



## ORGANISERS RULES FOR ALL ORIENTEERING EVENTS ONSW Manual 4.3

A. RISK MANAGEMENT .....	3
B. OVERVIEW .....	4
1. Which Events Do These Rules Apply To? .....	4
2. Official's Code of Conduct .....	4
C. PREPARING FOR THE EVENT .....	4
1. Event Safety .....	4
a. Introduction .....	4
b. Responsibility .....	5
c. Safety of Officials .....	5
d. Drinking water .....	5
e. Traffic .....	6
f. Course design .....	7
g. Punching systems .....	8
h. Map Layout and Safety .....	8
i. Event invitation, program or information provided to competitors before they start ..	8
j. Being prepared in case a competitor is injured or a search is needed .....	9
k. Driving to and Parking at the event .....	11
l. Electricity .....	11
m. General hygiene .....	11
n. Sun Protection .....	12
o. Other assembly area risks .....	12
p. Mountain Bike Orienteering – additional safety requirements .....	12
2. Respecting the Environment and Land Owners .....	12
a. Restricted Areas and Routes .....	12
b. Environmental Code of Practice .....	13
3. Entry, Event Information and Registration .....	14
a. Entry .....	14
b. Event Entry Fees .....	15
c. ONSW Event Levies .....	16
d. Competitors Rules (ONSW Manual 4.1 and 4.2) .....	16

D. 3-4 DAYS (OR MORE) PRIOR TO THE EVENT .....	16
E. DURING THE EVENT - SAFETY .....	17
1. Organiser's mobile phone.....	17
2. Stopping the event for safety reasons .....	17
3. Reconciliation of starters and finishers .....	17
4. Emergency action.....	17
F. AFTER THE EVENT .....	18
1. Results, thanks, etc .....	18
2. Incident management.....	18
3. First aid kit replenishment.....	18
4. Event Reporting.....	18
G. DEALING WITH CONTINGENCIES.....	19
1. Responses to Extreme Weather Conditions .....	19
a. High Fire Danger .....	19
b. Extreme High Temperatures .....	19
c. Poor Air Quality.....	20
d. Extreme Low Temperatures, together with Rain/Snow or High Winds.....	20
e. Heavy Rain .....	20
f. High Winds .....	20
g. Lightning .....	21
2. Event Cancellation .....	21
3. Conflict with the Public or Landowners .....	22
H. SEARCH PROCEDURES .....	23
1. Preliminary Search .....	23
a. Introduction .....	23
b. Preliminary Search Coordinator memory jogger.....	23
c. Essential preparations for search.....	24
d. Preliminary search pattern .....	25
e. Briefing – search teams & control collectors.....	25
f. Contacting emergency services .....	26
g. Upon locating a lost person.....	26
h. Termination of preliminary search .....	26
2. Police Search .....	27
a. Introduction .....	27
b. Conduct of police search.....	27
3. Emergency Contact Numbers.....	27

These Rules should be read in conjunction with other Resources on the ONSW website:

- Organisers Rules - Foot Orienteering which have rules for specific types of foot orienteering event in NSW;
- Various Event Management documents.

Square brackets in these Rules indicate references to paragraphs in the Orienteering Australia (OA) Competition Rules. Unless specified otherwise, the Foot Orienteering rules are cited.

## A. RISK MANAGEMENT

The organiser is responsible for implementing risk management. The organiser may delegate risk management actions to others in the organising team.

As an overriding principle, if there are safety concerns, an event must be rescheduled, modified, or cancelled.

For a small scale event the organiser must, at the very least: read and consider these Rules, note items they need to action and act on them. For a larger scale event, a written risk management plan is invaluable. Sample risk management plans are available on the ONSW website's [Event Management Documents page](#).

The following points must be considered and, if appropriate, addressed as part of the organiser's risk management planning.

- Consult with landowners regarding any hazards of which they are aware.
- Consider the suitability of the assembly area for access in adverse weather conditions (e.g. wet weather, flooding, access in potential fire danger conditions).
- Identify any hazards in the area which will affect courses (e.g. busy roads, dangerous cliffs, mine shafts, electric fences). Mark features with flagging tape on the ground as required. Avoid dangerous areas or situations (e.g. high cliffs, deep water crossings) in course-setting.
- Plan adequate water controls for the expected weather conditions – see C.1.d below.
- Consider under what conditions the event would be cancelled, either in total, or some courses cancelled or modified (e.g. due to extreme weather or other dangerous conditions such as bushfires or floods).
- Determine who will be Search Coordinator, in case a search is required.
- Check mobile phone coverage of event area.
- Obtain emergency contact information relevant to event area (police and hospital are compulsory, see section C.1.j.iii for relevant links).
- Determine access to the area which can be used if a competitor is injured or lost, this may require obtaining keys from landowners to locked gates. If access to parts of the area is difficult, consider how you will bring out an injured person (e.g. do you need to ensure that a number people able to carry a stretcher stay until all competitors finish).
- Determine the signage required, (e.g. directional with adequate warning information prior to turn-offs), and other safety signs (e.g. Runners on Road).
- Consider what other risk management issues need to be addressed.

See also ONSW's COVID-19 Safety Plan. The COVID-19 Safety Plan overrides these Rules where there is a conflict between the two documents.

## B. OVERVIEW

### 1. Which Events Do These Rules Apply To?

These Rules apply to the organiser, course setter, controller and any other official at any orienteering event conducted under the auspices of Orienteering NSW (ONSW).

For some events organised under the auspices of ONSW one of the following rules will be binding. Where a conflict occurs, these Rules shall take precedence.

- Competition Rules for Orienteering Australia (OA) Foot Orienteering Events;
- Orienteering Australia Competition Rules for MTBO Championship Events;
- Competition Rules for International Orienteering Federation (IOF) Foot Orienteering Events; or
- Competition Rules for International Orienteering Federation (IOF) Mountain Bike Orienteering (MTBO) events.

Where an event organised under the auspices of ONSW, but OA or IOF rules are binding, competitors shall be notified that these ONSW Rules apply. This should be done in Bulletin 1 or the Invitation.

### 2. Official's Code of Conduct

This section comprises extracts from Orienteering Australia's [Member Protection Policy](#) (the Official Code of Conduct). It relates to each person on the organisation team at an orienteering event. *Italics indicate ONSW additions to the OA Policy.*

You must ... in ... your conduct ... as an *event* official:

- 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.
- *Not be under the influence of alcohol or drugs.*

## C. PREPARING FOR THE EVENT

### 1. Event Safety

These rules have been reviewed by a doctor and a search & rescue expert; both of whom are also orienteers. They have been updated as part of the Board's review of incidents reported to ONSW.

#### a. Introduction

These rules are to be used at all ONSW sanctioned events, including those organised by affiliated clubs, in order to ensure the safety of participants and those involved in event organisation.

The purpose of these rules is to ensure:

- event organising personnel are aware of processes necessary to manage event safety;
- hazards are recognised and removed or managed at the event planning stage as far as practical;
- all participants are made aware of potential hazards as far as practical;
- participants know what to do if they get lost or have an accident; and
- organising personnel know what to do in case of an accident or participant becoming lost.

## **b. Responsibility**

All organising personnel and participants are responsible for safety.

At the event planning stage, the event organiser and course planner are responsible for implementation of all safety procedures. The organiser must stop, postpone, or cancel a course if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators. At events for which a controller has been appointed, the controller has final authority.

All event organisers, course planners and event controllers shall be made aware of these guidelines prior to commencing event planning. The NSW Office shall distribute these rules to event organisers, course planners and controllers. Distribution can be direct, via club secretaries or event series coordinators. Accredited controllers are expected to be aware of the existence of these rules and to ensure they are enforced.

## **c. Safety of Officials**

As well as worrying about the safety of competitors, all officials need to consider their own safety. This particularly applies to officials away from the event arena such as the mapper, course planner, controller, starters, marshals and controllers. Matters to be aware of include the following;

- Undertaking activities in a manner appropriate for the weather conditions (consider both hot and cold weather).
- Taking a whistle (if this is expected of competitors on the area).
- If no one else is on the map, leave a map with a responsible person indicating where you will be, plus expected time of return. Take a mobile or satellite phone and/or a GPS-enabled personal locator beacon (PLB) with you.
- If you are in the forest where shooters might be present or in an area with vehicle traffic, high visibility clothing should be worn.
- If working with others, know where each other will be working, expected time to meet, etc.
- In some instances, car parking assistants might need to wear high visibility clothing.

## **d. Drinking water**

*This section and other references in Event Safety to drinking water do not apply to MTBO. OA Rules for MTBO say: In MTBO competitors are expected to carry their own water. For long MTBO events where the expected temperature is expected to exceed 25°C, organisers may provide refreshments at appropriate locations [MTBO Appendix 3, 2.1-2.2].*

[The remainder of this section is based on Foot O Appendix 4, section 2.]

### ***i Water on the courses***

If you have to place water in the forest, the location of the water is one of the first things to consider when planning courses – water is heavy!

Orienteers should be able to drink before a race and when they are thirsty. If the estimated winning time is more than 30 minutes, or for a score event longer than 45 minutes, refreshments shall be available at least every 25 minutes at the estimated speed of the winner [19.8]. For those events where the expected temperature is expected to exceed 20°C, organisers should provide refreshments at more frequent intervals appropriate to the expected event temperature.

At least pure water of suitable temperature shall be offered as refreshment. If different refreshments are offered, they shall be clearly labelled.

- The volume of water provided should allow for 200-300 ml per competitor passing through a drinks point.
- The sharing of drink containers should not occur and competitors should not be able to immerse their hands in water supplied for drinking. To this end, water at events must not be supplied in open containers such as garbage containers. Refreshments at events should be supplied in sealable containers, preferably with taps.
- Refreshments shall be dispensed in disposable cups. The cups should be discarded after use so that they cannot be reused and in such a way as to pose no environmental problems.
- Competitors may be encouraged to carry their own water supply or cups on courses, but this in no way diminishes the responsibility of organisers in supplying enough drinking water and disposable cups for all competitors passing through the drinks point.

For minor, urban events water could be provided by marking public taps and bubblers on the map (use the blue x or asterisk (ISOM 2017) symbol). For major and more significant minor events, drinks shall be located at controls or compulsory crossing points.

### ***ii Water at the start***

Drinks shall be provided at the start (of a foot orienteering event) if it is more than ten minutes' walk from the registration area for the average competitor. [22.13]

## **e. Traffic**

Traffic is a significant safety issue in most urban foot events, some non-urban foot events and most MTBO events.

Where traffic is a significant safety issue, participants should be reminded to obey all Traffic Rules. The Competitor's Rules require competitors to do this.

### ***i Traffic and children***

Attention needs to be given to courses planned for competitors under 16.

Urban courses for M/W14 classes and below should avoid traffic if speed limits are above 40km/h or above 30km/h when there is kerb-side parking. Traffic is avoided if traffic marshals or time out controls are used for road crossings. Where urban courses do not avoid traffic, organisers should refuse entries from under 12s without adult supervision. If organisers of non-urban events expect competitors for these age groups to encounter traffic, similar considerations apply.

## **ii Traffic in competition area**

Course planners and controllers must bear traffic conditions in mind when setting courses. Actions can include:

- setting up 'time-out' SI units to allow the deduction of the time the competitor takes to cross the road;
- avoiding legs where competitors will go along the access roads to the assembly area, in particular at MTBO events;
- crossing roads at an angle (i.e. controls are set to allow competitors to run alongside the road until there is a safe break in traffic);
- where competitors cross roads in the bush, setting up signs warning drivers of runners;
- marking pedestrian crossings on the map (e.g. with a crossing point symbol).

Particular attention needs to be given to courses planned for competitors under 16 or over 55 years of age.

Any traffic marshals used to stop public road traffic must have a [Traffic Control Photo Card](#). Closure of a road requires a traffic management plan. These are beyond the resources of almost all orienteering events.

## **f. Course design**

The following points should be considered to ensure competitor safety.

- Consider the needs of competitors on Very Easy and Easy courses first, as it is sometimes difficult to find areas of a map with sufficient linear features for those courses. Do you need to tape some legs? Should there be 'wrong way, go back' signs on tracks?
- Courses other than Hard should have collecting features near the control to minimise risk of competitors moving too far from their course. This particularly applies for controls on legs near the edge of the map.
- Animal control fences can prove difficult and dangerous for some competitors to cross. Where necessary courses should be set to avoid the need to cross fences or crossing points should be provided.
- "Straight is great" is a common competitive catchcry so course planners should be wary of setting legs which may encourage competitors to do careless things such as tackle a cliff descent.
- Planners should avoid setting controls very close to the edge of the map – particularly where the boundary features are not very distinct.
- Sometimes controls may need to be used, for example, to funnel runners around dangerous areas.
- Because people lose flexibility and balance control as they age, courses for older age groups should avoid steep descents or ascents such as erosion gullies or very rocky areas.

Features that are dangerous enough to cause permanent disability or death must be marked on the map. Usually, this will be with an out-of-bounds or forbidden to cross symbol (see ISOM, ISSprOM, ISMTBOM). Sometimes, it might be necessary to use another symbol (e.g. a rocky pit symbol for dangerous mine shafts). If this is done, all competitors must be notified. Where possible, the line between controls should be moved from a straight line to avoid out-of-bounds or forbidden to cross features.

### **g. Punching systems**

The type of punching system used can have implications for search party effectiveness. This increases in importance to dangerous terrain, remoteness, possibility of hyperthermia or hypothermia.

Control cards – there is no way of knowing where a missing competitor is on their course.

SIAC Air+ - the only way of knowing where a missing competitor is on their course is by having radio controls on the course.

Sportident punching – all SI units can be interrogated to see if a competitor has punched. This can be done by bringing them to the finish or by taking a finish lap top and equipment out to the controls.

### **h. Map Layout and Safety**

The map for each course shall provide all necessary safety information to participants. This could cover the following points.

- For bush events, safety bearing printed prominently on the map.
- For all events: the map should prominently show “In emergency ring: (the organiser’s mobile number)” and the organiser should have their mobile switched on. It is likely that those involved in, or witness to, an incident will have access to a mobile phone. If the event is outside mobile coverage, the local police shall be contacted before the event and the police number listed on the map.
- Course Closure time; for daytime bush events, this should be at least an hour before sunset.
- Event specific information, e.g. busy roads, dangerous cliffs, areas with mineshafts and how they are identified, marked crossing points which competitors should use, forbidden routes.
- The area on each competitor’s map should have definite boundaries (roads, tracks, rivers, major creeks, cliff lines, etc) so that competitors cannot stray too far outside the mapped area. If necessary, a larger scale locality map should be included on the map. The map should indicate the nature of terrain on the perimeter of the map. For example, if the perimeter is a fence, it should show the paddock on the other side of the fence.

### **i. Event invitation, program or information provided to competitors before they start**

Event specific safety information must be prominently displayed at events and in pre-race information – in event information on website or posted to orienteers, at the registration, at the start or clear and check. Event officials (e.g. starters) should tell competitors of particularly important information.

#### ***i Contact information on websites***

If someone is lost and obtains outside assistance, they will want to ring the organiser. The information in Eventor and other websites should include something along the lines of:

Contact Phone Number: Joe Bloggs 123 456 789

Contact Phone Number: At event, Joe Bloggs 123 456 789

Other times: Joe Bloggs 1234 5678(H)

(If organiser doesn’t normally use a mobile)



Contact Phone Number: At event: Lithgow Police 9876 5432

Other times: Joe Bloggs 1234 5678(H)

(A police number should be used when the event is outside the mobile phone network. If the event is not in mobile phone coverage, the local police must be notified).

## ***ii Map set up information***

Information in the section on Map Layout and Safety that can be conveyed simply (e.g. course closure time) should be included in the program or conveyed orally at the start.

## ***iii Traffic***

Organisers should issue a specific risk warning, where appropriate, along the lines of "Competitors are likely to encounter traffic. Orienteering can involve haste and distractions (map reading) that increase the risk of accidents."

## ***iv Starting times***

Organisers of events with pre-drawn start times should note that it is ONSW policy to offer split start times (of at least 2 hours plus time to the start where this is a considerable distance) to parents of young children if this is requested at the time of entry. To facilitate this, one of the parents may be started with club helpers up to 90 minutes before the first normal start.

Organisers can allocate early start times to participants who have a history of poor navigation and slow times.

Start times for classes on the easy and very easy courses could be early in the start lists and not have gaps within, or between, the classes (this does not apply to competitors who are being shadowed).

At events with no allocated start times, organisers could request that competitors on easy and very easy courses start between specified times.

## ***v Drinking water***

At events where water is required, competitors shall receive basic information about its location or lack of availability before they go to the start. For example, the event information could say "Water will be provided at a control approximately half-way around each course and at the finish. The start is only 5 minutes' walk from registration, so water is not provided at the start."

## ***vi Whistles***

The Organiser, having regard to the nature of the terrain or weather conditions, may give notice that a whistle shall be carried by all competitors. In such circumstances a competitor not carrying a whistle should not be permitted to start the race.

Where whistles are required or recommended, organisers might want to remind competitors that if you hear three whistle blasts or 'cooees' you should investigate, if safe to do so, and report it to the event organiser. (See Competitors Rules).

# **j. Being prepared in case a competitor is injured or a search is needed**

## ***i Reconciliation of starters and finishers - roles***

The organiser is responsible for deciding which method will be used to record who has started. The methods include: collecting registration card stubs, checking off a start list, ensuring competitors punch a check SI unit or one of the start SI units.

The starters must ensure that competitors comply with whichever the method is used to record that they have started.

The starters must return the relevant card stubs, start list or SI units to the finish team as soon as possible after last start.

The finish team shall reconcile the starters' record of who has started against the participants that have finished (i.e. results). If there is a discrepancy, the finish team must tell the organiser.

## ***ii Medical and first aid***

Organisers should:

- obtain contact information for medical and other emergency services relevant to the event area;
- make themselves aware of members with first aid/medical qualifications; and
- for pre-entry events have access to contact details for all entrants (if using Eventor, this is on the Entries tab in the Excel spreadsheet produced by Event Overview: Export to Excel).

The following are mandatory for all events.

- A fully stocked first aid kit. It should contain copies of the NSW Search Procedure and three clean whistles.
- Phone number of the nearest hospital with an emergency department (see [MyHospitals website](#)).
- A mobile phone that works at the finish or a plan to quickly contact emergency services if needed.
- The ability to drive to all areas that have vehicle access. In some areas, this might mean having a designated vehicle capable of negotiating all access tracks that can be used for retrieving injured competitors and the organisers being able to quickly obtain keys or combinations to locked gates.

The need for the following must be considered by event organisers.

- Having a designated and qualified first aid person available at the finish. Each club should keep a register of members' first aid, paramedic, nursing or medical qualifications. Clubs should and support members to gain first aid qualifications. This is MANDATORY for events with more than 500 entries.
- Having a GPS unit available at the finish, so that emergency services can be told the precise location of a seriously injured or ill person (winching out by emergency helicopter might be possible).
- A stretcher and air splints. These should be taken to all major events at remote locations. Clubs can borrow these from the NSW office.

## ***iii Search or transport of an injured competitors***

As part of the event preparation the following should be available at events to assist a search or the transport of an injured competitor.

- Enough copies of the Search Procedures, so that all potential preliminary search team members can make notes on a copy of the procedures during their briefing. The club's first aid kit might be a logical place to store the copies.

- Complete set of all course maps and a map of all controls available at the finish to be used to assist a search;
- Copies of a topographic map, street directory or access to internet maps that cover the area surrounding the orienteering map;
- Phone number of the nearest police station (see [NSW police website – you need to scroll down](#)) and nearest hospital with an emergency department (see [MyHospitals website](#)).
- Mobile phones with the Emergency+ app (which will give you a GPS position even if it does not have mobile coverage).
- If weather conditions might be adverse or darkness might fall, nominated team leaders who have gear relevant to the expected adverse conditions.

Where mobile phone coverage is limited or not available, search parties should have a GPS enabled Personal Locator Beacon. And organisers should consider whether to bring a satellite phone and/or UHF radios– preferably at least 3 radios. ONSW has radio equipment available. Ensure batteries are charged.

#### **k. Driving to and Parking at the event**

The approach and exit routes of all vehicles should be assessed. There is the need to get vehicles in efficiently and parked safely. Measures must be in place to ensure turning orienteers' vehicles do not stop dangerously on main country roads whilst waiting to turn, traffic does not 'back up' onto main roads or block junctions. Bush and farm tracks should be safe to drive on.

Car parks need to be sufficient to get all vehicles parked and leave room for emergency vehicle ingress and egress. The layout may include an empty lane every X number of cars. Leave as much space as possible between vehicles, particularly campervans, in case of fire.

#### **l. Electricity**

The biggest concern at events is wet weather. Electrical items, power boards, plug connections, etc should be protected from water getting on them.

If using a generator: follow the instructions and warnings, locate the generator so it is convenient but not in a public area, avoid long extension leads and place leads so pedestrians and vehicles are unlikely to cause damage and stop the generator when refuelling.

Extension cords should be designed for outdoor use and should not be damaged. Cable runs and connections must be suitably protected from the weather. Cables must be of the correct rating for their function, and joints must be protected. There should be protection from all traffic going over them – vehicle and pedestrian. Any cables above head height, e.g. travelling between tents and buildings, must be securely supported.

All electrical equipment should be regularly tested and tagged.

When plugging into power: if the status of a circuit breaker is unknown the organiser can insert a power breaker at the head of the extension lead. These are inexpensive.

#### **m. General hygiene**

- It is the responsibility of all orienteers and event officials to maintain strict personal hygiene, as this is the best method of controlling the spread of infectious diseases.

- It is the responsibility of the organisers of an event to ensure that toilets, if supplied by organisers, should be kept clean and tidy. Adequate supplies of toilet paper, hand sanitisers and refuse disposal bins should be available at all times.
- All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Disposable surgical rubber or plastic gloves shall be provided by the event organiser for use by anyone required to handle equipment which has also become contaminated with blood (e.g. control cards or maps).

#### **n. Sun Protection**

The NSW policy on sun protection relates to officials, competitors and spectators. See ONSW Rule 10.4: [Sun Protection Policy](#).

#### **o. Other assembly area risks**

Particular care should be taken with:

- tent guy ropes – which can be a trip hazard, especially near the finish download;
- gas barbeques – see [Victorian government advice](#); and
- hidden holes, especially in the finish chute.

#### **p. Mountain Bike Orienteering – additional safety requirements**

Additional requirements apply to MTBO. In NSW, any of Orienteering Australia's [MTBO Rules and Guidelines](#) that relate to safety apply to all MTBO events. These include particular 6.2, 15.3, 15.9, 16.2, 16.5, 20.1, 20.3, 22.10-11, 25.2, 25.13, Appendix 1 (1-6; “traffic rules” in 6 means the [NSW Road Rules](#)), Appendix 3 and Appendix 6 in relation to Competition Safety.

## **2. Respecting the Environment and Land Owners**

### **a. Restricted Areas and Routes**

[section 17 OA Foot O rules, section 16 OA MTBO rules]

See also ONSW Competitors and Mapping Rules in relation to Restricted areas and routes.

All persons connected with the event must follow ONSW rules to protect the environment and respect private property and other areas land owners do not want orienteers to enter. Under this Rule and OA rules:

- Out-of-bounds or dangerous areas, forbidden routes etc shall be marked on the map. If necessary, they shall also be marked on the ground. Competitors may not enter, follow or cross such areas, routes or features.
- Compulsory routes, crossing points and passages shall be marked clearly on the map and on the ground. Competitors shall follow the entire length of any marked section of their course.
- In MTBO, riding off the track or trail except across open areas mapped as item 839 (open land permitted to ride) is disallowed. The event organiser may advise competitors of a variation to this rule.

ONSW allows organisers to disqualify orienteers who breach the rules on restricted areas and routes after the results of an event are finalised. Such disqualifications may be based on evidence such as split times, GPS routes, complaints from other persons. Before this provision is used, the organiser must give the orienteer right of reply (eg by email).

ONSW (President and Technical Director) may disqualify repeat out-of-bounds offenders for a period of time or from all events in a series. Before this provision is used, ONSW must give the orienteer a warning and right of reply.

## **b. Environmental Code of Practice**

This section is based on OA's Environmental code of practice [Appendix 7, paragraphs 6.1-6.4]. OA and IOF MTBO Rules also have an Environmental Mandate [34].

### ***i Area selection***

In selecting areas for orienteering the following points should be considered

- Whether there are any areas currently in use by the land owner/manager or that have environmental, indigenous or cultural significance, which should have restricted or conditional access or no access at all, including:
  - farming, grazing and cropping;
  - indigenous art, relics and sacred places;
  - environmentally significant or sensitive landscapes;
  - fragile terrain or flora that could be damaged, particularly if there are special, rare or endangered species;
  - weed transmission;
  - wildlife habitat and nesting places;
  - historic artefacts.

Such areas should be identified with landowners/managers, rangers, environmental groups and indigenous elders and may need to be avoided, have restricted access (e.g. keeping to roads/tracks) or have conditional entry (eg shoes must be cleaned due to prevent spread of pathogens transported in soil).

It is noted that the above matters should be canvassed when the area is first mapped and any issues identified at that stage and recorded for future reference. ONSW recommends all maps are stored on the ONSW Map Database and that a document with landowner details, safety issues, environmental considerations be stored with the map.

- Whether an area is capable of sustaining the scale of the proposed event without excessive impacts on the physical environment or conflicts with other users.
- Where seasonal sensitivities exist, for example, due to wildlife breeding, lambing or other rural operations or climatic extremes, schedule events in those areas to avoid sensitive periods.
- Once an area has been selected, regular liaison must occur with the relevant owner or manager to ensure their requirements are incorporated into planning for the event from the early stages. When necessary, relevant permits must be obtained and organisers must ensure that everyone associated with the event is aware of the conditions that may apply.
- Overusing the same area or control sites by holding too many or too frequent events on an area. Clubs and State Associations should be wary of providing maps to organisations that might repeatedly set similar courses on that map.

### ***ii Access and parking***

- Consult with land owners and managers on selection of parking and assembly areas.

- Check that roads and tracks are adequately formed for the number of vehicles expected. Adverse weather conditions must be considered.
- Clearly define prescribed routes across open areas and provide attendants to direct and control parking.
- Vehicles must not be parked in areas of long dry grass or crop stubble if there is a risk of fire caused by hot exhausts.
- Manage gate closure by signs or attendants.
- Ensure that stock, wildlife and flora are not adversely affected by the movement of vehicles or people.
- Car pooling should be encouraged.

### **iii Infrastructure**

- Signs must never be nailed to trees because of the danger to felling and milling operations and also the risk of introducing disease into the tree.
- Secure permission to use pit toilets and agree siting. Portable toilets may be required in water catchment areas, areas of high public use, environmentally sensitive areas and on land where the management authority or owner does not permit pit toilets.

### **iv Courses**

- Ensure competitors do not enter areas with access restrictions by careful course setting, use of out-of-bounds areas, taping or marshals.
- If there are no access restrictions, avoid areas where problems may ensue. Examples from past events include:
  - Obvious route choices that could be susceptible to erosion or damage, particularly after/during heavy rain;
  - In bush areas, avoid setting dog legs or short legs with no route choice in vegetation that can be trampled, or placing controls on steep, erodible slopes. This particularly applies when the control is close to a track, because members of the public might follow the tracking leading to long-term damage.
  - Garden beds;
  - New plantings by bush regeneration groups;
  - Setting controls close to private property boundaries that are unclear on the ground;
  - Mangroves.

## **3. Entry, Event Information and Registration**

### **a. Entry**

All competitors shall register in accordance with ONSW Event Registration templates.

If a competitor does not provide the required safety information and “read and accept” the Risk Warnings, Waivers and Statements, the competitor must be prohibited from starting.

Required information for safety purposes is:

Information	How to collect the information	
	Enter on the day events (Hard copy)	Eventor
Competitor's name	ONSW Registration Card	Eventor
Course	ONSW Registration Card	Eventor
Competitor's (mobile) phone number	ONSW Registration Card	Eventor (most orienteers include their phone numbers)
Vehicle registration number	ONSW Registration Card	Not collected
Emergency contact number	ONSW Registration Card	Eventor

First time entrants, who do not enter using Eventor, must also fill out a Membership/Casual Registration Form even if they do not intend to join a club.

### b. Event Entry Fees

While entry fees at events are at the discretion of the organising club it is important that these be kept as low as possible. Maximum entry fees per day for members of an orienteering club are as listed below, unless special approval is granted by the Board. Clubs should consider all the components of cost for their event before settling on an entry fee.

Minor FootO Events	Senior Maximum
Enter on the Day (includes MetrO League events)	\$12
Pre-entry	\$15

Major FootO Events	Senior Maximum
Enter on the Day (Moderate, Easy or Very Easy)	\$13
Enter on the Day (Hard course) fee is the same as the pre-entry rate below	
Pre-entry (Xmas 5 Days)	\$22*
State League event or equivalent	\$25
Badge Event, NSW Sprint and Middle Champs	\$30
NSW Long Championships	\$35

\* Note that each day of the Xmas 5 Days shall be considered as a separate event for the purposes of calculating event fees

MTBO Events	Senior Maximum
Minor event	\$20
Super Series Event or equivalent	\$30
NSW Long Championships	\$35

The Board may approve a higher fee than the maximum listed above on application of the organising club before invitations are prepared but such an increase would require adequate justification including a detailed budget and any supporting information. Land use or licence fees set by landholders may be reasons to justify an increase.

Entry fees for all events are required to be shown in the Event invitation.

For pre-entry to major events, reduced entry fees as below should be charged:

Sub-juniors (under 13)	50% of senior fee
Juniors (under 21)	67% of senior fee
Family maximum	equivalent to two Seniors & one Junior

To be entitled to obtain the family maximum rate not more than two seniors may be included.

Reduced entry fees for juniors or sub-juniors at other events are at the discretion of the organising club, subject to the below on events that form part of a series, and are strongly encouraged.

Where an event forms part of a series (e.g. Sydney Summer Series), clubs should adopt the fee levels set by the Series Coordinator for reasons of consistency.

ONSW suggests the following standard add-ons:

Non-member surcharge for competitors who are not members of a NSW or other orienteering club	\$3 to \$10
Extra maps	\$2
Sportident stick hire	\$4

Group entry fees should be based on one member of the group paying a single entry fee, either as a member or non-member. Extra maps may be purchased to share amongst the group.

#### **c. ONSW Event Levies**

ONSW collects a combined levy on events to cover the costs of Public Liability insurance, promotion, administration and OA levies. No separate payment is made by clubs to OA. Details of ONSW Event Levies (including any OA component) is found in [section 2.1](#) of the Manual.

#### **d. Competitors Rules (ONSW Manual 4.1 and 4.2)**

Organisers should enforce the Competitors Rules.

### **D. 3-4 DAYS (OR MORE) PRIOR TO THE EVENT**

An event may be cancelled or amended for safety reasons. These will generally arise from adverse weather or a landowner deciding that it is not safe to conduct the event. Guidance on what to do if extreme weather is a likely, is given in section G1 Extreme Weather.

Leading up to any event, the organiser must consider if the weather forecast indicates:

- the event should be cancelled; or
- if actions might be needed during the event to protect competitor's safety.

Weather forecast information is best obtained from the Bureau of Meteorology website ([www.bom.gov.au](http://www.bom.gov.au)). [NSW National Parks](#) has a list of alerts, including closed areas of national parks due to fires, floods and other causes. Forestry Corporation has a similar [webpage](#).

Section G2 (Event Cancellation) section outlines what to do if a decision to cancel is made and lists some non-safety reasons why an event might be cancelled.



## **E. DURING THE EVENT - SAFETY**

### **1. Organiser's mobile phone**

The organiser, or whoever's mobile phone is shown on the competitors' maps, must have their phone turned on and carry it at all times during the event.

### **2. Stopping the event for safety reasons**

Under some circumstances it may be necessary to stop, postpone, cancel or curtail the extent of an event. The decision must be made by the Organiser in consultation with the Controller (if one is appointed). This decision can be subjective and time critical. ONSW notes that:

- the following OA Rule applies at all ONSW events: "The organiser must stop, and postpone or cancel a race if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators." [26.12]
- if two key officials (eg Organiser and Controller) do not agree on whether to cancel, ONSW policy is that the event must be cancelled.

Should it be necessary for an event to be cancelled whilst in progress (e.g. flash flooding) then a systematic plan must be implemented to identify and locate all persons in the event area and ensure that they are found and evacuated from the area. Sections G1 (Extreme Weather) and H (Search Procedures) of these Rules are relevant.

000 is designed to be used in life threatening situations. If the Organiser believes a person is genuinely missing or there are concerns for the person's welfare, ring 000. If in doubt, ring 000 anyway - IT WILL NEVER BE WRONG TO CALL 000.

### **3. Reconciliation of starters and finishers**

The organiser is responsible for ensuring that all starters have finished. Until this occurs, members of the organising team should remain at the finish.

### **4. Emergency action**

Emergency action may be required if a competitor has not returned to the finish by course closure time, if family or friends believe a competitor is significantly overdue or another participant reports that a competitor has been injured and requires assistance.

If at any time, a search is needed section H (Search Procedures) of these Rules shall be used.

000 is designed to be used in life threatening situations. If the search coordinator believes a person is genuinely missing or there are concerns for the person's welfare, ring 000. If in doubt, ring 000 anyway - IT WILL NEVER BE WRONG TO CALL 000.

For injured participants, the event organiser/first aid personnel should complete an "Assistance Required Report Form" or similar. Ambulance services should be contacted according to the nature of the injury, and in this instance retrieval of injured competitors should be done in consultation with ambulance staff. Otherwise, retrieval should be undertaken in consultation with members with first aid/medical knowledge at the event.

See also section H.3 below 'Emergency Contact Numbers'.

## F. AFTER THE EVENT

### 1. Results, thanks, etc

The organiser is responsible for ensuring results of the event are promptly published on Eventor. Publication of splits in Winsplits and/or Attackpoint, courses on Livelox (or similar), photos, blogs etc is good practice. An email to competitors to announce results posting is desirable, especially if you want competitors to do something – complete a survey, put their route on Livelox.

It is also good practice to thank volunteers, land owners, etc.

### 2. Incident management

An [Incident Report Form](#) must be completed and submitted to ONSW for any *significant* or *critical* incident.

*Significant* incidents include:

- person lost and potentially, if not actually, requiring a search
- person missing
- serious injury (eg worse than a sprained ankle)
- significant loss or damage to property
- conflict with a landholder which might undermine the sport's relationship with the landholder
- public reports of 'misconduct' by orienteers.

A *critical* incident involves one or more of:

- death
- life-threatening or permanently-disabling injury
- a police search
- exposure to significant legal or reputational risk
- other activity likely to attract substantial outside attention from the media or elsewhere).

Important: In the case of a *critical* incident the ONSW and/or Orienteering Australia Presidents (or appropriate substitutes) should be informed as soon as possible (see websites for contact details).

Refer to Orienteering Australia's Operation Manual 1.27 [Management of Critical Incidents](#) for more information.

If you are in doubt about the need to submit the Incident Report Form, please do so – the reports help to reduce possible future incidents.

### 3. First aid kit replenishment

A fully stocked first aid kit must be at each event. Ensure that any first aid items used are replaced. The kit should also contain four copies of the search procedures and three clean whistles for use by search parties.

### 4. Event Reporting

Each organiser must complete an ONSW [Event Report Form](#) – both for Finance and for Event & Risk Management (see [ONSW Manual](#) 2.1).

## G. DEALING WITH CONTINGENCIES

### 1. Responses to Extreme Weather Conditions

Consideration must be given to cancelling or modifying events in extreme weather conditions. ONSW rules are not specific about what to do in extreme weather as an appropriate course of action can depend on a variety of circumstances. For example, decisions could differ between a long distance championship in a remote forest location and an informal urban sprint. Appropriate responses may include:

- cancellation of the event;
- rescheduling of the event to a more suitable time (e.g. early morning on a hot day);
- modification of the event (e.g. making it non-competitive); and/or
- modification of the courses (e.g. shortening courses).

Any decision would have to take into account:

- advice from police or emergency services; and
- the likelihood of the problem conditions prevailing during the event.

#### a. High Fire Danger

Organisers must make a considered decision regarding event cancellation or modification if a total fire ban is in place for the NSW Fire Area in which the event is taking place.

Where a catastrophic fire danger rating is in place, all events in bush fire prone areas must be cancelled. Bush fire prone areas include areas surrounding bushland. Whether a location is in a bush fire prone area can be checked on the Rural Fire Service [website](#).

If there is a bushfire which is in, or could move into, the competition area the event must be cancelled and appropriate steps taken to get any competitors out of areas in danger.

When planning events in forest areas during seasons where high fire danger is common, possible evacuation routes should be considered in planning assembly areas, e.g. avoid location on north sides and tops of ridges, have more than one possible evacuation route and don't use dead end locations for assembly areas.

For further information see [NSW Rural Fire Service](#) (fire danger levels, total fire bans and current fires website).

For events conducted in State Forests, the [ONSW/Forests NSW MoU](#) says "At times of extreme fire danger or bushfire risk, Orienteering NSW will contact the appropriate Region to confirm the status of such areas."

#### b. Extreme High Temperatures

Organisers must make a considered decision regarding event cancellation or modification if the temperature during the event will be greater than 35° C.

If the event continues in any form:

- more water points may need to be provided or in urban areas, taps or bubblers shown on the map.
- competitors and event officials should be made aware of the [Heat Guidelines](#) published by Sports Medicine Australia.

The main points to note in the Sports Medicine Australia guidelines are as follows.

- Young children (<13), older participants (>40) and those with predisposed medical conditions, are less able to cope with exercise in hot conditions.
- Adequate water needs to be consumed, before, during and after any sporting activity. In particular, during the event water should be available at no greater than 15-20 minute intervals, and this time should relate to slower participants not the faster.
- Participants should be encouraged to reduce the intensity of their effort.
- Both the temperature and humidity need to be considered.

### **c. Poor Air Quality**

There are times when air quality is so poor that sensitive people or all people should not exercise strenuously, eg when there are significant bushfires nearby. The NSW Government publishes [Air Quality Index readings](#), forecasts and an [explanation](#) of what the Index means. If an [air quality alert](#) is in force, organisers must make a considered decision whether to warn people in affected sensitive groups, to only allow non-competitive orienteering or to cancel the event.

### **d. Extreme Low Temperatures, together with Rain/Snow or High Winds**

Organisers must make a considered decision regarding event cancellation or modification if the temperature is less than 5 °C and is unlikely to increase during the event time.

The Organiser, having regard to the nature of the terrain or potential weather conditions, may require that a:

- thermal top; and/or
- hooded waterproof jacket or similar weatherproof garment

shall be worn or carried throughout the race by all competitors. In such circumstances a competitor not carrying such a garment shall not be permitted to start the race, and a competitor finishing the race without such a garment shall be disqualified.

If such climatic conditions are possible, competitors should be notified in the event information or, in exceptional cases, by email to competitors before the event. Competitors and event officials should be aware of Victorian Government information on [winter sports & cold related injuries](#) and [hypothermia](#).

Space blankets should be included in first aid kits.

### **e. Heavy Rain**

Organisers must make a considered decision regarding event cancellation or modification if:

- access routes are rendered difficult, dangerous or impassable;
- tracks used in the competition, in particular for MTBO, are dangerous; or
- creek/river crossings on the course become difficult or dangerous.

### **f. High Winds**

Organisers must make a considered decision regarding event cancellation or modification if winds are forecast above 75 km/h or if winds are strong enough to be dangerous (e.g. branches are breaking off trees). If winds reach or are expected to reach 50 km/h (e.g. whole trees in motion), organisers should check the assembly and start areas for material, especially tents, that may potentially cause damage.

If very high winds strike unexpectedly the following advice was issued by the Bureau of Meteorology:

“Seek shelter in a building (not a car or caravan) immediately. If no shelter is available, lie flat in low dry spot (ravine or ditch) or under a low bridge. Protect your head. As a last resort, hang on tightly to the base of a shrub or small tree.”

If appropriate, competitors should read this text before starting.

### **g. Lightning**

Thunderstorms are usually localised and are of a relatively short duration. If a danger of lightning strikes is imminent, organisers should:

- delay starts; and
- direct people at the assembly area into vehicles and delay the event until the thunderstorm moves on.

If thunderstorms are forecast, organisers should display and otherwise make competitors aware of the following text:

#### Lightning strikes – safety (from [Bureau of Meteorology](#))

If you are outside:

- Seek shelter in a 'hard-top' (metal-bodied) vehicle or solid building but avoid small open structures or fabric tents. Never shelter under small groups of (or single) trees.
- Avoid water and objects that conduct electricity (eg. golf clubs, umbrellas, metal fences).
  - If no shelter is available crouch down, feet close together with head tucked down. If in a group spread out, keeping people several metres apart.
  - Remember, lightning victims can be revived with CPR (cardiopulmonary resuscitation) even though there is no pulse.

If you are in a car:

- Stay in vehicle with windows closed. Avoid touching metal parts of vehicle. Do not drive, wait. But don't park under trees or other tall objects that may fall over in storm.
- Be wary of downed power lines that may be touching your car. You should be safe in the car but may receive a shock if you step outside.

ONSW encourages organisers to allow competitors to be compensated for time lost if they take shelter during a thunderstorm.

## **2. Event Cancellation**

Under some circumstances it may be necessary to reschedule, modify, or cancel an event. The decision must be made by the Organiser in consultation with the Controller (if one is appointed). This decision can be subjective and time critical. The section on 'During the Event – Safety' deals with cancellation of an event once the event is in progress.

Any decision to reschedule, modify, or cancel an event should be made as far in advance as practical and be well publicised.

Cancellation may be required for safety or other reasons such as:

- petrol strike
- loss of permission to use the area - the [NSW National Parks & Wildlife Service website](#) has a list of closed areas of national parks due to fires, floods and other causes.
- impassable roads or a risk that roads or tracks may be damaged – the ONSW arrangements with Forests NSW and National Parks & Wildlife Service require orienteering organisers to rectify damage to roads.

Any decision would have to take into account:

- advice from police or emergency services,
- advice from landowners; and
- the likelihood of the problem conditions prevailing during the event.

The timing of the decision to call off the event should take into consideration the location of the event in relation to where competitors may be travelling from. Where competitors are likely to have booked accommodation, the decision should, if at all possible, be made at least 24 hours in advance. For a weekend event, ONSW prefers that at least one event on the weekend should have all-weather access.

Where uncertainty exists some time before the event, options such as putting pre-entries on hold should be considered.

Once a decision has been made, as many competitors as possible should be notified using email, SMS, the ONSW website and/or any other appropriate method. Don't forget to advise any other organisations that are planning to attend the event, e.g. first aid, caterers, O-gear shops, media.

If the event is cancelled at short notice, the organising club **MUST** ensure that a manned check point on the access road to the event area is maintained on the day of the event to explain the situation to participants.

Where an event is cancelled and entry fees have already been paid, competitors can claim a refund, less any payments that have necessarily been made by the organising club.

### **3. Conflict with the Public or Landowners**

This procedure covers the steps to be taken in order to resolve a dispute, between landholders and/or a member of the public and the organisers of an orienteering event. The aim of the procedure is to ensure a fair and timely resolution of a dispute, keeping in mind that co-operation of landholders and/or members of the public is important to the success of the sport of orienteering.

1. A dispute that is brought to the attention of any competitor or a member of the organising club should first be reported to the Event Organiser for resolution. It is desirable if the dispute cannot be resolved at this step for documentation of the conflict to be prepared.
2. If the Event Organiser cannot resolve the dispute, then it should be immediately conveyed to the Executive members of the organising club for resolution.
3. If the Executive members of the organising club cannot resolve the dispute, then it should be referred to the ONSW President.

4. If the ONSW President cannot resolve the dispute then it should be forwarded to the ONSW Board for consideration.

## **H. SEARCH PROCEDURES**

These procedures have been developed with input from an orienteer with expertise in bush search and rescue. They are written to be picked up, read and used in an emergency situation. It is desirable, but not essential, for a Preliminary Search Coordinator to be familiar with the procedures beforehand.

Each club shall make copies of these procedures and take them to all events organised by the club. Each search team member should be able to make notes on a copy of the procedures during the briefing. The club's first aid kit might be a logical place to store the copies.

### **1. Preliminary Search**

#### **a. Introduction**

A preliminary search must, at the latest, be commenced ONE HOUR after course closure time. It can be commenced earlier, e.g. if someone is reported as being out for an extraordinary length of time.

It is essential that ONE person coordinate a search. This Preliminary Search Coordinator is the central point of contact for everyone. The Preliminary Search Coordinator shall:

- stay at 'base' for the duration of the preliminary search
- have all known information about the overdue/injured participant told to them
- allocate all roles and tasks
- ensure that all searchers report back to the Preliminary Search Coordinator when they complete their task - this so the Preliminary Search Coordinator knows a task is complete (even if it did not find anything) and to ensure all searchers are accounted for; and
- be prepared to brief the Police if the search is handed over to the Emergency Services.

When a Preliminary Search Coordinator is coordinating a search, they should have no other role in the organisation of the event (ie someone else takes over any other role they have).

The Coordinator should have the skills and experience to be accepted as being in charge during a potentially stressful period. The Controller is a logical person to perform this role. If there is no pre-determined "Preliminary Search Coordinator" the Event Organiser, Controller and/or Course Planner should designate one as soon as the possible requirement is recognised.

The organisers shall begin to gather the information below as soon as possible, thereby getting any search moving at the earliest possible time. Many of our events occur when daylight is limited.

#### **b. Preliminary Search Coordinator memory jogger**

The Preliminary Search Coordinator must use the following as a check list. It lists tasks which might be relevant in a preliminary search; any irrelevant ones can be ignored.

- Ensure that sufficient experienced and fit people remain at the event should a search be required. Ideally, they will be in addition to control collectors.

- Decide whether people designated to collect controls should form part of the search party. The Competitors Rules suggest that waiting at a control is a good option if you are lost. If normal control collection continues, they must be briefed regarding any people known to be still out after course closure.
- Ascertain and check that the participant has not returned, and a search is warranted by:
  - Double checking start lists with finish lists
  - Checking with family, friends and colleagues
  - Calling the participant's mobile phone if available
  - Checking whether the participant's car has gone.
- Gather as much information as possible about the participant:
  - Course
  - Age
  - Fitness level
  - Experience and competence
  - Any known/perceived medical conditions.
  - Clothing the participant is wearing, watch? whistle?
- Obtain a copy of the course and compare actual completion times and estimated completion time for the participant.
- Narrow the possible search area by asking if anyone has seen the participant while competing.
- Consider likely points of error/hazards and estimate likely distance travelled.
- Consider likely perimeters that the participant might have made their way to if lost; bordering roads, tracks etc.
- Consider where the participant might be if they followed the safety bearing.
- If SportIdent, with normal (not touchless) punching, is being used, it is possible to establish from the SI units on their course which controls were last visited. Retain the services of a SI expert to carry out this task once SI stations have been collected. The SI units must be retained at the search base until all searching is complete.
- If touchless (SIAC Air+) punching is used, any radio controls should show whether a competitor has passed that control.
- Consider daylight remaining.

### **c. Essential preparations for search**

- Establish a search base (e.g. event tent, vehicle) to which all searchers will report.
- Plan search.
- Identify and assemble search personnel.
- Appoint search team leaders.
- Brief leaders and other search personnel. (see Briefing section)
- Record names of all searchers.
- If mobile phone reception is available, set up a mobile network (swap numbers) between the search base and as many of the search teams as possible.



- Ensure base remains staffed.

#### **d. Preliminary search pattern**

There is a wide variety of orienteering maps and events. In the past, most preliminary searches have been at bush events - a suggested search pattern is:

**Team 1:** Perimeter or road search (by vehicle) - maintained until an agreed time unless advised.

**Team 2:** Sweep the missing person's course in the direction of the course following likely route choices and 'possible' areas. Report back to search base on completion.

**Team 3:** Sweep the missing person's course in reverse direction and 'probable' areas. Report back to search base on completion.

All teams should consist of between 2 and 4 people.

As search teams will be calling out and carefully looking for a person, it is likely that Teams 2 and 3 will take 2 or 3 times longer than the winning time to make the search.

If normal punching is used, the SI units on the missing person's course should be collected during the preliminary search. If there are more orienteers available and capable of searching, they should form teams to collect controls (or possibly just the SI units for interrogation). The units should be kept until the preliminary or police search coordinators says they can be released. These collection teams and the search teams need to be briefed on who is collecting what.

#### **e. Briefing – search teams & control collectors**

- Details to be covered:
- Information relevant to the missing person –name, age, sex, clothing, fitness, medical conditions, time out on course, experience.
- Area to be searched – have maps prepared
- Recommended search pattern.
- Allocated time for initial search.
- Command and communication system.
- Any special instructions.
- Searchers should be instructed to pause frequently, looking ahead, back and side to side while using voice, calling out person's name. Searchers should not use whistles to avoid confusion except as directed in the two points below.
- Instruct teams that, in the event of finding participant and requiring further assistance, use normal whistle call for help: 3 one second whistle blasts at one second intervals; repeated at one minute intervals. (See Upon Locating a Lost Person below)
- Each team must carry water, extra clothing and an emergency first aid kit containing a compression bandage, triangular bandage and space blanket, and a torch.
- If participant is found and cannot be moved, at least one searcher must remain with participant, while another reports to the search base.
- All searchers must return to the search base by the predetermined time.
- If the person is found, the search base should, if possible, communicate with other search teams by phone or radio. If this is not possible, the recommended signal for

searchers to return to base is 3 short blasts of a car horn every 1 to 2 minutes or whistles.

- The search procedure remains in place until the lost participant is accounted for and all searchers have reported back.

#### **f. Contacting emergency services**

000 is designed to be used in life threatening situations. If the search coordinator believes a person is genuinely missing or there are concerns for the person's welfare, ring 000. If in doubt, ring 000 anyway - IT WILL NEVER BE WRONG TO CALL 000.

#### **g. Upon locating a lost person**

Once the missing person is found:

- If you come across an **injured person in the bush** the following injuries **MUST** be treated only by trained first aiders or emergency services. Keep the injured person warm and dry and summon assistance, but do not move them and definitely do not encourage them to walk out - this can make their condition worse and, in some cases, kill them.

This applies to these types of injuries:

- Hypothermia (over exposure to cold).
- Hyperthermia (over exposure to hot conditions).
- All leg injuries more serious than a rolled ankle. That means dislocations, possible fractured bones, bad sprains or strains or major bleeding.
- Eye, head, chest, abdominal or back injuries.
- Any "high velocity injury", such as falling down a cliff or being hit by a car.
- Snake or spider bite
- The missing competitor is likely to be worried, frightened, upset, disorientated, tired, hungry, cold or wet. Reassure them and tell them help is on the way. Get a message to the search coordinator that you have found an injured person, the location and any suspected injuries. If you must send somebody to go for help make sure you have at least one person to remain with the injured person.
- The Search Team approaching him/her must be sympathetic and reassuring, use his/her name – do not add to their fear and do not chastise.
- Missing person must receive any basic treatment necessary to prevent worsening of their condition and provide comfort until evacuation.
- Such treatment must include first aid, food, warmth and shelter – the missing person must not be left alone once found.
- If the person is uninjured or is safe to move proceed to the search base with the found person.

The search base should be informed by phone or radio or, if appropriate, by sending one person from the search team back to base.

#### **h. Termination of preliminary search**

The search will be terminated on the recovery of the missing person and the return of all search personnel to the search base. All people who have been informed of a search must be informed of its conclusion.

If the initial search fails to locate the missing person, the search coordinator must ring 000 and commence the police search process.

## 2. Police Search

### a. Introduction

To commence a police search, the Preliminary Search Coordinator shall:

- Notify the police that a person is overdue at an orienteering event.
- Notify an available emergency contact for the missing participant (e.g. home telephone number)
- Ensure that all information is on hand and up to date for the briefing of the police.
- Support the search as required by the police.
- Ensure at least one member of the ONSW Board is informed (the Board's phone numbers are on the ONSW website).

### b. Conduct of police search

- On arrival of the police, the Preliminary Search Coordinator provides all recorded information and gives a verbal report to the police.
- Police assume full control of search from that point.
- The Preliminary Search Coordinator co-operates with police.

The Police will want to use appropriately accredited emergency workers for the search. It is unlikely they will use orienteers.

## 3. Emergency Contact Numbers

In the case of serious injury or the need to organise a police search ring 000.

You will be asked which emergency service you require. If the person is injured, ask for ambulance. For a search, ask for police.

You will be asked for a street and cross street. If this is not relevant, say it is a remote area and give GPS references, grid reference from a topographic map or clear directions on how to get to the area. Consider arranging for an experienced orienteer to meet emergency services at an easy place to find, if there is any possible confusion where emergency services should go.

---

Reinforces the importance of safety considerations, particularly as relates to rescheduling, modifying, or cancelling an event.

Minor typo corrections.

August 2022