



EVENT PLANNING AND MANAGEMENT SUB-COMMITTEE

TERMS OF REFERENCE

INTRODUCTION

1. For the purpose of this document, events include the following streams of orienteering:
 - a) ACT Classic Series, ACT League Program & ACT Championships
 - b) ACT Metro Series
 - c) ACT Runners Shop Twilight Series
 - d) ACT Sprint Series
 - e) ACT Midweek Series
 - f) ACT Street Series
 - g) ACT Mountain Bike events
 - h) ACT Ski Orienteering events
2. Scheduling for carnivals such as Easter or Australian/Oceania Championships will be considered by the Sub-Committee, with detailed planning and management to be undertaken by a separate committee set up for that carnival.

ROLES AND RESPONSIBILITIES

3. The Event Planning and Management Sub-Committee Roles and Responsibilities include:

Event Planning:

- a) To plan the event program 9-12 months in advance of the event date.

- i. The program for events held mid March - September should be planned no later than end August in the preceding year.
 - ii. The program for events held October – mid March should be planned no later than end February.
 - iii. The program is to be loaded to Eventor and accessed from the OACT website as soon as possible after the program has been agreed.
- b) Planning includes agreeing on:
 - i. event dates
 - ii. organising clubs for events listed at paragraphs 1a, b and c, and
 - iii. event locations for events listed at paragraphs 1a, b, c and d - confirmation/permission to use identified locations should be sought/obtained as soon as practicable after settling the program.
- c) Planning must take into consideration any finalised event dates for major events to be organised by our major partnering organisations: OA, ONSW and ACTRA.
- d) OACT's program for events listed at paragraph 1a are to be provided to ONSW and ACTRA, even in draft form, to assist with their event planning.
- e) The Sub-Committee has the Board's authority to set OACT's program of events.
- f) Planning issues unable to be resolved by the Sub-Committee are to be escalated to the Board.

Event Management:

- a) To solve event or series-wide issues that are not able to be solved by a Series co-ordinator, or when a Series co-ordinator has not been appointed.
- b) To resolve issues in executing the planned programs of events, including replanning event dates, organising clubs and locations (for example if permission to use a location is not given or is withdrawn, if weather conditions become unfavourable, or due to other external factors.)
- c) Working with the Clubs, to ensure all events listed at paragraphs 1a, b, c and g have:
 - i. a course setter

- ii. an organiser and
 - iii. an accredited controller (for ACT League events) or an experienced vetter (for all other events).
- d) Working with the Clubs, to ensure all events listed at paragraphs 1a, b and c, are of an acceptable standard and adhere to the Event Management guidance documented on the OACT website:
<https://act.orienteeing.asn.au/resources/event-management/>
- e) Working with the series co-ordinators for events listed at paragraphs d, e, f, g and h, to ensure all events have the required officials in place and that the events are of an acceptable standard and adhere to the Event Management guidance documented on the OACT website:
<https://act.orienteeing.asn.au/resources/event-management/>
- f) On behalf of OACT, to respond to feedback provided after an event.

MEMBERSHIP AND MEETINGS

4. The Event Planning and Management Sub-Committee Membership is:
- a) At least one and no more than two representatives from the OACT clubs; AO-A, BS-A, PO-A, RR-A and WE-A. The representatives can speak on behalf of their respective clubs.
 - i. Each Club can determine its representative using whatever process suits the Club.
 - ii. A Club must provide a replacement representative if its nominated representative is unable to attend Sub-Committee meetings or unable to contribute to the Sub-Committee's Roles and Responsibilities.
 - iii. For continuity, ideally a Club's nominated representative should fulfill the Sub-Committee role for at least 12 months.
 - iv. If a voting decision is required, each club has one vote only.
 - b) At least one member of the Board (who may also be a club representative for the purposes of this clause). A Board member is responsible for reporting to the Board the Sub-Committee's actions and decisions.
 - c) If one is appointed, the Series co-ordinator for events listed at paragraphs 1a, b and c, (who may also be a club representative for the purposes of this clause).
 - d) The Sub-Committee members will appoint a Chairperson.
 - e) The Sub-Committee will be supported by the OACT Executive Officer for the planning of the event program.

5. The Sub-Committee must meet at least twice each year to plan the program of events, but may otherwise meet as and when required to carry out its roles and responsibilities.
6. The business of the Sub-Committee shall be conducted according to such reasonable practices as the Chairperson considers appropriate.
7. Planning the program of events requires consideration of all streams of orienteering. If the Sub-Committee members collectively are unable to speak for all streams, the Chairperson may invite others to join the committee (whether as members or observers) as required.

Examples:

- *the series co-ordinator for any stream of orienteering not mentioned at paragraph 4c, if one has been appointed.*
- *a representative from CG-A clubs for event program planning.*