

RESPONSIBILITIES OF CONTROLLER – CLUB & OY EVENTS

RESPONSIBILITIES.

The Controller is the representative of the competitors. The Controller ensures that rules are followed in accordance with the guiding principle of sporting fairness, that 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.

Duties of the Controller are

- a. To supervise the general organisation of the event and to ensure that the Rules are adhered to.
- b. To check the quality of the map and supervise any updating or re-mapping which may be required.
- c. To provide advice to the Planner and to ensure that the courses will be ready well ahead of time.
- d. To approve the courses after assessing their safety, quality, including degree of difficulty, control siting and equipment, chance factors and map correctness. (If necessary, Controllers should run sufficient courses to ensure that lengths are appropriate.)
- e. To check that the control descriptions correctly describe the control sites.
- f. To check the suitability of the Start area, map issue point, controls and Finish, and to ensure that on the day of the event they are correctly positioned.
- g. **To ensure the safety of all competitors and the public by:**
 - i. following the PAPO Health and Safety Policy.
 - ii ensuring that there is safe access to the event and that the requirements of the Road Safety Plan are complied with
 - iii completing 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.
 - iv. ensuring that the appropriate information is displayed on the camper .There are Velcro dots on the side of the camper to attach these forms to.
 - v. ensuring that all Helpers are correctly briefed with regards to Health and Safety issues and Emergency Procedures.
 - vi ensuring that Starters are correctly briefed and are informing competitors about any specific safety issues
 - vii (in other than Park or Street Events) ensuring competitors are carrying whistles and know how to use them
 - viii preventing competitors without suitable clothing or equipment from starting (e.g. in bad weather).
 - ix matching finishers with starters, liaising with the Planner with respect to control collection and initiating and controlling any search and rescue operation.
 - x. planning for and controlling the rescue of any injured competitor
 - xi. being present throughout the event.

Note:

The principles of course planning are available from either Appendix 3 of www.mapspport.co.nz/tc/nzoftech.html or as a hard copy in the NZOF Competition Rules which are available from the club Event Co-ordinator.

2 MONTHS BEFORE THE EVENT:

- 1 Contact Planner to discuss course combinations.
- 2 Discuss safety issues and formulate a specific road safety plan in conjunction with the Planner and in accordance with the PAPO Road Safety Plan. Notify the Chief Organiser of any special considerations and signposting requirements.
- 3 Order specialised Road Safety Signs if required
- 4 Check for map suitability. If an OCAD map, are map changes necessary? If so, arrange field corrections and supply them to the Map Keeper a minimum of 3 weeks prior to event.

2 WEEKS BEFORE THE EVENT:

- 1 Check courses, control sites and safety issues with Planner.
- 2 Complete Safety Information notices, arrange printing and delivery to Planner for attachment to maps
- 3 Check control descriptions.
- 4 Ensure the event (if an OY) meets the obligation of the NZOF guidelines.

ON THE DAY:

- 1 Collect and place any specialised Road Safety Signs
- 2 Assist with placement of controls. Do this the day before if necessary.
- 3 Complete the Hazard Identification and Emergency Procedure forms and ensure that the appropriate information is displayed prominently on the camper. Check Safety Information notices are attached to maps.
- 4 Brief the Chief Organiser on any specific issues relating to the event particularly with reference to safety.
- 5 Ensure Starters are correctly briefed (use written instructions) and are informing competitors about any specific safety issues.
- 6 Check master maps are correct and that they contain control descriptions and any corrections.
- 7 You will need to help during the day at Start/Finish etc.
- 8 Be available for ruling on disputed clip cards.
- 9 Ensure that all requirements of the Health and Safety and Road Safety Plans are being complied with.
- 10 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 search and rescue procedures.
- 11 Pick up and return any Road Safety Signs at the end of the event.

CANCELLATIONS:

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

END