

WORLD ORIENTEERING CHAMPIONSHIPS (WOC) IN THE YEAR 2016

Guidance Notes for WOC Applicants

I. Introduction

The World Orienteering Championships (WOC) are organised every year. Applications shall be received no later than January 1st four years prior to the championship year. (Rule 4.5 of the Competition Rules for IOF Foot Orienteering Events).

In accordance with the above rule, all IOF member federations are hereby invited to submit to the IOF an application to host the WOC in the year 2016. The application deadline is 1st January 2012.

II. General information on application criteria and procedure

Except for the front sheet, there is no pre-printed application form to be filled in. The applicants are asked to supply the IOF with a free-form application containing the requested information. In particular, the applicant should express a clear vision of and a concept for the WOC.

The **WOC programme** currently includes a qualification and a final race for each of the Sprint, Middle and Long distance competitions, and a Relay as well as an opening ceremony, a closing ceremony and adequate model events and rest. However, the programme is at the moment under review, and a decision on a new programme will be taken at the latest in 2012. The applicant has to agree to implement programme changes resulting from the WOC in Future project.

The goal of the IOF is to achieve extensive media coverage and sponsorship support for the WOC. The **Leibnitz Convention** (Appendix I), the **WOC Guidelines** (Appendix II) and the **Sponsor Guide** (Appendix III) are guiding documents in order to make IOF events more attractive and exciting, and of better quality for competitors, spectators, the media (including TV and the Internet), and sponsors.

For information on the present **competition formats**, please consult the attached document (Appendix IV).

Race Arenas

The quality of the race experience depends significantly on the location and the nature of the race arena, the layout and quality of its facilities, and the extent to which it is possible to see the athletes in action. Wherever possible in the context of providing a fair and suitably challenging competition, arenas should be sited close to towns and be easy to reach. A site with slopes makes the setting more attractive and increases the visibility for spectators; a spectator control also adds to the interest. Special requirements apply for the sprint, where visibility of the race carries a very high priority.

Arena Production

The IOF has a strong ambition to raise the visibility of orienteering in the world of sports and within the orienteering community. The World Orienteering Championships is considered to be the prime showcase and the applicant is therefore expected to share this ambition and to be ready to invest in the presentation of the event.

The following aspects shall be part of Arena Production:

- Carefully planned arenas
- Quality commentary
- Image production and presentation to a large video board in the arena
- On-line broadcast of the arena image production, commentary and results to the Internet
- Live TV signal available to national TV companies



Media Aspects

Organisers are encouraged to have close co-operation with the national TV company to have live coverage of all the finals, and to utilize advanced technology to present the WOC on TV and the internet.

The main event centre and each race venue should have well equipped media centres providing good facilities and easy means of communication for reporters and photographers. TV crews from other countries can be expected to attend.

The WOC website should have advanced design and provide wide-ranging information before, during (including 'live' updates on the races) and after WOC.

In the evaluation of the applications, the IOF will pay particular attention to the below aspects:

- The applicant's vision of the WOC and the outlined event concept
- Preferably a centralised accommodation of athletes, officials, media representatives etc., the aim of which is to create an 'Olympic Village' atmosphere.
- Suitable terrain for each of the event formats
- Good maps and courses
- The organisers/federation have good co-operation with national TV company and a preliminary TV production agreement
- The event is planned to ensure the possibility for excellent TV coverage
- The assembly area sited close to a built-up area, with good press facilities and access to phone, fax and internet.
- Spectators' races in connection with the WOC
- Conference facilities

Currently, the WOC involves about 250 athletes, 120 team officials and 150 media representatives. In addition, a number of other activities such as the General Assembly, IOF Council and Commission meetings and seminars are organised in conjunction with the WOC. Provision for the World Trail Orienteering Championships (WTOC) shall ideally be included with any WOC. Note that the applicants are expected to submit to the IOF a separate application (pre-printed form available) to organise the WTOC.

III. Sanction fee to be paid for the WOC organising rights

As decided by the IOF Council at its meeting in January 2006, the applicants will have to pay an application fee of 1,000 EUR. The fee shall be paid by the application deadline 1 January 2012.

In accordance with the Competition Rules for IOF Foot Orienteering Events, the IOF Council has taken the decision to impose a levy on the WOC. The fee applicable to the WOC in the year 2015 is 60,000 EUR. This compulsory sanction fee shall be paid to the IOF to obtain the organising rights for the event. The fee also includes limited rights to sell advertisement space to local sponsors.

The IOF retains the right to contract with a main WOC sponsor (Title Sponsorship for WOC). This means that Title Sponsor's logo will be combined with an event logo as guided by the IOF. This also includes the right to major exposure of the Title Sponsor on all the number bibs, start and finish gates, along the start and the finish chute and on the results board and the podium, as well as on all official competition materials. The IOF sponsorship rights for Title Sponsor and for other sponsors are to be agreed on organiser's agreement between the IOF and the organiser, principles being explained in the Sponsor Guide. In certain circumstances (and if the organiser so desires) the IOF may choose to offer to the organiser to acquire the full sponsorship rights pertaining to the event, in which case timely notice will be given.

The IOF, the national federation and the local organiser shall strive to achieve as extensive TV and Internet coverage of the event as possible. The organiser may not enter into any TV or Internet agreement without prior consultation with, and approval of, the IOF.

IV. How to apply for the WOC in 2016

The application (in English) shall be submitted to the IOF Secretariat by the National Orienteering Federation, not by the local organiser. The application shall consist of the filled-in front sheet, a free-form application containing the requested information, and any necessary appendices. The application deadline is 1st January 2012.

The schedule is as follows:

5 October 2011	Application forms are distributed to the national orienteering federations
1 January 2012	Applications to host the WOC in 2016 shall reach the IOF Secretariat and the application fee shall be paid to the IOF bank account.
January 2012 →	Review of the applications, evaluation visits, preliminary organiser's agreement to be signed
July 2012	The IOF General Assembly appoints the WOC organiser for the year 2016.

V. Information to be included in the application

- General information
 - The applicant's vision of the WOC
 - The event concept
- Event Centre
 - Location
 - Accommodation (standard and price ranges with attached photos and/or brochures)
 - Location/structures for ceremonies (opening/awards/closing/banquet)
 - Location/structures for meetings (gatherings of 10 to 100 people)
 - Location/structures for media representatives
- Competition Centre(s)
 - Terrain description (some form of map shall accompany the application)
 - Experience of local organiser in hosting national and international events
 - Competition centres' accessibility from the Event Centre
 - Telecommunications support in the competition centres
 - Information about landowners
 - Name and experience of mapmaker
- Travel and transportation
 - Closest international airport
 - Travel costs and alternatives in the region
 - Transport plans during the event period
- Partnership agreements
 - Plans/contracts with the National Federation (written agreements to be submitted)
 - Plans/contracts with the competition centre(s) (written agreements to be submitted)
 - Plans/contracts with sponsors (written agreements to be submitted)
 - Plans/contracts regarding TV coverage (written agreements to be submitted)
- Organisation/finances
 - Planned organisation for the hosting of the WOC
 - Financial plans for the hosting of the WOC

VI. Further information and advice

The IOF Foot Orienteering Commission (FOC) and the IOF Sports Director are prepared to offer guidance on all aspects of organising a WOC. The WOC Guidelines can be found on the IOF website.

The applications shall be sent so as to reach the IOF Secretariat by January 1st, 2012. The address is: International Orienteering Federation, Radiokatu 20, FIN-00093 SLU, FINLAND.