

Guideline for Registering Alterations to OT Calendar and Additional Events

Requirement

All variations to the published OT annual calendar must be advised to the OT Secretary, and copied to the Director-Technical, OT Treasurer, OT Statistician and OT webmaster before the event is held. These variations include any additional or special events for which Public Liability and/or Professional Liability Insurance is sought. Any event cancellations should also be advised.

Reasons

1. OT's Public Liability and Professional Indemnity Insurance policies make reference to events on the orienteering calendar. To ensure the insurance cover for every event throughout the year, the calendar must be kept up-to-date.
2. Some events are held by special arrangement with e.g. schools, scout or guide groups etc. As well as ensuring insurance cover, it is to OT's advantage that statistics of participation numbers in these group events are recorded. Government grant funding to OT is based largely on increasing participation in orienteering year by year, so any numbers that we can legitimately claim is to our sport's advantage. Statistics should include a break up of numbers into juniors and adults, male and female. Note - even though the requesting organisation may have its own liability insurance, registration with OT is highly desirable to ensure protection both of OT and the orienteering organisers.
3. For normal program event changes, the OT Treasurer needs to be able to reconcile fees with events. This does not necessarily apply to all specially arranged events.
4. The Director, Technical has overall responsibility for Tasmania's orienteering program, and needs to be aware of the success of the pre-planned calendar, and of trends in 'special arrangement' events.

Responsibilities

Club (for changes to regular event calendar) or Organiser (for special events)

1. Advise OT Secretary, cc. to Director, Technical, OT Statistician, OT Webmaster and OT Treasurer, of details of change or additional event, including date/s and venue/s, and whether the Treasurer can expect any fees to be paid to OT.
2. Ensure publicity arrangements where appropriate are made (O Know, OT email news, media).
3. After the event, notify the OT Statistician asap of statistics, divided into juniors, seniors, male and female. For 'special' events, include the organisers, other helpers e.g. teachers, group leaders etc. in the statistics - anyone assisting is legitimately participating one way or another.

OT Secretary

1. Maintain a register of all notified changes and additions, and remind clubs and members of this guideline at least annually.

Director, Technical

1. Advise Events Manager who will note all variations, and use for future planning.

OT Statistician

1. When first notified, include provision for recording statistics.

2. Ensure follow up if statistics not received after advised event date.

OT Treasurer

1. Ensure any applicable event fees are received after the date of event.

OT Executive 17 November 2003

Minor update 10 Sept 2006 Director Technical: to include,OT webmaster, Events Manager and cancellations.