

# British Orienteering

## Major Events Cancellation Policy and Procedure

### 1. Extent of this Policy

This policy covers cancellation due to adverse weather conditions, environmental concerns e.g. foot and mouth, and external authorities' e.g. emergency services. To be referred as 'acts of God'.

### 2. Purpose of this Policy

In the event of an act of God it is important that the safety of those attending the event; participants, spectators, volunteers, members of staff, First Aid provider and traders involved in arranging and managing the event, is ensured.

In the event of an act of God a decision must be taken as to whether the event is to be cancelled, start times delayed, curtailment or the event rescheduled. Each day of the event needs to be considered separately. It is important that the process by which the decision is taken should allow for consideration of all known risks and involves all relevant parties. In British Orienteering rule 14.14 and Appendix E 2.1.10 and 4.3.1, the Day Organiser(s) is responsible for cancelling an event. In British Orienteering rule 15.12 the Controller can require the Day Organiser(s) to cancel an event. The Day Organiser(s) with Controller and Day Planner(s) have the lead role in any cancellation. The Chief Executive Officer of British Orienteering has the authority to cancel an event if a mitigating factor has been brought to their attention which would contravene the insurance, or in the opinion of the Chief Executive is likely to place participants in danger or bring British Orienteering into disrepute.

This policy describes the process which should be followed to make a decision regarding if the event is to be cancelled, start times delayed, curtailment or the event rescheduled and how the decision should be communicated.

### 3. Definitions

The **Organising Body** is defined as the club, groups of clubs or Association(s) who have bid to stage the Event.

**British Orienteering** is defined as: The Board, who have delegated the overseeing of the Partnership events to the Major Events Manager and the Event and Competitions Committee. Each being responsible for distinct elements of the event operations contained in the Partnership Agreement.

The **Cancellation Group** includes the Day Organiser(s), Day Planner(s), Controller(s), Safety Officer and Event Coordinator.

The **Safety Officer** referred to in this policy is the named volunteer representing the Organising Body, which is responsible for the provision and organisation of the event.

The **Event Officials** include but not limited to the Jury, WRE representative, Trail O Organiser, Team Leaders.

The **Stakeholders** include but are not limited to participants, volunteers, members of staff, service providers, traders, media, First Aid providers, emergency services, local councils, Safety Advisory Groups, Landowners.

The **Partnership Events** refer to the JK, British Orienteering Championships: Long, Relay, Sprint, Middle and Night.

**Adverse weather conditions, Environmental concerns and External authorities** are those which might have implications for:

- The health and safety of the stakeholders
- Any relevant accessibility issues regarding the stakeholders
- Potential reputational damage to the Organising Body or British Orienteering

#### **4. The Cancellation Procedure**

##### **4.1. Early Cancellation (more than 2 days prior to the start of the event)**

###### **4.1.1. Adverse weather conditions:**

In the event of new information becoming available regarding adverse weather conditions, the Cancellation Group must meet or communicate to discuss the event. The Cancellation Group must regularly monitor weather forecasts provided by the UK Meteorological Office (Met Office) before the event.

The meeting/communication must be held as soon as reasonably possible after information about adverse weather conditions becomes available.

The meeting, in taking a decision regarding cancelling the event must take into consideration of the following issues:

1. The content of Met Office Weather Forecast
2. The health and safety of the stakeholders
3. Any relevant accessibility issues regarding the stakeholders
4. Potential reputational damage to the Organising Body and British Orienteering
5. The impact of a decision to cancel or not to cancel the event
6. Next steps

###### **4.1.2. Environmental Concerns and External Authorities:**

If circumstances outside of the Cancellation Group's decision dictate that the event must be cancelled, start times delayed, the event curtailed or rescheduled. The Cancellation Group must meet or communicate to discuss the event with the external authority who has issued the restriction/information. For example the Landowner restricting access due to foot and mouth.

##### **4.2. The decision:**

The Cancellation Group should at the conclusion of the meeting make a decision regarding cancellation, and notify the Organising Body and British Orienteering of the decision. If a decision is taken to cancel, the Day Organiser(s) must immediately tell the Chief Executive of British Orienteering.

The Chief Executive of British Orienteering, must aim to review the decision within 24 hours, where practicable. If the decision to cancel is confirmed, the Chief Executive of British Orienteering, must inform the following of the decision by phone and e-mail:

- The Day Organiser(s) who will tell the Cancellation Group
- Major Events Manager
- Include the Cancellation Group into the e-mail to the Day Organiser(s)

Notwithstanding the above procedure, if the Controller(s), owing to the unavailability or uncontactability of the Day Organiser(s) at the relevant time, unable to hold the initial meeting with the Day Organiser(s) referred to above, the Controller(s) with the Day Planner(s), Safety Officer and Event Coordinator shall be entitled to make a decision regarding cancellation and, in the case of a decision to cancel, to escalate that decision for confirmation to the Chief Executive of British Orienteering

##### **4.3. Late Cancellation (within 48 hours of the event or during the Event)**

###### **4.3.1. Adverse weather conditions:**

If adverse weather conditions descend during the event, the Cancellation Group must meet on site.

The meeting must include consideration of the following issues:

1. The content of Met Office Weather Forecast.
2. The health and safety of the stakeholders
3. Any relevant accessibility issues regarding the stakeholders reaching and leaving the site(s)
4. Potential reputational damage to the Organising Body and British Orienteering
5. The impact of a decision to cancel or not to cancel the event
6. Next steps

#### **4.3.2. Environmental Concerns and External Authorities:**

If circumstances outside of the Cancellation Group's decision dictate that the event must be cancelled, start times delayed or the event curtailed. The Cancellation Group must meet or communicate to discuss the event with the external authority who has issued the restriction/information/advice. For example the Landowner restricting access due to foot and mouth, the major access road closed due to an accident.

#### **4.3.3. The decision:**

The Day Organiser(s) should at the conclusion of the meeting/communication make a decision regarding cancellation, delaying start times or curtailment, and notify all event officials and the Organising Body and British Orienteering of the decision. If a decision is taken to cancel, delay start times or curtail the event, the Day Organiser(s) with the Event Coordinator must immediately initiate the Communication Plan.

### **5. Communication Plan:**

If a decision is taken to cancel, delay start times, curtail or reschedule the event then the Day Organiser(s) in consultation with the relevant event officials and Safety Officer will as soon as practicable initiate the Communication Plan ensuring that event stakeholders are advised and the reasons for cancellation clearly explained. The following issues need to be considered and answered:

- Could an alternative date for the event be set, in the event of early cancellation?
- What are the key reasons for cancellation, delaying start times or curtailment of the event?
- What are the most appropriate communication channels to use to those who would be planning to attend the event?
- What are the most appropriate channels to use given the timeframes involved?

#### **5.1. British Orienteering will:**

- Place notifications on the British Orienteering Facebook page
- Place notifications on the British Orienteering website
- Notify all traders, service providers (commentary, commentators, marquees, results, toilets, trak matting), sponsors and media
- Via the online entries system, notify all participants registered with an e-mail account
- Via the online entries system, notify all participants registered with a mobile number (late cancellation only)

#### **5.2. The Organising Body will:**

- Place notifications on the event website
- Notify all event officials and volunteer staff via Day Organiser(s) and Event Coordinator
- Notify the Landowners

#### **5.3. Safety Officer will:**

- Notify First Aid providers, police, local councils, Safety Advisory Groups