The Controller should have a working knowledge of:

▪ Planning guidelines.

▪ IOF Control Descriptions.

▪ ‘Course Planning – Practical Guidance’ by Hilary Quick is also recommended reading

On conclusion of the Grade C Controllers Course you will understand the role of the controller in carrying out the following tasks:

▪ Check initial points with the organiser (access, car parking, map, courses) and the planner (timetable, land restrictions, start and finish)

▪ Ensure an initial risk assessment has been carried out and counter sign the risk assessment

▪ Check the 'armchair planned' courses, be able to identify courses which infringe the rules or are of poor quality

▪ Prepare to check control sites

▪ Practically check control sites

▪ Check final paperwork (final courses; course lengths and climbs; map corrections; control code allocations; course description sheets; overprinted maps)

▪ Check arrangements with the organiser (car parking, including back-up for bad weather; safety; cancellation procedures; time keeping and back-up; sufficient officials, communications)

▪ Check electronic punching

▪ Check controls

▪ Using diplomacy to deal with any issues that arise