

Newcastle and Tyneside Orienteers



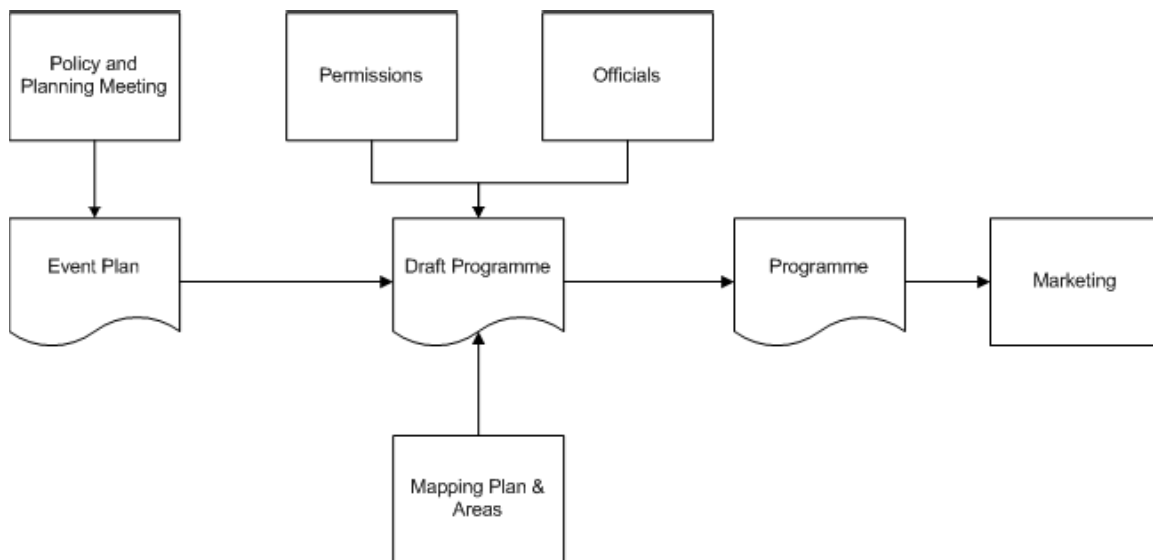
Events Strategy and Policy

This policy was identified by Policy and Planning Group at its meeting in December 2008 and has been discussed within that committee prior to presentation to the main Club Committee in September 2009. This strategy and policy was adopted at the Club Committee meeting on 8th December 2009. This policy is owned by the Policy and Planning Working Group.

Event Planning Policy

'Event Planning'¹ should start early enough to allow the various Working Groups to address the planning and communication to ensure the success of each event.

The plan (and then the programme) for each season (September to August) will be determined in the preceding winter (i.e. for September 2010 to August 2011 by December 2009). This will be co-ordinated by the Policy Group Chair and involve the other WG chairs plus other interested parties (i.e. people wishing to sponsor events). It is essential that the plan indicates the intentions of the various groups and their 'aims' for each event. The plan is then matured into a programme.²



¹ Event is used to define any activity organised by the Club. Race is used to indicate a competitive orienteering (regardless of discipline). Activity is used for non competitive events such as coaching CATI's socials. See the terminology section on Page 2.

² The lead time for map production can be years. While this is not covered by the policy for the production of the year's programme it is covered by the intention to include a look forward to the following 'year' within the programme planning meeting.

The starting point for the programme will be the core club fixtures. The disciplines for these will be set according to known demands from NEOA etc. All other known events/series will be added. A final check will be made to ensure a full coverage of clubs area and the various disciplines is achieved.

The locations and dates will be discussed at the same time based on Map Groups available areas. Officials will then be organised by the event sponsor.

The Core Club Fixtures

This should comprise 1 'Large' Colour Coded (or a Level 2 event)(or every 3rd Year the October Odyssey), 3 'Medium' Colour Coded and 7 'Small' or 'Limited' Colour Coded³. The list is defined in the Fixtures Strategy. These races will be sponsored by the Competitions Working Group; i.e. it will find officials monitor progress etc. They will usually be cross country events but see caveat below. The core of the policy is the fixture list run throughout the year for regular orienteers

Other Fixtures/Events

This core set of 11 races is to cater for the club membership's desire to compete. Therefore it will not be the only events/races that the Club organises. There are numerous events that other Working Groups, interest groups or individuals within the club wish to stage and thus sponsor (e.g. CATI or coaching events). These may or may not be combined with a race but should be in addition to the race and not confuse the 'aim' of the event.

Type of Events

The aim of the final programme should be to satisfy the wishes/needs of the membership and the Club's development. It should include a mix of those disciplines of interest to members (e.g. Night, Score, Sprint, Bike, Urban, Long or Mountain).

Terminology⁴

<u>Activity</u>	An orienteering related event (e.g. fitness training, technical clinic, coaching) for which no competitive results are produced.
<u>Social</u>	A non-orienteering event (e.g. party, barbarque).
<u>Race</u>	An orienteering activity for which competitive results are produced - variety of formats – sprint, middle, long, score, mass starts relay etc. variety of terrain – forest, park, urban.
<u>Fixture</u>	An event registered with BO for which named qualified officials are required (includes coaching sessions)
<u>Events Plan</u>	The Events Plan draws together the aims of the various working groups and individuals in terms of the activities, races, competitions and other events that they wish to stage. It links these together and produces a balanced framework. The plan will cover a complete season (i.e. September to August) and will be completed about a year previous.

³ The draft BO Guidelines (2009) refer to Large Medium and Small Colour Coded Events. Medium should have White, Yellow, Orange, Light Green, Green, Blue and Brown courses. Large should also offer extra courses dependent on the entry and the desire to offer age class competition. A Limited CC should offer a minimum of Yellow, Orange, Light Green and a long course at the maximum TD.

⁴ Based on the draft BO Working Group roles and responsibilities 2009

<p><u>Fixtures Programme Draft</u></p>	<p>The Draft Fixtures Programme is a version of the Events Plan but containing dates places etc and is the working document used by various individuals to turn it into reality. For each fixture areas and officials need to be agreed, permissions obtained and mapping completed. These are the remits of various parts of the Club's infrastructure and they operate on different timescales and in different ways.</p> <p>The Draft Programme is to allow them all to use the same hymn sheet and be aware of each others deadlines/progress. Ideally it should be owned by one party (the Fixtures Secretary) who should maintain it and produce regular updates. The Draft Programme could cover more than one season. At any one time it will contain the season defined in the Events Plan, the residue of the current season plus notes for the following season.</p>
<p><u>Fixture Programme</u></p>	<p>The Fixture Programme is the end result of the process and is the public face of the Club. It is published to the entire Club and the world. It covers a defined period and is published at least two months prior to the start of that period. The Programme will normally be issued three times a year (in July, November and January/February depending on the date of Easter). It will cover one of the periods Sept to Dec, Jan to Easter and Easter to August.</p> <p>The programme will contain full details of each event – e.g. location, event format, course details, officials' names. However it needs to be advertised at two levels: committed orienteers who understand the jargon (and are probably only interested in the type and location!) and the general public who do not understand the jargon and to whom we need to market the event.</p>
<p><u>Fixtures Strategy</u></p>	<p>The aim of the Fixtures Strategy is to set in context the various types of events and how the 'rules' and 'guidelines' are applied by NATO. The intention is to provide a common working parlance for everyone in the club. It should</p> <ul style="list-style-type: none"> set out a basic calendar of recurring events (The Core Fixtures Programme) set out a set of club competitions which are to be run and their rules. list the types and formats of races and some (i.e. non development/coaching) activities define the standards applicable to each. <p>While the Strategy does not cover a defined period is still needs to be maintained. It should be reviewed annually. It will also need to be changed to reflect BO Strategy and Rules & Guidelines. Its ownership sits with Competitions Group.</p>