

## Major Events – An holistic perspective

### Katy and Dave Stubbs

- UK grade 1 (level 3) controllers for 9/7 yrs
- Planned British Individual champs / Harvester relays / JK relays / International relays
- Controlled JK individual & relays / Harvester relays
- Co-ordinator for JK 1993 and 2003
- Finish co-ordinator for WC 98 and WOC 99

## Stakeholders

At a Group A / IOF event - who are they?

*Consider everyone*

## Leibnitz Convention - 1

**We, the Members of the IOF, attending the 20th IOF General Assembly in Leibnitz, Austria, on the 4 August 2000, hereby declare that**

- "It is of decisive importance to raise the profile of the sport to further the spread of orienteering to more people and new areas, and to get orienteering into the Olympic Games. The main vehicles to achieve this are:
- to organise attractive and exciting orienteering events which are of high quality for competitors, officials, media, spectators, sponsors, and external partners
- to make IOF events attractive for TV and Internet

We shall aim to:

- increase the visibility of our sport by organising our events closer to where people are

## Leibnitz Convention - 2

- make our event centres more attractive by giving increased attention to the design and quality of installations
- improve the event centre atmosphere, and the excitement, by having both start and finish at the centre
- increase television and other media coverage by ensuring that our events provide more and better opportunities for producing thrilling sports programmes
- improve media service by better catering for the needs of media representatives (in terms of communication facilities, access to runners at start/finish and in the forest, continuous intermediate time information, food and beverages, etc)
- pay more attention to promoting our sponsors and external partners in connection with our IOF events

We, the Members of the IOF, expect that these measures shall be considered by all future organisers of IOF events."

## Stakeholder needs

Using the list of stakeholders identify the main needs / expectations for each

## Impact on the event

What are the implications of these expectations?

Consider the impact on:

- Timelines
- Personnel / skills
- Facilities
- Budget
- Potential conflicts

### Making a timeline - 1

- What additional actions / key decision points need to be added to the event timeline?
- Work backwards from the event date
- Some actions have fixed time-points – eg bulletins
- Do not assume volunteers are always available, they have jobs too!

### Making a timeline - 2

- Agree individual targets and durations with those doing the role – get their buy-in!
- Allow for the unexpected – illness, other commitments etc
- Monitor progress, adjust whenever necessary
- Parallel processing
- Make sure the entire team understands the timescales involved, not just key officials

### Making a timeline – 3 Typical top level milestones

> 2yrs	Area(s) approved (inc. event centre etc.), officials appointed, timelines agreed, sponsorship application(s), funding application(s)
2 yrs	Bulletin 1 (IOF only), accommodation negotiation ongoing
12 mths	Survey complete and draft available, bulletin 2 (IOF only, should include entry form) / publicity available, model areas available
3 mths	Draft courses with controllers, courses and combinations agreed, entry forms available (if not IOF), assembly arena(s) agreed
1 mth	Overprinted maps available, final details / bulletin 3 available
2 wks	Start lists available (IOF events, start draw is later)
	Event, official results available no more than 4 hrs after latest allowable finishing time and on internet on day of event
+ 3 wks	Printed results available
+ 6 wks	Event reports to OA and OA controller

### Communications and conflict - 1

#### Larger and more complex teams

- Interclub
- Interstate
- International?
- More than 1 event

### Communications and conflict - 2

#### Conflicts

- Between officials
- Between cultures
- Between rules / guidelines

You may all be talking English but are you speaking the same language?

### Other considerations

Expect the unexpected – plan for it  
External / internal pressures – expect them  
Use previous experience – observe, discuss with your predecessors, don't reinvent the wheel

Assess and evaluate as you go along, don't be afraid of change  
Use your experience to improve for the future, report and recommend