Foot Orienteering Controller Level 3 Training Curriculum

ORIENTEERING AUSTRALIA · SPORTAUS

Australian Government
Australian Sports Anti-Doping Authority

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Acknowledgements

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1   General Course Information

1.1   Orienteering Controller Level 3

This accreditation aims to ensure Controllers have the skills and knowledge to oversee the delivery of orienteering events and ensure the standards for the particular event are met.

The intended outcome of accreditation of Orienteering Controllers is to ensure organisers and course setters are delivering quality events, to ensure rules are followed, mistakes are avoided that fairness is paramount.

1.2   Course Details and Administration

1.2.1   Candidate Requirements

Candidates seeking Orienteering Controller accreditation have requirements which they must meet before, during and after the accreditation program. These requirements are outlined in Table 1. For detailed information regarding these requirements refer to OA Controller Framework and the OA Foot Competition Rules 2021 (Update to 2022)

Table 1: Orienteering Controller L3 Accreditation Candidate Requirements

Timeframe	Requirement
Prerequisites	Be an accredited Level 2 Controller Have at least four years of current competition experience in A or elite classes Have competed in major Group A interstate events within the last four years Within the last eight years: - have a range of experience in controlling or planning all course formats; been the main course planner at a Group A or Sub-group B1 event; - Been the main organiser of a Group A or Group B event - successfully controlled a Sub-group A2 or Group B event within the previous 8 years; ideally within the last 4 years. If not possible within the last 4 years, shall have either organised or been the main course planner at a Group A event in the last 4 years.

1.2.2   Personnel

Orienteering Controller Foot Level 3 training courses must be overseen by an accredited Orienteering Australia Controller. The overseeing controller may be a L3 Foot controller or IOF Event Advisor. Courses must be endorsed by the State/Territory director or coordinator of Controllers.

Appropriate personnel need to be engaged to deliver courses. Suitably trained presenters and assessors are compulsory, while mentors for each individual Controller are strongly recommended. More information regarding presenters, assessors and mentors can be found in the OA Controller Framework.

2   Orienteering Controller Accreditation Overview

2.1   Learning Modules

Module	Delivery Strategy	Nominal Duration
Controlling Group A events	Presentation	90 min
Event Formats and Course Planning	Presentation, Group Discussion and Examples	1 hour
Event Planning and Organisation	Presentation, Group Discussion and Practical Exercise	1 hour
Orienteering Mapping and Map Production	Presentation Practical Exercise	1 hour
Elite Events	Presentation	1 hour
Fairness and Equity	Presentation, Group Discussion, example cases	90 min
	Total	7 hours

3 Course Modules

3.1 Controlling Group A events

3.1.1 Learning Objectives

At the completion of this module the controller will be able to:

- Interpret Orienteering Australia Competition Rules and Guidelines for Foot Orienteering especially those relating to Group A and higher events.
- Have an understanding of other Orienteering Australia Policies and Guidelines relevant to the management of Group A events.
- Explain the roles and responsibilities of controllers at Group A and World Ranking events, both before, during and after the event.
- Outline the wider range of activities that are typically involved in a Group A event, than would be undertaken for Group B and C events.
- Outline the factors affecting area approval/map – permission, technical adequacy, access, and environmental issues.
- Compile a time-line and macro-plan for a Group A event that covers the needs of all stakeholders (from competitors to the media, sponsors and spectators).
  - Discuss ways and means of communicating with competitors, both collectively and individually, and in particular, discuss the information that should be made available to competitors, how it should be presented on a website and the timeframes for initial release of information, entry closing dates and the posting of Event Programs, Start Lists and Results.
- Organise meetings with other event officials to maximise teamwork.
- Compile a resource management plan.
- Discuss equipment and personnel lists.
- Critique their own controlling

3.1.2 Session Content

1. Responsibility of the OA Controller
2. Where the controller fits in with the course planner and organizer
3. Organising Team Structure – choosing suitable personnel
4. Time Lines – see also Event Organising module:
5. Research for the event - previous events in the same area, status of the map for the event planning, programming, sequencing and timing of activities, including
   a. Area approval/map – permission, access, environmental issues
   b. Promotion and publicity
   c. Communication with competitors
   d. Contingency planning e.g. for weather conditions
   e. Entry fees and cancellation policy
   f. Relevant Policies – Orienteering Australia and local state and territory including COVID regulations
6. Orienteering Australian Foot Orienteering Rules – content of each section
7. Communicating with Competitors
8. Interaction with the event organization team
   a. Responsibilities of the different event officials
   b. Identifying boundaries and overlap between these responsibilities
9. Personal preparation –methods to manage crises and criticism, adapting to working with different personalities, thinking of how best to ensure the various officials work well as a team
10. Responsibilities of the controller at and post the event
11. Reviewing the event
    a. Event objectives and outcomes
    b. Identify any potential event improvements
    c. Controller reporting

3.2 Event Formats and Course Planning

3.2.1 Learning Objectives

At the completion of this module the Controller will be able to:

- Outline the differences in the design and configuration of Sprint, Middle and Long Distance events including the technical requirements of the map area for each format.

- Outline the design and configuration of Relay events and the requirements of Relay (forest and sprint) courses and legs including splitting methods.

- Outline the differences in event arena requirements for Sprint, Middle and Long Distance, and Relay events, including quarantine requirements.

- Outline the process to ensure the planned courses will meet the required course winning times for the range of age classes on offer.

- Advise course planners of the requirements when planning courses.

3.2.2 Session Content

1. Event formats - Long, Middle, Sprint (including Knockout), Relay (forest and sprint)
2. General principles of course planning
   a. Course structure and spectator controls
   b. Placement of controls
   c. Requirements for refreshments on the course
3. Technical suitability of a map for a proposed event
4. Getting the courses right – difficulty (technical and physical)
   a. Age classes, course lengths and winning times
5. Managing the review of planned courses including control descriptions
   a. Selecting start and finish areas
   b. Draft courses
   c. Field checking courses
   d. Use of GPS in checking courses in the field
   e. Finalising the courses
   f. Placing and checking controls for the event

3.3 Event Planning and Organisation

3.3.1 Learning Objectives

At the completion of this module the Controller will be able to:

- Prepare an arena diagram

- Understand the requirements for finish chutes, results processing and the display of results, both at an event (electronic or otherwise), on a website and in other media.

- Describe how the start draws should be undertaken and the factors that have to be considered before approving the final start list. (see also Expectations of Elite Events)

- Be aware of the types of problems that can occur with courses/controls, and how they are best managed.

- Explain the factors to be considered in processing anomalous results.

- Apply OA's Risk Management Policy to a Group A event, including the preparation of a Risk Management Plan.

- Explain the need for contingency plans as part of Risk Management.

- Understand the basic features of the IT systems used to manage an event – online entry (Eventor), SPORTident and event management software

- Discuss the key features of an event evaluation plan.

3.3.2 Session Content

1. Arena and other event layout requirements including
   a. Finish area
   b. Start area
   c. Parking area
   d. Environmental issues
2. Risk Management and Safety
   a. Health and Safety Guidelines
   b. Safety of event officials including during event planning
   c. Safety of competitors
   d. Search and Rescue Planning
3. Online and IT Systems
   a. Online entry management – Eventor
   b. Event Timing
   c. SPORTIdent Unit Management
   d. Use of SI Air
   e. Managing the Start Draw
4. Results Management Managing Issues at the event – delegation in advance
   a. Competitor mis-punches and disqualifications
   b. Missing or late competitors
   c. Managing course problems
   d. Cancelling a course
5. Confirming the Results
6. Awards and Presentations

3.4 Orienteering Mapping and Map Production

3.4.1 Learning Objectives

At the completion of this module the Controller will be able to:

- Explain the application of orienteering map specifications in map production, printing and course printing.

- Assess suitability of a map for each orienteering event format, including scale and symbol specifications to be used.

- Understand the differences between old and new IOF mapping specifications when maps are upgraded. Describe the standards to be followed when producing an orienteering map, including minimum symbol sizes and distances between them.

- Explain the process to print orienteering courses on a map, both for individual and relay courses, including assessment of colours and print resolution.

3.4.2 Session Content

1. Orienteering Map Specifications – ISOM 2017 and ISSprOM
2. Required Map Scales
3. Orienteering Map Production
    a. Mapping and cartography tools
    b. Source data for orienteering maps
    c. Generalisation, legibility, accuracy, details
4. Preparation of Course Maps
    a. Course planning software
    b. Course markings
5. Map Printing – Paper, Legibility, Colours, Check prints
6. Standards and Quality Control

3.5 Expectations of Elite events

3.5.1 Learning Objectives

At the completion of this module the Controller will be able to:

- Describe the aims and objectives of elite competitions.

- Outline the different and extra event formats used in elite events, e.g. mass-start, multi-loop races, chasing starts, red group and block start draws.

- Discuss the course attributes which elite competitors will find satisfying.

- Outline the specific requirements for arena design for elite events, including the layout of assembly area, spectator controls, recognition of sponsors, the direction and placement of the finish chute, the needs of all stakeholders, based on the guidelines set out in the Leibnitz Convention.

- Outline the requirements to promote and publicise elite competitions using the internet and social media networks.

- Outline the need for the timely presentation and publication of the results of events and related competitions.

3.5.2 Session Content

1. Expectations of Elite competitors when racing.
2. The different and extra event formats, e.g. mass-start, multi-loop races, chasing starts, red group and block start draws; including the issues that can arise.
3. The requirements for arena design, including the layout of assembly area, spectator controls, recognition of sponsors, the direction and placement of the finish chute, public commentary at events, the needs of all stakeholders, based on the guidelines set out in the Leibnitz Convention.
4. The requirements to promote and publicise elite competitions using the internet and social networks.
5. The need for the timely presentation and publication of the results of events and related competitions, including the timely reporting of results for World Ranking Events.
6. Australian races – considerations for National Orienteering League organisers and controllers.
7. World Ranking Events and other events where IOF rules may apply.

3.6 Fairness and Equity

3.6.1 Learning Objectives

At the completion of this module the Controller will be able to:

- Identify potential unfairness and inequity, and corrections required

- Explain changes required to correct potential unfairness and inequity

- Assist Event Organisers in how to handle complaints

- Chair a jury should a complaint escalate into a protest

- Provide constructive feedback to both event officials and competitors

- Assess when a course may require cancellation

- Assess how and whether to fix a problem on a course partway through a race

- Distinguish between unfair behaviour by an individual and unfair outcome for a range of competitors

- Apply Orienteering Australia Rules when making these decisions

3.6.2 Session Content

1. Fairness in orienteering
2. Fairness and interpretation of the Orienteering Australia rules and IOF rules
3. Guidelines for cancelling a course
4. Complaints and Protests Process
   a. Dealing with complaints
   b. Jury appointment and management
   c. Publishing protests and their outcomes
5. Dealing with competitor disappointments
6. Conflict resolution and jury decisions examples
7. Jury Decisions group discussion

4 Useful Links and Resources

Resource	Source
Competition Rules for Orienteering Australia Foot Orienteering Events	OA Operational Manual
IOF Control Descriptions	IOF Website
IOF Control Descriptions Australian Edition	OA Operational Manual
International Specification for Orienteering Maps ISOM 2017-2	https://orienteering.sport/iof/mapping/
International Specification for Sprint Orienteering Maps ISSprOM 2020- 2	https://orienteering.sport/iof/mapping/
Guidelines For Mapping and Course Planning in Complex Urban Structures on Sprint Orienteering Maps	IOF Website
National Orienteering League Rules and Organisers' Guidelines	OA Operational Manual
Test sheet for assessing print quality for orienteering maps	https://orienteering.sport/iof/mapping/
Forbidden Orienteering Map Features	Australian Orienteer – June 2020
State Association Web Sites – Event and Technical Guidelines	Various
Controller Report Template	Appendix 13 – OA Foot Orienteering Rules
Complaint Protest Form	IOF Document
Jury Guidelines in 2019	IOF Document
Cancelling-a-competition	IOF Document
Managing an Event with Mixed Punching	SPORTIdent UK
IOF SportIdent-Advice-for-Event-Advisers-and-Controllers-July-2015	IOF Document
Fair Play – IOF Video	https://youtu.be/oy83NEr7g8A (you need to paste the link into a browser)
IOF Fair Play Principles	IOF Website https://orienteering.sport/iof/fair-play

Version History

Version	Author	Comments	Date
1	Jenny Casanova	Initial release	14/11/2022
2	Craig Steffens	Amended Personnel section	27/11/2002
3	Craig Steffens	Logos added to page 1. TOC refreshed.	13/12/2022