ORGANISERS' RULES - FOOT ORIENTEERING EVENTS
ONSW Manual 4.4

Square brackets in these Rules indicate references to paragraphs in the Orienteering Australia (OA) Competition Rules.

A. WHICH EVENTS DO THESE RULES APPLY TO?

These Rules apply to the organiser, course setter, controller and any other official at foot orienteering events conducted under the auspices of Orienteering NSW (ONSW). These Rules apply to particular events as outlined within these Rules.

For international, national and major events organised under the auspices of ONSW one of the following rules will be binding. For major events, where a conflict occurs, these Rules shall take precedence.

- Competition Rules for Orienteering Australia (OA) Foot Orienteering Events;

- Competition Rules for International Orienteering Federation (IOF) Foot Orienteering Events; or

- At a NSW Championships, if these Rules are applied and there is a conflict with the OA Rules, competitors shall be informed of this in the Invitation.

These rules are to be used in addition to Orienteering NSW's 4.3 Organisers Rules for All Orienteering Events.

B. NATIONAL AND INTERNATIONAL EVENTS

1. Event Structure and Responsibilities

a. Introduction

From time to time, Orienteering New South Wales (ONSW) is asked to plan and organise national or international events or carnivals. The Australian Championships Carnival or the Australian 3-Days are each allocated to NSW every six years or so. In 2007 NSW organised the Junior World Orienteering Championships and in 2009 the World Masters Orienteering Championships. The Board allocates these events to a Club, group of Clubs or an Organising Committee (the latter in accordance with the Constitution of ONSW – section 15).

Such events require a level of planning and organisation well beyond that normally employed for a State level 'Major Event'.

b. Event types

The International Orienteering Federation on application by Orienteering Australia (OA) allocates International Events. This usually follows a request to OA from a state Association that the event is applied for on behalf of that state.

National Events (Australian 3 days, Australian Championships carnival, National Orienteering League Events) are allocated by OA either on a rotation through the states as determined by OA or in response to a request from a state (in the case of National Orienteering League events).

For either international or national events, once an event has been allocated to a state, the IOF or OA retain oversight (usually through appointment of an IOF Event Advisor and/or National Controller) but operational matters devolve to the state.

c. Board

The ONSW Board has the ultimate responsibility, on behalf of ONSW, for the successful execution of all events. As such, it is responsible to ONSW members and to OA for the technical, financial and operational performance of the event, and the safety of all competitors and officials.

Specifically, the Board is responsible for the following.

- Allocation of the event/carnival to an appropriate club, group of clubs or an organising committee.

- Appointment of key officials, in particular the Organiser. The Board appoints the Organiser, but usually delegates further organising committee appointments to this person subject to Board approval of the key positions.

- Appointment of the appropriate Overall Controller for the event.

- Determination of the scope of the event. In particular, the number and type of events to be conducted (unless this is otherwise determined by IOF or OA requirements).

- Approval of the overall Event Budget.

- Approval of the event centre/s and areas to be used.

- Contractual terms with OA, IOF or other peak body for whom the event is held.

d. Event/carnival organiser

The Organiser is responsible for the operational and financial performance of the event, within the guidelines set by the Board. Since the Board is ultimately responsible, the Organiser must not do anything that compromises the ONSW's (contractual) position.

e. Loans from ONSW to assist with up-front costs

To assist clubs with production of new maps or other major up-front costs for national or international events, ONSW may provide a loan to cover initial map costs until monies are recouped following the conduct of the event. Clubs considering requesting a loan should talk to the ONSW Secretary in regard to the application process, etc.

f. Reporting to Board

When the Organiser is appointed, the Board will specify the degree of reporting required. This will be based on the size and importance of the event.

g. Controller(s)

The qualifications of overall and assistant Controllers for National and International events are determined by OA and IOF rules – generally the overall Controller for a carnival must be accredited at Level 3 and approved by OA, and individual day Controllers must be accredited at Level 2 or higher and approved by ONSW [1.10]. For a summary of Controller requirements, see Appendix B.

C. MAJOR ONSW EVENTS

1. Introduction

Major ONSW events include the following.

- State League events, which include the NSW Championships, QB3, the NSW Schools Championships and the NSW Schools Sprint Championships. The State League rules in Section 2 apply to all these events. The championships and QB3 have specific rules in the sections below. Orienteer of the Year point score calculations are set out in Section 7.

- the Christmas 5 Days – see rules in Section 9; and

- major relay events, eg NSW Relay Championships, QB3 Relays – see C.1.a below.

- other events likely to attract significant numbers of interstate entries.

The NSW Foot Championships in long distance, middle distance and sprint will be **Badge events**. No other Major events will be Badge events.

Orienteering Australia's "**Competition Rules** for Orienteering Australia Foot Orienteering Events" apply. Where a conflict occurs, OA Rules shall take precedence, unless the ONSW Rules specifically state this is not the case.

A Controller shall be appointed by the organising club for all Major events before any significant planning/organising activities occur. Unless otherwise stated, the Controller shall be accredited at Level 1 or higher. For a summary of Controller requirements, see Appendix B.

Maps used for major events should be reasonably accurate and up-to-date.

For events other than NSW Schools and Schools Sprint Championships, **entries** will be accepted from any person. Membership of an affiliated club or other State Association or National Federation shall not be required.

Most competitors at Major Events will pre-enter. Enter-on-the-day courses should also be available, especially for Very Easy, Easy and Moderate courses.

To ensure that events are family friendly and to encourage coaching, **starts** for very easy and easy courses should be within a few minutes' walk of the arena and long walks to the start for other courses should be avoided if possible.

At NSW Championships allocated **start times** must be used. At other major events, allocated start times, queueing starts or mass starts can be used.

Where allocated start times are used, the competitors in the same class start singly at equal start intervals [12.1]. Spaces to accommodate late entries shall be left at the beginning of the age class [12.2]. To encourage family friendly events and coaching, competitors who are unable to start at their allocated start time should be allowed to start early or late, without time penalties.

The start interval for queueing starts should be 1 minute.

Starts are easier to manage if competitors punch a SI start unit when they start.

A **jury** can be formed from competitors at the event, preferably as soon as possible after a formal complaint has been rejected. Ideally, the jury members would be accredited controllers who did not run in the same class/course or are not in the same club as the people involved in the protest.

a. Relays

Major event relays will be contested by **club teams**. To be official, teams shall comprise members of that club (or another club if joint club teams are allowed by the organiser) and meet any class restrictions determined by the organiser. The class structure of the relay shall be determined by the organiser and approved by the Board.

Club relays have not been held in NSW for some years. Appendix A lists some ways of structuring classes.

b. Loans from ONSW to Assist with Up-Front Costs

To assist clubs with production of new maps or other major up-front costs for major events, ONSW may provide a loan to cover initial map costs until monies are recouped following the conduct of the event. Clubs considering requesting a loan should talk to the ONSW Secretary in regard to the application process, etc.

2. State League (Orienteer of the Year) events

a. Scope

These rules apply to all State League events that are sanctioned by ONSW.

State League events do not include National events at which NSW OY points are accumulated (e.g. the Elite courses at National Orienteering League events).

b. Course format and degree of difficulty

State League courses shall comply with the "Competition Rules for Orienteering Australia Foot Orienteering Events" in regard to:

- format (Long Distance, Middle Distance, Sprint) [see Appendix 8 of the OA Rules];

- degree of difficulty (Hard, Moderate, Easy, Very Easy) [see Appendix 1, clause 3 of the OA Rules].

In some terrains it may be difficult to set good courses in a long or middle distance format. Controllers should consult with the Technical Director if they believe this is the situation and want to set non-standard format courses.

In some urban areas it is impossible to set courses that meet the definition of Very Easy. Urban areas can have too much detail to allow controls at every turning point, or it can be difficult to secure controls at turning points. If the Controller believes this is the case, M10A, W10A, M/W10N and Open Very Easy can be run on the Easy course, with shadowing allowed in all these classes.

c. Course length

As guidance, ONSW has adopted the following course groupings and relativities of length. In setting courses, the planner and controller should assume the M21A winner will be of a similar standard to the person who ran the fastest time in the longest course at State League events in the recent past. Winning times for M21A should be:

Long Distance	75 minutes
Middle Distance	30-35 minutes
Sprint	12-15 minutes

The ONSW website's **Event Management guidance for course setters** has a table of winning km rates at recent state league events. Recommended winning times for each class/format are set out below.

Recommended winning times for NSW State League events (in minutes)

A Class	Men		
	Long	Middle	Sprint
10	15-20	20	12-15
12	20-25	25	12-15
14	35	25	12-15
16	50	25	12-15
18	60	25	12-15
20	70	25	12-15
21	75	30-35	12-15
35	70	30-35	12-15
40	65	30-35	12-15
45	60	30-35	12-15
50	55	30-35	12-15
55	50	30-35	12-15
60	50	30-35	12-15
65	50	30-35	12-15
70	50	30-35	12-15
75	50	30-35	12-15
80	40-50	30-35	12-15
85	40-50	30-35	12-15

d. Grouping of courses/classes

The following is ONSW's suggested grouping of courses and classes.

OY CLASSES ON HARD COURSES

Long Distance structure

Course	Class	% of M21A distance
Hard 1	M21A	100%
Hard 2	M20A	80%
	W21A	
	M35A	
	M40A	
Hard 3	M18A	70%
	W20A	
	W35A	
	M45A	
Hard 4	M16A	55%
	W18A	
	W40A	
	W45A	
	M50A	
	M21AS	
Hard 5	M55A	46%
	M60A	
	M65A	
	W50A	
	M35AS	
Hard 6	M70A	38%
	W16A	
	W55A	
	W60A	
	M45AS	
	W21AS	
Hard 7	M75A	32%
	W65A	
	W70A	
	M55AS	
	W35AS	
	W45AS	
	W55AS	
Hard 8	M80A	16%
	M85A	
	W75A	
	W80A	
	W85A	
	M65AS	
	W65AS	

Middle Distance structure

Course	Class	% of M21A distance
Hard 1	M21A	100%
	M35A	
Hard 2	M18A	80%
	M20A	
	M40A	
	M45A	
	M50A	
	M55A	
	W21A	
Hard 3	M16A	66%
	M60A	
	M65A	
	M70A	
	W16A	
	W18A	
	W20A	
	W35A	
	W40A	
	W45A	
	W50A	
	W55A	
	W60A	
	M21AS	
	M35AS	
Hard 4	M75A	52%
	W65A	
	W70A	
	M45AS	
	M55AS	
	W21AS	
	W35AS	
	W45AS	
	W55AS	
Hard 5	M80A	26%
	M85A	
	W75A	
	W80A	
	W85A	
	M65AS	
	W65AS	

Sprint structure

Course	Class	% of M21A distance
Hard 1	M21A	100%
	M16A	
	M18A	
	M20A	
	M35A	
Hard 2	M40A	74%
	M45A	
	M50A	
	M55A	
	M60A	
	M65A	
	W18A	
	W20A	
	W21A	
	W35A	
	W40A	
	W45A	
	M21AS	
Hard 3	M70A	57%
	M75A	
	W16A	
	W50A	
	W55A	
	W60A	
	W65A	
	W70A	
	M35AS	
	M45AS	
	M55AS	
	W21AS	
	W35AS	
	W45AS	
	W55AS	
Hard 4	M80A	30%
	M85A	
	W75A	
	W80A	
	W85A	
	M65AS	
	W65AS	

<mark>Yellow highlight</mark> = If the State League event is held in conjunction with a National Orienteering League event, Elite classes are required. There is no need to have a separate A class. OY points for the A class will be scored on the E course. Elite classes are offered, they may be longer than the corresponding A class, however the relative distances in the table above apply as if there was an M21A class with 75 minute winning time.

If a State League event is sanctioned by another State or Orienteering Australia, some NSW OY classes might not be offered. If this occurs, not all OY classes will accrue points for all State League events.

The shortest Hard courses in bush State League events should be tailored to the elderly and avoid areas that can be awkward for those orienteers with less flexibility and balance control. This includes steep, rough or thick terrain, climbing up or down cliffs or erosion gullies, etc.

OTHER OY COURSES

Course	Classes	Distance		
		Long	Middle	Sprint
		% of M21A distance		
Moderate	M14A W14A M Open B W Open B M Junior B W Junior B	35%	55%	76%
		km		
Easy	M12A W12A Open Easy	2.0 – 3.0	2.5	2.0
Very Easy	M10A W10A	1.5 – 2.5	2.0	1.5

NON-OY CLASSES

Pre-entry	M/W10N and Open Very Easy classes shall be offered on the Very Easy course.
Enter-on-the-day (bush events)	At least 3 enter-on-day courses (of Very Easy, Easy and Moderate standard) should be offered.
Pre-entry and/or enter-on-the-day (bush events)	Open classes on one or more Hard courses, e.g. Open Hard 2 can be offered.
Urban sprint events	At least one enter-on-the-day course should be offered at urban events.

IMPORTANT NOTE FOR ORGANISERS
To simplify life for your team and for ONSW staff compiling results and OY point scores, organisers shall use the formatting of course and class names exactly as they are specified above.
ONSW reserves the right to charge clubs for time spent reformatting results if this is not followed.

e. Course splitting

Courses with a large number of competitors can be split, particularly where the time between first and last start could exceed 2 hours 30 minutes. Based on recent class sizes, course Hard 3 in the Middle Distance format should be split if total entries are expected to reach 300 and a 2 minute start interval is used. It is recommended that splitting be achieved by grouping M16A, M60A, M65A and M21AS, (course length relativity 64%) and W18A, W20A,

W35A, W40A, W45A, W50A, W55A, W60A, M16A, M35AS and M70A (course length relativity 58%).

f. M/W10N

Orienteers in M/W10N shall be permitted to receive assistance on the course (shadowing or direct assistance) and shall also be given the opportunity to study their course with a parent or mentor for up to 10 minutes before their start time. M/W10N is not an orienteer of the year class. Times shall not be recorded for this class.

g. String course

A String course should be organised at State League events.

3. NSW Championships

NSW Championships in long distance, middle distance and sprint championships formats for both Foot and MTB orienteering should be conducted each calendar year. NSW Championships in other formats (relay, sprint relay, night, ultralong) can be held.

The NSW Schools and Schools Sprint Championships are not NSW Championships for the purpose of this rule.

The Controllers for NSW Championship events shall be accredited at Level 2 or higher and be endorsed by the ONSW Board [1.10]. The organising club should propose a Controller to the Board as soon as possible after the event is announced. It is preferred that the proposed Controller be from a different club to the event organiser and planner to maximise their independence. Where the proposed Controller is from the same club, the organising club should provide the Board with a justification as to why they are the best candidate and how the potential independence issues will be managed.

Enter-on-day courses should be provided, except at night championships. Entry on the day should be available for Very Easy, Easy and Moderate courses.

The Board prefers that **areas** used for long distance, middle distance and sprint NSW Championships are appropriate terrain for the format, have not been used for at least 2 years and that the map is accurate and up to date.

The first three placegetters in each class of a Foot NSW Championship (except Schools Championships) are to receive a place badge. The badges will be a standard design and size purchased by ONSW to ensure consistency across all applicable events. Each event organiser will be provided with badges 'on consignment' by ONSW and will be billed after the event for the badges used/not returned.

4. NSW Schools Championships

ONSW uses the NSW Schools Championships to encourage students from the regional Schools Championships to compete at a state level event.

Courses should be set so that all competitors enjoy the event, not just the winners - ie not too long, thick or difficult.

a. Conduct and responsibility

Orienteering NSW shall conduct the NSW Schools Championships each year. The ONSW Board can delegate decisions relating to events and marketing to schools etc to a sub-committee.

The organiser should consult the previous year's organiser. Ideally, the Controller should be an orienteer with recent junior orienteering event organisation experience.

Allocation of the NSW Schools Championships to a club (or clubs) should be made prior to the previous year's event and at least 1 year before the event. Schools Championships have additional requirements and marketing which makes this important.

b. Event and timing

The NSW Schools Championships should be conducted in conjunction with a State League event. One set of results is to be generated for the Schools Championships with related data (School/Region), and a second set for the State League that includes all competitors. Schools results have been adjusted to fit directly into SL classes so that ONSW members can score points in their normal State League class.

The NSW Schools Championships are to be conducted prior to the Australian Schools Championships if possible.

c. Entries

Entries for NSW Schools Championships will be accepted from any student at a primary, secondary or approved home school in NSW. Membership of an affiliated club of the ONSW is not required.

Schools entry data is to be collected through TryBooking, or like, to include extra fields such as school and school region. A co-ordinator for this data is to be appointed. Their sole role will be to prepare entries and allocate SI numbers if needed after the closing date to present to the organising club. TryBooking closure window should allow for this compilation.

Schools classes **will not** be available in Eventor. All other entries are through Eventor.

d. Descriptions

Descriptions are to be in English for all classes in the NSW Schools Championships. International symbols may also be made available.

e. Map

The map must include:
- Legend
- Control descriptions
- Emergency mobile number
- Course closure time

f. Terrain

The terrain for the NSW Schools Championships should provide enjoyable orienteering for all competitors. It should be forgiving for relatively inexperienced orienteers, eg controls should have good catching features and there should be plenty of tracks, fences and/or clearings.

The area needs to have sufficient simple terrain to allow the setting of a Very Easy course.

Each competitor's map should have distinct boundaries. The area needs to comply with the Event Safety rules in ONSW Manual 4.3 relating to traffic; in particular the paragraphs on Traffic and children.

g. Safety

Ensuring safety is especially important in Schools Championships. Organisers need to ensure their event team is aware of the Event Safety, Event Cancellation and Search Party rules.

Due to the large number of relatively inexperienced orienteers competing, all competitors shall carry a whistle. This requirement shall be advertised in the invitation/entry. The organisers shall ensure that whistles are available at the event.

h. Information

The invitation (and entry form) are to be posted on the ONSW website at least 2 months prior to the event. An invitation should also be circulated as widely as possible to schools, eg via the NSW School Sports Unit and Regional Championships.

The start list and program must be made available on the event website at least 1 week prior to the event.

Results (including split times) are to be available on the day of the event.

i. Finances

Entry fees charged belong to the organizing club, with ONSW and OA levies applying.

ONSW will pay for the awards/trophies for the NSW Schools Championships, from any surplus related to the Regional Schools Championships.

j. Bush (Middle Distance) event

The NSW Schools Championships are to be conducted in the classes specified below. Course lengths should align with the equivalent State League course, although erring on the short side rather than long is preferred.

Courses with a large number of competitors can be split, particularly where the time between first and last start approaches 2 hours.

Each class will be conducted provided there is at least one entry (underlined classes are for schools champs).

Course	Middle (Bush) classes
Hard 1	M21A, M35A
Hard 2	M17+A, M18A, M20A, M40A, M45A, M50A, M55A, W21A
Hard 3	M15/16A, M60A, M65A, M70A, W17+A, W15/16A, W18A, W20A, W35A, W40A, W45A, W50A, W55A, W60A, M21AS, M35AS
Hard 4	M75A, W65A, W70A, M45AS, M55AS, W21AS, W35AS, W45AS, W55AS
Hard 5	M80A, M85A, W75A, W80A, W85A, M65AS, W65AS

Moderate	M13/14A, W13/14A, M Open B, W Open B, M Junior B, W Junior B, M15+B, W15+B
Easy	M11/12A, W11/12A, Open Easy, M14B, W14B
Very Easy	M9/10A, W9/10A, M/W10N, Open Very Easy, M12B, W12B

k. Awards

The Champion School, Champion Primary School and Champion Region shall be awarded perpetual trophies (donated by Uringa Orienteers, Scrubrunners Orienteering Club and Southern Highlands Occasional Orienteers, respectively).

The Champion Schools and Champion Region shall be determined by allocating points as below:

A classes: 6 for 1st, 5 for 2nd, 4 for 3rd, 3 for 4th, 2 for 5th, 1 for finishing

B classes: 4 for 1st, 3 for 2nd, 2 for 3rd, 1 for finishing.

The organisers shall arrange for suitable awards (cloth badges or medals or similar) to be awarded to at least the winners of each class and certificates to all finishers.

l. NSW Schools Sprint Championships

Sections 4a to 4i above also apply to the NSW Schools Sprint Championships which were introduced in 2014. These Championships can be conducted as a single sprint race or as the combined time over two sprint races held on the same day.

m. Classes

Course	Sprint classes
Hard 1	M21A, M15/16A, M17+A, M18A, M20A, M35A
Hard 2	M40A, M45A, M50A, M55A, M60A, M65A, W17+A, W18A, W20A, W21A, W35A, W40A, W45A, M21AS
Hard 3	M70A, M75A, W15/16A, W50A, W55A, W60A, W65A, W70A, M35AS, M45AS, M55AS, W21AS, W35AS, W45AS, W55AS
Hard 4	M80A, M85A, W75A, W80A, W85A, M65AS, W65AS
Moderate	M13/14A, W13/14A, M Open B, W Open B, M Junior B, W Junior B, M15+B, W15+B
Easy	M11/12A, W11/12A, Open Easy, M14B, W14B
Very Easy	M9/10A, W9/10A, M/W10N, Open Very Easy, M12B, W12B

NSW Schools Sprint Championships shall be conducted in the classes specified above. Course lengths should align with the equivalent State League Sprint course.

Courses with a large number of competitors can be split, particularly where the time between first and last start approaches 1 hour.

n. Awards

The organisers shall arrange for suitable awards (cloth badges or medals or similar) to be awarded to at least the winners of each class and certificates to all finishers.

5. King's Birthday 3 Days (KB-3)

a. Event and timing

The KB3 shall be conducted on the King's Birthday holiday weekend in June and shall consist of 3 days of competition. The format of the event shall be determined by the organising club subject to the following rules and final approval by the Board.

- At least one day shall be conducted as a State League Long Distance event.

- At least one day shall be conducted as a State League Middle Distance event.

- The remaining day's event may be either an individual or a team's event. This event may be included in the State League program if conducted in a complying format.

- An overall competition for individuals shall be conducted over at least two days of competition and include all State League events.

The start times on day 1 (except for earlier starts as required for members of the organising team and split starts) shall commence no earlier than 12 noon. The start times on day 3 shall commence no later than 10:00am.

b. Entries

Entries for KB-3 can be made for all 3 days or for one or two individual days.

c. Awards

The first three placegetters in each class of the KB-3 are tp receive a place badge. The badges will be a standard design and size purchased by ONSW to ensure consistency from year to year. The organising club will be provided with badges 'on consignment' by ONSW and will be billed after the event for the badges used/not returned.

6. Orienteer of the Year Point Scores

a. Conduct and responsibility

ONSW shall conduct Orienteer of the Year (OY) Point Scores each calendar year. Responsibility for the conduct of the Point Scores shall be vested in the Board.

b. Events

The OY Point Scores shall be calculated for all NSW State League Events each year. The Board shall determine the events designated as State League Events when the ONSW programme is fixed each year.

c. Classes

The OY Point Scores shall be determined for each of the classes specified in the State League (Orienteer of the Year) events in section 8 of these rules.

d. Scoring

Points shall be awarded at each event in each age class for each competitor who is listed in the results as a member of an ONSW affiliated orienteering club in accordance with the following formula:

$$100 - \left| \frac{(CT - WT)}{WT} \right| \times 100$$

where,   CT = competitors time in minutes
WT = fastest ONSW club member time (for that class) in minutes.

The resulting score shall be rounded to the nearest whole number.

The minimum number of points a competitor can score in an event is: 10 (finished), 5 (mispunched, did not finish) or 0 (disqualified).

Where there are up to 10 events, the number of scoring events is the number of events minus 3. Where there are 11, 12, or 13 events the number of scoring events is 7.

Where there are 14 or more events the number of scoring events is half the number of events (rounded down to the nearest whole number) plus 1.

A competitor shall not require a minimum number of events.

e. Cancellation

Where a course or class at an event is cancelled, the number of events to be totalled for the classes affected shall be reduced by one for every event where a course for that class is cancelled.

f. Awards

The cost and design of series awards and the timing and nature of the presentation to award winners is the responsibility of the Board.

7. Interclub competition

An interclub point-score competition shall be determined from all State League events in NSW each year.

For each event points shall be allocated for the first 5 NSW finishers in each class. The points allocated shall be:

      5 for 1st, 4 for 2nd, 3 for 3rd, 2 for 4th, 1 for 5th

Points shall be totalled for each event and the winning club at the end of the year shall become the NSW Interclub Competition winner. The winning club shall be presented with the "NSW Interclub Competition" trophy.

8. Christmas 5 Days

The Christmas 5 Days is usually run in NSW from 27 to 31 December each year.

a. Organisation

The overall event management will be directed by the Coordinator. The Coordinator can be a person, group of people or a club appointed by the Board.

The Coordinator will coordinate the budget and event scheduling, develop publicity, prepare the Invitation and Program, administer entries, provide start lists, act as the leader of the finish team (including provision of IT gear), display/publish the results and coordinate the clubs organising each day.

Clubs (including groups of orienteers such as the Stingers) are responsible, for organising the competition on one or more days of the 5 Days. They are responsible for obtaining permission from landowners, providing their own Planner, Controller, Starter and Organiser as well as providing the personnel and equipment.

Each event in the program shall have a Controller accredited to Level 1 or higher.

b. Courses

Competitors are free to run any course. As guidance, the courses are usually as per the table below. There is no specific format (eg long, middle distance for bush courses). Sprint courses will be approximately 50% of the suggested length.

	Course	Suggested length km	Men Class	Women Class	Suggested age guides	
1	Hard 1	7	Men A		M21	
2	Hard 2	6	Men B	Women A	M18,35	W21
3	Hard 3	5	Men C	Women B	M16, 45	W18,35
4	Hard 4	4	Men D	Women C	M55	W16,45
5	Hard 5	3	Men E	Women D	M65+	W55+
6	Moderate	3.5	Men F	Women E		
7	Easy	2.5	Men G	Women F		
8	Very Easy	2.5	M/W Novice			

Enter on Day should be available each day on Courses 3, 6, 7, 8. (Hard 4 and Hard 5 are the most popular courses).

c. Entries

Entries can be for the whole 5 Days or for any individual day(s).

d. Event program

The Coordinator, in consultation with the Planning Director and the clubs, shall determine each year's program, including but not limited to event centre, maps and clubs for each competition day.

e. Start times

Suggested first start times for each day are as follows:

Day1; 4.00pm   Day 2: 7.30am   Day 3: 7.30am   Day 4: 7.30am   Day 5: 7.30am

When determining start times it is important to take into account travel time to the event and climatic considerations.

Starts without a time interval are also allowed, such as mass starts and Hagaby courses.

f. The competition

Winners for each day in each class will be announced. The overall winners in each class will be determined using a point score which includes the best 4 out of 5 results for each competitor.

g. Daily presentations and overall winners

At the completion of each day a presentation will be held. Prizes should be provided for the winners of each class (if a competitor has won an earlier day, then the prize goes to the 2nd place getter). No person will receive more than one class winning prize. There should also be a lucky draw conducted with random draws of competitors made.

There should also be an additional prize for the overall winner in each class at the conclusion of the 5 Days. The Coordinator is responsible for providing the prizes.

h. Finance

For the purposes of Event Finance the event will be treated initially as one event with overall finances handled by the Coordinator on behalf of ONSW.

The Coordinator and the clubs must agree on a budget showing how revenue and expenditure are to be split before entry fees are settled. If there are disputes, the ONSW Finance Director or a nominee will adjudicate.

General principles for finance are:

Operating Surplus = Total revenue less budgeted General Expenses

The Coordinator arranges payment of General Expenses that are in the budget. For example:

* expenses where the cost is determined by others (eg levies paid to ONSW or OA, landowner fees);
* overall event costs (eg prizes, St John's ambulance, portaloo hire).

The Operating Surplus is divided as follows:

* where the Coordinator is a club, one sixth goes to the Coordinator;
* the remainder is split pro rata by total entries on that club's day.

Where the Coordinator is person who is a member of ONSW, the ONSW Finance Director shall confirm that the amount paid under this paragraph is not more than the Coordinator would be entitled to as bona fide payment of remuneration for his or her services.

Club Expenses are paid out of the club's share of the Operating Surplus. These include:

* costs that vary due to club decisions (eg map printing costs, cost reimbursement for course planners);

- expenses for individual days that are not in the budget.

Other Expenses that are not in the budget are met out of the Coordinator's share of the Operating Surplus.

D. MINOR EVENTS

1. Introduction

Minor events are events under the auspices of ONSW that are not national, international or major NSW events.

Where the organiser of a Minor event expects 100 entries or more, the organising club shall appoint a Controller or Vetter, preferably a Controller accredited at Level 1 or higher. Events expecting fewer than 100 entries are encouraged to appoint at least a Vetter. For a summary of Controller requirements, see Appendix B.

(A Vetter provides independent checking of control locations, control descriptions, maps, etc, but may not necessarily exercise all the responsibilities of a Controller.)

Where awards are given, the organisers should ensure that all classes/courses are treated equally.

2. MetrO League

a. Administration

The MetrO League is an inter-club competition for greater Sydney metropolitan clubs. The series is run from March through until August/September with events conducted on one Sunday morning per month. Entrants run individually but earn points for their team based on their relative time.

A Coordinator shall be appointed by the Board to administer these rules. The Coordinator shall be empowered to vary these Rules in consultation with the Technical Director, where necessary for the conduct of the competition. Each club or team shall appoint a club captain to be the contact person with the Coordinator.

b. Teams and Divisions

There is no restriction on the ages or genders of team members. In each round a team comprises a maximum of 5 runners. All participants must be members of a MetroLeague club (BF, BN, CC, GO, IK, Knox, SH, UR, WH).

There will be an appropriate number of Divisions in the competition to cater for the number of teams wishing to compete. The Coordinator will determine the number of Divisions to be conducted after consultation with the clubs interested in competing.

c. Events

The Coordinator, in consultation ONSW and the clubs, shall determine each year's program, including designation of finals.

d. Courses and start times

Before each season commences, the Coordinator, after consultation with the club captains, will determine the standard of courses for each Division and will provide some guidance as to course length. Each Division shall compete on a different course although the courses may be similar with common controls.

Starts on each day will normally be from 10.01 am with one competitor from each Division starting simultaneously. The start interval will be 1 minute and starting order will be pre-drawn by the Coordinator. The organisers may grant requests by competitors to start before or after these times, e.g. to facilitate child minding.

e. The competition

In each Division each team will, if possible, meet each of the other teams in the preliminary rounds. If possible, there will then be a final between the top teams in each division and play- offs for 3rd, 4th, 5th, 6th, etc. A semi-final round may also be conducted prior to the final.

In each round, a team will run against another team in a match. The competitor with the fastest completed time is awarded 10 points, the second fastest 9 points and so on. A DNF, DNS, DQ or MP competitor will not be awarded any points. The team with the higher aggregate wins the match.

Teams will receive 2 points for a win, 1 point for a draw and 0 for a loss.

If teams are equal on points, then the teams shall be ranked according to:

(i)   their 'for and against' difference;
(ii)   their 'for' score;
(iii)   the result of the most recent round between the teams.

If teams cannot be split by the above, the Coordinator will determine their ranking by a toss of a coin.

In the event of a draw in a semi-final or final the winning team will be the team placed higher on the League Table at the conclusion of the preliminary rounds.

At the end of the season, the champion team in each Division will receive prizes. To be eligible for a prize, a champion team member must have run at least three MetrO League races in that team.

In each Division, there shall also be a prize for the individual who accrues the most points.

Promotion and relegation will apply to the bottom and top teams in each Division for the next year, unless otherwise determined by the Coordinator.

f. Fairness – team selection

Club captains determine who should run in which team.

The Coordinator is responsible for ensuring fairness in team selection. If a club captain has a doubt about the appropriate division for a competitor, they should raise it with the Co-ordinator before the event, preferably in the days before the event. 30 minutes before the

first start, the Coordinators and all club captains should meet and discuss any unresolved issues raised.

Where a club has more than one team in a Division, a person must compete in the same team in that Division.

If a team has fewer than 5 runners, they may promote a runner from a lower division.

Should there be a complaint or a jury formed in regard to these rules, the Coordinator (or his/her delegate) shall take the place of the Organiser (in the "Competition Rules for Orienteering Australia Foot Orienteering Events"). The complaint must be made by the club captain and should be in writing. The Coordinator can ask independent club captains to assist in determining the outcome of a complaint. The Coordinator can dismiss the complaint; accept the complaint but allow the result to stand; award a 5- or 10-point penalty; exclude the runner(s) concerned from the match; or disqualify a team from that round.

g. Semi-finals and finals

To be eligible to compete in a semi-final or final, a member must have run in at least two MetrO League rounds that year.

h. Fees and on-the-day registration

Fees for competitors are according with Section C.3.b of ONSW Manual 4.3, noting the reduced fees for juniors and families.

MetrO League participants are strongly encouraged to pre-enter via Eventor. Enter-on-day runners will fill out the usual registration card and pay on the day. Club captains will provide the organisers with a team sheet prior to the event, for confirming entries and compiling the scoreboards.

The organising club can provide the Coordinator/club captains with its bank account details prior to the event. If clubs want to use this system, they must pay the entry fee for a full, all senior team (ie the adult entry fee is payable for any unfilled places in a team).

i. Coordinator's notes – 2020

The following cover differences between MetrO League and other minor events.

i Courses

The winning times should be:

Division 1	45 minutes	Hard	20 maps
Division 2	40 minutes	Hard	30 maps
Division 3	35 minutes	Hard	30 maps
Division 4	35 minutes	Hard	30 maps
Division 5	35 minutes	Moderate	30 maps
Division 6	30 minutes	Easy/Moderate	20 maps

Enter on the day (EOD) is to be available on all 6 MetrO League courses. This is to encourage all club members to have a run on the day, even if not as part of a team, and will allow late withdrawals to be covered. EOD runners will still need to fill out a registration card.

ii Preparation

On the day of the event, the organisers should provide each club captain with appropriate numbers of control descriptions (IOF symbols), and in English for Divisions 4, 5 and 6.

During the week before each event, the Coordinator will issue team sheets to club captains to complete. Completed team sheets must be returned to the organisers by 9:45am on the day of the event.

iii Results

The recommended process is:

- The Coordinator is responsible for ensuring each organising club obtains the Results Boards.

- The organising club has a splits printer at the finish.

- The competitor takes their splits printout to the results boards.

- The organising club writes times (using WHITEBOARD MARKERS!!!!) on the Result Board based on each competitor's splits printout finish.

- When a match is complete the organisers calculate points for each team.

- The Coordinator copies results of the MetrO competition onto sheets.

- The Coordinator updates MetrO League results on the ONSW website.

3. Sydney Summer Series

a. Administration

Sydney Summer Series (SSS) shall be conducted annually in the Sydney suburban area between October and March. A Coordinator shall be appointed to each Series by the Board to administer the competition. The Coordinator shall be empowered to vary these Rules where necessary for the conduct of the competition.

b. Events

The events shall have a 45-minute score format. Competitors may start at any time, generally between 4:30 pm and 6:45 pm. Sportident Electronic punching should be used for all events.

c. Categories

There shall be eight *Running* categories and one *Walking* category. All categories are subdivided into Women and Men. *Running* categories are age based as follows:

Category	Category Code	Age in years
Junior	JM/JW	< 21
Open	OM/OW	21-34
Masters	MM/MW	35-44
Veteran	VM/VW	45-54
Super Veteran	SVM/SVW	55-64
Legends	LM/LW	65-74
Immortals	IM/IW	> 74

Walking categories are simply gender based, Women (WaW) and Men (WaM). Walkers must not run.

Juniors may be shadowed by an older orienteer. Runners under 12 should be accompanied by a responsible adult if the area involves significant traffic hazards.

All ages are 'as at 31 December' in the year of series commencement.

d. Groups

Group entries are accepted. Results for groups are reported separately – in a single 'Groups' category.

e. Fees

Section K of 4.3 Organisers Rules for All Orienteering Events sets out ONSW policy for event entry fees. The Series Co-ordinator can set fees, within the structure of Section K, for each Sydney Summer Series.

f. Registration

All competitors shall register in accordance with ONSW Event Registration templates. For Groups, ALL competitor names must be clearly noted on the card.

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

If appropriate, the Registration area should have clear signs:

- warning of particular safety hazards, eg heavy traffic on some roads, high temperatures, likely thunderstorms;
- explaining areas which are out of bounds for safety reasons, or where a land owner does not want orienteers entering areas which appear to be public land; or
- notifying last minute map changes.

g. Map and course setting

Maps should follow the IOF International Specification for Orienteering Maps. Control descriptions should be in English. Maps will generally be 1:10,000 or 1:7,500. The map should include the following text:

- for safety reasons: "In emergency ring [organiser's mobile number]" – this text should be prominent;

- for promotional reasons: date and location of next event in Series; and

- contact information re orienteering (ie ONSW and, if desired, club).

There is only one course. It shall be a score event with 30 controls used, numbered 1 to 30 on the map.

The challenge is to set the controls in such a manner that the best runner cannot quite visit all controls in the 45 minutes allowed. Although the length of the optimum course will vary depending on how hilly the course is, experience has shown a course length of 9.5 to 10.5 km to visit all controls is about right.

Route choice is of utmost importance and a varied spread of controls, both location and value, is critical in achieving a successful event.

There should be no correlation between control value and site difficulty; this means some controls of higher value will be within reach for most competitors. All control sites should be of "easy" or "very easy" standard and not require fine orienteering navigation to locate.

An orienteering control flag or similar shall be used at each control site along with an SI unit. They shall be positioned for good visibility.

h. Start

Competitors can start at any time by inserting their SI stick into the start unit. The start should be manned, especially to ensure competitors have cleared and checked their SI stick before starting. Start officials should draw attention to any specific Risk warnings.

i. Finish

The SI finish unit(s) shall be placed in an open and clear space, preferably with a large finish flag adjacent. After punching a finish unit, competitors shall make their way to the SI download station to have their time recorded and score determined. For safety reasons, organisers need to ensure that all competitors have finished, so the finish must be arranged so all competitors download.

j. Scoring

Control values are as follows:

Controls 1 to 10 – 10 points each,

Controls 11 to 20 – 20 points each,

Controls 21 to 30 – 30 points each.

The total value of all controls is 600 points.

For both walkers and runners time penalties apply for returning later than the allowed 45 minutes. For each minute, or part thereof, that a competitor exceeds the 45 minute limit, 10 points are deducted from their total score.

Course setters score 100 points (but only once in each season). Controllers, vetters, mappers and/or fieldwork checkers are eligible to compete at the event/map they are involved with.

k. Results

The winners of each age/sex class in an event are those that achieve the highest score within their class or, if 600 points is scored, the fastest time amongst those with 600 points. The winners in each class in an event are awarded 100 points with other scores being calculated pro rata to the score of the winner. If the winner scores 600 points, their time is taken into account in this calculation. Negative scores are converted to zero.

Group results shall be in the result listings at each event but will not count in the overall age class progressive point scoring for the individual running or walking competitions.

Results for each event and progressive scores should be published as soon as possible. Each Coordinator will be responsible for providing organisers with the process to follow.

l. Series scores

The Coordinator for each Series will determine how many events in the Series will count towards the overall Series score. In the event of tied scores, a count-back system applies.

Countback – if 12 events count towards the overall Series score, then compare 13th best score to determine winner. If 13th scores are equal, compare 14th best scores, etc.

The series Coordinator can also determine special series prizes, eg for the person in any class who scores the most points in a series.

The Coordinator shall determine the nature of awards, if any, to be presented in each Series.

4. Promotional Events

a. Introduction

This Section applies to events conducted for promotional purposes by ONSW. These events may be one-off or as part of a series. Where promotional events are proposed by clubs, any variations to event rules and guidelines otherwise covered by this Manual should be referred to ONSW for approval in advance of the event.

b. Event conduct

The events will be organised by a Development Officer or other persons as approved by the ONSW Board.

If the event is conducted for a school, refer to ONSW Manual 10.2

 - Introducing Orienteering in Schools.

c. Finances

A budget should be prepared for all events and be approved in advance by the ONSW Board or its delegate.

Unless otherwise approved by the Board in advance, events should be priced to ensure that all expenses are recouped.

If there is scope within the event budget, Development Officers and Event Personnel may be paid an agreed hourly rate using the Sporting Organisations Award 2017as a guide. As at June 2017 rounded up to the nearest dollar, these are:

Adult clerical and administrative staff (level 3)	$27 per hour
Coaches (level 1)	$31 per hour

If helpers are to be paid, they will be engaged on a supplier/contractor basis. Upon engagement they must be informed of this, their expected hours of work, their classification level and the agreed hourly rate.

Where reasonable and receipted out-of-pocket expenses are incurred (and have been budgeted for) Development Officer and Event Personnel may be reimbursed by ONSW.

Section 2.7 of the manual details the process for invoicing and the reimbursement of agreed costs.

Unforeseen expenses, that have not been included in the event budget, should be directed to the ONSW Board or its delegate for approval.

d. Event personnel

The Development Officer or appointed event organiser may engage club members to assist with the event as required. Unless otherwise agreed in advance, all Event Personnel are to be volunteers.

e. Reporting to Board

Event plans, budgets and post event reviews should be forwarded to the Promotions Director for reporting the Board.

Appendix A – Rules for Relay Events

1. Relay Course Combinations

Entry numbers in NSW are not high enough to allow meaningful competition if relay classes follow the usual age brackets.

a. Former NSW Relay Championship rules

NSW Relay Championships shall be conducted in the classes and on at least the number of courses as specified below. All classes shall be conducted provided there is at least one entry.

Course	Relative Length *	Classes
Hard 1	55%	M21A
Hard 2	40%	W21A, M/W135
Hard 3	30%	M/W160
Hard 4	25%	M/W185, Mixed Long
Moderate 1	25%	M/W21B
Moderate 2	20%	M/W13-16, Mixed Medium
Very Easy	1.8 km	M/W to 12, Mixed Short

* for each leg, based on M21A course length to give a winning time of 85 minutes.

The best individual times for the longer courses should ideally be around 40 minutes with 30 minutes for the shorter ones. The above percentages are considered to be a minimum and any slight variation should be to longer courses.

Classes to be offered:

M21A, W21A

M/W to12, M/W13-16, M/W21B

M/W135, M/W160, M/W185

Mixed (unequal legs)

M/W classes may have competitors of either sex. Women may compete in the M21A class. The 3 runners in M/W135, M/W160 and M/W185 classes must have a total actual age (as at 31 December in the year of competition) equal to or greater than 135, 160 or 185 respectively but each woman competing in a team in these classes will have a +10 years allowance.

Entry in the Mixed relay shall be open to competitors in any age classes. The leg length (Long, Medium or Short) that a particular competitor runs will be determined by the club entering the team but the order in which the legs shall be run for a particular team will be determined by the organisers.

At least one enter-on-day course (of Very Easy standard) shall be provided.

Entries for NSW Relay Championships shall be accepted from any affiliated NSW clubs (or Buddy Clubs registered in accordance with Association Manual Section 3.6) or clubs from other State Associations or National Federations. Official teams shall consist of runners from the same club (or Buddy Clubs).

b. Former QB3 relay rules

The following groupings shall be conducted for club (or Buddy Clubs as per Association Manual Section 3.6) teams of 3 comprising persons in age classes (or older age classes for juniors up to M/W21 or younger age classes for masters/veterans down to M/W21) eligible for that group.

Group	Eligible Classes	Standard	Relative Length (for each leg)
Group I	M21	Moderate	50%
Group II	M-18, M-20, M35, M40	Moderate	35%
Group III	M-16, M45, M50, W21	Moderate	30%
Group IV	M-14, M55, M60, W-18, W-20, W35, W40	Moderate	25%
Group V	M65-, W-14, W-16, W45-	Moderate	20%
Group VI	M-10, M-12, W-10, W-12	Very Easy	2 km approx.
Group VII	any	*	*
Group VIII	any	*	*

* Group VII has unequal legs equivalent to Groups IV, V and VI

* Group VIII has equal legs equivalent to Group IV

The courses shall be set so as to accord with the format description for relay courses in the OA Competition Rules – Appendix 8.

Unofficial entries (all members not from the same club or from ineligible classes for that Group) are accepted but shall not count for awards.

c. 2015 New Zealand Relay Championships

Course		Difficulty
Mixed Long Leg 1	Open	Moderate
Mixed Long Leg 2	No E Classes, No M18A-50A	Moderate
Mixed Long Leg 3	No M21E, No M20A-35A	Moderate
Mixed Short Leg 1	No E Classes, No M16A-55A	Moderate
Mixed Short Leg 2	No M14 or above, No W14A or above, All C Classes	Easy
Mixed Short Leg 3	No E Classes, No M16A-60A, No W16A-50A	Very easy

All relay teams must include at least one female.

Small cubs with 30 members or less may combine with another club from the same region to form a composite team. The combined team will be an official entry into the New Zealand relay.

The criteria used to determine eligibility for relay legs are as follows;

- The eligible age for a competitor is their actual age i.e. a 43 yr old who runs M21E in the long will be eligible to run as an M40A in the relay.
- The eligible age class (E, A, AS or C) for a competitor is the race class that the competitor entered for the Long.
- A competitor who runs an A or AS class in the Long will not be eligible to run as a B class runner in the relay. Similarly, an A, AS or B runner will not be eligible to run as a C class runner in the relay.

	ML1	ML2	ML3	MS1	MS2	MS3
M21E, M21A, M20A, M35A	Yes					
M18, M40, M45, M50, W21E	Yes		Yes			
M16, M55, M21AS	Yes	Yes	Yes			
M60, M40AS	Yes	Yes	Yes	Yes		
M14, M55, M60, M65, M16B	Yes	Yes	Yes	Yes		Yes
M10, M12, M12B, M14B	Yes	Yes	Yes	Yes	Yes	Yes
W10, W12, W12B, W14B	Yes	Yes	Yes	Yes	Yes	Yes

Appendix B – Summary of Controller Requirements

The following table summarises the Controller requirements (as stated elsewhere in these rules) for different types of foot orienteering events organised by ONSW or NSW orienteering clubs.

Event category		Controller requirements
Group A1	Australian Champs, Easter (overall), Oceania Champs	Overall controller (must be Level 3 by OA rules) proposed by organising club(s) and endorsed by ONSW Board, subject to approval by OA.
	NOL (overall)	
Group A2	Easter (single day), NOL (assistant)	Controller (must be Level 2 or above by OA rules) proposed by organising club(s) and endorsed by ONSW Board as soon as possible after the event is announced. For NSW Champs – to be from a different club to organising club unless justification provided.
Group B1	NSW Champs, Australian Schools Champs	
Group B2	Badge Events	
Group C1	State League, KB-3	Controller must be accredited (Level 1 or above) and appointed by organising club before any significant planning/organising activity occurs. For Schools Champs – preferably has recent juniors organising experience.
	NSW Schools Champs and Schools Sprint Champs	
	Xmas 5-days	
	Other events attracting significant interstate entries	
Group C2	Sydney Summer Series	A Controller/Vetter must be appointed by the organising club; preferred but not mandatory to be accredited (Level 1 or higher)
	MetrO League	
	Other minor events expecting >100 entries	
	Other minor events expecting <100 entries	Controller/Vetter encouraged but optional

Updated April 2023:
Modified difficulty levels for Divisions 4 and 6 of Metro League.
Change of name of Queen's Birthday 3 Days to Kings Birthday 3 Days.
Minor formatting and wording corrections.

Updated June 2023:
Schools Championships and Schools Sprint Championships sections expanded.

Updated September 2023/January 2024:
Change of award arrangements for NSW Champs and KB-3.

Updated February 2024:
Charges to target winning times and recommended allocation of classes to courses for Long Distance events to reflect recent OA rule changes.