

Guidelines for juries at IOF Orienteering Events

These guidelines should be read in conjunction with the Jury section of the IOF Rules (FootO, MTBO and SkiO Section 29, TrailO Section 30).

General principles

1. The jury is an **independent appeal** body.
2. The jury meets to rule on protests.
3. A protest can only be made against the organiser's decision about a complaint. A protest cannot be made without first making a complaint.
4. Decisions of the jury are final.
5. Sporting fairness shall be the guiding principle in the interpretation of rules by competitors, organisers and the jury.

Jury membership

1. The jury should be appointed in advance of the event if possible.
2. The size (and in some cases the composition) of the jury is defined in the IOF Rules.
3. The IOF Event Adviser shall lead the jury but has no vote.
4. A representative of the organiser has the right to participate in the jury meetings but has no vote.
5. The jury members should, if possible, be licensed IOF Event Advisers and at major IOF events, Senior Event Advisers.
6. The jury members should be as diverse as possible. Ideally, it will contain both men and women, members from different federations and different continents.
7. If a jury member declares him- or herself prejudiced or if a jury member is unable to fulfil his or her task, the IOF Event Adviser shall nominate a substitute.
8. It is prudent to nominate, in advance, one or more reserve jury members who can be used as substitutes if necessary.

Preparation

1. The names of the jury should be published in the final bulletin if possible.
2. The jury should be given all materials distributed to competitors and team managers. They should attend any Team Leaders meetings. They shall be accredited to access all areas of the event.
3. The IOF Event Adviser should ensure that the jury members can be summoned quickly. Their mobile phone numbers should be gathered in advance and a check made as to whether there is mobile phone coverage at the arena. The jury members should be given the mobile phone number of the IOF Event Adviser.
4. The Organiser should print copies of the IOF Complaint/Protest form and have them available at the Enquiries/Information desk in the arena.

5. The IOF Event Adviser should inform the jury members when they need to arrive at the event, where they should report, and when they may leave.

On the day

1. The jury may be asked to observe key areas of the event e.g. start, finish. They should not interfere or take over the job of the officials. However, in urgent circumstances, they may provide advice in order to avoid or solve a problem.
2. The voting jury members must not be involved or consulted in the consideration of complaints. Complaints should be decided by the organiser with advice, if necessary, from the IOF Event Adviser. However, the jury members may be informed of the content of any complaints and the organiser's decision, especially if the organiser feels that a protest may follow.
3. The voting jury members should **not** act as judges or marshals at the event.
4. Any protest should be made on the official complaint/protest form which should show the original complaint and the organiser's decision about the complaint. Any protest shall be made in writing no later than one hour after the organiser has announced the decision about the complaint

The jury meeting

1. The jury should meet in a quiet place where they will not be disturbed.
2. The Event Adviser should ensure that copies of the IOF Rules and the final bulletin are available.
3. All members of the jury should be present. In urgent cases preliminary decisions may be taken if a majority of the jury members agree on the decision.
4. If a jury member declares him- or herself prejudiced or if a jury member is unable to fulfil his or her task, the IOF Event Adviser shall nominate a substitute.
5. The jury may need to gather extra evidence:
 - by viewing maps or documentation
 - by interviewing competitors or officials (if necessary with an interpreter)
 - by visiting a location in the terrain
 - by viewing photographs or videos
 - by obtaining readouts from electronic/computer equipment
6. The jury's decision (including reasons) should be written on the complaint/protest form. If the jury was not unanimous, the voting figures can be included if the Event Adviser feels it is appropriate.
7. The exact details of how each jury member voted should not be revealed.
8. If details of the jury decision are requested, it is very important that a uniform message is conveyed. The Event Adviser should act as the spokesperson for the jury or, if necessary, delegate the task to a jury member. The individual opinions of jury members may not be revealed. Other jury members should avoid subsequently discussing the protest with competitors, officials, spectators or the media.

After the event

1. The IOF Event Adviser should report details of any protests and the jury decision in the final report



Related documents available to download from the IOF Website

- [Complaint Protest Form](#)
- [Cancelling a competition](#)

IOF Rules Commission

10 October 2011