

American Radio Relay League



DOC 1: EVENT SANCTIONING FOR AMATEUR RADIO DIRECTION FINDING

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ARDF Sanctioning Subcommittee

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I. Event Sanctioning

A. Purpose

This document describes the process to be followed by those who would like to organize ARDF events sanctioned by the ARRL. Its goal is to demystify the process by describing the steps involved and listing the resources available to help organizers. With this information experienced Event Directors and those new to organizing competitive ARDF can effectively organize a successful sanctioned ARDF event.

B. Sanctioning

The ARRL sanctions ARDF events that are to be used to determine USA ARDF team membership. Sanctioning is done for several reasons:

- To help ensure that minimum standards are upheld in competitive events impacting team selection. Sanctioning is not required when the results of an event will not be used in determining USA ARDF Team membership.
- To enhance fairness in the team selection process by ensuring that everyone interested in USA ARDF Team membership is informed of events that can help them achieve their goal.
- To help ensure the safety and security of ARDF participants and volunteers by adherence to prudent safety practices and planning for emergencies.
- To expand the number of groups capable of organizing championship-quality events by providing appropriate assistance to organizers lacking ARDF equipment or expertise.

The ARRL ARDF Committee prepares a national ARDF calendar and evaluates sanctioning requests for those events to be put on the calendar. In addition to making sanctioning decisions, the ARRL ARDF Committee is here to help. It assigns consultants to assist and advise event organizers, and helps identify sources of equipment and volunteers.

C. Contacting the Sanctioning Subcommittee

Visit the ARRL web site <http://www.arrl.org/amateur-radio-direction-finding> to find contact information for the ARRL ARDF Committee.

D. Event and Course Consultants

Upon approval of a sanctioning request, the Chairperson of the Sanctioning Subcommittee will work with the ARRL ARDF Committee and the Event Director to assign consultants, if appropriate, and place them in touch with the Event Director.

II. Sanctioning Protocol

1. Requests should be submitted to the ARRL ARDF Committee by filling out a [Sanctioning Request Form](#). The Sanctioning Request form requires information constituting the minimum pre-planning by the event organizers. The Sanctioning Subcommittee is empowered to waive requirements, thus partially completed requests may be accepted. Additional information should be included if it might help.
2. Any conversations or correspondence made with the Sanctioning Subcommittee before submitting a Sanctioning Request can only be considered assistance in preparing the request, not approval of an event before submission of the request. The event is considered Sanctioned when the Sanctioning Subcommittee chairperson sends the Event Director a formal approval of the event. It is then placed on the ARDF Calendar.
3. The Sanctioning Subcommittee will generally allocate requested dates on a first-come, first-served basis and helps negotiate compromises.
4. Ideally, Sanctioning Requests should be submitted 12 to 18 months prior to the event. The lead time is important to allow advertisements to meet publication deadlines and to permit participants to plan their vacation schedules. Requests received less than one year before the event date will also be considered.
5. Bids for Championship events will be forwarded to the ARRL ARDF Committee after the Sanctioning Subcommittee has determined that minimum application requirements have been met. Championships are awarded by the ARRL ARDF Committee to sanctioned events. The Sanctioning Request will serve as the bid for the Championship designation. Organizers may submit additional supporting documentation, but it is not required.
6. Event dates will not be changed except at the organizers' request and with the concurrence of a majority vote of the ARRL ARDF Committee members.

III. Information For Directors Of Sanctioned Events

The Event Director is the individual with primary responsibility for managing all aspects of the event. The information below details these responsibilities and provides checklists and procedures to assist the Event Director in meeting these responsibilities.

A. Key documents

- DOC 1: [Event Sanctioning for ARDF](#) (This document)
- DOC 2: [ARDF Event Planning](#)
- DOC 3: [ARRL Sanctioned ARDF Events: What You'll Need Sanctioning Application Form](#)
- [USA ARDF Rules](#)
- ARDF Course Designer's Guide [TBD]
- Organizer Questions Checklist [TBD]
- Sample Event Procedures [TBD]
- Lessons Learned Compilation [TBD]

B. Organization and Responsibilities

The following roles don't necessarily have different individuals assigned to each one. Often it is just a few individuals wearing many hats filling all the positions. Even so, it is important to be aware of each responsibility and to be clear on who is responsible for each one.

- The **Event Director** must be specified on the Sanctioning Application and must be committed to fulfilling that role's responsibilities. The Event Director is responsible to the competitors, the Sponsoring Organization, and the ARRL to ensure that the event is carried out according to the USA ARDF Rules. She/He must work closely with any Event Consultant and with the Sponsoring Organization personnel and must advise the ARRL ARDF Committee of any possible delays or problems.

In these documents, "organizer" or "organizers" will be used to refer to the Event Director and those working with him/her to hold the event, which may include the Sponsoring Organization (see below).

- An **Event Consultant** may be assigned by the ARRL ARDF Committee. The Event Consultant monitors, advises, and assists the Event Director in event planning as needed.
- A **Course Designer** is responsible for designing courses per USA ARDF Rules. The Course Designer is designated at the time of application and is responsible

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for designing, setting, and vetting all courses and maintaining contact with the Event Director, Course Consultant, and Course Vetter.

- A **Course Consultant** may be assigned by the ARRL ARDF Committee. A Course Consultant reviews the courses and advises the Course Designer. The consultant keeps the Event Director informed of progress or problems.
- A **Course Vetter** may be appointed by the Event Director. The Vetter checks all aspects of the course setting in the venue and works with the Course Designer to achieve the best possible courses.
- The **Sponsoring Organization** is usually an Amateur Radio or Orienteering club. In some cases, the Sponsoring Organization may appoint the Event Director to assume ultimate responsibility for coordinating and organizing the event. Often the Sponsoring Organization will extend liability insurance coverage for the event by designating it as one of their official activities.
- A **Mapper** is responsible for producing the map and works closely with the Event Director, Event Consultant, and Course Designer.

IV. Consultation Services

A. Event Consultant

The ARRL ARDF Committee may provide an Event Consultant to assist the Event Director. Event Consultants have experience with organizing ARDF events and are familiar with ARRL ARDF administration.

B. Course Consultant

The Course Consultant may be assigned by the ARRL ARDF Committee to assist the Course Designer in producing courses that meet ARRL course-setting rules and guidelines. The Course Consultant may review the Course Designer's work from preliminary routes through final course designs and keep the Event Consultant informed of progress or problems.

V. Responsibilities/Activities for a Successful Event

A. Communications

The ARDF community and the ARRL ARDF Committee need to be kept apprised of developments and progress. Several bulletins need to be distributed in the months leading up to the event to provide important details of what is planned.

B. Event Site and Maps

ARDF takes place in woods, forests, and parks. Large wooded areas sufficient for the planned competitions are required. Necessary permits and permissions must be secured well in advance of the planned event dates.

A map is central to ARDF, and an accurate map is essential to holding a quality competition. Creating a map that meets ARDF standards requires an expert mapper and considerable time and expense. Therefore, the effort required to hold a sanctioned event is reduced tremendously if a venue is chosen for which high-quality orienteering maps already exist. Some Sponsoring Organizations, such as Amateur Radio clubs, do not typically possess the copyright to suitable maps and must, therefore, arrange for permission to use the maps of an orienteering club in their region.

An existing map, or one that will be completed well in advance of the event, is usually a major consideration in selecting an event site. The Course Designer or Course Consultant should, therefore, be very much involved in the task of site selection.

C. Registration

Registration information is essential in preparing for the event and meeting requirements for sanctioned events. Information that should be communicated to registrants is detailed in [ARDF Event Planning](#).

D. Organization

For the most part, event organization is up to the Event Director, who should make some written plans to provide to the Event Consultant and other key personnel. Many jobs must be coordinated with each other, and everyone involved should know who is doing what job.

E. Finances

One of the first things organizers should do when planning an event is to look at the finances involved. A carefully-prepared budget will detail the expenses to expect and how much revenue might be generated and can eliminate a financial crisis and hard feelings later.

VI. Publicity

Pre-event publicity can help generate additional entries and attract local sponsorship. Pre-event publicity may include promotional flyers distributed at local events, other sanctioned events, running stores, outdoor clubs, public libraries, etc.

Publicity needn't stop at the end of the event. Post-event publicity includes write-ups for the local newspapers and generic press releases that competitors can fill in and submit

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to their local newspapers. Local events held immediately after the event can capitalize on the curiosity it generated.

VII. The Event

ARDF Championship events typically last four or more days, with one day devoted to each competition format, and several practices leading up to the event. Smaller events may be sanctioned and need not feature competitions for all ARDF formats.

ARDF events involve many details. Each Event Director needs their own custom set of plans that consider the specifics of what their event will offer and the circumstances under which they will be operating. Review the key documents for help with identifying and managing all the details.

VIII. Wrap-Up

The event results, in electronic format, should be sent to the ARRL ARDF Committee no later than fourteen days after the event. Competition maps and course data also need to be submitted.

Please provide feedback on ARRL support, where it was of help, and areas it could have helped more. As part of the report, a list of lessons learned compiled from volunteers and competitors' feedback is strongly encouraged. The report will be used by the ARRL ARDF Committee in planning support activities for future events.