It may be useful to plan ahead so that equipment borrowed from interstate can be taken back by competitors returning after the carnival, provided that it is not still in use when those competitors are wanting to leave.

19   Toilets

Major events usually require a row of portable toilets near the arena for competitors, sometimes with one or more additional toilets near the start, if this is some distance from the arena. Sometimes for urban

sprint events, the institution hosting the event may make its own toilets available and may prefer not to have portable toilets on the campus.

Many country towns now have their own toilet hire companies and it is worth checking which one is closest to the event area, as transport of toilets can be a significant component of the hire cost. Long toilet queues can detract from the enjoyment of an event and, in recent years, organisers have tended to rely on generous provision of toilets, say 12 toilets for 800 people or a similar ratio for smaller events. This ratio may need to be increased for events where a large number of competitors are starting at the same time (e.g. in a relay) or if start times are compressed. One or two additional toilets can make a big difference to the peak queue length and are worth considering, particularly if there is room for some extra units on the delivery truck. Such additional toilets can also be an insurance against any units malfunctioning.

The toilets are usually delivered with a full tank of water but occasionally may be filled up from a water truck after delivery. Either way, a heavy truck is required for transport and it is important that the access road to the toilet site can support heavy vehicles, a factor to be considered in area selection and arena planning. This is a consideration also if toilets are pumped out and replenished with water overnight in situations where the same arena is used on successive days. If toilets are taken to the start, access can be even more critical. A single or twin trailer-mounted toilet towed by a four-wheel-drive vehicle may be more practicable at the start in some situations.

Suitable hand washing/sanitising facilities must be provided at the toilet location. Monitoring of toilets and hand washing facilities during an event is not the most popular volunteer job but is important to ensure that the paper supply is maintained, toilets are kept clean and that the toilets remain functional or do not become accidentally locked with nobody inside.

In the interests of good health and the environment pit toilets must not be used, although screened urinals may be provided

20   Catering

There is an expectation at major carnival events and, to a lesser extent at the minor events, that a range of food will be available for purchase by competitors. In recent years, this expectation has extended also to coffee vans.

Local community groups are often keen to offer catering run by volunteers as a fundraising exercise for the organisation that they support (e.g. local school, bushfire brigade), and should be approached well in advance of the event. Orienteering groups (e.g. junior squads and parents) may be able to assist to a limited extent, as they do at local events, but are unlikely to have the capacity to cater for a major carnival and may face a conflict with their competition commitments. With coffee vans as an exception, commercial operators can be regarded as a last resort as their prices are likely to be higher than those of a volunteer group.

For sprint events held on university campuses or similar venues, there may be a café operating on the campus. Use of that facility may be beneficial, provided that its location does not conflict with the courses and it is open (many campus cafes do not open on weekends). Promotion of its use may sometimes be mandatory as a condition of using the campus.

If several different caterers are invited to provide services, it is important that the range of products offered by each one is clearly understood and accepted, so that there are no problems of competition arising when a caterer believes that their offer of service is on an exclusive basis. For example, junior squad fundraisers should not be selling cans of drink at a price which undercuts the community group that has been invited to provide the same product.

The organisers should be satisfied that caterers comply with relevant regulations for food sale and, if a barbecue is used, for fire protection. If there are other relevant conditions specified by the land manager with respect to the event, the caterers should be advised of these.

21 O-Gear Shops

The various orienteering gear shops, generally operated by orienteers who are competing in the carnival, are an important feature of carnivals as they provide the best opportunity for many orienteers to acquire good quality clothing and equipment. Their attendance should be confirmed prior to the carnival, with provision made for them in the arena. If there are problems getting their vehicles to the arena, this issue should be addressed prior to the event.

22 Drug Testing

In accordance with the Australian National Anti-Doping Policy, elite orienteers may be subject to drug testing by Sport Integrity Australia (SIA). Such testing, if it occurs, usually takes place on one day of a national carnival, as nominated by SIA. While it is a rare event, organisers are required to make the necessary facilities available for quarantining selected competitors. These facilities include a dedicated toilet and sample collection room, as well as a volunteer to work with the SIA representative. The organisers will be advised in advance through OA if drug testing is to be undertaken at a specific event and, if so, should ascertain the required facilities and procedures, and provide for them.

23 Results Display and Live Screening

There are several options for results display which have been used at major carnivals in recent years, as follows:

Display on multiple electronic screens. This has the advantage of enabling the results to be updated very quickly, but requires relatively expensive equipment, cabling and cable protection between the finish tent and the results display, and protection of the screens from the weather. As it is necessary to be fairly close to the screens to read them, the screens need to be spread out under cover to avoid congestion, but otherwise are quite efficient in the use of space. The display systems currently in use in Australia can also be used to show progress times at radio controls on the course, if the personnel to set up and supervise this system are available.

A large screen with scrolling. If a large screen as described below is on site to show live action, it may also be used to show results by scrolling, at least when it is not required for its primary purpose. This enables people to view results in less crowded situation, although the scrolling process can be slow and frustrating to viewers.

Online results. If the organising team has the technology and the personnel to make it work efficiently, this is an alternative under OA rules to a physical results display. Its limitations include dependence on online access in the event area and lack of availability to those competitors who may not have suitable technology or skills. Online access may require a local Wi-Fi connected to the results computer being set up in the arena.

Wooden result slats. The 'low-tech' alternative of hanging wooden slats with results, which was the most common form of results display in past years, can still be a viable option, particularly for smaller events. Its main disadvantages are instability of the results display on windy days and the relatively high personnel requirements to implement it, although the latter can be minimised by asking competitors to hang their own slats.

Apart from its potential use in displaying results, a large screen showing live action as recorded and transmitted by various devices is a bonus from a spectator perspective. It involves additional technology, technical support and cost, and may be considered an added extra rather than a core element of competition reporting. Screens used for live display are large and heavy to transport, and this should be taken into account in the siting and layout of the arena, and in providing access for the screens.

During the early stage of the event, the information displayed on the screen should not include anything that might assist later competitors (e.g. maps showing runners' progress or views of control sites). This may not be an issue for international or National Orienteering League events if those waiting to start are excluded from the spectator area by being at a remote start or quarantine area. It may be important, however, if competitors in other classes are running similar legs.

The cost of providing live screening or other innovations at certain events may be offset by an OA contribution through the Moira Whiteside Bequest. Further details are available in Document 1.19 of the OA Operations Guide, Edition 6.

There is an expectation that the results of each event will be published on Eventor or other software as soon as possible after the event. If there are any issues with specific results, these can be resolved later and the Eventor results edited if necessary.

24 Commentary

A good commentary team can enhance the spectator interest of a major event, and is usually provided at the main events of national carnivals, although in some areas it may not be allowed because of restrictions imposed by land managers. Commentators do not necessarily come from the organising state. There are several experienced commentators around Australia who are willing to give some time, subject to their own competition commitments. Those people are likely to be aware of how to present a successful commentary.

For commentators who are less experienced, some points to bear in mind are as follows:

- The most valuable information from the commentary is that which the spectators cannot see for themselves, for example, reports and comparisons of midcourse times and prewarning advice when a competitor is about to come into view at the finish.

- While spectators can see it for themselves, it is also exciting to identify leading competitors in the finish chute, putting names to faces that some spectators may not recognise.
- It is desirable for commentators to have a good knowledge of the orienteering community, particularly elite orienteers, being able to recognise faces without referring to running numbers, knowing how to pronounce names correctly, and having some knowledge of the orienteering background of leading competitors.
- In the early stages of an event, when not many competitors are finishing, it may be feasible to call every competitor at the finish. As the finish chute becomes more crowded, it is necessary to be more selective, giving priority to elite runners, followed by leading runners in other classes. At the peak of competition, it may also be necessary to mention progress times from radio controls, if they have been set up.
- Particularly if information is being received from radio controls, the commentator is likely to need support in processing and passing on that information. A relief commentator may also be appreciated at times. Commentary teams should work out what arrangements work best for them.

The arrangement of speakers needs to be planned so that the commentary is audible particularly throughout the spectator area without creating excessive volumes in locations that need to be relatively quiet. It is preferable also for the commentary not to be intrusive in the competition area, so that it does not distract competitors or provided them with information on rivals' results. The commentators need a good view of the finish chute and preferably the area leading into it. Cables from the commentary box to the speakers need to be protected.

Good commentary requires a reliable feed of information from the results team, from radio controls and from GPS tracking (where possible). This needs to be displayed in an easily readable form on the commentator's computer screen. Software and equipment for this purpose varies and needs to be selected and tested prior to the. carnival.

25   Previous Map Display

If a previous orienteering map of the competition area exists, colour copies of the most recent edition must be made available through the event website and may be displayed for all competitors at the competition venue (OA Orienteering Rule 15.8). In the latter case, the map should be displayed at a location in the arena where competitors cannot view it to obtain a possible advantage on their course.

While not specifically mentioned in the OA Orienteering Rules, it is sometimes the practice also to include the previous map on the carnival website or the event listing in Eventor. Competitors should be reminded of OA Orienteering Rule 15.9 which prohibits use of any map of the competition area on the day of the event until permitted by the organisers.

26   Complaints, Protests and Juries

Organisers need to be familiar with the OA Orienteering Rules (27, 28 and 29) and the corresponding IOF rules if relevant and ensure that adequate provision is made for dealing with complaints, protests and rule infringements. A suitably experienced person should be on hand at the registration to deal efficiently with any complaints or protests.

For national events, juries consisting of Level 3 controllers need to be available in the event of a protest. Jury members should not deliberate on decisions affecting their own class or the results of family members because of a potential conflict of interest. It is therefore desirable to have a panel of potential jurors from whom the jury can be selected as needed. This requires approaching Level 3 controllers attending the carnival soon after entries have closed. The OA Controller (or day controller) will normally chair the jury but does not vote on decisions.

Under IOF Rules for World Ranking Events, the jurors should be from different Federations if possible, but this may not always be feasible for Australian events. The IOF Event Adviser should chair the jury for World Ranking Events.

The most difficult time to assemble a jury is on the final day of the carnival, due to travelling commitments that some potential jurors may have on that day. In confirming their availability for jury service during the carnival, it is advisable to confirm their availability for the final day. On other days, if a protest has been lodged or appears likely to arise, the organiser should alert potential jury members before they leave the arena, so that the situation of being unable to convene a jury at the event does not arise.

The organisers (or OA Controller) should ensure that copies of the OA Orienteering Rules and, if relevant, the IOF Orienteering Rules are available for reference by the jury. A set of maps with the competition courses should also be available.

27 Media

Media representatives are normally very welcome at major events, but would usually require someone to assist and advise them, both before the event and on the day. Considerations include:

- ensuring that they know how to find the event;
- provision of parking close to the arena;
- advising which areas are accessible for photography (may include selected control locations);
- assistance in identifying competitors;
- answering questions about the event, the competitors and orienteering in general; and
- facilitating introduction to competitors and key officials for interviews.

The relationships between orienteering bodies and local media vary widely throughout Australia, and are sometimes constrained by the long travel distances between media workplaces and the event area. Competition from other sporting events for media attention is often an obstacle to media coverage, particularly for the Australian Championships Carnival. Local orienteers who deal regularly with the media are usually the best people to manage media arrangements.

Official photographers may be designated by the event. Official photographers are required to be aware of and abide by the provisions of the OA Photography Policy (Operations Guide 1.28).

28 Invited Guests

Invited guests (if any) at major carnivals may include local dignitaries, sponsors' representatives and land owners or managers, and are specific to each event. The details of hosting guests vary with the situation but, in general, it is important that they are adequately briefed beforehand and that someone is available

to welcome them and, if necessary, to accompany them during their visit. Matters which may need to be clarified include:

- whether lunch or other refreshments are to be provided for them;
- whether they are to participate in the presentation ceremony (some landowners are happy to be present but may be shy about taking part in the ceremony); and
- whether they are to receive a presentation themselves, either at the ceremony or privately (e.g. framed map or other souvenir).

If an invited guest has been asked to make presentations, it is advisable to ensure that they are on site well in advance of the scheduled starting time for the ceremony, in case it has been brought forward.

29 Presentations and Awards

The presentation ceremony is usually the last thing that happens at a major carnival as far as the competitors are concerned. How well the ceremony is managed often makes a significant impression on those who stay for it. Presentation ceremonies which are relatively brief, efficiently run and comfortable to watch create the best impression. It is worth allocating the task of organising the presentation ceremony to a specific person or team, rather than leaving it to the event organiser or Carnival Director.

The large number of classes at major orienteering events is the main factor influencing the length of the presentation ceremony. Techniques to make the ceremony flow more efficiently included the following:

- Advising in advance the next group of classes to be presented and asking all placegetters to assemble close to the presentation area.
- Presenting all placegetters within the class (and possibly within two or more classes) at the same time.
- Having a separate area to the side for group photographs of placegetters, rather than at the presentation point.
- Having an efficient system for dealing with uncollected awards (see further comment below).

Commonly presentation ceremonies do not commence at the scheduled time but are held up because some potential placegetters are still on their courses. That issue should be foreseen in the planning of classes on courses and the allocation of start times. If necessary, the presentation for the affected classes can be delayed until the end of the ceremony in the hope that the final results will be resolved by then, rather than delaying the start of the ceremony. It may also be feasible to buy time by having speeches, team announcements and presentations of predetermined awards prior to the main presentation ceremony.

Inevitably some awards will not be collected on the day due to the winners having left the event to travel home. They may be collected by a family member or friend, in which case it is advisable for the organisers to have a system for recording that the awards have been collected. This is particularly important for awards of a generic nature which are not identifiable by class and place.

To assist an efficient start to the presentation ceremony, the presentation arrangements, including the optimum position of public announcement equipment, should be set up and tested in plenty of time. This is important particularly if the PA equipment needs to be relocated from elsewhere in the arena, or if the ceremony begins with an invited guest being introduced and/or invited to speak.

The nature of awards presented is at the discretion of the organisers. While embroidered cloth badges have been popular with competitors over many years and are often still presented, other types of trophies as well as 'useful' items (e.g. towels, mugs) have been presented on occasions. Having an award which uniquely identifies the class and placing can be important to some people.

In addition to individual awards, some competitions also involve the presentation of OA perpetual trophies. These include the following:

- Perpetual trophies for the M21E and W21E winners at the Australian Long Distance, Middle Distance and Sprint Distance Championships.
- OA Shield. Winning state team at the Australian Long Distance Championships.
- Xanthorrhoea Trophy. Winning state team at Australian Relay Championships.
- Champion Club Trophy. Based on results of Days 1 and 2 at Australian 3-Days.

For the team trophies, the organisers should be fully familiar with how these are determined (see OA Orienteering Rule 25) and should obtain the relevant spreadsheets developed for calculating and checking the results efficiently, so that these calculations do not delay the presentation. Spreadsheets for the OA Shield, the Champion Club Trophy and the Xanthorrhoea Trophy and instructions for using the spreadsheets are available from the OA Manager, National Awards. These spreadsheets are designed as a historical record and the updated version should be returned to the Manager, National Awards, following the event for independent review and as an ongoing record of results.

While individual awards for the Australian Schools Orienteering Championships (ASOC) may be presented immediately following each event, team trophies and other awards are normally presented at the presentation night for those Championships. The ASOC awards are managed by the ASOC organisers and do not involve the carnival organiser.

Trophies (team and individual) related to the National Orienteering League are presented following the final NOL event, sometimes at a separate function. Awards for services to orienteering, the Athlete of the Year Award, the Silva Orienteer of the Year Award (Silva Medal) and Hall of Fame inductions are normally announced and presented at an OA presentation ceremony held on Day 2 of the Australian 3-Days. These arrangements should be confirmed with the OA Manager, National Awards.

Awards for the University Championships are determined by UniSport Australia. The organisers should appoint a suitable person to liaise with UniSport Australia with regard to those awards and other aspects of that event.

There are two perpetual trophies for the Australia–New Zealand Challenge, which is conducted as part of the Oceania Championships. The Challenge Cup is based on the combined results of the Long, Middle and Sprint events, while the Alan Brown Memorial Trophy is based on results of the Relay. Additional trophies that have been presented in the past have now been retired. There is also a trophy for the separate Australia–New Zealand Elite Test Series, the Aspin–Key Trophy, which is presented at the final event conducted for that series.

The Southern Cross Junior Challenge between Australian state schools teams and two New Zealand teams is conducted in conjunction with the ASOC competition. Other less formal Australia–New Zealand competitions that have been held on occasions include a Schools Test Match and a Subjunior Team Competition. There are perpetual trophies for these competitions, if they are conducted.

Liaison with Orienteering New Zealand may be required to ensure that any trophies they hold are brought to the event. This would normally be handled by the OA Manager, National Awards.

Ascertaining the whereabouts of other perpetual trophies and arranging their delivery to the carnival organisers is handled by the OA Manager, National Awards. Arrangements should be made for the trophies to be delivered to the organisers prior to the day of the relevant event.

Some of the perpetual trophies may be too large or too fragile for the recipients to take home, particularly if they are travelling by air. If so, the carnival organisers should liaise with the OA Manager, National Awards to determine how such trophies should be managed following the carnival.

Certificates of Appreciation are presented by OA to key carnival officers and team officials. These presentations may take place at one or more events during the carnival or, if requested by the organisers, may be deferred to a suitable occasion following the carnival, as arranged with the OA Manager, National Awards.

30 Volunteer Helpers

A major carnival requires a large number of volunteer helpers, some of whom need to forego competing at one or more of the carnival events. The way in which helpers are organised depends on the member state/territory, with options being club-based, i.e. different clubs organise each event), team-based (i.e. the same teams are responsible for each major task throughout the carnival) or a combination of both. It is up to the relevant member state/territory to decide what works best for them. In some situations, it may be useful for the organising team to include a Volunteer Coordinator to recruit and manage volunteers.

The efforts of volunteers may be recognised in various ways, for example, by listing in the program and on the website, by special uniforms which are distinct from the sold merchandise, or through a post-carnival social function. It is for the member state/territory to determine how best to reward its volunteers.

31 Orienteering Australia Functions

OA committees or other groups of orienteers may want to conduct face-to-face meetings, workshops or seminars during the carnival, although the OA Annual General Meeting is no longer held as an in-person meeting at Easter as was previously the case. During early planning, the carnival organisers should ascertain the availability of rooms at schools or other community facilities in the vicinity of the event centre. The event organisers should check with the OA General Manager well in advance if any OA meetings, workshops or other functions are to be held during the carnival, and advise the availability of rooms for any groups that may wish to use them. The costs of venue hire (if any) for OA meetings are met by OA.

32 Safety

All considerations of competitor safety which apply generally to orienteering events are relevant to national carnivals, perhaps even more so than usual given the high profile of events and the intensity with which some competitors approach them. These include the right of organisers to insist on the

compulsory carrying of whistles. An additional measure which has been implemented at one recent carnival is to request competitors to provide certain health information and an emergency contact on the back of their running numbers for use in the event of a serious medical episode.

It is standard practice to have trained first aid personnel (e.g. St John Ambulance) available at the arena to deal with injuries. As those personnel are often in heavy demand for the times when major carnivals are held, their availability and financial arrangements should be confirmed well in advance. Phone numbers for emergency rescue services and local hospitals should be available in case of a major incident. If the arena does not have mobile coverage, satellite phones should be available for emergency use, with personnel available who are familiar with its use. Safety issues should be addressed as part of the risk assessments (see Section 6) and in course planning, and are also expected to be addressed in member states/territories' own procedures which apply to all events under their own control.

33   Missing Competitors

If a competitor is not recorded as finishing at the end of an event, the situation faced by the organisers is similar to that at other orienteering events but with the added complication that an interstate competitor may not be known to the organisers and home contact details (other than mobile phone number) may not be of use in checking whether they have finished but left the event. It is important that the event computer system is not shut down until all runners have been accounted for.

If there are concerns about a missing competitor, particularly a young junior, these should be raised sooner rather than later to improve the chances of getting advice from someone who knows the missing competitor. Such advice could include whether they have been seen in the arena after the event, whom they are travelling with, their vehicle registration, their general health and fitness, and whether there are any particular reasons to be concerned about them. Lists of competitors who entered but did not start should be supplied by the start coordinator to the finish tent once the start has closed.

If a low-key search is considered warranted, enough local orienteers should be available to conduct this without seriously conflicting with other aspects of carnival organisation, particularly if the arena infrastructure is being packed up for moving to the following day's event. Planning for such a contingency should be done in advance as part of the risk assessment, with a Search and Rescue Coordinator appointed within the organising team, rather than on an ad hoc basis when the situation arises. It is expected that member states/territories will have search and safety procedures established as part of their ongoing event management.

34   Environment Protection

Events of the scale encountered in a major carnival sometimes raise concerns with land managers or local environmental groups about the impact on the environment. Such impacts are greatest at the arena, which is a consideration in determining its location although, unless the area is particularly sensitive, such impacts tend to be short-lived.

Environmental factors may be a consideration in course planning, avoiding areas which are particularly sensitive to disturbance or are undergoing rehabilitation. In typical Australian bush areas, it has been found that a control site can tolerate up to 300 competitor visits before the immediate physical impacts become very obvious. It is therefore desirable to limit maximum number of competitors through a control

to about this number, although more heavily used controls sites may be acceptable in more robust areas (e.g. in farmland, forest plantations or urban areas).

Land managers may sometimes impose conditions on competitors such as cleaning or disinfecting footwear, or not wearing metal spikes. There are usually sound scientific reasons for such conditions and organisers should endeavour to enforce them. Further advice on the environmental responsibilities of organisers and competitors is provided in the OA Environmental Code of Practice (OA Operations Guide, Edition 6, Document 2.12).

Some areas used in sprint races, while not normally considered sensitive, may not stand up to the intense impacts of a large sprint event. These include manicured lawns and some other landscaped areas, even if they are not the normal 'out of bounds' areas. If necessary, they can be taped off and marked as prohibited areas for the event. The surfaces encountered in sprint events may necessitate restrictions on the type of footwear.

35 When the Carnival is Over

For most competitors, the carnival ends with the final presentation ceremony, but this is not the end as far as the organising team is concerned. Tasks which still need to be addressed include:

- sorting and return of equipment, including any borrowed from other states;
- checking and finalising results as published on Eventor and before they are published elsewhere;
- settling outstanding financial matters;
- thanking volunteers, landholders and others who have contributed to the carnival;
- preparing any controllers' reports required by OA or IOF;
- preparing reports by the Carnival Director or Technical Director for the records of the organising member state/territory; and
- preparing reports and budget acquittal for government sponsors who have provided grants.

It is worth also considering what detailed technical or financial information should be documented as background for the planning of the next major carnival, so that the organisers of that carnival are not faced with the situation of 'reinventing the wheel'.

36 Review of Guidelines

These Guidelines shall be annually reviewed by the Board of Orienteering Australia

Appendix A   Timeline for Planning Major Event Carnivals

Months prior	Personnel	Areas and courses	Promotion/ entries/ publications	Support facilities/ equipment	Finance	External requirements (IOF/OA/NOL)
At least 36	Recommend OA Controller/ Technical Director					OA to endorse OA Controller/ Technical Director
24 to 30	Appoint early planning group					
24		Select areas and confirm permissions. Prepare risk management plans.	Commence early publicity			
24		Organise mapping/ remapping				Apply for government grants
12 to 24	Recruit other key officials					
18					Prepare draft budget with indicative entry fees	
12		Order special paper for maps and control numbers	Early publicity brochure Set up website			
8		Complete draft maps		Arrange toilets, first aid, catering, social functions, merchandise, hitech	Revise draft budget. Confirm entry fees	Confirm WRE/NOL requirements for courses
8 to 3	Recruit other helpers	Course planning and vetting. Identify and plan arenas				
7			Start preparing Bulletin 1			
6 or 12						Prepare WRE application (usually by September of preceding year)
6			Bulletin 1 on website. Open entries. Major publicity program			Check that Bulletin 1 satisfies WRE requirements
4		Draft courses/ control description on maps.	Organise prizes.	Finalise equipment requirements. Book equipment and vehicles.		

2 to 3		Undertake test printing of maps	Early bird closing date. Entry reminder		Test maps checked by IOF Event Adviser and/or OA Controller
2		Finalise courses/ control description on maps. Finalise arena layout	Start preparing Bulletin 2, allocate writing responsibilities	Trial IT systems and start and finish procedures at local event	Courses reviewed by IOF Event Adviser and/or OA Controller
1 (4 weeks)	Target potential jurors		Close entries	Set up events in event software	
Weeks prior					
3	Appoint jury panel	Finalise numbers per class and course based on entries	Bulletin 2 on website. Order running numbers. Import entries to event software	Finalise water requirements. Update event software with final courses.	Check that Bulletin 2 satisfies WRE requirements.
2 to 3			Start draw – check and amend for seedings, split starts, shadowing requests		
2		Maps printed and checked. Print control descriptions	Post start lists on event website. Request relay team details.	Update event software with start lists.	
1			Print event information if required. Print start lists. Prepare competitors' bags	Finalise online systems (e.g. live results).	
After Carnival	Thank volunteers, landholders etc.		Check and finalise results for publication on Eventor or elsewhere	Sort equipment. Return borrowed equipment	Prepare financial report. Prepare budget acquittal for grants	Send WRE results to IOF at conclusion of event. Prepare directors' and controllers' reports

Appendix B   Budget Checklist

1   Expenses

Whole Carnival

Promotion and publicity

- Preliminary brochure/card (2 years in advance).
- Detailed brochure (1 year in advance).
- Advertising (Australian Orienteer).
- Shipment of publicity material interstate.
- Website/social media expenses.

Equipment replacement, augmentation or hire

- Control flags and stands.
- SI units and download boxes, including battery replacement.
- Computers and cables.
- Printers.
- Results screens.
- Generators.
- Tents.
- Chairs, tables etc.
- Water containers (arena and field).
- Truck rental.
- Signage.
- Stakes (various, for arena).

Event management

- Paid staff.
- Carnival Director expenses.
- Event organiser/volunteer accommodation.
- Volunteer travel.
- Hire of meeting rooms etc,
- Volunteer uniforms (shirts etc.).

Individual Events – Fixed Costs

- Toilet hire and consumables.
- Arena access and parking improvements.
- St John Ambulance/first aid.
- Venue use fees (e.g. for national parks/state forests, may be per capita).
- IOF levies (World Ranking Events, Oceania Championships).
- Mapping (see further discussion below).
    - o   Base map preparation/lidar.
    - o   Fieldwork and cartography contractor.
    - o   Volunteer fieldchecker travel and expenses.
- Course planner/controller travel and expenses.
- Awards.
- Hospitality for sponsors and other invited guests.

- Printing of start lists, chest numbers, notices etc.
- Special promotional/spectator projects (e.g. radio control equipment, GPS tracking, large display screen – may be funded from Moira Whiteside Bequest).
- Various consumables (e.g. flagging tape, printer paper/rolls).

Individual Events – Per Capita Costs

- OA levies.
- Map printing.
- Control description lists.
- Parking fees (if applicable, cost neutral).
- Consumables (paper cups, toilet paper, hand wash/sanitiser).
- Venue use fees (if on per capita basis).
- Event programs, handouts etc.

Optional Items – Should Be Self-funding

- Merchandise.

Schools Championships (if applicable)

- Schools teams accommodation.
- Awards.
- Honour team shirts.
- Event costs (as for individual events).

2 Income

Whole Carnival (or Major Events)

- Sponsorship.
- Moira Whiteside bequest contribution (for specific projects).
- Government grants.

Individual Events – Per Capita Income

- Entry fees (senior, junior, family).
    - differentiate early bird, normal and late entries.
    - less merchant fees.
- Parking fees (if applicable, cost neutral).

Schools Championships (if applicable)

- Accommodation levies.
- Other competitor fees.

Optional items

- Merchandise.

3   Allocation of Mapping Costs and Income

The preparation of maps for a carnival can be one of the highest expenses, particularly if new, large, complex areas in remote locations are involved. The question of what proportion of mapping costs should be allocated against the carnival, as opposed to being recovered through ongoing use of the map, is often difficult to resolve. Some relevant considerations are as follows:

*   What is the prospect for the organising body (member state/territory or club) receiving future income from the map, for example, from a lower order championship/major event or regular club events? Some maps can anticipate regular use well into the future under normal circumstances. For some maps, however, future use is not guaranteed due to the potential for changes in land ownership, land use/management or environmental factors (e.g. regrowth following a recent bushfire). Maps in remote locations where there is no local interest in orienteering may justify being used again only if a major carnival is held there. Occasionally, permission to map and use an area is granted for the initial event only, with no guarantee of future access for orienteering.
*   Maps which involve remapping a previously used area may appear to be relatively cheap to update but may suffer from distortions which makes them unsuitable for GPS tracking, as is becoming an expectation in major events. While the previous version of the map may be quite adequate for regular ongoing use, it may be argued that the full costs of obtaining and interpreting georeferenced mapping data are a legitimate cost against the carnival event. Those costs may vary widely depending on whether lidar data or other georeferenced imagery is available free or needs to be specially commissioned.
*   The size and viability of the local member state/territory or clubs is likely to be a factor influencing how readily mapping costs that are not covered by the carnival can be recovered from subsequent local use. Smaller member states/territories may be justified in allocating a relatively high proportion of the mapping costs against a carnival, unless there is the prospect of using the same map for a further major carnival in the near future.

While it has been common practice not to allocate the full mapping costs against the first event when the map is used, there is no agreed procedure for doing this. A careful examination of all factors affecting cost recovery for mapping, which may extend over a period of several years following the carnival, should be considered in formulating the carnival budget.

Adapted and expanded from a listing prepared for the 2019 Oceania Championships in Victoria.

Appendix C Equipment Checklist

1 Assumptions

This equipment list is based on an estimated number of people on site, including entrants, spectators and contractors, of up to 900 competitors with a maximum of 1000 people on site during the day. It also assumes up to 400 to 450 parked cars, including a number of minibuses. For smaller events, the numbers of some items may be reduced but, for an important carnival, the range of items required may still be the same.

For a multi-day carnival, two sets of gear may be required, particularly for field gear (flags, control stands, water containers). For equipment used in the arena, there may not be enough time after a competition to pull down everything one site one then to travel to the next site and erect it again in time for the start of the next competition.

2 Toilets

Toilets should be booked 8 to 12 months in advance of the carnival. Quantities are normally based on a minimum of 1 toilet per 80 people, but some events may justify a higher number (see Section 19). The location of toilets should be planned carefully. They will be supplied on a truck possibly late on the day prior to the event. So easy site access and a flat surface is important. Be very careful if the truck has to drive through a gate to get to the site.

Each toilet uses about 80 litres of water for flushing. The contractor will fill the toilets but, depending on the day, additional water may be required for topping up.

Pit toilets must not be used under any circumstances.

Also required:

- Toilet paper.
- Hand washing facilities/sanitiser.

3 Parking

Generally require 1 person at the entrance, 1 at first turn,1 guiding into parking spot and 1 floater to advise others when a section is almost full. Depending on the parking area, may need radios to manage this.

Items required:

- High-visibility vests (6+ required).
- Simple stakes with flagging tape to show alignment of rows for parking officials or to show location of holes and rocks etc.
- Parking signs (if not obvious).
- Direction signs from public roads (depending on location).

4   Registration/Information Tent

This tent handles everything from:

- Change of SI number and provision of spare SI sticks.
- Payments.
- 'Where is…?'.
- Hand out chest numbers.
- Lost property.
- Enter on the day (if offered).
- Lodging of complaints and protests.

Items required:

- Tent (3 x 3) with walls only one open side.
- Table 1.8 metre.
- 2 Chair s.
- Sign ('Information').
- Admin gear as required.
- Previous maps for display (if applicable).
- EOD material including cash box and/or EFTPOS machine (if applicable).
- Radio for communicating with start(s) and finish (if mobile coverage is inadequate).

5   Start

If there are two or more starts, multiple sets of the following items will be required for each start. Details of items may be amended to suit specific start arrangements. Some different equipment will be required for relay events.

Arena to Start

- Flagging tape route to start (colours to accommodate colourblind persons – a combination of blue and pink should suit everyone).
- Signs to indicate direction and distance.

General

- Stands and bunting to set up start grid.
- Start banner.
- Water, cups, rubbish receptacle at start.
- Start list on display for competitors.
- Course–class list.

If the start is a long distance from the arena, may also need:

- Shelter for officials to leave personal gear and change before their run.
- Radio for communicating with Registration and Finish (if mobile coverage is inadequate).

Call Up Station

- Entrance gate.
- Stands with SI Clear and Check units in an open area outside entrance gate (2 or more sets required).
- 'Check' unit for call up official.
- Printed start list outside gate for competitors to check.
- Printed start list, clipboard and pen for prestart official.
- Prestart display clock.

Check Station

May be combined with call up station:

- SI Check Unit (This **must** be to finish as soon as possible after the last competitor has started. It is required to check off all DNS competitors).
- Sign advising to check SI Air battery delivered.

Control Description List Station

- Control description lists in pads or bundles.
- Board for holding control description lists.
- Table for control description list boards.
- Shelter for weather protection (3m x 3m).
- Sign indicating (e.g.) odd-numbered courses to left, even numbered courses to right.

Map Pickup Station

- Map boxes (1 per course) labelled with courses/classes.
- Beeper display clock.
- Sign indicating (e.g.) odd-numbered courses to left, even numbered courses to right.

Bunting/tapes

- Taped route from map pickup to start triangle.

Start Triangle

- Stand with flag (no SI unit).
- Late Start Material.
- Printed start list, clip board and pen.
- SI start unit (for late starters to use punching start).

Quarantine Requirements (if applicable)

Should be separate from the main start area and bounded by hazard tape. Items required may include:

- Water, cups, rubbish receptacle.
- Toilet.
- Shelter tent(s).

6   Finish and Download

Finish Chute

- Bunting and stakes for finish chute, including provision for spectators to cross finish chute if necessary.
- Advertising/sponsorship signs.
- Finish flags and stands (2 required).
- SI finish control (2 or more required).
- Bunting to lead into Download area.
- If maps are being collected, labelled boxes (1 per course).

Download

The following requirements assume that all competitors download on the same side of the tent. If the download queue is split, additional equipment may be required.

- Tents (Either two 3 x 3 m or one 6 x 3 m), must have walls with only one long side open.
- Tables 1.8 m (two for download stations).
- Table 1.2 m (one for problem station).
- 4 to 6 chairs.
- Electronic gear. Will vary between events but should include computers, SI download units, split printers, spare printer rolls, cables and cable protection, generator (allowing for backup equipment).
- Bunting and stakes.
- Radio for communicating with Registration and Start (if mobile coverage is inadequate).

Finishers' Drinks

- Water, cups and rubbish receptacles.

7   Results Display

- Tents (number depends on size of event).
- Display screens and means of supporting them (if not suspended from frame of tents).
- Cables and cable protection between finish tent and display tents.

8   Specific Relay Equipment

Depending on system used for relay start and changeover.

- Stakes for map 'graveyard'.
- Relay team numbers for stakes.
- Alternatively, stakes, ropes and clothes pegs for attaching maps.
- Bunting and stakes to delineate changeover area etc.

9   Other Arena Items

- PA system.
- Tent, table and chairs for commentary team.
- Podium for presentations.
- Stakes and bunting for out-of-bounds areas.
- Various signage.
- Rubbish receptacles.

10   Jury Material

- Full set of course maps.
- OA Orienteering Rules.
- IOF Orienteering Rules (for IOF-sanctioned events).

11   In-the-Field Gear

- Control stands and flags. Normally one per control location but may require spares in case of damaged SI unit clips or backup punches, or extras for very busy controls.
- Mallet and spike if the ground is very hard.
- SI units, synchronised and programmed for SI Air.
- Vests, belts or bags for carrying SI units (also required for control collection).
- Water containers (full), cups etc. for on-course drinks.
- Material for constructing crossing points (e.g. wire, carpet, stakes, hay bales).
- Tapes for taped routes (colours to accommodate colourblind persons, e.g. blue plus pink).

12   Emergency Equipment

The amount and type of emergency equipment required will depend on the location and accessibility of the event area but may include the following, particularly in remote areas. Some items may be brought by the independent first aid provider.

- Tent for first aid provider.
- Tables and chairs for first aid tent.
- First aid kits, including backpack version for field use.
- Ice for first aid tent.
- Defibrillator with instructions.
- Portable stretcher.
- Suitable communications equipment including satellite phone if mobile phone coverage is unreliable.
- Full set of course maps (may be shared with Jury material).
- 1:25,000 topographic map of surrounding area.
- Emergency services contact details.
- Keys for locked gates (if practicable), alternatively phone contact for obtaining gate access.
- Access to suitable search and rescue vehicles.

Adapted and expanded from a listing prepared by Greg Tamblyn (BKV), November 2018

Appendix D   Volunteer Helper Checklist

Key Officials	Helpers	Comments
Carnival overall		
Carnival Director		
Deputy Carnival Director		
OA Controller/Technical Director		OA Controller for Aust 3-Days and to individual events as in OA Rules
Mapping Coordinator		To oversee mapping for all events
IOF Event Adviser		If required for WRE/ Oceania Championships
Finance Manager		
Administration Secretary		
Marketing and Media Manager		
Entries Manager (Event Secretary)		
Website Manager		
Community Liaison Officer		
Registration Desk Manager	Several helpers, particularly at start of Carnival	
Schools Program Manager		If applicable
Social Events and Meetings Manager	Organisers and helpers for social events	
Volunteer Coordinator		
Events – General		
Equipment and Logistics Manager	Several helpers including truck driver(s)	
SPORTident Manager		
IT Services and Finish Manager	Several helpers	Some need good IT skills and familiarity with SI
O-Lynx (Radio Controls) Manager	External contractor	If applicable
Results Manager		
Commentary Team	IT support personnel	
Printing Manager		
Start Team Manager	Several helpers	
Awards Organiser	At least one helper	Record uncollected awards
Ceremonies Organiser	Announcer	
VIP and Media Host		
Search and Rescue Coordinator	Competent search team on hand in case it is required	May be a different person for each event
For each event		
Event (Day) Controllers	May need helpers for final control check	Level as required by OA Rules

Course Planners		
Day Organisers	For setup and packup	
Parking and Road Signs Manager	Several parking assistants	
Toilets Monitor		
Jury members		May be a larger panel

Appendix E   Job Descriptions for Key Officials

The following document has been adapted from that prepared by Orienteering Tasmania for the cancelled 2020/2021 Australian Championships Carnival. It has been amended and expanded using similar documents prepared by ONSW for the 2017 Australian Championships Carnival and OQ for the 2016 Australian Championships Carnival, and suggestions from those involved in the preparation and review of the Major Event Carnival Guidelines.

The positions listed and their duties are not intended to be prescriptive or comprehensive, but rather to indicate the number and range of key personnel who may be required for staging a major carnival and the tasks that need to be covered. Carnival organising teams are encouraged to review the document and adapt it to their own situation. It may suit some organising teams for certain persons to fill more than one role, or for a position to be shared among two or more people to reduce individual workloads or make better use of specific skills. This may include having different persons responsible for key roles in each event of the Carnival.

1   Carnival Director

Overall responsibility for the success of the Carnival, ensuring it is enjoyable and trouble free. Provide direction for the organising team.

Key activities

- Responsible for overall Carnival planning and management.
- Ensure the Carnival calendar is well planned and suited to the majority of orienteers.
- Establish an organisational team that will deliver a successful Carnival.
- Liaise with government agencies and other local authorities where necessary.
- Maintain a list of contact details for key personnel and relevant external organisations including landholders.
- Ensure that applications are submitted in time for any potential grants.
- Ensure that permissions for each event have been obtained and that ongoing liaison with landholders is maintained as appropriate.
- Manage the overall coordination of activities, including ensuring that no key tasks are overlooked.
- Coordinate the activities of all key personnel in the organising team, including chairing meetings as required.
- Monitor and, if necessary, manage the workloads of key personnel and assist with delegation if planned workloads become excessive.
- Assist with the resolution of any issues that may arise.
- Liaise with OA where necessary, including applications for World Ranking Events.
- Support the Schools Championships (if applicable) and ensure that they meet OA standards.
- Review and approve material to be published.
- Review and approve financial matters including budgets and event fees.
- Report to the member state/territory Board as required by the Board.

With the OA Controller

- Work with the OA Controller/Technical Director to ensure that the events are conducted according to the relevant requirements for national carnival events.
- Ensure that permission has been obtained to use the various event venues, whether privately owned or government managed.
- Assist in ensuring the competition areas are appropriate for the relevant events.
- Assist in the establishment of a team of appropriately qualified planners and controllers.
- Assist in organising jury shortlists for each event.

2 Deputy Carnival Director

Assist and support Carnival Director as required and potentially share Carnival Director duties. Be prepared to assume role of Carnival Director if required due to unforeseen circumstances.

Key activities

As for Carnival Director as required.

3 OA Controller/ Technical Director

Overall responsibility for ensuring that the Carnival is conducted at the highest possible technical standards according to the relevant rules and principles and work with the Carnival Director, Event Controllers and other key personnel to achieve these standards.

Key activities

- Establish an appropriately qualified team of course planners and event controllers.
- Coordinate all events so that there is consistency of technical quality throughout the Carnival.
- Ensure that venues are adequate and appropriate for the respective events.
- Agree on arena and start locations with course planners and event controllers.
- Ensure event organisers comply with conditions imposed by landowners.
- Liaise with the IOF Event Adviser re technical matters.
- Confirm and disseminate competition classes, course lengths and course difficulty.
- Supervise course planning standards for all events, including schools (if applicable)
- Manage course planner and controller deadlines.
- Work with Mapping Coordinator and other mapping personnel to ensure that maps are up to date and of the appropriate standard and that mapping is completed on time.
- Monitor competition map layout production for all events, including schools (if applicable).
- Implement embargoes for event areas.
- Ensure that the Start system and the Finish and Results systems are appropriate and of a high standard.
- Prepare technical bulletins in association with Marketing and Media Manager.
- Review course and event details in association with event controller for inclusion in Carnival information.
- Ensure that the Entries Manager has the correct parameters for generating start lists.

- Work with the IT Services and Finish Manager to arrange for and manage a procedure for dealing with DNFs.
- In consultation with the Carnival Director, ensure that a Jury is in place as appropriate at all events.
- Ensure that a backup plan is in place in areas that could be compromised by fire or flood.
- Prepare a report for OA and organising member state/territory on the Carnival once events are completed.

4 Mapping Coordinator

Overall responsibility for the preparation of new and updated orienteering maps for the Carnival.

Key activities

- Arrange for base map data for maps to be prepared (LIDAR and its processing, aerial photography, other topographic data).
- Work with the Carnival Director and Technical Director to appoint mappers for each orienteering map (new or updated).
- Provide the required base map data to the appointed mappers.
- Review consistency of fonts used, inclusion and placement of logos, legends if possible or applicable, colour scheme, borders, placement of on-the-map course descriptions, etc.
- Work with the Map Printing Manager to ensure printing standards are met.

5 IOF Event Advisor(s) (if appointed)

Overall responsibility for ensuring that any World Ranking Events or the Oceania Championships, if forming part of the Carnival, are conducted at the highest possible technical standards according to the relevant IOF rules and principles.

Key activities

- Liaise with the OA Controller/Technical Director re event standards.
- Work with the Event Controller and Course Planner to confirm and finalise WRE courses.
- Monitor the event organisation for all WREs.
- Work with the Entries Manager to ensure all requirements for WRE entrants are met.
- Ensure that Entries Manager has the correct parameters for generating start lists.
- Prepare a report to OA and/or IOF if required.

6 Finance Manager

Overall responsibility for financial matters, including budgeting, ensuring the proper accounting and recording of Carnival finances, and providing advice on fees and expenses.

Key activities

- Prepare and progressively update budget and advise Carnival Director on financial matters.
- Record and report on a regular basis all income and expenses, including Schools Program income and expenses (if applicable).

- Manage volunteer expenses.
- Apply for Government and Council grants.
- In conjunction with Carnival Director, Entries Manager, and Schools Program Manager (if applicable), determine fees for the events.
- Manage any grants or sponsorship funding related to the Carnival.
- Manage payment of OA fees.
- Prepare grants reports and remittance, where necessary.
- Manage distribution of profits to member state/territory and/or clubs.

7   Administration Secretary

Responsible for assisting Carnival Director as required in relation to meetings, correspondence and other administrative matters.

Key activities

- Maintain list of contact details for key personnel.
- Advise relevant participants of arrangements for meetings.
- Document and circulate records of meetings.
- Maintain records of important correspondence.
- Other administrative tasks as required or authorised by Carnival Director.

8   Marketing and Media Manager

Overall responsibility for the marketing and promotion of the carnival to the orienteering community and to the general public.

Key activities

- Establish a strategy and marketing plan for the Carnival and specific events.
- Collaborate with the OA Communications and Marketing Manager to develop and manage the design and production of Carnival marketing materials and media including logo, web site, social media, print materials etc. in association with the Carnival Director and Website Manager.
- Develop and distribute promotional flyers when and where appropriate.
- Forward information to OA and IOF, as required.
- Work with the Carnival Director and OA Controller/Technical Director to compile and produce the various information bulletins.
- Work with the Schools Program Manager (if applicable) to design and compile any materials specifically for the Schools Championships.
- in association with the Website Manager, manage the ongoing media releases, Facebook feeds and webpage updates etc. prior to and during the Carnival.
- Assist the Carnival Director with marketing-related matters.
- Arrange presenters for commentary and competitor interviews.
- Manage official photographers (if any) and ensure that they are aware of and comply with the OA Photography Policy (OA Operations Guide 1.28).

9   Entries Manager (Event Secretary)

Work with the organising team to determine the pre-entry system and appropriate fees structure. Set up and manage pre-entry through Eventor, and manage the generation and distribution of start lists, in consultation with the Technical Director, event controllers/advisers and course planners.

Key activities

- Assist the Director, Finance Manager, Competitor Services Manager, and Schools Manager (if applicable) to establish event fees, entry deadlines, merchandise fees.
- Provide reports from the database as required.
- Set up and manage online entry and merchandising through Eventor.
- Deal with enquiries relating to entries, merchandise and other services.
- Work with the OA Controller and Event Controllers to generate start lists and provide the necessary files to the IT Services and Finish Manager.
- Publish start lists and deliver appropriate start lists to the Start Manager and Information Tent Team.

10   Website Manager

Responsible for collaborating with the OA Office for the customisation, designing, developing and managing the Carnival website using the OA sub domain carnival website template.

- In consultation with the Carnival Director and Marketing and Media Manager, design the Carnival website using the OA template.
- Develop and maintain the website, updating it regularly with information provided by the Marketing and Media Manager and other key personnel.
- Create suitable email addresses for Carnival Director and Entries Manager (Event Secretary).

11   Community Liaison Officer

Overall responsibility, with the Carnival Director, for liaising with the relevant community organisations, including Councils, to enable the event to be held with minimum disruption to the community. Work to gain the support of the community wherever possible.

Key activities

- Establish relationships with community groups local to the event areas.
- Gain and coordinate local support as available.
- Coordinate local publicity (community radio, community newspapers, Council website and newsletters).
- Arrange for the provision of First Aid services at events.
- Arrange for the provision of catering services at events.
- Assist the Ceremonies Manager to identify awards presenters from the community, if required.
- Work with tourism bodies, Chambers of Commerce and local businesses to provide information and increase awareness.
- Consider and promote opportunities for local schools to become involved.
- Facilitate student participation in Schools Events (if applicable) as public competitors.

- Investigate possibility of teaming with local community to provide further stay opportunities.

12 Registration Desk Manager

Overall responsibility for the provision of services that assist and support competitors, including but not necessarily limited to the following.

Key activities

- Recruit volunteers to manage the various services and plan their schedule.
- Coordinate the preparation of registration bags for competitors including bibs and safety pins if used.
- Organise and manage the registration process for competitors, including the transfer of registration bags etc. between events.
- Organise and manage the provision of information to, and answering general enquiries from, competitors at events.
- Arrange for the design, supply and delivery of any merchandise to be provided for competitors.
- Liaise with the Entries Manager for merchandise to be ordered and paid for as a service in Eventor.
- Manage enter-on-the-day registrations (if offered).
- Accept relay registration changes and advise Finish Manager of changes.
- Manage distribution of relay bibs.
- Accept complaints and protests and forward to Day Organiser.
- Manage clothing return (if offered).
- Manage lost and found items.

13 Schools Championships Manager (if applicable)

Overall responsibility for the Australian Schools Orienteering Championships and other components of the Schools program.

Key activities

- Collaborate with the OA Australian Schools Orienteering Championships Coordinator.
- Organise the detailed program for the Schools competition.
- Work with the Finance Manager to establish an appropriate budget and appropriate payment systems for state teams.
- Work with the Carnival Director to ensure that the Schools competition runs smoothly within the overall Carnival program.
- Recruit personnel to assist in the conduct of Schools activities and the schools program.
- Liaise with state team managers and coordinate their participation.
- Organise accommodation for all Schools teams and oversee the arrangements for using this accommodation.
- Arrange for the provision of catering as required.
- Plan and organise the required social or educational events for the Schools competitors.
- Prepare information bulletins and manage the distribution of information to state teams as necessary.

- Work with the Marketing and Media Manager to promote the Schools Program and associated events.
- Work with state team managers to resolve any issues that may arise.
- Liaise with the Ceremonies Manager to arrange appropriate awards ceremonies for the Schools program.

14   Social Events and Meetings Manager

Overall responsibility for planning and coordinating any social activities, meetings and workshops held during the Carnival.

Key activities

- Arrange venue for Event Centre.
- Determine social events or workshops to be held and liaise with social event or workshop organisers.
- Organise registration venue (if not at events).
- Organise for correct and appropriately located signage for each event.
- Organise Orienteering Australia meeting venues (including displaying appropriate signage).

15   Volunteer Coordinator

Work with key team members to ensure that all required roles are identified and filled by volunteers. Support and coordinate those volunteers wishing to help at specific times and on specific tasks.

Key activities

- Identify volunteer roles.
- Be central point of contact for anyone who wants to volunteer, or who needs a volunteer.
- Liaise with main teams to see what they need in terms of person power.
- Put out a call for volunteers to join the main teams. Once those teams are sorted, they look after themselves.
- Closer to the Carnival, call for and coordinate the volunteers who don't belong to one of the main teams – usually people who are volunteering for one-off jobs, rather than having a job for the whole Carnival e.g. control collectors, parking attendants.
- Organise any one-off people-power jobs prior to the Carnival, e.g. assembling registration bags for competitors.

16   Equipment and Logistics Manager

Overall responsibility for ensuring all necessary event equipment is gathered together, transported to event venues and set up according to the requirements of the specific event controller and the overall OA Controller.

Key activities

- Recruit volunteers to the logistics team in consultation with the Carnival Director and Volunteer Coordinator.
- Work with the Day Organisers to identify the equipment they require.

- Plan overall equipment requirements across the Carnival.
- Prepare inventory of equipment held and compare with requirements.
- Procure (purchase/hire/borrow) new equipment required in consultation with the Carnival Director, the Finance Manager and relevant key organisers.
- Work with the Day Organisers, OA Controller/Technical Director and Event Controllers to plan event site/arena layouts.
- Liaise with Day Organisers, Course Planners and Event Controllers in the preparation of event layout diagrams to be used for planning and for publication in event information
- Arrange for vehicles to transport equipment.
- Arrange for the supply of water to event arenas.
- Organise hire of toilets.
- Oversee the preparation of parking areas and arenas (clearing/slashing/road access) in advance.
- Manage the transport of equipment to and from each event.
- Assist as required with the setup of the arena for each event.
- Work with IT Services and Finish Manager in placement of generators and negotiating shut down times for refuelling throughout each day.
- Arrange for the removal of rubbish from the event arenas.
- Ensure the arena site is left clean and secure at the completion of each event.
- Return hired equipment and vehicles to the hire firms.

17   SPORTident Manager

Acquire, prepare and manage the deployment of SI units during the Carnival.

Key activities

- Liaise with course planners/controllers re controls required.
- Prepare spreadsheet of control numbers with which days they are used and when they are needed.
- Liaise with all holders of SI units to ensure availability.
- Check all SI units for battery condition, software up to date, beeper working etc.
- Fix, update or buy new units as necessary.
- Create a plan for managing SI during the Carnival.
- Arrange for the printing of new labels, as necessary.
- Set up SI units just prior to carnival – renumbering, timing, clearing, re-packaging, set beacon mode if required.
- Liaise with course planners to pick up and drop off SI units during the Carnival.
- Manage any SI issues that occur during the Carnival.
- Get everything back to normal after the Carnival.

18   IT Services and Finish Manager

Recruit and manage the team responsible for establishment, running and maintenance of the IT networks required for the successful conduct of the Carnival and for running the Finish system.

Key activities

- Identify the IT equipment needed for the carnival and source in consultation with the Carnival Director.
- Identify and work with the Carnival Director and Finance Manager to purchase any additional equipment required.
- Determine timing equipment requirements, results presentation system (in consultation with the Results Manager and the Carnival Director), and software requirements and source in consultation with the Carnival Director.
- Work with the Entries Manager and Event Controllers/Course Planners to receive event course information, start information, entries details and to deliver results information.
- In conjunction with Entries Manager and O-Lynx Manager, prepare the necessary SI Timing, O-Lynx and any other software files required.
- Arrange and implement a backup timing system.
- Ensure that there is an adequate supply of electricity to maintain the network, servers and other infrastructure and ensure the availability of key components in the event of a power failure.
- Establish appropriate systems to ensure the IT networks perform at all times at the required standard.
- Establish appropriate systems to ensure the Finish is managed appropriately and train team members.
- Manage the finish and finish timing equipment.
- Manage electronic hardware, including restocking of printer paper
- With the Technical Director and Event Controllers, arrange for and manage a procedure for dealing with DNFs.

19   O-Lynx (Radio Controls) Manager (if applicable)

Responsible for managing the O-Lynx (or alternative) and live screen component of selected events in consultation with the IT Services and Finish Manager.

Key activities

- Negotiate with, and work with, any external contractors providing O-Lynx or other online results display and commentary services.
- Work with Event Controller and Course Planner (and external contractor?) to manage radio controls for each event.
- Provide an arena results display (O-Lynx) including setup of screens, if applicable.
- Provide real time data for commentators.
- Ensure that radio controls, screens and other electronic gear for commentators are set up well and are working.
- Check programming of SI units used for radio controls.

20   Results Manager

Work with the IT Services and Finish Manager and Website Manager to provide results during and after each event.

Key activities

- Where feasible investigate live web updating of results during each event.
- Provide final results and splits to Eventor and the Carnival website.
- Prepare team results if applicable.
- Produce results in suitable format for use by the media.
- Provide individual and team results to the Ceremonies Organiser in time for presentation ceremonies.

21   Commentary Team

Responsible for providing live commentary during the more important events of the Carnival.

Key activities

- in collaboration with the IT Service and Finish Manager and O-Lynx Manager, plan the commentary strategy and determine high-tech support needs and working arrangements.
- Liaise with the Day Organiser to determine a suitable location for the commentary base.
- In consultation with the Volunteer Coordinator, determine and organise any support personnel required to assist in providing information to the Commentary Team.
- Provide the live commentary during the event.

22   Printing Manager

Responsible for managing the printing of maps, control descriptions, competition bibs and any published competition information.

Key activities

- Work with Technical Director and Mapping Coordinator to ensure map design and printing standards are met.
- Liaise with Event Controllers and Course Planners regarding printing of maps and control descriptions.
- Establish what waterproof paper should be used and where it should be sourced from.
- Establish what the various map (paper) sizes will be, and hence quantity of paper (for maps and/or bibs) required.
- Confirm the bib numbering system for NOL competitors.
- Establish a process to decide which print companies should be considered for carnival printing that requires waterproof paper.
- Determine the desired print schedule for printed items.
- Negotiate any pricing and printing schedules.
- Placing printing order(s).
- Procure/finalise map numbers.
- Organise the printing of (loose) control descriptions (from the same files as the final course maps).

23 Start Team Manager

Overall responsibility for managing the Start at each event, including setting it up, managing it during the event and removal of the Start equipment to the next venue.

Key activities

- In consultation with the Volunteer Coordinator, recruit the Start Team members.
- Liaise with the Day Organiser, OA Controller/Technical Director and Event Controller to establish the start requirements for each event, including start layout, equipment required, including tables, water, toilet etc.
- In conjunction with the Equipment and Logistics manager, acquire and/or purchase all equipment and consumables required.
- On the day, manage the setup of the Start area, in coordination with the OA Controller and Event Controller.
- Set up out-of-bounds areas around the Start area, as required.
- Ensure that the start clocks are synchronised with the Finish.
- Receive from the Event Controller/Course Planner all maps and control descriptions for the day.
- Train and manage Start Team personnel including defining tasks and rostering personnel.
- Organise or set up the map collection area for relays in consultation with the Relay Organiser.
- Arrange for the dismantling of the Start and clean-up of the start area.
- Liaise with the Equipment and Logistics Manager to arrange for the move of the Start equipment to the next venue.

24 Awards Organiser

Work with the Carnival Director, OA Controller, OA Awards and Trophies Manager, Ceremonies Organiser and Marketing and Media Manager as appropriate to identify, design, order and take delivery of the awards to be presented for the relevant competitions (including the Schools Championships if required) and any perpetual trophies or ad hoc awards that may be presented at the relevant ceremonies.

Key activities

- Work with the OA Controller and Carnival Director to determine the type and number of awards required.
- Design and or select the awards to be presented.
- Purchase and/or arrange the manufacture of, and take delivery of the required number of awards prior to the Carnival.
- Liaise with the OA Manager, National Awards, with respect to the delivery and presentation of any perpetual individual or team trophies to be presented during the Carnival.
- Ensure the relevant awards are delivered to the Ceremonies Organiser in time for the specific ceremony.

- Develop and staff a system for recording the names of recipients for any individual awards that are not collected and for setting aside those awards for subsequent forwarding.
- Organise the safe custody and transport of any OA perpetual trophies that are not taken home by recipients, in consultation with the OA Manager, National Awards.

25   Ceremonies Organiser

Overall responsibility for the planning and conduct of ceremonies, including awards presentations.

Key activities

- Work with the Carnival Director, Event Controllers, OA Manager, National Awards, Schools Program Manager (if applicable), and Marketing and Media Manager to identify ceremonies to be conducted and requirements for each event.
- Recruit personnel to conduct the ceremonies, including presenters and announcer.
- Determine appropriate locations and times for award ceremonies.
- Check that the correct awards are prepared and brought to each ceremony.
- Work with the Results Manager to ensure that results are available in a suitable format in time for the award presentations.
- Coordinate the conduct of each ceremony.
- Organise the official photographer and a separate area for photographs, if appropriate.

26   VIP and Media Host

Responsible for welcoming, informing and entertaining invited guests (e.g. sponsors, dignitaries, land owners/managers) and media representatives.

Key activities

- Be on hand to welcome guests and media representatives.
- In collaboration with Marketing and Media Manager, assist media representatives with access to appropriate areas in the arena and possibly in the course area (subject to Controller approval).
- Explain what is happening at the event, identify prominent competitors and answer questions from guests and media representatives.
- Introduce guests and media representatives to selected orienteers and officials (including OA or member state/territory Board members).
- Organise lunch or other provisions for invited guests if appropriate.
- Be in the background to assist guests involved during presentation ceremonies.

27   Search and Rescue Coordinator

Overall responsibility for ensuring that appropriate plans are in place to initiate and conduct search and rescue should this be required.

Key activities

- Liaise with Carnival Director and OA Controller/Technical Director to ensure that event organisers deliver copies of each course map, a 1:25000 map for the area covering their event, and a GPS location for the event arena.
- Be familiar with the event location and potential access routes/tracks to the event area.
- Acquire contact details for relevant Emergency Services in the local area.
- Ensure experienced orienteers remain at the event arena in case a search or rescue becomes necessary.
- Ensure appropriate search vehicles and radio/telephone communications are available.
- Work with Finish Manager to monitor orienteers remaining in the field after course closure.
- Work with the Event Controller to instigate a search, if required.
- Manage any search deemed necessary and escalate to Emergency Services, if required.
- Escort first aid team into the field if required.

28   Event (Day) Controllers

Work with the OA Controller/Technical Director and, where applicable, the IOF Event Adviser, to supervise and manage the conduct of the relevant event.

Key activities

- Work with the OA Controller/Technical Director to ensure quality of the event.
- Work with the OA Controller/Technical Director to ensure a consistent standard of event organisation across the Carnival.
- Carry out all tasks normally expected of an Event Controller, including assisting with the handling of DNFs and complaints.
- Work with the Course Planner to manage the setting of all required courses.
- Ensure that all requests from the IOF Event Adviser and OA Controller/Technical Director are appropriately dealt with.
- Ensure that all course planning deadlines are met.
- Work with the Course Planner and Start Team Manager to set up the Start area of the event.
- Assist the OA Controller/Technical Director and Equipment and Logistics Manager to design and document the arena layout, including the Start and Finish areas.
- Provide event arena layouts and any other information required to the Marketing and Media Manager in time for inclusion in bulletins and programs.
- Ensure the final course files and any map files are provided in time for map preparation and printing.
- Ensure that the Search and Rescue Coordinator receives, prior to the event, copies of each course map, a 1:25000 map for the area covering the event, and a GPS location for the event arena.

- Ensure that the competition maps and control descriptions are delivered to the Start Team on the day.
- Any other tasks required by the OA Controller/Technical Director.

29   Course Planners

Work with the OA Controller/Technical Director and, where applicable, the IOF Event Adviser for the event, to plan and to implement the required courses for the event.

Key activities

- Work with the Event Controller to ensure that the required courses are planned and are at a suitable standard for the event.
- Ensure that all course planning meets the requirements of the OA Orienteering Rules.
- Work with the Event Controller to ensure that course design is consistent with established standards for Carnival events.
- Work with the OA Controller/Technical Director and Event Controller to ensure that all course planning tasks are completed in a timely manner.
- Liaise with the SI Manager and Equipment Manager on the requirements for control stands and SI units for the event.
- Be responsible for the correct placement of control equipment (including SI units), on-course drinks, taped routes, marking of hazards, fence crossings etc. prior to the event and their removal afterwards, with assistance as required.
- Work with the Event Controller with the design of arena layouts in relation to courses and spectator controls.
- Work with the Event Controller to prepare information required by the Marketing and Media Manager in time for inclusion in information bulletins and programs.
- Work with the Start Manager to set up the Start area for the event.
- Ensure that the complete and accurate course file is available for map preparation and printing control descriptions as well as providing course data as required by the IT Services and Finish Manager.
- Relay events involve additional tasks relating to the planning and allocation of course variations and related liaison with the IT Services and Finish Manager.
- Any other tasks required by the Event Controller.

30   Day Organisers

The primary function of the Day Organiser is to ensure the set-up for their event happens as per plans and the day runs smoothly. Depending on what other assistance is available, they may have to deal with expected movements of competitors, spectators, visiting landowners, media and invited guests, plus any issues that arise during the event. They cannot run in the event for which they are the organiser and should not have any other role in the Carnival which can distract them from their organising responsibilities. The Day Organiser has primary responsibility for risk management at their event and is the **Safety Officer** for the day.

Key activities

- Be on top of all aspects of the conduct of the event.
- Liaise with the Equipment and Logistics Manager on the equipment required for the event.
- Coordinate with the Community Liaison Officer in organising catering, and oversee its setup on the day.
- maintain liaison with the landholder during the leadup to the event.
- Reconnoitre arena/start areas and decide on tent placement, out-of-bounds areas, route to the Start, road signs etc., together with Course Planner and Controllers plus Start/Finish Team Leaders, and prepare infrastructure map.
- Prepare and implement a risk management plan (see Appendix F).
- Ensure keys to open gates etc. are available in the arena on the day.
- Identify prohibited or hazardous areas in the vicinity of the arena and prepare appropriate advice for including in event information.
- Establish GPS coordinates for emergency helicopter access.
- Establish any gate closures and include in program.
- Put together information as required for Carnival Program template.
- Supervise erection of arena infrastructure for the day with assistance from other volunteers, including delivery of toilets (usually before the day).
- Handle any major queries on the day of the event.
- Accept and manage any formal complaints or protest(s) and forward to the Event Controller as appropriate.
- Ensure that the event infrastructure is dismantled and packed up correctly after the event, and that the area is left free of all equipment and rubbish.

31 Parking and Road Signs Manager

Responsible for planning and supervising traffic movement and parking.

Key activities

- Liaise with authorities if required (e.g. Police, road management authority).
- Develop car layout map for each event parking area in consultation with Day Organisers.
- Calculate volunteer needs to cover entire parking area and prepare roster for the parking team.
- Advise any equipment requirements to the Equipment and Logistics Manager (e.g. bollards, taping, signs, safety vests).
- Mark out parking lane dividers if required prior to the event.
- Plan safe entry and egress from each of the venues for all vehicles with clear signage placed at appropriate locations/intervals.
- Erect and remove road direction signs on the day of each event.

32 Toilets Monitor

Responsible for ensuring that toilets are well supplied and functioning appropriately.

Key activities

- Check that toilets as delivered are functioning and have an initial supply of toilet paper.
- Provide hand wash/sanitiser within the toilet area.

- Check toilets periodically to replenish toilet paper and ensure that none are accidentally locked when unoccupied.
- Ensure that toilets are kept appropriately clean during the event.

Appendix F   Risk Management Framework

1   Introduction

The following document describes the risk management framework which has been used by Orienteering ACT for both local events and major carnival events since at least 2005, and has been accepted by management authorities for events when a risk assessment has been required by national, ACT or NSW management authorities). The framework is necessarily general in approach, reflecting the fact that orienteering events vary widely in the nature of terrain used and the type of participants. For example, the risks involved in a sprint event in a school or university campus are quite different from those in a long distance championship event in rugged bushland terrain.

The framework should therefore be reviewed prior to each event by the organiser, course planner and controller prior to each event to identify the likelihood and seriousness of each risk, and appropriate risk control measures should be incorporated into the management of the event.

When risks are identified which justify attention, there may be several means of addressing these, depending on the nature of the event. Common approaches for managing risks include:

- Use of an independent controller to review all aspects of event organisation and course planning – applicable particularly to major events or other events held in challenging terrain.

- Sensible programming of events to avoid high risk seasonal conditions (e.g. snowfalls, bushfire hazard).

- Effective liaison with landholders or managers.

- Adequate event information for participants, plus additional briefing on the day with respect to exceptional conditions.

- Application of environmental best practice guidelines as developed by Orienteering Australia and adapted to the relevant event as appropriate.

The risks identified in this framework are of three types:

1. Risks to competitors or officials participating in the event.
2. Risks to the successful conduct of the event itself.
3. Risks to outside parties (e.g. landholders, the general public), affecting either person or property.

Potential risks which are commonly encountered are listed in the following table under these three types, together with potential means of addressing them. This table also includes columns for assessing the likelihood and seriousness of each risk at the venue to be used, taking account of the time of the year when the event will be scheduled. This assessment should be undertaken by the key officials responsible for conducting the event, and should be used to implement appropriate risk control measures. Any additional risks that are not listed but are considered significant should be added.

The format of the risk management framework has been kept relatively brief with a view to achieving its regular use at orienteering events. While more detailed and more sophisticated approaches to risk management are available, it is recognised that the more complex the process, the less likely it is to be applied in practice and hence the lower will be its effectiveness.

It has been noted that risk assessment proformas as sometimes supplied by regulatory authorities often contain much material which is irrelevant to orienteering, while omitting many issues which may be important. For this reason, the risk assessment framework in this document is strongly recommended if the risk assessment process is to be effective in achieving useful outcomes.

2   Assessment Guidelines

To use this risk assessment framework, make a copy the document from page 4 onwards, review it and delete any matters which are clearly irrelevant to the area or event being assessed, add any further items which are specific to that area or event, and complete the likelihood and seriousness columns using the criteria below.

The likelihood and seriousness (consequence) of each risk should be assessed using a numerical scale where 1 = lowest and 5 = highest. The following examples are indicative of how these numerical assessments should be applied.

Likelihood

Rating	Scale	Criteria	
1.	Remote	a.	Would only occur in highly exceptional circumstances.
		b.	An extremely remote chance of an occurrence.
2.	Unlikely	a.	Not likely to occur.
		b.	A small, but remote chance of occurrence due to the circumstances or situations that could arise.
3.	Possible	a.	Likely to occur at least once, but not expected to occur much more than this.
4.	Likely	a.	Likely to occur more than once, but not an 'everyday' occurrence.
		b.	Preconditions will arise at times.
5.	Almost Certain	a.	Will occur.
		b.	Circumstances are likely to arise often throughout the period which will provide the opportunity for the crystallisation of the risk.
		c.	Expect frequent/ regular occurrences.

Seriousness (Consequence)

Rating	Description	Criteria	
1.	Insignificant	a.	no injuries or fatalities;
		b.	little community disruption;
		c.	no environmental or other damage; or
		d.	no significant effect on event.
2.	Minor	a.	small number of injuries;
		b.	no fatalities;
		c.	only first-aid required;
		d.	some environmental or other damage (but not lasting); or
		e.	competitors' enjoyment of event reduced.
3.	Moderate	a.	hospital treatment required;
		b.	no fatalities;
		c.	some community inconvenience;
		d.	some environmental damage (small long-term effect);
		e.	other damage;
		f.	major disruption to event or courses cancelled; or
		g.	cancellation of minor event.
4.	Major	a.	extensive injuries;
		b.	significant hospitalisation;
		c.	some services unavailable;
		d.	extensive environmental damage (long term affect);
		e.	other extensive damage;
		f.	some community displacement; or
		g.	cancellation of major event.
5.	Severe	a.	fatalities;
		b.	injuries and extended hospitalisation periods;
		c.	widespread community displacement;
		d.	extensive and widespread damage;
		e.	significant short or long term environmental damage.

As a rough guide, if the product of the likelihood and seriousness ratings is 8 or more (eg 4 x 2 or 3 x 3), particular attention should be paid to reducing the risks. All risks, however, should be managed through risk control measures as far as practicable. Some risks may be affected by weather or other conditions prevailing on the day of the event, and should be reviewed in this context.

Evaluation and Monitoring

Should an accident or other incident occur during an event, the event controller should report to the Carnival Director with respect to:

(a)   whether the risk was anticipated; and

(b)   what actions were taken to control the risk.

If necessary, the risk management framework should be reviewed to reflect the additional risk factor or further actions for controlling. The risk management framework should therefore be treated as dynamic and subject to continuous refinement.

3   Risk Assessment Framework

AREA/EVENT:

Date of Assessment:

Comments:

The following checklist should be reviewed by key officials responsible for conducting each event with a view to identifying risk control measures relevant to the event. The likelihood and seriousness of each risk should be rated using a numerical scale (1 = lowest, 5 = highest). The higher these ratings, the greater priority should be given to controlling the risk. Risk control measures which are exceptional or particularly relevant to this area should be highlighted.

Nature of risk	Likelihood	Seriousness	Risk control measures	Check
A. Risks to competitors or officials				
Minor injuries to competitors (e.g. grazes, sprains)			1. First aid kit available at arena. 2. Either (a) first aid official(s) on hand (major events); or (b) list of qualified first aiders available to organiser.	
Major injuries to competitors (e.g. broken limb)			1. Stretcher available at arena. 2. Telephone number for ambulance available at arena, together with mobile phone or alternative communication arrangements. 3. Arrangements available for emergency access to course area (e.g. keys to locked gate, maps showing access routes). 4. Suitable vehicles available to convey retrieval team as close as possible to the injured competitor. 5. Competitors should be advised to carry a whistle to assist in attracting attention in the event of injury. **Note:** The rules of orienteering require competitors to abandon their course and assist an injured competitor if necessary.	
Attack by wild animals (e.g. snakes, wild pigs, wild dogs)			As for major injuries to competitors.	
Accidents due to fixed hazards (e.g. cliffs, deep rivers, mineshafts)			1. Courses set to avoid hazardous areas. 2. Hazards marked on maps. 3. Hazards taped in terrain. 4. Warnings issued to competitors (verbal/written).	
Accidents due to variable hazards affected by weather			1. Warnings issued to competitors (verbal/written).	

(e.g. slippery wet rocks, flooded creeks)			2. Safe crossing points installed (e.g. temporary bridges) or taped. 3. Event (or some courses) cancelled if flooded creeks are impassable or dangerous to competitors.	
Traffic accidents at road crossings on course			1. Courses set to avoid at-grade road crossings. 2. Compulsory crossing points identified and manned. 3. Warnings issued to competitors (verbal/written).	
Traffic accidents at arena/ parking area			1. Arena/ parking area located away from heavily trafficked roads. 2. Signs to warn traffic erected on roads (or traffic marshals in position).	
Competitors suffer dehydration/ heatstroke in hot weather			1. Event scheduled to avoid hottest periods of day. 2. Ample water supplied at arena, at start and on courses. 3. Warnings issued to competitors (verbal/written). 4. Event cancelled if heat likely to affect many competitors	
Competitors suffer hypothermia in cold weather			1. Avoid conducting events in areas subject to extreme cold during winter period. 2. Locate start area in sheltered location or erect shelter for competitors. 3. Warnings issued to competitors (verbal/written). 4. Cancel event in extreme situations.	
Competitors suffer excessive sun exposure			1. Event scheduled to avoid times of high sun exposure. 2. Sunscreen available to competitors at arena. 3. Warnings issued to competitors (verbal/written).	
Transmission of blood-borne diseases			1. First aid officials supplied with disposable gloves. 2. Map collectors supplied with disposable gloves. 3. Contaminated maps separated from main collection.	

Transmission of saliva-borne diseases (e.g. through shared drinking cups)			1. Adequate cups supplied at finish, start and drink controls.	
Competitors seriously lost or overdue necessitating a search			1. Course closing time advised to all competitors. 2. Safety directions (bearing or description) advised to inexperienced competitors. 3. Regular monitoring of competitors (especially juniors) spending an excessive time on the course. 4. Event has a dedicated Search and Rescue Coordinator and Search and Rescue Plan 5. Maps available of all courses and area surrounding competition area, including information on vehicular access 6. Adequate number of fit persons available to assist with search at end of event if required. 7. Search plan developed, including recall arrangements, before any major search commences (see Search and Safety Manual for further details). 8. Telephone number for emergency services available at arena, together with mobile phone or alternative communication arrangements.	
B. Risks to conduct of event				
Access to event area prevents by seasonal conditions (e.g. flooding, snow, high wind)			1. Event scheduled to avoid high risk periods.	
Permission to use area withdrawn by landholder/manager			1. Maintain effective and regular liaison with landholder/ manager. 2. Ensure access arrangements are agreed and understood well in advance of event. 3. Event plan has provision for alternative areas to be used if necessary.	
Conflict with other uses of area (e.g. shooting, archery, motorsport)			1. Confirm no likelihood of conflict with landholder/ manager. 2. Contact other known regular users of area if necessary.	

Competitors have difficulty finding arena			1. Provide detailed and accurate written/online instructions prior to event. 2. Provide clear signage along route to arena.	
Event disrupted by extreme weather, e.g. wind, snow, heavy rain			1. Event scheduled to avoid high risk periods.	
Event cancelled due to extreme fire danger or total fire ban precluding access.			1. Event scheduled to avoid fire danger periods (for major events). **Note:** Cancellation of occasional minor events during summer due to extreme fire danger is considered an acceptable risk.	
Courses cancelled due to technical mistakes or deficiencies			1. Technical planning of events subject to independent review by controller (see controller manuals etc. for details). 2. Suitably experienced course planners and organisers appointed (particularly for major events).	
Theft of controls during or immediately prior to event			1. Controls sited in inconspicuous locations as far as practicable. 2. Controls in high-risk areas 'locked' to discourage theft. 3. Controls checked by early runners from organising team (or other officials).	
Failure of computers			1. Computer systems (hardware or software) tested under event conditions prior to event. 2. Backup computer(s) available.	
Failure of electronic punching/ timing units			1. Manual punches on all control stands, with punch boxes on maps and competitors briefed with respect to alternative punching. 2. Multiple electronic punches available for clear, check, start and finish.	

Mistakes in 'final' results			1. Manual checking and calculations should be double-checked. 2. Competitors download at finish to two independent event software databases. 3. Event software database(s) backed up at regular intervals during the event. 4. Independent timing system (e.g video recorder) available for checking finishing order/ times (for major events).	
Failure of power supply to finish computing system			1. Backup generator provided at event. 2. Backup battery to provide power to computing network hardware.	
Withdrawal of key officials due to excessive demands			1. Workload reduced by some routine tasks (e.g. obtaining permission from government agencies, results processing, publicity, banking) handled by other officers. 2. Supporting officials organised through clubs or program co-ordinator. 3. Controller responsible for monitoring workloads and suggesting action if workloads become excessive. 4. Regular monitoring of workloads and progress by Carnival Director.	
Withdrawal of key official due to illness or injury			1. Assistant/ deputy appointed to work with each key official and take over if necessary.	
Shortage of human resources to conduct event successfully			1. Organiser prepares detailed roster of human resource requirements and names and times for future tasks. 2. Controller responsible for monitoring available human resources and suggesting action if resources are inadequate. 3. Club or program co-ordinator should monitor resources and assist in supplementing these if necessary.	

Equipment items not brought to event			1. Comprehensive equipment checklist prepared prior to event. 2. Organiser confirms responsibilities for bringing equipment (including maps) to event. 3. For major events, organiser prepares equipment list and co-ordinates responsibilities for transport of equipment.	
Completion of event delayed by late return of competitors			1. Course closing time advised to all competitors. 2. Late starters may be restricted to shorter courses. 3. Adequate number of fit persons available to assist with search at end of event if required (see also provisions relating to a search for a lost competitor).	
C. Risks to Outside Parties				
Collisions with members of the public			1. Set courses to avoid use of popular walking paths, milling areas etc. 2. Warnings issued to competitors (verbal/written).	
Conflict with public access/ movement (e.g. along cycle paths, walking paths).			1. Locate arena, tents, parking etc. away from paths.	
Traffic accidents at arena.			1. Avoid hazardous areas for carparking. 2. Erect traffic warning signs before turnoff. 3. If appropriate, advise competitors of traffic arrangements.	
Interference/nuisance at residences (e.g. farmhouses) from traffic or competitors.			1. Set courses to keep well away from residences. 2. Avoid routing traffic past residences or erect 'Slow Down' signs. 3. Liaise with residents with respect to traffic and course arrangements if appropriate.	

Conflict with other events/ public uses.			1. Confirm no likelihood of conflict with landholder/ manager. 2. Contact other known regular users of area if necessary. 3. Avoid exclusive occupancy of public picnic areas/ carparks for arena if practicable. 4. Schedule event to avoid conflict with other known popular activities in area.	
Damage to fences			1. Advise competitors to report any damage to fences. 2. Organisers to inspect potential damage areas after event. 3. Locate stiles etc. at heavily used fence crossings. 4. Identify compulsory routes to channel competitors through gates or stiles where appropriate.	
Damage to underground services (e.g. irrigation systems, cables) caused by tent pegs, control stands etc.			1. Locate tents, control stands etc. in non-irrigated areas or where there are no apparent services. 2. Consult with management staff if in doubt.	
Damage to environmentally sensitive sites, cultivated areas, rehabilitation areas etc.			1. Course planners informed about known sensitive sites as advised by relevant authorities or otherwise known. 2. Plan courses to avoid controls or obvious route choices within sensitive sites. 3. If appropriate, mark sensitive sites out of bounds on map and through tapes in terrain. **Note:** See Orienteering Australia Environmental Code of Practice for further information.	
Injury to wildlife, particularly kangaroos			1. Plan courses to send all competitors in the same direction. 2. If practicable, keep some areas free of competitors so that they can function as wildlife refuge areas. 3. Dogs not permitted at orienteering events.	

Injury/ damage to livestock			1. Set courses to avoid areas currently used by livestock. 2. If appropriate, negotiate with landholders to relocate livestock during event. 3. Advise competitors to avoid disturbing livestock. 4. Dogs not permitted at orienteering events.	
Vandalism or other interference to property by children			1. Sensitive areas (e.g. old buildings, machinery) signposted out of bounds. 2. Advice to parents to keep children away from sensitive areas.	
Other Special Considerations not Identified Above (List)				

Appendix G   Historical Record of Recent National Carnival Attendances

The following attendance figures have been compiled from data stored on Eventor. The total number of results quoted in Eventor prior to mid-2013 included competitors who entered but did not start, while for the later results, only the actual number of starters were counted. For most events, it has been possible to calculate both the number of entries and the number of starters but, for a few events, only one of these figures can be determined from Eventor records. Information on the number of competitors in each class is available from Eventor.

Some national events do not have their results listed in Eventor. These include the Australian 3-Days in 2011 and 2012 and the Australian Relay Championships in 2010, 2011 and 2012.

1   Easter Carnivals

Year	Event	Location	Number	
			Entries	**Starters**
2010	Prologue	Canberra (ADFA)	542	520
	3-Days, Day 1	ACT (Namadgi)	861 + 14 EOD	829
	3-Days, Day 2	ACT (Kowen)	868 + 18 EOD	824
	3-Days, Day 3	ACT (Collector)	870 + 25 EOD	812
2011	Prologue	WA (York)	296	283
	3-Days	WA (York)	?	?
	Aust Sprint Champs	WA (Mandurah)	276	255
	Aust MD Champs	WA (near Perth)	316	282
2012	Prologue/ Family relay	Qld (Stanthorpe)	301	287
	3-Days	Qld (Stanthorpe)	?	?
2013	Prologue	Victoria	459	435
	3-Days	Victoria	775	701
2014	Prologue/Family relay	NSW (Rylstone)	405	378
	3-Days	NSW (Clandulla)	793,808,839	754, 754,738
2015	Prologue	SA (Jamestown)	425	410
	3-Days	SA (Jamestown)	658,660,661	611,603,591
2016	Prologue	Canberra	599	597
	3-Days (all 3 days)	ACT	821 (+30 to 46 on single days)	854,831,803
2017	Not held at Easter			
2018	Prologue	Tasmania (Hobart)	467	462
	3-Days	Tasmania (Hobart)	633	605,590,581
2019	3-Day Sprint	WA (near Perth)	477	464
	3-Days LD	WA (near Perth)	507	459
	3-Days MD	WA (near Perth)	524	462
	Aust Sprint Champs	WA (Narrogin)	418	403
	Aust MD Champs	WA (Narrogin)	423	404
2021	Prologue/Family relay	NSW (Orange)	528 approx.	450 approx.
	3-Days	NSW (Orange)	787,801,803	713,692,670
2022	Prologue	Qld (Kingaroy)	461	430

Year	Event	Location	Number	
			Entries	**Starters**
	3-Days	Qld (Kingaroy)	648, 637,624	610,587,569
2023	Prologue/Family relay	ACT (Canberra)	464	428
	3-Days	ACT (Cooma)	771, 794, 826	734,680,719

2 Australian Championship Carnivals (including Oceania Championships)

Year	Event	Location	Number	
			Entries	**Starters**
2010	Aust MD Champs	SA (near Adelaide)	571	547
	SA LD Champs	SA near Adelaide)	?	527
	Midweek event (plus Schools)	SA (near Adelaide)	?	170 +121 (Sch)
	Aust Sprint Champs	SA (Gawler)	548	521
	Aust LD Champs	SA (Tanunda)	649	616
2011	Oceania LD Champs	Vic (Wangaratta)	715	687
	Oceania MD Champs	Vic (Yackandandah)	740	716
	Oceania Sprint Champs	ACT (Badja)	605	599
	Aust LD Champs	ACT (Badja)	717	672
2012	Aust MD Champs	Tas (St Helens)	?	522
	Tas LD Champs	Tas (St Helens)	?	536
	Midweek event	Tas (St Helens)	?	146 + 128 (Sch)
	Aust Sprint Champs	Tas (St Helens)	?	517
	Aust LD Champs	Tas (St Helens)	?	567
2013	Aust Sprint Champs	ACT (Canberra)	724	699
	Aust LD Champs	ACT (Jerangle)	756	726
	Midweek events (+ Schools)	ACT (Bungendore, Canberra)	239,205	183,186 +138 (Sch)
	Flashback event	ACT (Mt Majura)	342	278
	Aust MD Champs	ACT (Bungendore)	681	651
	Aust Relay Champs	ACT (Bungendore)	507	498
2014	WA LD Champs	WA (near Perth)	527	481
	Aust MD Champs	WA (near Perth)	567	545
	Aust Sprint Champs	WA (near Perth)	526	504
	Aust LD Champs	WA (near Perth)	543	522
	Aust Relay Champs	WA (near Perth)		381 approx.
2015	Vic MD Champs	Vic (Ballarat)	818	784
	Aust MD Champs	Vic (Ballarat)	853	805
	Midweek events (+ Schools)	Vic (Ballarat)	371,285	341,? + 138 (Sch)
	Aust Sprint Champs	Vic (Ballarat)	752	710
	Aust LD Champs	Vic (Ballarat)	859	778
	Aust Relay Champs	Vic (Ballarat)		579
2016	Aust Sprint Champs	Qld (Gold Coast)	622	596
	Aust Relay Champs	Qld (Gold Coast)	515	510 approx.
	Midweek events (+ Schools)	Qld (Cotswold)	271,252,213	240,209,161 + 150 (Sch)

	Model event	Qld (Stanthorpe)	425	
	Aust LD Champs	Qld (Stanthorpe)	753	709
	Aust MD Champs	Qld (Stanthorpe)	750	686
2017	Aust Sprint Champs	NSW (Bathurst)	854	825
	Aust MD Champs	NSW (Hill End)	899	853
	Midweek events (+ Schools)	NSW (Bathurst)	467,482,?	421, 434,384 + 136 (Sch)
	Aust LD Champs	NSW (Hill End)	836	769
	Aust Relay Champs	NSW (Hill End)	638	621 approx.
2018	Aust MD Champs	SA (Renmark)	831	807
	Aust Relay Champs	SA (Renmark)	668	651 approx.
	Aust Sprint Champs	SA (Renmark)	781	748
	Midweek events (+ Schools)	SA (Adelaide Hills)	403,461,468	364,379,318 + 149 (Sch)
	Aust LD Champs	SA (Adelaide Hills)	794	736
	SA MD Champs	SA (Adelaide Hills)	759	693
2019	Oceania Sprint Champs	NSW (Wagga Wagga)	924	880
	Aust LD Champs	NSW (Wagga Wagga)	1016	964
	Aust Relay Champs	NSW (Wagga Wagga)	787	703
	Midweek events (+ Schools)	NSW (Wagga Wagga)	516,534,475 + 171 (Sch)	469,467,360 + 168 (Sch)
	Oceania Model event	Vic (Beechworth)	338	
	Oceania LD Champs	Vic (Beechworth)	1045	949
	Oceania MD Champs	Vic (Beechworth)	1055	980
2020	No Australian Championships Carnival			
2021	No Australian Championships Carnival			
2022	Vic MD Champs	Vic (Daylesford)	782	732
	Aust MD Champs	Vic (Blackwood)	887	845
	Midweek events (+ Schools)	Vic (Kyneton, Harcourt, Chewton)	433,432,442 + 205 (Sch)	385,333,379 + 205 (Sch)
	Aust Sprint Champs	Vic (Sunbury)	789	742
	Aust LD Champs	Vic (Maldon)	864	797
	Aust Relay Champs	Vic (Campbells Ck)	625	612 approx
2023	Aust MD Champs	WA (Northam)	559	542
	Aust Relay Champs	WA (Northam)	474	467
	Midweek events (+ Schools)	WA (Perth, Brookton)	276,292,274 +180 (Sch)	266,264,235 +176 (Sch)
	Aust LD Champs	WA (Toodyay)	565	521
	Aust Sprint Champs	WA (Perth)	543	501

Appendix H Other Useful Documents and Information Sources

The Orienteering Australia Operations Guide, Version 6, on the OA website contains many useful documents which complement the information in the present document. Those documents which may be relevant to all or some carnivals include the following:

1.15 Fees payable by states. Particularly Section 4.2, Event levies. Important for budget preparation and review. Should be updated each year. If not current, seek advice from the OA Director, Finance.

1.19 The Whiteside Bequest Grant Application Process

1.20 Risk Management Policy. A higher level document than Appendix F of these guidelines.

1.21 Management of Critical Incidents Policy. Particularly in the context of serious injuries or missing competitors.

2.1 Competition Rules for Orienteering Australia Orienteering Events. Include the following appendices:

1.   General competition classes
2.   Principles for course planning
3.   Approved OA punching systems
4.   Health and safety guidelines
5.   Badge scheme rules
6.   Event format
7.   The Leibnitz Convention
8.   Guidelines for responding to problems, complaints, protests, and cancelling courses
9.   Australian Three Days Carnival – Good Friday events
10.   Use of SPORTident Air system at major events
11.   Event report form

2.2 National Orienteering League Rules and Guidelines. Relevant to events which form part of the NOL competition, e.g. Easter events.

2.3 Oceania Championships Rules (to be prepared)

2.4 AUS–NZL Challenge Rules Orienteering

2.5 AUS–NZL Elite Test Series Rules

2.6 Australian Schools Championships

2.7 Australian Schools Organisation Manual (to be prepared)

2.8 Competition Rules and Guidelines (MTBO)

2.9 MTBO National Series Guidelines

2.10 Mapping – Digital Printing Technology

2.12 Environmental Code of Practice

2.13 World Ranking Events – Application Process (to be prepared)

2.15 Engaging a Mapper Guidelines (to be prepared)

2.16 Mapping of Rock Features Guidelines

2.9 AUS-NZL MTBO Challenge Rules

4.5 Sponsorship Policy

IOF Documents

For events sanctioned by the IOF (e.g. World Ranking Events, Oceania Championships), the following documents are available under **Resources** on the IOF website:

Mapping

International Specification for Orienteering Maps

International Specification for Sprint Orienteering Maps

International Specification for MTB Orienteering Maps

Control Descriptions

IOF Control Descriptions

Rules

Competition Rules for International Orienteering Federation (IOF) Orienteering Events. Includes Appendix 11: The Oceania Orienteering Championships.