

## *Role of the IOF Event Advisor, re Trail O*

Applicable for World and Regional Championships in Trail Orienteering.

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The IOF Trail O Commission recommends an IOF Event Advisor for World and Regional Championships for appointment by the IOF Rules Commission. The IOF Event Advisor must hold an IOF license and should be an experienced national controller. For competitions where an IOF Event Advisor comes from outside the organising country, communication will normally be in English. But it helps if the EA has some knowledge of the language of the host country. An EA from a neighbouring country facilitates contact and reduces travelling costs. An EA should have gained experience by attending/competing in a number of international events, not only in neighbouring countries, experiencing a variety of different terrain and cultures.

The IOF Event Advisor's name is given to the organiser as soon as possible after he/she has been officially appointed to the event.

The IOF Event Advisor is above all a helper and an Advisor of the organising team. He/she is also the runners' representative in the organising committee. It is not for the IOF Event Advisor to organise the event, but to support the organisers as far as necessary and possible to provide fair competition based on the hosts ideas and their terrain. The IOF Event Advisor shares with the organiser the responsibility for the outcome of a Championship event in all respects; responsibilities include the terrain, maps, courses, ceremonies, accommodation, transport, media service, etc.

However, the IOF Event Advisor can give instructions and orders to the organiser in any respect if the successful conduct of the event is endangered or if the rules are not followed. In the event of a problem they must not waste time apportioning blame but work to seek a solution, even to improve on the original plans. They should be aware that by the time of their visit three months before the event most competitors will have made their travel and accommodation bookings and would possibly not get refunds. Therefore to cancel an event except in extreme circumstances is not really an option. If the IOF Event Advisor and the organiser cannot settle a dispute, the case shall be brought to the IOF Trail O Commission.

If, for any reason, the Organiser wishes to deviate from the IOF Rules, the Organiser should discuss this with the IOF Event Advisor. If after discussion, they feel that the rule deviation would be advantageous, the procedure of rule 2.10 must be followed. The request must be made to the IOF Secretariat at least 6 months before the event. The IOF Secretariat will pass it to the IOF Rules Commission and the IOF Trail O Commission for consideration.

Some special tasks of the IOF Event Advisor are:

- Checking that the contract, prepared by the IOF Secretariat, between the organiser and the IOF is signed and also be familiar with what is in it.
- Acting as a link from the organiser to the IOF, transmitting information in both directions.
- Officially representing the IOF Trail O Commission, if no Commission member is present
- Officially representing the IOF, if the IOF Council has not appointed another representative

- Explaining the Rules, the Guidelines and other IOF Publications to the organiser as required
- Overseeing the whole event, identifying weak points and risks of failure and bringing them to the organiser's attention
- Checking terrain, maps, courses and controls
- Checking accommodation and transport
- Checking the plans for ceremonies and guests
- Checking the services for media and the public
- Checking all Bulletins
- Approving all fees
- Chairing Team Leaders Meetings
- Presiding over the Jury

The following points do not form part of the IOF Event Advisor's compulsory duties

- Contact with teams
- Contact with national and local authorities, landowners, etc.
- Contact with sponsors
- However, according to personal inclination or to necessity, the IOF Event Advisor may also support the organiser in these matters.

The IOF Event Advisor shall act as an Advisor. His/her relation with the organiser should be based on confidence and the consciousness of a shared objective. The organiser should keep the IOF Event Advisor in touch with the progress of the preparations and with all essential decisions. The organiser shall give to the IOF Event Advisor all requested information.

The IOF Event Advisor keeps mainly in the background and leaves the organiser as free as possible, only intervening if the rules are not respected or if the successful outcome of the event is endangered. In that case everything to assist must be done!

Traditionally, most IOF Event Advisors have concentrated on terrain, maps, courses and controls ahead of other aspects. Experience shows that this style of working does not produce good international events in many respects. Most organisers are familiar with the technical part of the organisation, since it is not much different from any national event. Most problems arise in other fields. The IOF Event Advisor therefore should supervise all parts of the organisation carefully. The 'out of the forest control' needs about as much time and energy as checking of maps, controls and courses. Important fields for 'out of forest control' are:

- Media services
- Accommodation and catering
- Transport
- Start draw and team officials' meetings
- Ceremonies

### **Collaboration Between the Local Organiser and the IOF Event Advisor**

The IOF Event Advisor shall get in touch with the organiser immediately after nomination. They should remember that they represent the IOF, not their own nation, and must be aware of cultural differences; there is an associated paper from the business world, see the PowerPoint presentation that highlights some differences. This happens in orienteering as well, for example

in Mediterranean countries a two-hour lunch break may be essential and more productive than time in the 'forest', in other places it may be difficult to find time to consider all the other aspects as meticulous course planning takes priority.

They must assist in getting the best competition possible from the terrain available, often chosen by those involved with associated Foot O or MTB O events. Trail O must fit in and officials of the different disciplines must communicate. Trail O may save a visit by sharing the information on maps and terrain with the other EA involved for any shared event.

However the IOF Event Advisor visits the organiser at least twice, and possibly three times:

- If shared information is not possible, the first visit two years before the event, mainly for approving areas and the proposed timetable
- Normally, one year before the event, mainly for checking the draft maps and courses at the same time of the year, approving the accommodation and travel arrangements
- About three months before the event, mainly for approving the final courses and checking final arrangements.
- The Event Advisor is also expected to be present during the event and can arrive early to assist with the final stages

Depending on the organiser's experience, the problems arising and the travel distance, more or less visits may be necessary. All extra visits not paid by the organiser have to be approved by the Trail O Commission and IOF Secretariat.

The IOF Event Advisors work in an honorary capacity. Their travel costs to the event venue are paid by the IOF. The organisers cover the costs of the IOF Event Advisors' accommodation, meals and transport during visits and during the event.

The IOF Event Advisor need not be treated by the organiser as a guest of honour or a VIP (Very Important Person); they are part of the team. A simple hotel room of the same quality as for the competitors and the same meals are sufficient.

The organiser's national federation shall nominate a National Controller. National Controllers should hold a national license for controllers, or have proven experience. They act as local assistants to the IOF Event Advisor. Usually they do most of the work in the terrain, e.g. course checking. They help and advise the organiser in many details, but they should remain independent of the organisation. They are not subordinate to the national federation or to the organiser. Their expenses are paid by the national federation or by the organiser, according to the national regulations. During the event, the National Controller is present and acts according to the IOF Event Advisor's instructions.

The IOF Event Advisor is the liaison person within the IOF for the event, making contact with the IOF Map Commission, the Rules Commission, possibly between disciplines and the IOF Anti-Doping Controller (if tests are conducted), the Council Representative and the Secretariat.

### **Event Advisor's Reports**

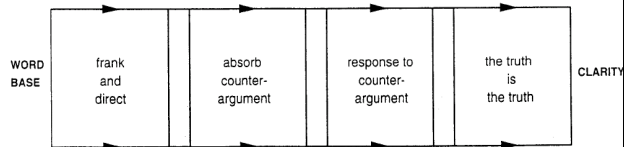
During the preparation of the event, contact between the organiser, the IOF Event Advisor, the Trail O Commission, the Rules Commission and the IOF Secretariat is informal. However, after each visit the IOF Event Advisor shall send a brief, written report in English to the IOF Secretariat with a copy to the organiser.

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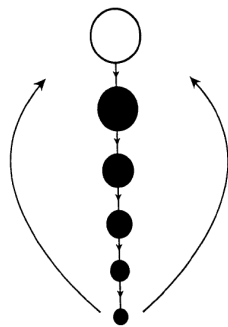
**Audience expectation**

- solidity of company
- solidity of product
- technical info
- beginning - middle - ending
- lots of print
- no jokes
- good price
- quality
- delivery date

**Communication pattern**

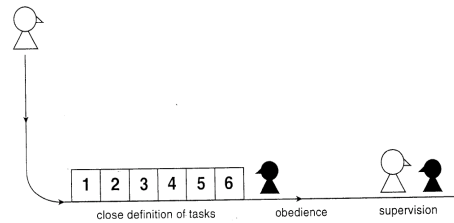


**Management**



hierarchy + consensus

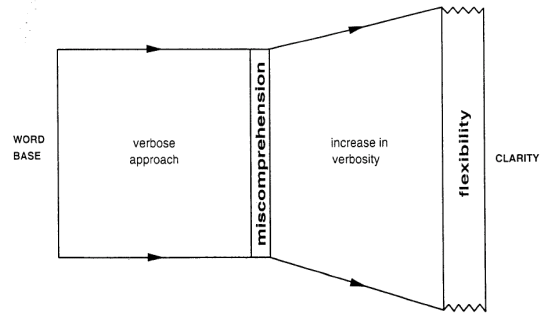
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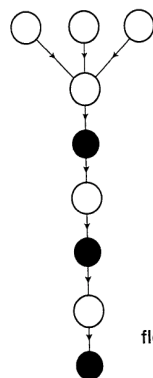
**Audience expectation**

- friendliness
- flexibility
- style
- tasteful product
- elegance
- well-dressed
- personality
- laughter
- some cultural reference
- delicacy
- design-conscious

**Communication pattern**

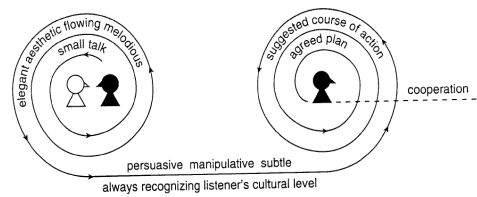


**Management**



flexible autocracy

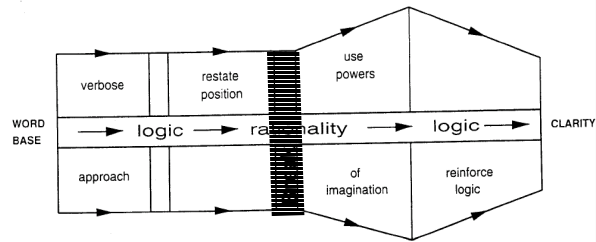
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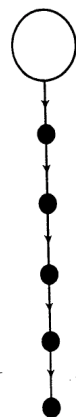
**Audience expectation**

- formality
- innovative product
- „sexy“ appeal
- imagination
- logical presentation
- reference to France
- style, appearance
- personal touch
- may interrupt

**Communication pattern**

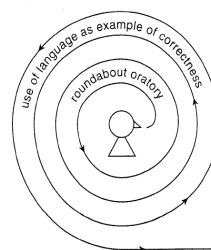


**Management**



autocratic

**Language style**

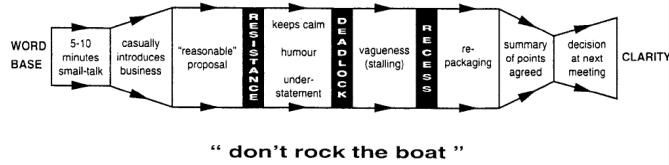


Educated compliance

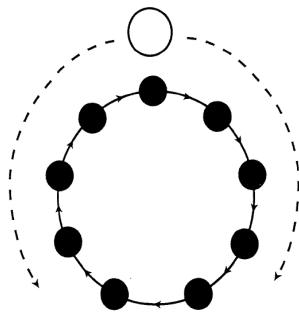
**Audience expectation**

- humor
- a story
- „nice“ product
- reasonable price
- quality
- traditional rather than modern

**Communication pattern**

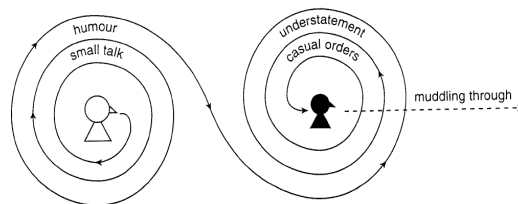


**Management**



casual leadership

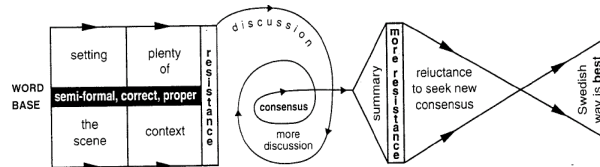
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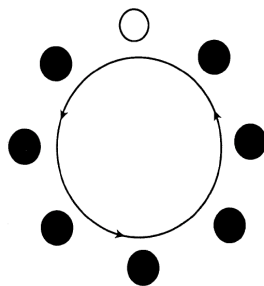
**Audience expectation**

- modernity
- quality
- design
- technical info
- delivery dates

**Communication pattern**

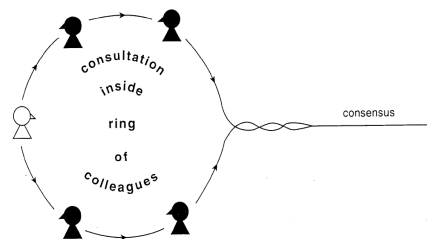


**Management**



*primus inter pares*

**Language style**

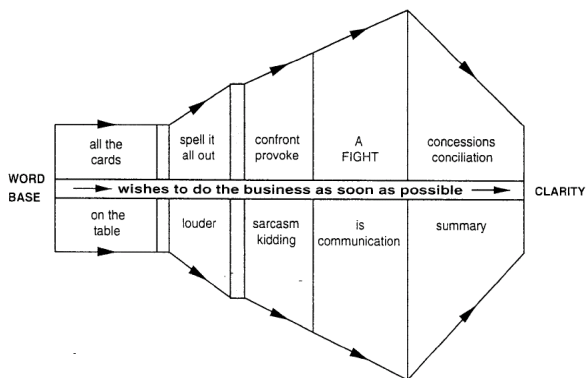




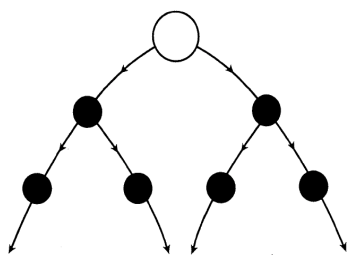
**Audience expectation**

- humor
- joking
- modernity
- gimmicks
- slogans
- catch phrases
- hard sell

**Communication pattern**

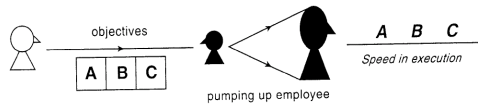


**Management**



structured individualism  
speed, drive

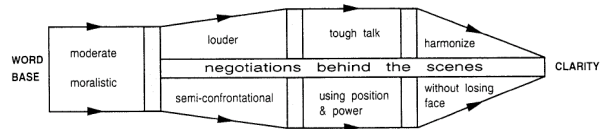
**Language style**



**Audience expectation**

- know-how
- humble tone
- reserve and patience
- investment from you
- long term view
- licensing
- help and advice
- equality of treatment
- older speakers
- respect for their elders

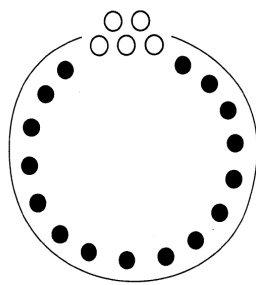
**Communication pattern**



Extract from presentation at 2nd EUROPEAN MACHINE VISION Business Conference / Claus Melder 21.05.04

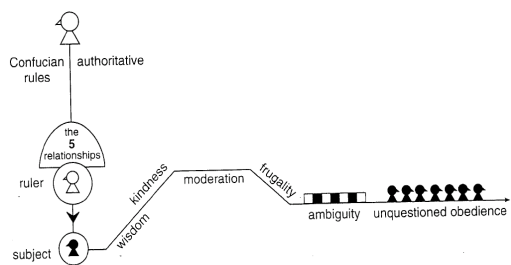
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**Management**



consensus with leadership group

**Language style**



Extract from presentation at 2nd EUROPEAN MACHINE VISION Business Conference / Claus Melder 21.05.04

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