

## **Event Advisers' Handbook for World Ranking Events**

### **1. Appointment**

For WREs, the IOF Event Adviser is normally appointed by the Federation of the Organiser. (For higher-level events, the IOF itself appoints the IOF Event Adviser.)

### **2. Assistants**

The local Controller shall assist the IOF Event Adviser. Sometimes, the IOF Event Adviser may decide that an Assistant is necessary to help with a particular aspect of the event advising work e.g. IT matters, in-forest matters.

### **3. Visits**

The IOF Event Adviser will need to visit the location to approve the competition area, mapping arrangements, the arenas and other facilities and to meet with the major officials, soon after his/her appointment.

Much of the event advising work can be done electronically so normally, only one or two further site visits will be needed. The IOF Event Adviser must check and approve the content of each bulletin before it is published.

The IOF Event Adviser must advise the organiser in advance of the main objectives for a visit.

### **4. Between visits**

The organiser must keep the IOF Event Adviser informed of ongoing developments. With electronic communication, the IOF Event Adviser should be kept in regular touch with developments.

### **5. The Event Plan**

Even for a WRE, a simple Event Plan can be useful. The Event Plan should be drawn up by the Organiser and the IOF Event Adviser during the first advising visit. It should be updated regularly as the event progresses.

### **6. On the competition day**

In conjunction with the Organiser, the IOF Event Adviser should draw up a detailed timetable of his/her activities and locations during the competition day. The IOF Event Adviser should ensure that he/she can be contacted at all times – either by mobile phone or radio.

### **7. Jury**

A jury must be appointed in advance, and the jury members must be given instructions about where to report. Also, their contact details

must be obtained in advance so that they can be summoned at short notice. The IOF Event Adviser leads the jury but has no vote.

**8. Results**

The IOF Event Adviser must ensure that the results will be submitted in the correct format to the IOF on the day of the event. This is for World Ranking purposes. The IOF Event Adviser should confirm that the organisers have appointed an English-speaking contact with the specific task of submitting results in the right format, checking competitor IOF IDs etc.

**9. Reports**

The IOF Event Adviser should write a report immediately after each visit and also immediately after the competition has ended. Reports should be sent to the IOF Event Adviser appointing body with a copy to the organiser. An IOF Timing and Punching System report should also be completed after the event.

**10. Expenses**

The IOF Event Adviser must keep a careful account of expenses. Note that the IOF Event Adviser should be prepared to accept similar standards of accommodation and travel as the competitors will experience when participating in the event. The IOF Event Adviser appointing body may defer payment of expenses until the relevant report (visit report or final report) has been submitted.

**11. Useful documents (available on the IOF website)**

- a. World Ranking Event Guidelines (FootO)
- b. IOF FootO Rules/IOF MTBO Rules/IOF SkiO Rules
- c. IOF Control Descriptions
- d. Map Specifications
  - i. International Specification for Orienteering Maps 2000
  - ii. International Specification for Sprint Orienteering Maps 2007
  - iii. International Specification for Ski Orienteering Maps
  - iv. International Specification for MTB Orienteering Maps 2010
- e. Template Event Plan
- f. Template Visit Report
- g. Template Final Report
- h. IOF Timing and Punching System Report
- i. SportIdent Advice
- j. Emit Advice
- k. Start Draw Macros
- l. Checklist for controlling the map making of major IOF events
- m. Complaint & Protest form
- n. Cancelling a Competition

o. Jury Guidelines

Extracts from IOF rules

*31. Event control*

*31.1 All events, for which these rules are binding, shall be controlled by an IOF Event Adviser. The IOF Event Adviser shall be appointed within 3 months of the appointment of an organiser.*

*31.2 The IOF Council shall decide for which events it will itself appoint the IOF Event Adviser.*

*31.3 If the IOF Event Adviser is appointed by the IOF, he or she is the official representative of the IOF to the organiser, is subordinate to the IOF Council and communicates with the IOF Secretariat.*

*31.4 The Federation of the organiser shall always appoint an independent national controller. This controller shall assist the IOF Event Adviser appointed by the IOF. If the IOF does not appoint an IOF Event Adviser for the event in question, the controller appointed by the Federation will be the IOF Event Adviser. The controller appointed by the Federation need not come from the same Federation.*

*31.5 All IOF Event Advisers shall hold the IOF Event Adviser's licence. No IOF Event Adviser or IOF Event Adviser's Assistant may have any responsibility for a participating team.*

*31.6 The IOF Event Adviser shall ensure that rules are followed, mistakes are avoided and that fairness is paramount. The IOF Event Adviser has the authority to require adjustments to be made if he or she deems them necessary to satisfy the requirements of the event.*

*31.7 The IOF Event Adviser shall work in close collaboration with the organiser, and shall be given all relevant information. All official information sent to the Federations, such as bulletins, shall be approved by the IOF Event Adviser.*

*31.8 As a minimum, the following tasks shall be carried out under the authority of the IOF Event Adviser:*

- to approve the venue and the terrain for the event*
- to look into the event organisation and assess the suitability of the proposed accommodation, food, transport, programme, budget and training possibilities*
- to assess any planned ceremonies*
- to approve the organisation and layout of start, finish and changeover areas*
- to assess the reliability and accuracy of the time-keeping and results producing systems*
- to check that the map conforms with the IOF standards*
- to approve the courses after assessing their quality, including degree of difficulty, control sitings and equipment, chance factors and map correctness*
- to check any course splitting method and course combinations*
- to assess arrangements and facilities for the media*
- to assess arrangements and facilities for doping tests*

*31.9 The IOF Event Adviser shall make as many controlling visits as he or she deems necessary. The visits shall be planned in agreement with the appointing authority and the organiser. Immediately after each visit, the IOF Event Adviser shall send a brief, written report to the IOF Event Adviser appointing body with a copy to the organiser.*

*31.10 One or more assistants may be appointed by the IOF Event Adviser appointing body to help the IOF Event Adviser, particularly in the fields of mapping, courses, financing, sponsoring and media.*

*31.11 The IOF Event Adviser appointing body has the authority to revoke the appointment of the IOF Event Adviser.*

*7.6 All costs of IOF Event Advisers and Assistants appointed by a Federation shall be paid by the organiser or the Federation according to national agreements.*

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