



NOAS LEVEL 2

OFFICIATING COURSE

(CONTROLLER ACCREDITATION)

July 2004



Table of Contents

<i>Page</i>	<i>Contents</i>
1	General Information
2	Course Administration
6	Competency Statements
7	Workshop Syllabus, Overview and Skills Required
10	Unit 1 - Introduction, including Ethics and Fairness
11	Unit 2 - Pre-entry Event Organisation and Course-setting
12	Unit 3 - Map Production
13	Unit 4 - Media and Spectator Requirements
13	Unit 5 - Jury Decisions
14	Unit 6 - Self-reflection
14	Unit 7 - Controlling a Successful Pre-entry Event
15	Unit 8 - Updating Session
15	Assessment
Attach't A	Structure of Orienteering Controlling in Australia
Attach't B	Event Groups for Purposes of Controller Accreditation
Attach't C	Requirements for Re-accreditation
Attach't D	Extract from Orienteering Australia Competition Rules Relating to Event Control
Attach't E	Not included
Attach't F	Officials' Code of Ethics
Attach't G	Officials' Code of Ethics Agreement Forms (including OA-ASC Privacy Agreement)

ORIENTEERING AUSTRALIA INC.

NOAS LEVEL 2 OFFICIATING COURSE (CONTROLLER ACCREDITATION)

1. GENERAL INFORMATION

1.1 Details of Proponent

Orienteering Australia Inc. (OA);
Secretary, PO Box 740, Glebe NSW 2037
Telephone/fax: (02) 9660 2067
Email: orienteering@dsr.nsw.gov.au

Authorisation of Orienteering Australia

.....
Chair, Technical Committee
(Signature)

.....
(Print name)

.....
Director (Technical)
(Signature)

.....
(Print name)

1.2 Structure of the Organisation

See Attachment A.

1.3 Type of Submission

Accreditation of a new course.

1.4 Copyright Information

Copyright on this course is held by Orienteering Australia.

1.5 Provider Arrangements

State and Territory Associations of Orienteering Australia are endorsed to deliver this course on behalf of Orienteering Australia. No fees apply to this arrangement.

Because of the specialised nature of this course and its dependence on events conducted by Orienteering Australia and its State and Territory Associations, it is considered impracticable for other organisations to conduct this course independently.

2. COURSE ADMINISTRATION

2.1 Name of the Course

Level 2 Controller Accreditation.

2.2 Integrated or Separate Officiating Principles

This is an integrated course.

All of the units from the NOAS General Principles course have been adapted for orienteering and are integrated into this course viz Communicating Effectively, Planning and Organising Effectively, Managing Self, Health and Safety Principles, and Applying Technical Knowledge.

2.3 Nominal Duration of this Course

- 6.5-7.0 hours course work through a controllers' workshop (see Section 4)
- Practical experience through controlling one event at the relevant level (nominally 20 hours).

2.4 Target Market for Course

Level 1 controllers who are interested in controlling events at this level.

2.5 Enrolment Pre-requisites

2.5.1 Course pre-requisites

- has at least three years of current competition experience, including a substantial number of events in A classes;
- has competed in several major (Group A or B) interstate events, within the past three years;
- has been the main course-setter at a Group B (or Group A) event within the previous ten years;
- has been the main organiser of a Group B (or Group A) event within the previous ten years; and
- has successfully controlled a Group C event in the previous five years.

2.5.2 Number of participants

At the discretion of the course presenter.

2.5.3 Payment of course fees

At the discretion of the course provider. Course fees may include compulsory texts, NOAS registration fee and other course costs, e.g. maps, other materials, facility and equipment hire.

2.5.4 Physical fitness requirements

In order to achieve full accreditation as a Level 2 Controller, each participant will be required to control several Orienteering Australia events as specified in Attachment B, which will involve activities on foot in orienteering terrain. Participants should be made aware of this requirement. A participant who is unable to complete this requirement shall be permitted to attend the course but shall not be eligible for full controller accreditation.

2.5.5 Pre-course study/preparation

Participants are expected to be familiar with the Orienteering Australia Competition Rules and any additional technical standards applying to events conducted by the relevant State Association. Additional pre-reading matter may be specified by the course presenter and should be distributed in advance to participants if it is not otherwise readily available. Participants may be required by the course presenter to complete an open book, short answer assessment related to background skills in organising and course setting prior to the controllers' workshop.

2.5.6 Age of entry into the program

There is no minimum age requirement to be eligible for accreditation. In practice, the course pre-requisites specified in Section 2.5.1 will limit the lower age of participants.

2.6 Presenter and Assessor Requirements

2.6.1 Presenter qualifications

A controller accredited at NOAS Level 3 (or one accredited by the International Orienteering Federation) must be in charge of the course. Other presenters may include controllers of any level of experience or other persons with specialist skills or qualifications relevant to the course. The workshop style of the course is designed to encourage all participants to contribute based on their own orienteering experience.

2.6.2 Presenter training

All presenters will be encouraged to improve their professional and teaching qualifications.

Presenters who do not otherwise have appropriate professional training and experience should have completed a Course Presenters course. Orienteering Australia will arrange for such courses to be conducted, if required.

2.6.3 Assessor qualifications

The assessment of Level 2 controllers must also be carried out by a controller accredited at NOAS Level 3 (or an IOF controller).

2.6.4 Assessor training

Orienteering Australia conducts, on demand, an assessor-training program to provide assessors with the skills necessary to conduct competency-based assessments. Orienteering Australia recognises those who have assessor skills obtained by other means e.g. teacher training and workplace assessor courses.

2.6.5 Presenter fees

At the discretion of the course provider.

2.7 Venue

The course should be conducted at an indoor facility suitable for participants to interact in a workshop style.

2.8 Recognition of Prior Learning (RPL)

There will be no honorary accreditation. Persons may be granted an exemption to attend certain units of a controller workshop (see Section 4) if they can provide satisfactory evidence of prior learning or experience in that unit. This provision is intended to apply particularly to general skills units. Because of the interactive nature of units focused specifically on controlling issues, exemptions to these units are normally not expected to be granted, unless the unit has been completed at another Level 2 controller workshop.

All applicants for RPL must submit their applications in writing through the co-ordinator of the course they are attending. These applications should be reviewed by the appropriate person in the relevant State Association responsible for controller accreditation.

2.9 Accreditation of Controllers Living in Remote Areas

State Associations may make special arrangements on a case-by-case basis for the accreditation of Level 2 controllers who live in remote areas and find it impracticable to attend controller workshops held at central locations. Such arrangements may include the supply of written material, audiotapes or videotapes, supplemented by discussion or other interaction with a suitably accredited controller. The content and time commitment involved in training by such means should be at least comparable with that involved in attending a controller workshop. The basic criterion for satisfying accreditation requirements by such means is that the person concerned can demonstrate the necessary level of competency.

2.10 Updating (Re-accreditation)

Updating (or re-accreditation) is required for controllers to maintain their accreditation. For Level 2 controllers, updating can be achieved by accumulating a set number of points for tasks performed within a six-year period, as set out in Attachment C. These tasks may include controlling, course-setting, organising, training controllers or updating personal controller skills during the accreditation

period. At least 50 percent of these points must be gained through controlling events at the appropriate level.

2.11 Responsible and Ethical Relations

Orienteering Australia endorses the Australian Sports Commission's Code of Practice for Course Providers.

Participants with grievances about the conduct of their training program, or seeking appeals on their assessment process, must submit them in writing to the course coordinator within 30 days of completion of the training program or on receiving notification of their assessment outcome. All grievances and appeals will be considered by the State Technical Director who will inform the candidate of the process he/she will use to consider the grievance and the outcome of their deliberations within 30 days of receiving the grievance/appeal.

Further grievances and appeals will be referred to the Orienteering Australia Technical Committee for consideration and decision.

Orienteering Australia endorses the Australian Sports Commission's Code of Ethics for sports officials. See Attachments F and G. Attachment G is to be completed before a controller's name is submitted for accreditation. Signed Attachments G are then forwarded to the Manager, OA National Coaching Programs who will retain them.

Controllers are required to act in accordance with Section 31 of the Competition Rules of Orienteering Australia (see Attachment D) and the Orienteering Australia Environmental Code of Practice (Appendix 7 to Orienteering Australia Competition Rules).

Orienteering Australia has public liability insurance of \$10,000,000 and professional indemnity insurance cover of \$2,000,000 in all States.

2.12 Quality Control

2.12.1 Training program evaluation and review

To ensure quality control of courses, all courses will be evaluated through a participant survey and a presenter evaluation form. Each evaluation will be reviewed by the Director (Technical) of Orienteering Australia, or a person appointed to act on his/her behalf with a view to improving the format and content of the courses to meet Level 2 Controller needs.

Participant assessments can also be used to gauge the effectiveness of a course.

2.12.2 Design and review committee

Director (Technical), Orienteering Australia
 Selected members of the Technical Committee of Orienteering Australia
 Manager, Coaching and Officiating, Orienteering Australia

3. COMPETENCY STATEMENTS

The **Level 2** controller is capable of controlling a small to medium-sized pre-entry event, with the typical status of a badge event or a state championship which is not part of major carnival or linked to an international event (e.g. the Oceania Championships). The main additional function at Level 2 relates to the handling of pre-entries and the preparation and overprinting of pre-marked maps. A generally higher competency level of course planning and event organisation is also required.

The Level 2 controller requires all of the skills of the Level 1 controller plus:

- experience in managing pre-event entries;
- experience (or at least a sound appreciation) in the preparation of relevant printed and/or electronic material relating to the invitation/entry form, program/start lists and results; and
- experience in the preparation and printing/overprinting of pre-marked maps.

The Level 2 controller should also have a more detailed understanding of:

- field mapping and cartography (including OCAD);
- the successful layout of assembly areas;

and a basic understanding of:

- jury management and decisions;
- computer timing systems and electronic punching systems (specifically SportIdent);
- financial management of events;
- media and photography requirements; and
- provision of spectator opportunities, including commentary.

Because of the variability of event standards between States, State Associations may vary the skills requirements for Level 2 controllers as they apply to events in that State.

4. WORKSHOP SYLLABUS

4.1 Overview

The formal component of training and accreditation of Level 2 controllers is achieved through 'workshops' rather than 'courses', reflecting a process which is aimed largely at consolidating and re-orienting existing knowledge and experience rather than imparting new knowledge.

The content of the workshop is determined to reflect the skills or competencies identified in Section 3, which can be categorised as follows:

1. **General skills.** These include the relevant skills addressed in the NOAS General Principles Syllabus, all of which should be presented on an orienteering-specific basis and may be integrated with sport-specific topics.
2. **Technical skills.** These form the core of orienteering controlling, and can only be gained through continued participation in orienteering over a long period. They require involvement in competition, course planning and desirably also mapping.
3. **Management skills.** These skills relate particularly to event planning and organisation, and again can be gained best by experience.
4. **Familiarity with rules.** Knowing the rules is only part of the skill; exercising judgement in marginal situations where the rules may not be clearcut requires much more experience.
5. **Integration of skills.** In the real-world controlling situation, many of the above skills will interact and support each other. It is therefore important to view holistically the skills that are promoted in a broad controlling context. In particular, the general skills should be integrated with orienteering-specific skills.

4.2 Specific Skills

The specific skills required of a Level 2 controller are listed below. It is not intended that the workshop should necessarily teach such skills individually, but should have a mechanism for:

- (a) checking whether controllers are familiar with all the fine points; and
- (b) providing direction for filling in any gaps in knowledge.

4.2.1 General skills

The Level 2 course includes the same topics as the Level 1, particularly reinforcing the topics of fairness and ethics. It also develops self-reflection more extensively.

4.2.2 Technical skills

The Level 2 course assumes a knowledge of all the Level 1 course material and expands on this with regard to the following points:

- More advanced course-setting, particularly in grouping classes on courses, not overloading controls, and achievement of correct winning times for age classes.
- Selection of new areas for orienteering (suitability of terrain, assembly areas, access, landholder permission, seasonal conditions).
- Map preparation and programming (including photogrammetry, field survey, cartography, printing).
- Overprinting of maps with courses and using technology to produce control descriptions.

Again, these topics are presented particularly from the viewpoint of the controller's role in achieving the expected standards for the relevant event.

4.2.3 Management skills

It is a major step between organizing an enter-on-the-day (Group C) event – as required for Level 1 – and a pre-entry (Group B) event.

The Level 2 course concentrates on those areas of management which differ from those of an EOD event, as follows:

- Planning timeframes for pre-entry events, taking account of the needs of other state associations in receiving publicity material.
- Processing of pre-entries, including start list preparation and sending of event information to competitors.
- Advanced assembly area management to meet expectations of competitors, e.g. with regard to toilets, childcare, catering services, etc.
- Computer timing and results display.
- Preparation, sorting and checking of premarked maps (relates also to course-setting).
- More highly structured human resource management, and how the controller should interact with this structure.
- Financial management, including event budgets and entry fees.
- Advanced use of SportIdent electronic punching (e.g. for split times).
- Media and spectator requirements.

4.2.4 Familiarity with rules

- The Orienteering Australia Competition Rules (pre-reading is an essential requirement, see Section 2.5.6).
- Any additional local rules.
- Process of applying the rules, including complaints and protests.
- The role of the Controller and the Jury in applying the rules.

The Level 2 course builds on the topics (above) that are in the Level 1 course, with increased emphasis on the role of the Jury, and situations that are likely to arise at Group B events, and how to deal with them.

4.2.5 Integration of skills

The workshop encompasses a general discussion of controlling Group B events that provides the opportunity for participants to draw together their general skills, technical skills, management skills and familiarity with rules. This discussion is guided by the overall controlling principle that a successful event is one at which the performance by the event organisers matches or exceeds the participants' expectations.

The discussion should be based both on accentuating the positives (e.g. what makes a good event?) and anticipating and avoiding the possible negatives (things that can go wrong) that can detract from an otherwise successful event. Throughout this discussion, the emphasis should be on how the controller can contribute to the achievement of the desirable outcomes through a harmonious relationship with other members of the organising team.

4.3 Workshop Format and Delivery Strategies

Controller workshops should be designed and presented in a way that encourages controllers and potential controllers to share their skills and create a sense of contributing to the overall accreditation process, as well as learning from it.

The recommended delivery strategies identified for the workshops include the following:

Participatory presentation and discussion. This is used for those units where all participants are expected to be generally familiar with the subject matter but need to revisit it from the perspective of a controller, rather than that of a competitor, course planner or organiser. While the workshop presenter leads this discussion, most of the contributions should come from the participants. All participants should be well qualified to comment on the basis of their experience and would be expected to contribute.

Introduction and discussion. These sessions involve a brief introduction by the presenter, who manages the discussion, but most of the contributions would again

come from the participants. In some sessions, specific case studies or problems may be presented for discussion.

Lecture and discussion. This delivery strategy is used for more specialised topics, of which many participants may have a limited knowledge. The lecture is presented by a suitably experienced specialist, and may include practical demonstrations where relevant. There is still the opportunity for discussion by others who can contribute through their experience, as well as for questions.

The recommended format and presentation for a Level 2 controller workshop is as follows:

Module	Time	Presentation format
1. Introduction, including ethics and fairness	30 min	Introduction and discussion
2. Pre-entry event organisation and course-setting	1 hr 30 min	Participatory presentation and discussion
3. Map production	1 hr	Lecture and demonstration
4. Media and spectator requirements	30 min	Lecture and discussion
5. Jury decisions	1 hr	Introduction and discussion with case studies
6. Self reflection	1 hr (+2 hr out of session)	Lecture, video and discussion plus workshop out session
7. Controlling a successful pre-entry event	1 hr	Introduction and discussion
8. Updating session	30 min	Introduction and discussion
Total time	6.5 – 7 hrs	

This format could be presented as a single, full-day workshop, or as a series of three sessions of 2.0 to 3.0 hours each.

4.4 Unit Outlines

Unit 1. Introduction, including Ethics and Fairness

Nominal duration: 30 minutes.

Unit purpose: To emphasise the role of the controller in promoting fairness and ethics by officials and competitors.

Learning outcomes: The controller will be able to apply the principles of fairness and ethics to events and to assist and encourage other officials to do likewise.

Content:

- Interpretation of fairness in orienteering.
- Fairness in course planning and setting.
- Following.
- Control punching

Delivery strategy: Introduction and discussion with case studies
Control punching exercises.

Resource requirements:

- *Fairness in orienteering.* Max Reed. The Australian Orienteer, January 1997.
- *Fair controls in orienteering.* Erich Hanselmann. The Australian Orienteer, January 1997.
- Control punching examples. Orienteering Australia.

Unit 2. Pre-entry Event Organisation and Course-setting

Nominal duration: 1 hour, 30 minutes.

Unit purpose: To present the range of activities involved in controlling a Group A2 and/or a Group B event, and to stress the importance of long- and short-term planning.

Learning outcomes:

1. The participant will be capable of organising a system for taking entries for a pre-entry event;
2. The participant will be capable of arranging and overseeing a management system (including map production) for a Group A2 and/or Group B event.

Content:

- Planning, programming, sequencing and timing of activities
- Area approval/map – permission, technical adequacy, reliability of access, environmental issues
- Entry forms, entry fees, invitations, budget, clothing, accommodation, creche, catering, toilets, cancellation and refunds
- Classes, course lengths and recommended winning times
- Layout of assembly area
- Start area and procedure
- Finish area and procedure

- Resources – personnel, equipment (before, during and after the event), computerisation, Sportident system, roster of helpers
- Programs and start times - contents, layout, production, distribution
- Control descriptions
- Course over-printing
- Map checking
- Map bagging
- Emergency procedures, first aid
- Trophies and/or badges
- Social activities and/or entertainment
- Results and presentations – dignitaries
- Badge credits

Delivery strategy: Participatory presentation and discussion. This unit could be done as a group exercise, where participants compile a checklist and a timeframe for a selected event (providing a useful resource for further use).

Resource requirements:

- Orienteering Australia Technical Regulations
- Orienteering Australia Operational Manual

Unit 3. Map Production

Nominal duration: 1 hour.

Unit purpose: To outline the options and relevant processes in making an orienteering map, and to discuss an orienteering map's purposes and limitations.

Learning outcomes: The Level 2 controller will be able to organise the production of a map in time to be used for a Group A2 or B event.

Content:

- Processes involved in map production
- Digital printing v off-set printing
- The purpose and principles of orienteering mapping - a fair test of orienteering skill
- Limitations – generalisation, readability, detail, accuracy
- Using Orienteering Computer-aided Drafting (OCAD)
- Using GPS

Delivery strategy: Lecture and demonstration.

Resource requirements:

- *International Specification for Orienteering Maps*, IOF Map Committee 2000

Unit 4. Media and Spectator Requirements

Nominal duration: 30 minutes.

Unit purpose: To have the controller appreciate that an orienteering event is for everyone – from sponsors through to spectators – and to discuss the ways that an event should be organised to take account of that.

Learning outcomes: The controller will be able to organise a Group A2 and/or Group B event to take account of the needs of competitors, spectators, sponsors and the media.

Content:

- Assembly area – layout, adequacy of facilities
- Direction and placement of the Finish Chute
- Spectator controls and course structure
- Public commentary
- Results' display – readability, timeliness
- Presentations – timeliness, length
- Special needs of team competitions.

Delivery strategy: Lecture and discussion. Conducting a stakeholder needs analysis – with participants playing various roles - could be a useful option.

Unit 5. Jury Decisions

Nominal duration: 1 hour.

Unit purpose: To outline the role of the jury in orienteering competitions, to present typical methods of operation, and to discuss the psychology of responding to competitors and/or officials with complaints.

Learning outcomes:

1. The controller will be able to organise a jury for a Group A2 or Group B event;
2. The controller will be capable of serving on a jury at a Group B event.

Content:

- Selection and appointment of a jury – qualifications and experience
- Complaints vs protests – procedures
- Appeals
- Rules vs judgement
- Ways that competitors handle disappointment
- Methods of responding to complaints

Delivery strategy: Presentation, discussion with case studies. Role play with video feedback.

Resource requirements:

- *Competition Rules for Foot Orienteering*, Orienteering Australia Website www.orienteeing.asn.au

Unit 6. Self-reflection

Nominal duration: 1 hour (+ 2 hrs out-of-session).

Unit purpose: To assist controllers to improve their performance through self-reflection.

Learning outcomes: The controller will be able to apply the process of self-reflection using such methods as video analysis, diaries, and mentoring, and will apply the process to improve his or her performance as a controller.

Content:

- The self-reflection process.
- Why self-reflection is important for controllers.
- Mentoring and self-reflection.
- Self-reflection, controller diaries and reports.
- Using videos to self-reflect.
- Understanding and handling criticism.

Delivery strategy: Lecture, video, practical work and discussion.

Resource requirements:

- *Officiating better: a guide to self-reflection for sports officials*. ASC.
- *Coaching better* resource manual and video. ASC.

Unit 7. Controlling a Successful Pre-Entry Event

Nominal duration: 1 hour.

Unit purpose: To emphasize the ways a pre-entry event will be viewed by others (as distinct from how the controller will view it), how the controller can prepare, and how he/she can plan for crises.

Learning outcomes: The controller will appreciate how his/her role is to facilitate others and also to maintain quality assurance of the event.

Content:

- Scope of the role – likely contradictions
- Presenting an Image – for the event, participants, self
- Participant expectations – key factors
- Participant behaviour
- Preparation of self – mentally, emotionally, physically – having a game plan, relaxing, connecting with others, simplifying, believing in self
- Maximising effort through teamwork
- Taking charge, learning from doing, setting priorities
- Handling criticism
- Handling crises and emergency situations – transforming obstacles into challenges
- Methods of evaluation - comparisons with other events, outcomes, processes, putting into a fair and proper context.

Delivery strategy: Discussion

Resource requirements:

Embracing Your Potential, Terry Orlick, Human Kinetics, 1998

Unit 8. Updating Session

Nominal duration: 30 minutes.

Unit purposes: To explain how a Level 2 controller maintains accreditation at that level, and how he/she can seek accreditation at a higher level.

Learning outcomes: The participant will know the relevant requirements of controller accreditation/re-accreditation, and will be willing and able to implement the Officials' Code of Ethics.

Content:

- OA Requirements for Re-accreditation
- Seeking Level 3 or higher accreditation
- OA-ASC Officials' Code of Ethics

Delivery strategy: Introduction and discussion.

Resource requirements:

- NOAS Level 2 Curriculum Document for Orienteering Controllers – Attachments C and F

4.5 Assessment

4.5.1 Final assessment

Final assessment for full accreditation as a Level 2 controller is to control successfully a Group B or sub-Group A2 event, and to submit a controller's report to the relevant officer in the State Association that is responsible for the event.

The assessment of this report must be undertaken by a controller accredited at Level 3, who will be nominated in advance and be present at the event.

4.5.2 Other participant assessments

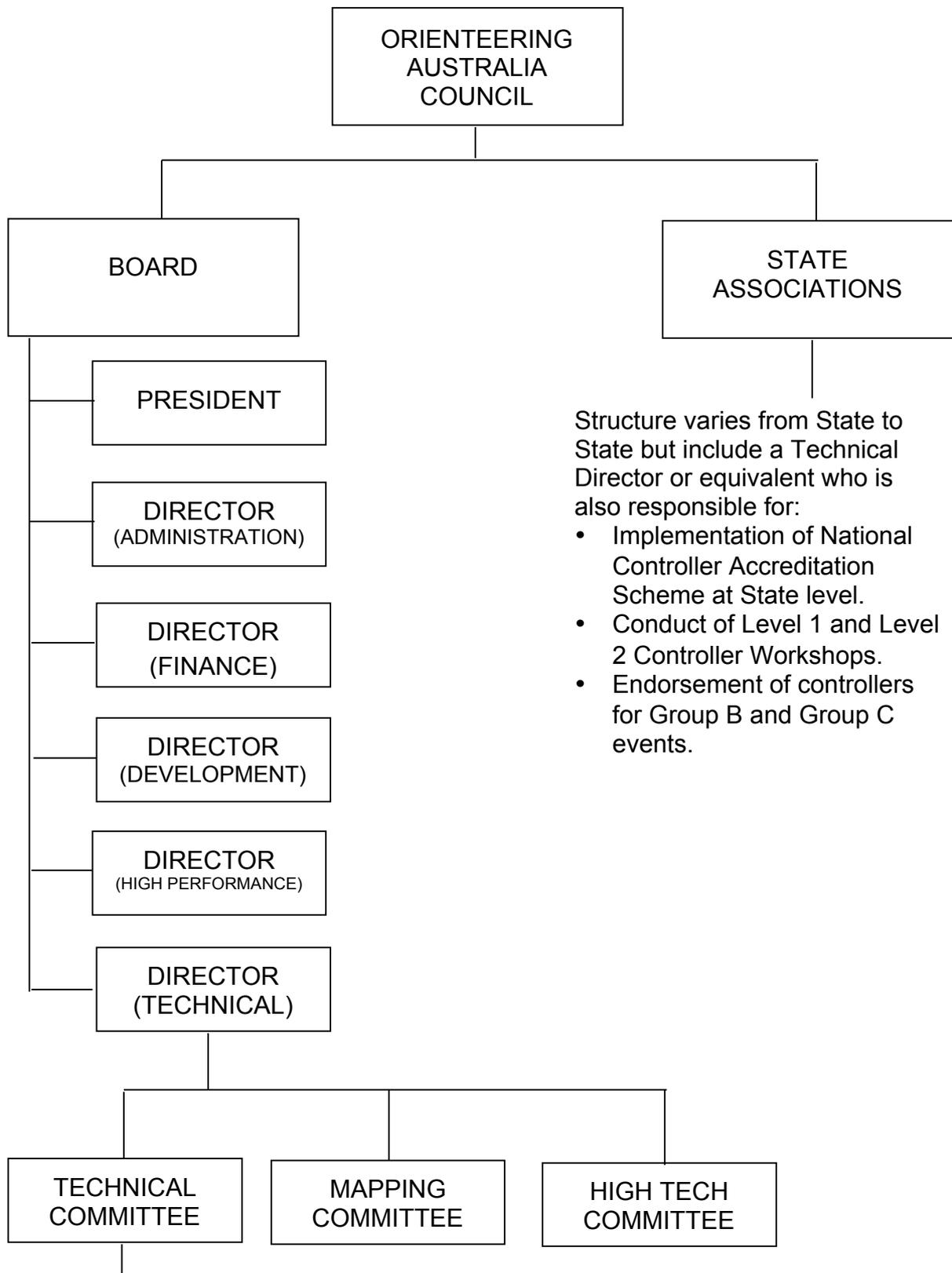
Course presenters may impose other assessment requirements on participants. Two are suggested:

- An open book test be administered, similar to the one used in the Level 1 Controller's course
- Participants be required to complete a time-line for a selected event, real or hypothetical, indicating what key actions would have to be taken, and when.

External participant assessment is not appropriate for Unit 6 "Self-reflection". The principles of the "Officiating Better" program require that participants should be self-assessing, using one, or all, of the three recommended strategies. In this unit the course presenter should play the role of facilitator.

ATTACHMENT A

STRUCTURE OF ORIENTEERING CONTROLLING IN AUSTRALIA



Responsibilities include:

- Development and implementation of National Controller Accreditation Scheme
- Conduct of Level 3 Controller Workshops
- Endorsement of controllers for Group A events.

EVENT GROUPS FOR PURPOSES OF CONTROLLER ACCREDITATION

For purposes of controller accreditation and re-accreditation, the grouping of events as specified in the OA Competition Rules is further subdivided as follows:

Group A events

Sub-group A1. Australian Championships (long, classic)
Australian Middle Distance Championships
Australian Sprint Distance Championships
Australian Three-days (overall)
Australian Relays

Sub-group A2. Australian Three-days (single days)

Group B events

Sub-group B1. State Championships (long, middle and sprint)
Australian Schools Championships
National League events

Sub-group B2. Badge events
Other events as determined by State Associations

Group C events

Sub-group C1. Pre-entry OY events
Other pre-entry Group C events

Sub-group C2. Enter-on-the-day OY events
Other Group C events justifying a controller

Sub-group C3. Other minor events

The minimum level of controller as required by the OA for events under its control or as recommended to State Associations for other events are as follows:

Sub-group A1. Level 3
Sub-group A2. Level 2
Sub-group B1. Level 2
Sub-group B2. Level 2
Sub-group C1. Level 1, plus experience in pre-entry events
Sub-group C2. Level 1
Sub-group C3. Controller optional, but may be used to advise an inexperienced organiser or course-planner.

The events which may be used to qualify for full accreditation following a controller workshop or to satisfy the mandatory component of re-accreditation are as follows:

Level 3. Sub-group A1, Sub-group A2, Sub-group B1.
Level 2. Sub-group A2, Sub-group B1, Sub-group B2, Sub-group C1.
Level 1. Sub-group C1, Sub-group C2, Sub-group C3 (provided that full controlling duties are performed).

REQUIREMENTS FOR LEVEL 2 RE-ACCREDITATION

At the completion of the accreditation period, a controller may apply for re-accreditation at that level. Re-accreditation is based on accumulating a set number of points for tasks performed which relate to controlling, course-setting, organising, training controllers or updating personal controller skills during the accreditation period. At least 50 percent of these points must be gained through controlling an event at the appropriate level.

Details of the points available for re-accreditation for Level 2 controllers are as follows:

Task	Points
Controlling – Group B or C1 event	30*
– Group C event	20
Course-setting – Group A event	25
– Group B event	20
– Group C1/2 event	15
– Group C3 event	10
Organising – Group A event	25
– Group B event	15
– Group C1/2 event	10
– Group C3 event	5
Attend update session	10
Conduct controller workshop	20
Train new controller	10
Other appropriate tasks	As determined by State Technical Director
Total points required	60
Re-accreditation period	6 years

*Mandatory task

Where a person controls an event following a workshop to convert provisional accreditation to full accreditation, that event may also be used towards re-accreditation.

**EXTRACT FROM ORIENTEERING AUSTRALIA COMPETITION RULES
RELATING TO EVENT CONTROL**

31. Event control

- 31.1 All events, for which these rules are binding, shall be controlled by an OA Controller.
- A 31.2 The OA Council shall appoint the OA Controller at least 3 years prior to the event.
- B 31.3 The State Association of the organiser shall appoint a Controller. The Controller appointed by the State Association shall be the OA Controller.
- 31.4 If the OA Controller is appointed by the OA, he or she is the official representative of the OA to the organiser, is subordinate to the OA Council and communicates with the OA Executive.
- 31.5 For A events the OA Controller must be an accredited Level 3 OA Event Controller, for B events the OA Controller must be an accredited Level 2 OA Event Controller (see Appendix 5: Event Controller Accreditation). No OA Controller or OA Controller's Assistant may have any responsibility for a participating team.
- 31.6 The OA Controller shall ensure that rules are followed, mistakes are avoided and that fairness is paramount. The OA Controller has the authority to require adjustments to be made where necessary to satisfy the requirements of the event.
- 31.7 The OA Controller shall work in close collaboration with the organiser, and shall be given all relevant information. All official information issued, such as entry forms and programs, shall be approved by the OA Controller.
- 31.8 As a minimum, the following tasks shall be carried out under the authority of the OA Controller:
- to approve the venue and the terrain for the event
 - to investigate the event organisation and assess the suitability of the proposed accommodation, food, transport, program, budget and training possibilities
 - to check that land access has been granted
 - to check that the map conforms with the IOF standards
 - to approve the courses after assessing their quality, including degree of difficulty, control sitings and equipment, control descriptions, chance factors and map correctness
 - to check any course splitting method and course combinations
 - to approve the organisation and layout of start, finish and changeover areas
 - to assess the reliability and accuracy of the time-keeping and results producing systems
 - to assess arrangements and facilities for the media
 - to assess any planned ceremonies
 - to assess, where necessary, arrangements and facilities for doping tests

- to ensure that control markers, equipment and officials are suitably positioned
 - to be present during the event
 - to ensure that results and reports are distributed promptly.
- 31.9 The OA Controller shall make as many controlling visits as deemed necessary. The visits shall be planned in agreement with the appointing authority and the organiser. The OA Controller shall where necessary, or as required, make written reports to the appointing body with copies sent to the organiser.
- 31.10 One or more assistants may be appointed by the OA Controller appointing body to help the OA Controller, particularly in the fields of mapping, courses, financing, sponsoring and media.

OA = Orienteering Australia

A = Group A events

B = Group B events



Officials' Code of Ethics

Rationale

The responsibility for the ethical conduct of sport in Australia rests equally with officials, players, administrators, coaches, spectators, media, educators, parents, governments, sponsors and team owners.

The duty of the sports official is to act as an impartial judge of sporting competition. This duty carries with it an obligation for the official to perform with accuracy, consistency, objectivity and the highest sense of integrity.

In order to preserve and encourage confidence in the professionalism and integrity of officiating, officials must first foster ethical behaviour.

Sports officials have the right to expect that:

- Their health and safety are paramount;
- They are treated with respect and openness;
- They are appointed to a level of competition appropriate to their level of competence; and
- They have access to self-improvement opportunities.

Sports Officials' Code Of Ethics

- Place the safety and welfare of the participants above all else
- Accept responsibility for all actions taken
- Be impartial
- Avoid any situation which may lead to a conflict of interest
- Be courteous, respectful and open to discussion and interaction
- Value the individual in sport
- Seek continual self improvement through study, performance appraisal, and regular updating of competencies
- Encourage inclusivity and access to all areas of officiating
- Be a positive role model in behaviour and personal appearance
- Refrain from any form of personal abuse towards athletes
- Refrain from any form of sexual harassment towards athletes
- Show concern and caution towards sick and injured athletes





Officials' Code of Ethics Agreement Form

for registration or re-registration in the National Officiating Accreditation Scheme
(NOAS)

TO: Orienteering Australia Inc

I, _____ of _____
Full Name Address

Address cont.

I am seeking registration / re-registration (please circle) for the following National Officiating Accreditation Scheme (NOAS) qualification:

Orienteering Controller, Level _____

I agree to the following terms:

1. I agree to abide by the NSO/training provider Code of Ethics overleaf.
2. I acknowledge that the NSO/training provider may take disciplinary action against me if I breach the code of ethics. (I understand that NSOs/training providers are required to implement a complaints-handling procedure in accordance with the principles of natural justice in the event of an allegation against me)
3. I acknowledge that disciplinary action against me may include de-registration from the National Officiating Accreditation Scheme.

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact your NSO/training provider if you require more information on harassment issues.

Privacy Act. Information on this form is entered onto the National Officiating Accreditation Scheme database of registered officials maintained by the Australian Sports Commission (ASC) in conjunction with National Sporting Organisations. Database information is passed on to relevant State and National Sporting Organisations and State Sport Education Centres. Officials will be sent relevant up-to-date information and may be contacted by the ASC. Your information will not be used or disclosed except in accordance with the provisions of the Privacy Act 1988.

Signature

(if under 18, parent / guardian signature)

____/____/____
Date



Officials' Code of Ethics Agreement Form

for registration or re-registration in the National Officiating Accreditation Scheme (NOAS)

TO: Orienteering Australia Inc

I, individually am seeking registration for the following NOAS qualification:

Orienteering Controller, Level _____

I, individually agree to the following terms:

1. I, individually agree to abide by the NSO/training provider Code of Ethics overleaf
2. I, individually acknowledge that the NSO/training provider may take disciplinary action against me if I breach the code of ethics. (I understand that NSO's/training providers are required to implement a complaints-handling procedure in accordance with the principles of natural justice in the event of an allegation against me)
3. I individually acknowledge that disciplinary action against me may include de-registration from the National Officiating Accreditation Scheme.

Name	Address	Signature (if under 18, parent / guardian signature)

Please refer to the *Harassment-free Sport Guidelines* available from the Australian Sports Commission or contact your NSO/training provider if you require more information on harassment issues.

Privacy Act. Information on this form is entered onto the National Officiating Accreditation Scheme database of registered officials maintained by the Australian Sports Commission (ASC) in conjunction with National Sporting Organisations. Database information is passed on to relevant State and National Sporting Organisations and State Sport Education Centres. Officials will be sent relevant up-to-date information and may be contacted by the ASC. Your information will not be used or disclosed except in accordance with the provisions of the Privacy Act 1988.