

## Orienteering SA Inc.

### Cancellation of Events and Management of Events during Adverse Weather Conditions

#### *Change History:*

Date	Comment
17 June 2008	Approved by Orienteering SA Council
16 Oct 2012	Approved by Orienteering SA Council
21 April 2015	Approved by Orienteering SA Council
17 April 2023	Some updates on the cancellation process Approved by Orienteering SA Council

#### **Related Policies:**

##### **Event Safety Policy and Guidelines**

The following apply to event cancellation and management of events in hot or other unfavourable/adverse weather conditions (refer to Event Safety Policy and Guidelines for more details of other adverse weather conditions).

1. Events published in the annual Orienteering SA event program are cancelled under the following circumstances
  - At the request of the landowner
  - On recommendation of the organising club, organising club and controller for controlled events, or organising group
2. Events published in the annual Orienteering SA event program are non-competitive where the forecast temperature is greater than 35 degrees C AND the actual temperature at any time during the event (first start time to course closure) is likely to exceed 35 degrees C. The Bureau of Meteorology's MetEye is a good way of estimating temperatures during a particular time range at a specific location.  
[www.bom.gov.au/australia/meteye/](http://www.bom.gov.au/australia/meteye/)
  - a. Exceptions are Group A events on the National Calendar where event status will be determined by the organising group and controller with reference to the event type, and the event's risk management and contingency plan.
  - b. For safety reasons participant start and finish times at an event deemed non-competitive are still recorded
3. A decision to cancel an event shall be made by OSA Management based on the recommendation from the event organisers and consideration of the reasons to cancel an event. The event organisers may have a rescheduled date for the event.

#### *Background Notes*

The cancellation policy permits clubs or the organising group to determine whether to cancel an event based on the particular circumstances of that event e.g. location, timing, event type. However where a landowner requests cancellation e.g. Forestry SA when there is a fire ban this should be followed, otherwise each event needs to be considered on a case by case basis. Cancellation may occur due to other land access issues.

Having a blanket cancellation policy does not cater for different event types and locations (e.g. Victor Harbor, Belair, Burra, Darwin).

## Policies and Guidelines Section 2.5B

The timing of a decision to cancel and event is made on a case by case basis, depending on

1. The possible reason for the cancellation e.g.
  - a. Fire Bans are only issued the day prior so may require a late notice of cancellation if a fire ban requires an event cancellation
  - b. Weather forecasts a few days prior to the event may not turn out to be accurate, so for urban events in particular the decision may be made only on the day prior to the event
2. The event location and hence how much notice may be needed by participants. Events requiring significant travel may need a cancellation notice in time for competitors to change their travel plans.

Management of hot weather and other inclement weather issues is relevant to the following phases in event management:

1. Preparing for the event –
  - a. plan event area visits according to conditions
  - b. Refer to Orienteering SA Safety Guidelines P. 2
2. Putting out controls and preparing event assembly area
  - a. Consider time of day
  - b. Pre-planning of activities
  - c. Refer to Orienteering SA Safety Guidelines P. 2
3. Event day
  - a. Reduce impact for morning events by having earlier starts in March and November for SA events – e.g. 9 – 11:30 am
  - b. Follow competition guidelines
  - c. Refer to Bureau of Meteorology's MetEye site and adjust courses available if necessary based on the predicted conditions as the time of the event.
  - d. Change the start time for evening events over the summer to a later time
4. Communication when an event is cancelled is required by multiple methods to maximise the coverage of the cancellation notice, and if the event is rescheduled for a different date
  - a. Event cancellation (and rescheduling where applicable) advice shall be notified by management to those responsible below to action
    - i. An Enews notice with the reasons (ENews editor)
    - ii. Email to all registered entrants from Eventor for the cancelled event with the reasons for cancellation (event organiser)
    - iii. Notice on the web site Home page (web site editors)
    - iv. By the organising team to the volunteers who were rostered to work at the event (event organiser)
5. General Event Information
  - a. Include a general statement in program with current notes on "Hot Weather, Total Fire Ban and Foot Orienteering Events" and on web site to check for event updates or contact the named event contact especially if the weather is likely to be hot or otherwise unsuitable
  - b. Keep event details in Eventor up to date and add "last minute" event details
  - c. Email to all event entrants with event changes including a note to refer to Eventor calendar entry prior to event