



Administrative guidance for organisers of IOF Events

Materials for prize-giving and ceremonies

The IOF Secretariat sends medals, diplomas and flags to the organiser one month before the event. The organiser is asked to check the medals and diplomas immediately after receiving them and to send a confirmation email to the IOF Secretariat after the checking has been performed. Please notice that the organiser is responsible for acquiring ribbons for the medals.

If two athletes share the same place in the results, the non-engraved medal must be collected back after the prize-giving ceremony and sent to the IOF Secretariat (accompanied with the appropriate ribbon) for engraving.

IOF flags and extra medals must be returned to the IOF Secretariat within one (1) month after the event has taken place. Event organisers will be invoiced according to the following specifications if flags and medals are not returned within this period of time:

EUR 70 / small IOF flag
EUR 90 / large IOF flag
EUR 25 / extra medal

Please note that the IOF Secretariat must be informed if there is an intention to forward flags to subsequent event organisers.

Bulletins

Bulletins shall be sent to the IOF Secretariat before publication. Please pay special attention if there is a need for replacing event names with acronyms (e.g. World Cup -> WCup, not WC!): the official list is available on the IOF website at <http://orienteering.org/resources/list-of-acronyms/>. Also, please notice that Event Advisers and controllers are not part of the organising team and should be listed under a separate heading (e.g. Event Advisers).

Results

Results shall be sent to the World Ranking list host (wr_results@6prog.org) immediately after the results are confirmed. Full details of the simple formatting needed can be found at http://iof.6prog.org/wre_format.htm. Results for Junior and Masters Championships shall be sent to the IOF Secretariat in the appropriate format for publication.

Should there be changes to the results afterwards, please inform the World Ranking list host and IOF Secretariat immediately.

Event reports

See Competition Rule 32 for IOF Foot, Mountain Bike and Ski Orienteering Events and Rule 33 for IOF Trail Orienteering Events. Please pay special attention to the number of sets of maps required: the original maps are needed both for the archive and for an assessment of print quality by the IOF Map Commission. A hardcopy of the official result list shall be provided by the organiser in order for us to be sure that the archived results are absolutely final.

The organiser shall also complete an IOF Timing and Punching System Report. Further information and the online form are available on the IOF website at <http://orienteering.org/foot-orienteering/event-organizing/report-templates/>.

Please also inform us of the final number of countries that took part in your event.



Contact details for the IOF Secretariat

IOF materials, event bulletins, results and reporting:

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Contracts, payments, sponsorship, requests for rule deviation:

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Quality management, World Championships matters, coordination of technical development, arena production and TV:

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