

# Responsibilities of the Event Controller

## Club & OY Events

Latest update 3<sup>rd</sup> September 2020.

### INTRODUCTION

Thank you for agreeing to control an event for PAPO. This document is for use by PAPO Controllers at all "Club" and "OY" events whether SportIdent is used or not.

It contains the following sections:

- A list of the main responsibilities of the Controller
- A checklist of tasks with timeframes for their completion

Most events involve a Planner, a Controller, a Chief Organiser, and a member of the SportIdent team. Championship Events also involve an overall Convenor. You will need to keep in close contact with all of these people to run a successful event.

### RESPONSIBILITIES OF THE CONTROLLER

The Controller is the representative of the competitors. The Controller ensures that:

- rules are followed in accordance with the guiding principle of sporting fairness,
- mistakes are avoided, and
- procedures are enacted to ensure the safety of all competitors and the public.

Although the Controller works in close collaboration with the Planner and the Chief Organiser, the Controller has the overall authority to require adjustments to be made in order to satisfy the requirements of the event. The Controller has the deciding voice in all matters pertaining to fairness and safety.

All official information sent out must be pre-approved by the Controller.

#### **As a minimum, the Controller must:**

- Supervise the general organisation of the event and ensure that the Rules are adhered to.
- Check the quality of the map and supervise any updating or re-mapping which may be required.
- Provide advice to the Planner and ensure that the courses will be ready well ahead of time.
- Approve the courses and all control sites after assessing their safety, and quality (including degree of difficulty, control siting, chance factors and map correctness). N.B. If necessary, Controllers should actually run sufficient courses to ensure that lengths are appropriate.
- Check that the control descriptions correctly describe the control sites.
- Check the suitability of the Start area, map issue point, and Finish.
- Ensure that all control stakes and flags meet safety and visibility criteria.
- Ensure that on the day of the event all controls are correctly positioned.
- Ensure that drinking water is supplied on the course if the course is long and/or the weather forecast is for hot weather.
- Ensure the safety of all competitors and the public by following the PAPO Health and Safety Policy (as adopted from ONZ) detailed as follows:

- ensure that there is safe access to the event and that the requirements of the Road Safety Plan are complied with.
- complete the Hazard Identification and Emergency Procedure forms including map reference for emergencies, safety bearing and course closure time. There is a laminated copy in the camper.
- ensure that the appropriate information is displayed on the camper .There are Velcro dots on the side of the camper to attach these forms to.
- ensure that all Helpers are correctly briefed with regards to Health and Safety issues and Emergency Procedures.
- ensure that Starters are correctly briefed and are informing competitors about any specific safety issues.
- ensure competitors are carrying whistles and know how to use them.
- prevent competitors without suitable clothing or equipment from starting (e.g. in bad weather).
- match finishers with starters, liaising with the Planner with respect to control collection and initiating and controlling any search and rescue operation.
- plan for and control the rescue of any injured competitor.
- be present throughout the event, or if called away from the event centre deputise a suitably qualified person.

**Note:**

Tips for planning good courses and PAPO's Mapping and Cartography Guidelines for those who wish make map corrections themselves are available as part of the PAPO Planners Guide. It is strongly recommended that you are familiar with that document in addition to this.

## A CHECKLIST OF TASKS WITH TIMEFRAMES FOR THEIR COMPLETION

### 2 MONTHS BEFORE THE EVENT

1. Discuss and agree on course options, the Start/Finish area, and event directions with the Planner.
2. Discuss any course or road safety issues and formulate a specific road safety plan in conjunction with the Planner and in accordance with the PAPO Road Safety Plan.
3. Notify the Chief Organiser of any special considerations and signposting requirements.
4. Order specialised Road Safety Signs if required.
5. Check for map accuracy with the Planner. If an OCAD map, are map changes necessary? If so, arrange for a fieldworker and cartographer to correct any issues in OCAD through the Mapping Co-ordinator. If you wish to make these changes yourself, see Appendix 3 of the Planners Guide for PAPO's guidelines in this area.
6. Be familiar with Health and Safety Policies as adopted from ONZ. Especially the HARM form (base information for event safety), and the Missing Person Plan (which includes fire evacuation procedures).

### 2+ WEEKS BEFORE THE EVENT

7. Re-check sites and courses at the venue, and finalise the courses together with the Planner.
8. Ensure the event (if an OY) meets all obligations of the NZOF guidelines.
9. Check the electronic files of all course maps and control descriptions (including the Course Closure time) for accuracy.

## 1 WEEK BEFORE THE EVENT

10. Check draft maps of each of the courses from the printer with the Planner before giving the printer the final go-ahead to print everything.

## THE DAY BEFORE AND ON THE DAY

11. Collect and place any specialised Road Safety Signs.
12. Check the placement of all controls.
13. Arrive back at the Registration area well before the first start.
14. Complete the Hazard Identification and Emergency Procedure forms and ensure that the appropriate information is displayed prominently on the camper.
15. Brief the Chief Organiser on any specific issues relating to the event particularly with reference to safety.
16. Ensure Starters are correctly briefed (check the written instructions that have been supplied by the Planner to the Starters) and are informing competitors about any specific safety issues.
17. You will need to help during the day at Start/Finish etc.
18. Be available for ruling on disputed clip cards.
19. Ensure that all requirements of the Health and Safety and Road Safety Plans are being complied with.
20. In liaison with the Planner, decide on timing for collection of controls. It is recommended that Controls not be collected from courses until all competitors from that course are accounted for, however the ultimate decision rests with the Controller. The Controller is responsible for the coordination of any and all search and rescue procedures. There is a copy of the Missing Person and Fire Evacuation document in the caravan.
21. Pick up and return any Road Safety Signs at the end of the event.

## THE NEXT DAY/WEEK

22. Be prepared to check any incorrect clip cards for correctness if Sport Ident was not used.
23. Ensure that a copy of your Controllers report is sent to the map keeper.

## CANCELLATIONS:

- The Controller is responsible for any decision to cancel or postpone the event.
- It is felt that promotional events should be postponed in bad weather.
- For Club/OY events, the event should go ahead, unless deemed dangerous e.g., consider wind chill, visibility, stream crossings etc.
- If the weather is marginal, there must be a clothing check for those going out.
- Postponements/cancellations need to be made by the Controller by 7:30am and passed to the PAPO Event Co-ordinator or President for action.