



# **DIALOGUE AND COOPERATION**

# **PUBLIC**

# **AUTHORITIES**

## **GUIDELINES FOR ORGANIZERS**



INTERNATIONAL ORIENTEERING FEDERATION

## INTRODUCTION

# CHECKLISTS AND GUIDELINES

## - for the organisation of sustainable orienteering events

The survey “Orienteering and the Environment” carried out in 2022 among IOF Member Federations highlighted the need for practical guidelines for the organisation of sustainable orienteering events.

The Environment and Sustainability Commission of the IOF (IOF-ESC) undertook this initiative and provided a draft for consultation to the network of contact persons that had been indicated by the National Federations. All the comments received were considered with great attention and most of were incorporated in the current version of the Checklists and Guidelines (C&G). We hope that the reason why not all were accepted will be clarified by this introduction.

The focus of the C&G is the sustainability of orienteering events in all three facets of the concept: environmental, social and economic. A possibly minor emphasis was placed on the economic aspects of events, as circumstances are so varied that generalisations are hardly possible. However, the social aspects, and particularly the relationships with stakeholders, received a notable attention as the context in which orienteering events are organised involve a broad spectrum of interactions with other interest groups that are often “invisible” to the participants but essential for the organisers.

The C&G are not a handbook or a set of rules to be followed verbatim, but rather a list of points that should be considered by organisers and adapted to the local context. Some may be relevant in which case the Guidelines may represent a useful reference; some may not and may then be skipped. For example, relationships with native communities may be relevant in the US, Canada, Australia,

# **INTRODUCTION**

# **CHECKLISTS AND GUIDELINES**

New Zealand but not in most of Europe (except the far North); hunting is very important as an activity in Northern Europe, less so in Australia.

The C&G are meant to be an agile and practical tool; we have therefore omitted references to sources of information as would be done in a scientific paper; some considerations are mainly the outcome of long-term experience and not necessarily derived from authoritative sources. Scientific papers on environmental aspects of orienteering are indeed very scarce; most of what was published (e.g. on the now discontinued Scientific Journal of Orienteering) is mainly the outcome of empirical observations; they are very useful and reliable but lack the methodological rigour that would be required for a scientific publication in a modern peer-reviewed journal.

Another point to be considered is that the size of orienteering events varies a lot: from local events with less than a hundred participants to events with a huge number of runners (such as O-Ringen or the big relays, like Tiomila and Jukola). It is up to the organisers to decide which of the C&G is relevant in each case.

The document is organised in a hierarchical mode, with Areas, Sectors, Initiatives and Description. The Checklist corresponds to the “Initiatives” and the Guidelines to their “Description”.

The organisation of an event implies different roles and therefore different responsibilities, but whereas some aspects are clearly pertinent to specific roles (e.g. the placement of controls is the responsibility of the course setter) in many cases people fill multiple roles or, on the other hand, especially with big events, a sector of activity is split into different areas with different persons in charge.

We therefore suggest using the Checklist as a support to the subdi-

## **INTRODUCTION CHECKLISTS AND GUIDELINES**

vision of tasks in the organisation and the Guidelines as a reference for the persons responsible for each task.

The Checklists and Guidelines will be periodically revised based on new data and on proposals that will come from the users. Your comments and suggestions are therefore most welcome (mail to: [chair-esc@orienteering.sport](mailto:chair-esc@orienteering.sport)).

# DIALOGUE AND COOPERATION ENVIRONMENTAL AUTHORITIES

## ❑ ASSESS INFORMATION ON PROTECTED AREAS

*Identify the Authorities in charge with the protection of the environment for the area where orienteering maps are to be drawn and races organised. If the area falls within a national or regional park, usually there is a park office with a Director; otherwise, the local municipality can indicate the appropriate authority. Areas with limitations of access or use should be identified as soon as possible and the nature of such limitations clarified.*

## ❑ ASSESS INFORMATION ON FRAGILE HABITATS

*Apart from the legal protection that a specific area may enjoy, local environmental authorities may indicate specific fragile habitats that deserve special protection: e.g. bogs, wetlands, breeding areas, etc. that should be known and receive special attention both by the mapper and the course setter.*

## ❑ ASSESS INFORMATION ON OTHER RESTRICTIONS

*Other restrictions may protect historic or archaeological sites, areas of worship, dangerous areas, etc.*

## ❑ OBTAIN PERMISSION

*A written permission may be necessary both for mapping and for the organisation of events; in any case some form of written agreement (e.g. an exchange of letters) is recommended.*

## ❑ REPORT AFTER THE EVENT

*After the event it is advisable to report to the environmental authority also in case nothing special occurred but demonstrating that there was a follow-up of the agreements made. This will help facilitate future requests of access to the area.*

# DIALOGUE AND COOPERATION HEALTH AUTHORITIES

## ❑ BE AWARE OF HYGIENE AND RULES FOR CATERING

Health Authorities usually dictate the rules of hygiene to be observed in food preparation, conservation and distribution. It is very important to be familiar with these rules in good time if the organisers are offering catering services directly. If the service is outsourced to licensed businesses, they are responsible for observing the rules.

## ❑ BE AWARE OF RULES FOR TOILETS AND WASTEWATER MANAGEMENT

Health Authorities may also dictate the minimum requirement for toilet facilities in relation to the number of participants. In case temporary toilets are set up for the event, it is important to verify the qualifications of the service provider. Different more environmental friendly solutions must be approved by the local health authorities.

## ❑ BE AWARE OF DEMANDS FOR FIRST AID IN ARENA

The qualifications and number of health professionals to be available in the arena can be dictated by the health authorities in relation to the number of participants expected at the event. First aid can be offered in a special room or tent or by staff of the ambulances that are stationed in the arena.

## ❑ BE AWARE OF RULES FOR AMBULANCE SERVICES

In some countries it is compulsory to have one or more ambulances available during the event; in case a first-aid service is set up in a room or tent, it is however necessary to guarantee that an ambulance would reach the arena within a fixed time. If one or more ambulances are stationed in the arena during the event, they may provide a first-aid service themselves.

# **DIALOGUE AND COOPERATION MUNICIPALITIES**

## **❑ BE AWARE OF OTHER EVENTS CONFLICTING**

*Conflicts with an orienteering event are not limited to other initiatives being planned in the same forest or town district in the same days. Any other event that demands resources, material and human, or that might create traffic problems or compete for accommodation facilities could create a conflict with an orienteering race. Concerts, other sports events, political gatherings, fairs, to name just a few. Municipal authorities are the natural contact point both as a source of information and for a discussion on organisational aspects: traffic management, forbidden areas, safety, etc.*

## **❑ CREATE OPPORTUNITIES FOR LOCAL BUSINESSES**

*One of the benefits an orienteering event can bring to a local community is the possibility for local producers to offer their goods and services to people coming for the race: not only the potential number of customers is relevant, but also the wide area of their provenance that might spread the appreciation of local product on a broader market. These economic benefits for the local businesses are an element of the social component of sustainability and, as such, an important element in the dialogue with the municipal authorities. Some events also provide valuable fundraising opportunities for local community organisations.*

## **❑ OBTAIN WASTE MANAGEMENT DIRECTIONS**

*A fundamental element of the dialogue with the local Authorities is the proper way for waste collection and sorting. In particular, sorting directions depend on the waste treatment facilities that are operating in the area. For instance, compostable tableware is*

collected in the organic bin only if there are specific composting facilities; biodegradable plastics need an anaerobic environment to be transformed into biological components by anaerobic bacteria; such environment is found in landfills, but not in composting facilities.

## ❑ CONSIDER LOCAL ALTERNATIVES TO LODGING

Orienteering events spanning several days, or a weekend provide opportunities not only for hotels, but also to a multitude of B&B, farmhouses, campsites, etc., an important source of revenue for local people and, again, a relevant element in the dialogue with local Authorities.

## ❑ INCLUDE LOCAL PRODUCERS IN PLANNING OF VENDING STALLS

Municipalities, or their trade departments, should be contacted early and arrangements for vending stalls in the arena or other commercial arrangements. In some countries this may offer a good fundraising opportunity for local community groups.

# **DIALOGUE AND COOPERATION POLICE AND TRAFFIC AUTHORITIES**

## ❑ INFORM ABOUT NUMBER OF EXPECTED VISITORS

The Police or the traffic department of the municipality (possibly both) should be informed well in advance of the expected number of people; a rough figure can be based on numbers at similar events in the past or in other events of the same level; more precise numbers can be provided after the closure of registrations. This will help in the proper planning for the day/s of the event.

## ❑ REQUEST POSSIBILITIES OF PUBLIC TRANSPORT

*If a city near the event place can be reached by train, a shuttle service can be organised and possibly offered for free by the city as an in-kind sponsorship. In such a case, the opportunity should be communicated as early as possible through the usual communication channels (web bulletins) and encouraged.*

## ❑ MAKE ARRANGEMENTS FOR TRAFFIC REGULATION

*Information on the expected routes to approach the event place should be published in the bulletins and the observance of the directions should be ensured by specific staff (policemen, recognisable voluntary staff) on the day/s of the event. The police or traffic department might have issued one-way directions to facilitate the flow of cars. If the Police has provided specific directions, they shall be observed even if the traffic is managed by the organisers on the day of the event.*

## ❑ CONSIDER THE POSSIBILITIES OF PARKING MANAGEMENT

*Parking places in the vicinity of the arena are often placed on private ground, negotiating a permission by the landowner. If a meadow is used, it is important to analyse the consequences of a possible rain both for the damage provoked on the meadow itself and for the possible problems of access and exit. Parking areas can be managed to encourage car sharing, e.g. by charging parking fees that decrease with car occupancy or by reserving for carpools the zones closer to the arena. A parking fee may contribute to offsetting carbon emissions related to the event, if the organisers decide to run a carbon- neutral event.*

## ❑ PLAN FOR EMERGENCY SITUATIONS

*A risk analysis is an important component of planning activities. Risks should be classified by severity and probability and plan-*

ning should start from those that receive the highest scores in both criteria. Emergencies can be health-related (injured people) or meteorological or other, depending on the circumstances. Contingency plans should be prepared and communicated to all the people involved in the organisation, so that each is aware of what their role would be.

# CHECKLIST

*A quick list for crossing off guidelines and actions.*

## ENVIRONMENTAL AUTHORITIES

- ❑ Assess information on protected areas
- ❑ Assess information on fragile habitats
- ❑ Assess information on other restrictions
- ❑ Obtain permission
- ❑ Report after the event

## HEALTH AUTHORITIES

- ❑ Be aware of hygiene and rules for catering
- ❑ Be aware of rules for toilets and wastewater management
- ❑ Be aware of demands for first aid in arena
- ❑ Be aware of rules for ambulance services ▷▷

## GUIDELINES FOR ORGANIZERS

# **DIALOGUE AND COOPERATION**

# **PUBLIC AUTHORITIES**

## **MUNICIPALITIES**

- ❑ Be aware of other events conflicting
- ❑ Create opportunities for local businesses
- ❑ Obtain waste management directions
- ❑ Consider local alternatives to lodging
- ❑ Include local producers in planning vending stalls

## **POLICE AND TRAFFIC AUTHORITIES**

- ❑ Inform about number of expected visitors
- ❑ Request possibilities of public transport
- ❑ Make arrangements for traffic regulation
- ❑ Consider the possibilities of parking management
- ❑ Plan for emergency situations