

AIRE Local Events Controller Guidelines v1

Updated August 2024 Richard Foster

These are the guidelines for the local events. **You should also refer to the planning guidelines for local events, which can be found on this page on the AIRE website: <https://www.aire.org.uk/info/event-organisation>. This document contains all the planning guidance given to the organiser/planner, including technical information and EWTs.**

You can find which events you have been assigned to on the 'Future Races List' which will be on the same page on the website. The assignments should also be sent out annually.

If there are any events you cannot do for any reason, then please try to swap with one of your fellow controllers for another event. If an event is cancelled, you do not need to step in and plan (unless you'd like to). You will simply be moved to the next slot in the rota.

It is suggested that if possible you do not aim to always control a certain type of event (e.g. Urban or score etc) or with the same planners. As secondary aim of assigning controllers, we hope that it will both sustain and enhance your controlling practise in between bigger events as well and working on different events and with different planners should be beneficial.

General guidance

Controlling local events should be a light touch. These guidelines are not exhaustive - you are all qualified controllers and should rely on your own experience, but if not sure about anything, then please get in touch with Richard Foster and he will be able to answer any questions you have.

1. Check the courses as you would do for any event, but with a light touch, for example:

- **No need to check control sites in the terrain – but the planner should have done so!**
- Check the courses follow the planning guidelines –if the estimated winning time is 20 mins, then make sure the courses are not 10km long!
- Usually we aim for the shorter course being approx ½ to 2/3 the distance of the longer course, but this depends on terrain – use your best judgement!
- Keep an eye on safety (busy roads, high cliffs) – this is probably most important
- Do offer some light advice on courses that would improve the quality and offer any guidance you feel is necessary, but don't spend hours trying to get the planners to get the best course as you would for a regional event.
- Do ask where controls will be gripped or sited (get the planner to have this in their mind)
- Keep an eye out for "bingo" controls, for example if planning a night score event and a planner has put a control on a 'prominent tree' which has been mapped in woodland!
- Check control descriptions are correct. NB: If the planner is using lampposts as control sites, they should not be using "prominent manmade item" as the description – this should be changed to the better description, e.g. path edge or road bend or similar.

2. Checking Risk Assessment

- Risk assessments must be done for all events, and signed by the planner before countersigning by the controller (you!) – this is a condition of BOF insurance.
- Check the courses and make sure they finalised and the maps are ready for printing before signing the RA
- You do not need to make sure every risk is covered. The RA should be highlighting the likely main key risks for **that event** and any mitigations taken. An example might be that an event has planned to cross a main road using a diagonal leg rather than straight across.

3. Checking Final maps before printing

- Check that circles are correctly positioned, circles are cut where required and lines bent etc. In general, many planners do not do this and it is a habit we should be getting our planners and controllers into! There is guidance in the planners document regarding this
- Check control descriptions are on the map.

4. Working with novice planners

- We hope that we will get more novice planners by having controllers. They may need additional guidance, support and feedback.
- In particular, they may not understand the differences in course technicalities and may need some guidance on using Purple Pen. Please try to assist and if there are difficulties, flag these up and the committee can provide advice and support too.

5. Timelines

- Planners should make contact in good time – it is their responsibility to contact the mapper and get the map (or the part of the map they want), and contact you, but if they don't, please do give them a nudge. I'd advise doing so at least 6 weeks before the event if they've not been in touch.
- If there are any "major" mapping corrections, this needs to be flagged up at least 4-5 weeks before the event – the planner should do this and make you aware.
- Courses and RA should be finalised about 10 days prior to the event and the maps sent to the printer about a week before the event. Note that if the map needs "finishing touches" (e.g. borders adding, scale bars etc), then you need to give the mapper prior warning and at least 2-3 days to do this.
- The planner is responsible for all these jobs, but you may need to nudge them along – particularly if they are a novice.

This is a 'living' document and process, so if there is any feedback, updates to this guidance or that for planners, please get in touch with the fixtures sec and we will update as needed.