

## Organizers' Guidelines for IOF TrailO events

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## 1. General information

These guidelines concern International Trail Orienteering (TrailO) events held under the authority of the International Orienteering Federation (IOF).

These events aim to

- offer top-level competitions to member federations
- provide a platform for presenting TrailO as an exciting elite sport for the participants, the media and spectators

These guidelines cover all IOF TrailO events: World Championships, Regional Championships and other events of similar status.

All users of these guidelines shall understand the information obtained from the following current documents available from the IOF Office or downloadable from the IOF website - <http://www.orienteering.org>

- Competition Rules for IOF Trail Orienteering Events
- Guidelines for Organisers at World Orienteering Championships
- Templates and sample documents for Organiser

The *Competition Rules for IOF Trail Orienteering Events* indicate where requirements for World Championships deviate from those for other international events. All references to rule numbers refer to the edition of the *Competition Rules for IOF Trail Orienteering Events valid from 1st January 2017*.

### 1.1. Role of the IOF Trail Orienteering Commission (TOC)

With regard to international events in Trail Orienteering, the IOF Trail Orienteering Commission is responsible for

- establishing standards for events
- evaluation of event applications, with the IOF Council
- advising and providing support for organisers of events to ensure IOF Regulations are followed
- design and revision of the Competition Rules and other Guidelines governing International Trail Orienteering events
- proposal of IOF Event Adviser and any Assistant for championship events, with the Rules Commission. Decision is made by the Event Supervisory Board (ESB).
- appointing, with the Rules Commission, the Jury for World and Regional Championships
- having a representative at each championship event, who will attend the Team Officials' Meetings if possible

### 1.2. Event application. Partnership agreement

Any Federation may apply to organise an IOF event.

Applications shall be forwarded by the Federation to the IOF Office. The official application form shall be used, and the applications shall contain all requested information and guarantees.

### **1.3. Event Programme, Early preparations**

The event dates and programme are proposed by the organiser, reviewed by TOC and approved by IOF Council.

The World Trail Orienteering Championships are organised every year, ideally as part of the Foot Orienteering World Championships programme. Regional Trail Orienteering Championships are arranged biennially, ideally as part of the Foot Orienteering Regional Orienteering Championships, the hosts being recommended by Regional Work Group, reviewed by the TOC and approved by the IOF Council.

## **2. Responsibilities and Event Control**

All people accepting a role as a major official shall visit at least one or more previous Championships to observe all relevant procedures.

### **2.1. Role of the Event Organiser**

Event Organisers are responsible for all logistical aspects of the organisation of an IOF Trail Orienteering Event in accordance with the current *Competition Rules for IOF Trail Orienteering Events* and these *Organiser's Guidelines for IOF Trail Orienteering Events* and *all other relevant documents/guidelines*.

In the case of World Trail Orienteering Championships this task is carried out as per the written agreement with the IOF.

The Event Organiser must cooperate with the IOF Event Adviser - with regard to progress, essential decisions and all requested information. All official information such as bulletins must be approved by the Event Adviser before being published.

Event Organisers shall contact and communicate with

- national / local authorities to use public land
- landowners for permission to use private land
- sponsors and media services
- accommodation and catering services
- providers of transport for team members
- National Controller

The Event Organiser for a World or Regional Championships must submit a report within three weeks after the event to the IOF Event Adviser (*see Rule 32.1*). Complete result lists and 2 copies of maps with courses and solution maps must be sent to IOF Office. The Event Organisers are free to decide the report contents.

The final report should be no longer than five pages.

### **2.2. Role of the IOF Event Adviser (EA)**

Trail Orienteering Commission proposes IOF Event Adviser for all international championship events (World and Regional Trail Orienteering Championships). Normally both a Senior Event Adviser (SEA) and an Assistant Event Adviser (AEA) are proposed. ESB appoints the SEA and AEA.

Apart from the Senior Event Adviser having overall responsibility for the event, there is no predetermined allocation of tasks.

The organizer must use the available expertise from SEA and AEA.

The IOF Event Adviser shall contact the event Organiser immediately after appointment.

The IOF Event Adviser shall visit the competition area and meet the principal Organising team a minimum of three times before the event.

- 2-3 years before the event - to approve competition areas and timetable, using the IOF template (see Event Advisers' section on [www.orienteering.org](http://www.orienteering.org))
- 1 year before the event – to check draft maps and courses
- 3 months, or more, before – to check final maps, courses and monitor the event
- Additionally at least three days before and during the event

After each visit the EA sends a brief written report using the *IOF template* (see Event Advisers section on [www.orienteering.org](http://www.orienteering.org)) to the IOF Office and TOC with a copy to the Event Organiser.

The IOF Event Adviser shall supervise/approve all parts of the organisation - 'in forest' and 'out of forest' areas such as:

- the venue and the terrain for the event
- the map accuracy and its conformity with IOF standards
- the courses after assessing their quality, including degree of difficulty, control settings and equipment
- competition maps before printing
- the organisation and layout of pre-start, start and finish
- the reliability of the time-keeping and results production system
- the suitability of the proposed accommodation, and transport of athletes and wheelchairs
- programme, budget and training possibilities
- the planned ceremonies and suitable access to them
- arrangements and facilities for the media
- arrangements and facilities for doping tests
- approve all official information

The IOF Event Adviser should work in an honorary capacity with travel costs paid by the IOF and with accommodation, meals and transport during the visits and during the event paid for by the event Organisers.

The IOF Event Adviser(s) shall maintain professional secrecy about information related to the competition. Therefore being Event Adviser is inconsistent with any function within a national team.

The IOF Event Adviser shall supervise all Team Officials' Meetings at the Event Centre and report only to the IOF Trail Orienteering Commission.

After receiving the Organisers report, the IOF Event Adviser shall write and submit a final report within four weeks of the event to the IOF Office and TOC. The report should use the IOF template

and may add the following points about the event: short description, opinions and comments, strong and weak points, complaints and their resolution and ideas and suggestions for future events.

**In summary, the IOF Event Adviser takes an objective view of the event, intervening as necessary to ensure the successful conduct of the event. The relationship of the IOF Event Adviser and Assistant, the National Controller and the Event Organiser should be based on confidence and focus on the shared objective – a successful event.**

### **2.3. Role of the National Controller**

The event Organiser's national federation has to nominate a National Controller for all IOF Events. National Controllers should

- have experience as competitors, course planners and organisers
- be familiar with International Trail Orienteering
- act as local assistants for the IOF Event Adviser
- not divulge any information about the event that would give an unfair advantage or isn't published.
- have their expenses paid by the national federation or by the event Organiser, according to national regulations
- attend all Team Official Meetings at the Event Centre

## **3. Bulletins and website information**

### **3.1. Event website**

It is customary for all IOF Trail Orienteering events to host an event website as a way of

- promoting the event
- updating information about the event
- making available Bulletins 1, 2 and 3 information (*see Rule 8*)
- displaying the most recent versions of previous orienteering maps of the competition areas
- providing relevant information about accommodation and accommodation booking
- presenting the link to IOF Eventor for event entries, information and results
- publishing start lists and results

### **3.2. Bulletins:**

#### ***1: Preliminary information***

General information concerning the event (*see Rule 8.3*) shall be published on the event website with a link from the IOF website, 24 months before the event (*see Rule 8.7*). This serves as a basis for forming plans.

#### ***2: Invitation***

All information (*see Rule 8.4*) shall be published on the event website with a link from the IOF website, at least 12 months before the event.

#### ***3: Event Information***

Bulletin 3 (*see Rule 8.5*) contains the event information for teams, media representatives and IOF officials. It shall be published on the event website at least 2 months before the event (*see Rule 8.7*).

#### **4: Programme**

Bulletin 4 is usually handed out to the teams and media representatives upon arrival at the competition centre, and shall be published on the event website.

One copy per person (competitors, team officials, media representatives, IOF officials) is necessary. Bulletin 4 has to contain all information for the teams and the media representatives during their stay and all necessary information about the races. (See Rule 8.6 for minimum contents)

#### **3.3. Official Last Minute Information**

Only in special cases may official information be given later than in Bulletin 4. If this is necessary, it shall be displayed and given in writing to team officials as soon as possible.

Minutes from TOMs shall be published on the website after the meeting (see Rule 13.2).

### **4. Entries**

#### **4.1. Nominal Entries**

Nominal entries (expected number of competitors and officials) have to be forwarded to the Organiser from an IOF member federation 2 months in advance of the event (see Rule 9.6).

#### **4.2. Final Entries**

- Final entries for each competitor (with the competitor's name and required medical certificate), and the names of team officials, including escorts must be sent via IOF Eventor no later than 10 days before the event (see Rule 9.7).
- Photos for ID badges should be forwarded electronically ready for the preparation of these badges; the badges can incorporate meal tokens if required.
- Changes are possible up to 12 noon on the day before the competition. For individual competitions a competitor may be replaced before the first competition and 2 hour before the first start, for a valid reason (e.g. accident or illness). No replacement is possible after the first competition (see Rule 9.10).

### **5. Event Centre Functions**

#### **5.1. Event Centre**

The Event Centre is the event Organisers' central meeting location. All information outlets, team officials' meetings and results service are located here.

The Centre serves as an information source.

#### **5.2. Travel and Transport**

Maps with driving instructions shall be provided in Bulletin 4. Clearly visible signposting in all relevant intersections must be ready early enough for the first arriving teams.

If bus transport is provided it should offer staggered departures according to start times. Parking for mobility impaired drivers should be available near the assembly area, or a shuttle service should be provided.

## 6. Competition

### 6.1. Terrain

Selection of terrain should be co-ordinated with other disciplines involved in the championship week. The selection must be approved by the SEA (*see Rule 31.8*).

See also Technical Guidelines ([link](#))

### 6.2. Course Planning

Water should be available along the route, after approximately each hour of competition. Toilets shall be available after about every 2 hours.

It is a good idea to have spectator controls if it is possible without compromising fair play.

### 6.3. Timed Controls

(See Technical guidelines, Appendix 2)

The controls should be screened from approaching competitors either by a natural feature or sheeting. Shelter in the form of a tent or awning is required for the comfort of both competitors and officials. Be aware of having a neutral shelter that will not change the colours of the map.

In order to have a good flow of competitors through the station the walking distance from the STOP to the control station should be short.

The chair provided must be solid, stable and high enough for anyone who finds sitting and standing up again difficult. The chair must be easily moved for wheelchair users to get exactly the same view. There should be markings on the ground to ensure this.

The Organiser and Event Adviser will allocate responsibilities and hold a training session for all officials, including any call-up marshal, as it is imperative that the same procedure is used for each competitor.

### 6.4. Control cards and marking devices

When control cards are used, a second punch with identical pin pattern should be provided to ease congestion.

Electronic equipment needs to be mounted on a screened stand. Units should be programmed to remain functional throughout the whole competition period. A marshal should ensure that units are 'awake' prior to the first start.

### 6.5. Equipment and Security

A secure and guarded bag drop should be provided at the Competition Centre.

### 6.6. Quarantine

A quarantine area, for keeping competitors waiting to start away from those who have finished, may be required.

Quarantine can be required before start and/or after finish.

There shall be shelter and seats enough for everyone in the quarantine area.

There shall either be a toilet on site, or someone to act as an escort to use facilities outside the quarantine.

### **6.7. Start**

If there is pre-start quarantine the area should provide possibilities for the competitors to prepare mentally before the start.

If the start is away from the Competition Centre, there shall be shelter, seats, drinking water and toilet.

If control cards are being used, the actual time of starting the course must be recorded.

When manual control cards are used for recording decisions throughout the course, electronic timing can be used for recording the course timing, including any mandatory breaks.

### **6.8. Finish and Time keeping**

In some situations it may be necessary to keep finishing competitors isolated until after the last competitor has started. Quarantine facilities as described in 6.6 are required.

Maps (if collected at the finish) and control cards shall be transferred to the Results Team in a safe way. If the maps are collected the competitor shall have her/his own map back or a new map.

### **6.9. Result calculation and Display**

“Organizers handbook – TrailO secretariat” shall be well known ([link](#))

The Organiser must ensure that:

- Hard copy results are promptly and freely available to all accredited media representatives, IOF officials and VIPs (*see Rule 24.13*)
- Hard copy results with all answers are made available for every participant and team official (*see Rule 24.13*)
- Official results in electronic form are saved in the IOF standard format and transmitted electronically to IOF as quickly as possible on the same day (*see Rule 24.16*)
- Solution maps and analytical information are posted on the website as soon as possible after results are declared official. (*see Rule 24.16*)

### **6.10. Speaker services at TrailO event**

The quality of the speaker service at a major event is one key factor in determining the success of the event from the spectators’ point of view.

As well as informative commentary on competitors coming in to the finish:

- spectators want up-to-date and complete information on how the competition is developing
- occasional up-to-date results summaries and any news of interest, all given in a lively fashion
- plenty of information about the competitors and in a language the public understands
- Interviews are also an important component of a good commentary.



The speaker's work area needs to be well sheltered from rain, wind and sun, so that computers and other electronic equipment can work effectively and the operators and commentators can easily view the screens.

The speaker team needs to be provided with all relevant information about the competition and competitors:

- copies of the start lists
- biographical information about the estimated 10-15 best Trail-O athletes from the last 5 years' international championships.
- current standing in either class

### **6.11. Medical services and Safety**

There must be discussions with the EA on the level required.

## **7. Conducting the Event**

### **7.1. Team Officials' Meeting**

The Organiser shall hold a Team Officials' Meeting on the day prior to the competitions. It must be conducted in English as this is the official language in IOF.

#### **Purpose of the TOM**

The purpose of this meeting is to:

- Transmit information not previously available, e.g. weather forecasts
- Confirm that all competition material (start number bibs, control cards, start lists, transport schedule, latest information, etc.) has been handed out before the start of the meeting.
- Distribute other relevant written information.
- Clarify any uncertainties of team leaders by responding to questions at the meeting.

#### **Structure of the TOM**

- It is held the day before each competition and shall start no later than 19.00 hours (*see Rule 13.1*)
- It is lead or supervised by the IOF Event Adviser, assisted by the Event Organiser

#### **Participants**

- The Chief Organiser and the Course Planner or the Mapmaker (persons from the Organising Committee who can answer all relevant questions)
- IOF Event Adviser
- National Controller
- Members of the jury
- Maximum of two representatives from each team (a person may represent more than one team).
- Other representatives of the Organising Committee or the TOC.
- Officials for a future WTOC.

## Agenda Items

- Verification that teams are represented
- Arrangement for transmitting information to any team that is not present
- Introduction of the organisers and the jury members
- Latest information for the teams given in writing
- Unforeseen urgent information from the Organiser given in writing.
- Questions, answers and information of common interest about the event and the competitions.

A well organised Team Officials' Meeting normally lasts between 30 and 45 minutes. Answers should be brief and to the point.

## 7.2. Awards Ceremonies

IOF Protocol Guide – Award Ceremony ([link](#))

- Awards should be presented in the arena as soon as the final places have been determined. Occasionally they are presented during the evening at a ceremony in the town – in which case a 'flower ceremony' should be held at the Competition Centre to enable race spectators to cheer the prize winners.
- For World Championships, official medals (gold, silver, bronze) and diplomas are provided by the IOF.
- Local organisers may decide to present prizes, which should be neutral and be a memento of the location of the event itself.