

Ski Orienteering Event Advisers' Handbook

1. Extracts from Rules for IOF Ski Orienteering Events

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 a 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, including reserve area
- 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
- to approve the official results

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.

WSOC 31.12 The IOF Event Adviser shall make 3 visits as a minimum: one at an early stage, one a year before the championships and one 3-4 months before the championships.

32. Event reports

32.1 No more than 3 weeks after the event, the organiser shall submit a short report to the IOF Event Adviser along with complete result lists.

32.2 No more than 4 weeks after the event, the IOF Event Adviser shall send a report to the IOF Event Adviser appointing body. The report should include any significant features of the event and details of any complaints or protests.

2. Working guidelines

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 on the proposal of the IOF Ski Orienteering Commission.

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 before the event as frequently as necessary (see Rules article 31.9). All visits shall be agreed with the IOF and the organiser in advance. For ski orienteering, the number of visits might be limited in comparison to other disciplines, especially in cases when an event is organised in an area without permanent tracks, in which case the visit to the terrain is only informative.

For World Ski Orienteering Championships the rules prescribe three visits. However, the IOF Event Adviser, after consulting the IOF Ski Orienteering Commission, may limit this to fewer, depending on the local conditions. If the organiser is appointed as scheduled, the first visit is done in the early stages and the second 9-12 months before the competition to help organisers finalise all information for bulletin 2. The last visit can be made just before the event because no track network will be prepared 4 months in advance.

For other events, one visit 6-9 months before the event and the second just before the event might be sufficient. Much of the event advising work can be done electronically also before the first visit.

Main tasks during the preparatory visit/visits

A: Approving the competition area

The IOF Event Adviser shall obtain a full understanding of the character and possibilities of the selected terrain so as to be able to support the organiser when proposing the network of tracks and courses. One must remember that there is no single ideal terrain for ski orienteering events. In many countries the list of potential areas might be very limited and if only one terrain is available for more starts, the ordering of disciplines should be decided accordingly if possible (step by step opening up of the area).

B: Mapping arrangements

The IOF Event Adviser should check that the organisers are fully aware of all details of the International Specification for Ski Orienteering Maps (ISSkiOM). The most frequent mistakes are the incorrect sequencing of colours and the improper use of certain symbols or green colour, for example.

C: Arenas

The ultimate goal today is to organise major events in established arenas with effective infrastructure for athletes, coaches, media and spectators. The existence of a dense network of permanent tracks in the area is an advantage, not a problem, as snow cover will be more certain. Fairness is secured by opening such networks for visits with or without map for as long as possible, depending on the particular circumstances (normally until the preparation of the scooter track network begins).

D: Other facilities

All types of accommodation should be offered, especially at Junior World Championships events. Many countries are very happy with self-catering solutions, especially in Nordic countries where food and hotels are more expensive compared to other regions. The prices of accommodation and catering shall preferably be kept below advertised or internet prices to discourage participants from booking individually. A mass order should allow significant discounts which is a benefit for both the organiser and participants.

Many teams may need assistance in preparing food suitable for special diets, which is also why one uniform menu for catering is not recommendable. Athletes' special diets often include pasta, vegan, vegetarian, lactose- or gluten-free or other special diets due to allergies. Kitchen staff shall be informed of this in advance.

Waxing facilities shall be available for all teams.

E: Approving fees

It is strongly recommended that the maximum fee per start is 35 EUR. This maximum level should be allowed (the IOF Event Adviser is responsible for approval of all fees) only in countries with high costs related to organising ski orienteering events, and when transportation provided by the organiser is necessary. Lower fees attract more participants and, hence, may actually give higher profit. The IOF Rules (see articles 7.1-7.4 and 7.7-7.8) define how the system of fees shall be organised: e.g. packages/discounted packages are possible, but fees for single start shall be available, and start fees cannot be linked to the purchase of accommodation or catering services. Fees for team officials and media shall be kept as low as possible. Registration fees are not recommended.

F: Meeting with the major officials

The IOF Event Adviser (and the Assistant) shall meet all major event officials during the first visit.

G: Approving time keeping and punching arrangements

IOF licensed electronic punching systems are listed in Rules Appendix 3. Until touch-free systems are generally approved, a request for rule deviation must be issued when considering the use of touch-free punching.

The IOF Ski Orienteering Commission can help organisers to negotiate acceptable prices for the borrowing of necessary equipment from respective companies.

H: Approving the official ceremonies and media/VIP contacts

Check the quality of content and organisation of the required ceremonies (opening, closing, prize-giving) and the banquet in order to ensure respect, legitimate pride and enjoyment for participants. Also, check the strength of local, national and international media contacts. At the same time, consider the range of VIP contacts and invitations (such as governmental officials, politicians, famous sportsmen and sponsors) and how this will be used to get media exposure. For more details, please refer to the 'Social aspects' section in this document.

4. Approving Bulletins

The IOF Event Adviser must check and approve the content of each bulletin before it is published and, if needed, consult the persons appointed for this purpose in the IOF Ski Orienteering Commission. Bulletins should always be sent to the IOF Secretariat before publication. For contents, please see the Rules – 8. Information about the Event.

Please note that Event Advisers must not be considered to be part of the organising team and should be listed under a separate heading in bulletins etc. Also, please be careful with acronyms: e.g. World Cup or WCup, not WC. The list of official acronyms is available on the IOF website at <http://orienteering.org/resources/list-of-acronyms/>.

5. Between visits

The organiser must keep the IOF Event Adviser informed of ongoing developments. In addition to the following core aspects of the event, the most important task is to approve the track network and courses.

Track network: The IOF Ski Orienteering Commission does not recommend using very dense track networks, especially in order to secure weather safety. The combination of wind and powder snow, for example, makes it impossible to maintain a dense network of ski tracks.

If possible, restricted areas should not be used, or if such places exist in the terrain, the course setting shall respect this (the optimum route choice should not cross a restricted area. If it does, it should be taped off and referees should be present).

Courses: It is impossible to predict the weather conditions for a forthcoming event. Because of this, expected winning times are rough estimates. The organiser is advised not to plan the length of courses for the optimum conditions but to slightly adjust it in order to have some reserve, especially in long relays. The model event area should be a small part of the competition terrain, if possible.

6. Just before and during the event

A: Organisational aspects

In cooperation 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. He should also know how to reach jury members in case there is a need to gather the jury.

B: Technical aspects

1. Checking entries

The deadline for entries should be set as soon as possible to allow the organiser to prepare the start list before team leaders meeting. It is highly recommended that all forms are checked before the start draw begins, and that the IOF Event Adviser signs all of them before processing. Should a country not submit a final entry form, the IOF Event Adviser shall decide how all entered athletes (if the fee has been paid) are allocated. The first step will be to find or contact the team officials if possible: there have been several cases where some of the teams have arrived only few minutes before the start, unaware that their teams are missing from the start list.

2. Start draw

The start draw is normally carried out using computer software, but the presence of the IOF Event Adviser is still necessary (a requirement by the Rules). Allocation to start groups shall be supervised. In non-restricted groups (=groups outside the red group) two athletes from the same country shall not start consecutively.

3. Transport

Transport from distant accommodation (if offered by the organiser) and especially compulsory transport to start are core determinants of the success of an event. Any delay resulting from a mistake by the organiser concerning transport may endanger the whole event. Because of this, the IOF Event Adviser shall check the transport schedule (reserves for any kind of delays are necessary), ensure that all buses can be contacted and make sure that all buses follow the schedule and arrive at the correct place. In case of any problems it is better to delay the start than to cancel the event afterwards because of unequal conditions for some athletes or teams.

If teams arrange their own transport, the responsibility to make sure there are no delays lies with the respective teams.

4. *Model event character*

As mentioned, the model event area should be a small part of the competition terrain, representing its core features. All aspects of the event shall be demonstrated (start, finish system, map, refreshments, controls, punching, etc.).

5. *Facilitating team leaders' meetings*

Team leaders' meetings should preferably be chaired by a representative of the organiser, and only in special cases by the IOF Event Adviser. As much information as possible shall be given in written form. All changes approved during the meeting shall be recorded and submitted in written form to all teams as early as possible. Provisional start lists should be given to teams at the beginning. The standard agenda for team leaders' meetings is given in Rules Appendix 2.

6. *Map exchange areas/mass starts*

Athletes are responsible for taking the right maps at individual starts but during a mass start and at map exchange the organiser shall ensure that maps are distributed correctly.

It is highly recommended that all mass starts are video-recorded so that the organiser has proper evidence for warnings or disqualifications based on false start or grabbing the map too early. It is recommended that maps hang on strings at the start line.

The main risks at map exchange are as follows:

- limited space and high speed of incoming athletes
- wind blows returned maps away
- taking the wrong map (which then also affects another athlete or team).

The organiser should ensure that there are enough experienced marshals on the spot to prevent problems at map exchange as correcting them is very difficult. The IOF Event Adviser should check the model for the forking method and make sure that the organiser has guidelines (should be readily available in the changeover zone) that describe the forking alternative for each leg of every team. Spare maps should also be at hand for all forking alternatives.

7. *Out of bound areas*

If restricted areas are inevitable and may impact route choice, all of them shall be supervised by referees in order to have evidence in case a runner enters an out of bounds area. The emphasis shall be put on prevention: restricted areas should be clearly marked in the terrain as well as on the map. GPS tracking can be used as evidence to disqualify athletes who entered out of bounds areas but, if there is a protest, the jury must interview the athlete.

8. *Tracks and controls in terrain*

The IOF Event Adviser checks at least a part of the competition area before start. If the organisers are less experienced, the Assistant Event Adviser shall control all

elements of the event in the terrain. If a touch free punching system is used, controls shall be on the side (preferably both sides) of tracks and shall not be placed on a downhill or in areas with high speed skiing.

9. Start and finish area

The rules clearly define how the start and finish should look like. If possible, one jury member should observe the start and one the finish. In the case of a mass start, the IOF Event Adviser shall be at the finish when the leaders arrive. The finish should be videotaped for both individual and mass start events.

10. Timekeeping systems

Classical punching on the finish line is not allowed in IOF major events (except for World Masters Ski Orienteering Championships). A secondary timekeeping system shall be used and it is necessary to check this with the organiser.

11. Doping control and facilities

The IOF or other bodies may send doping control commissioners to the event. Such persons must be provided with all requested services: support to bring athletes to the control, space, etc. The organiser may always ask their national anti-doping organisation to provide extra doping control.

12. Approving the results

The IOF Event Adviser must check the final results before they are published.

C: Social aspects

1. Ceremonies

Ceremonies are a very important part of each event. Usually there are just a few ceremonies and sometimes they can be merged to suit media needs. If possible, ceremonies should be organised inside, not outdoors, because winter weather is unpredictable. Ceremonies held outdoors should be as short as possible.

The organisers shall provide an English-speaking speaker who will be responsible for all ceremonies. Details of any special programme related to local culture or special guests, for example, should be included in the arena schedule for the event.

Opening ceremony

All participants shall take part in the opening ceremony wearing their national team clothing, together with coaches and other officials. If possible, a march should be organised of all participants to the place where the opening ceremony will be held. All major organisers, hosts and important persons should be invited to attend. Speeches at the opening ceremony are usually given by the following persons:

- local authority representative
- Event Director
- domestic competitor who will deliver the oath of fair play on behalf of all competitors.

The opening ceremony should not last more than 40 minutes.

Flower ceremonies

A short flower ceremony shall be organised right after the race has finished at the finish area, where the three best runners get flowers. The flower ceremony is not obligatory, it depends on media requirements.

Prize-giving ceremonies

When the race is finished and the results are official, the best runners are awarded with medals, diplomas and other prizes at a prize-giving ceremony. It is important to consider where, how and when this is organised in order for spectators, guests and media to be able to take part.

Closing ceremony

The closing ceremony provides a natural and important conclusion at the end of each event. It is recommended to have a short cultural or entertainment programme followed by short closing speeches by key persons. The most important official should make the final speech. The closing ceremony is also where the IOF flag is handed over to the next organisers of IOF Championships.

2. *Press centre*

A press centre should be created at or very close to the finish area, with at least telephones (fax machine), computers with internet and email connections, power sockets for media representatives' laptop computers, copy machines and refreshments.

The event shall have a specific Press Officer whose sole duty in connection with the event is overall responsibility for providing information and looking after the requirements of the international and local media. The results and the total standings shall be distributed to media representatives on-site, and to national and international news agencies and media.

3. *Press conferences*

Press conferences and activities shall be arranged by the Press Officer, together with the Event Director, competitors and main sponsors, before the race. On the competition day, the race concept and the most interesting runners can be introduced to the press before the start if possible.

A short press conference with the top runners shall be held immediately after the finish. The press conferences on the competition day shall be held in English and the national language, with questions prepared and asked by the Press Officer.

Appropriate press material shall be available at the press centre and press conferences before the race. The material shall include the results of previous championships, runners' presentations and the race map (the map shall be distributed immediately after the last start).

4. *Arena*

It is advisable to use existing ski/biathlon stadiums for finish and spectator area. A stage of appropriate quality must be situated so that there is enough room for the spectators in front of the stage. There should be tents or rooms close to the stage for the following uses:

- VIP centre
- press centre and place for press conferences
- waiting area for the competitors
- administrative area for the officials

The stage should consist of:

- results wall
- main sponsor banners for the start and finish area
- walls and banners for the local sponsors
- podium for the prize giving ceremony for the three best on the stage
- flowers and decorations for the podium and the stage
- flowers to the first three women and men
- flags for all participating nations and IOF flag.

5. *Media coverage*

With new techniques it is much easier to cover orienteering events, especially ski orienteering events. Live broadcast on the internet, the radio and TV are becoming a natural part of major events, but are best suited for sprint and relay. Live internet coverage is a particularly effective tool for spreading information. Foot orienteering practices in arena management should be followed as far as possible.

6. *Marketing, promotion*

Budget is a crucial element in event organising which is why it is recommended that there is a separate Marketing Manager for promotional and marketing duties. It is difficult to organise ski orienteering events without the support of donors, sponsors and other fund-raising which requires the preparation of a marketing plan.

D: Relations with the organiser

The IOF Adviser is above all a helper and adviser of the organiser. The IOF Event Adviser supports the organiser as far as necessary and possible. Relations with the organiser should be based on confidence and the consciousness of a shared objective. The IOF Event Adviser shares with the organiser responsibility for the outcome of the event in all respects, working to the agreed Event Plan and discussing and negotiating any proposed amendments to it. The organiser shall keep the IOF Event Adviser in

touch with the progress of the preparations and with all essential decisions, and shall give the IOF Event Adviser all requested information. The IOF Event Adviser has the duty to intervene if the Rules are not respected or if the successful conduct of the event is endangered; he/she can in such circumstances give instructions to the organiser on how to rectify the problem. If there are already signs of possible problems in the first phases of preparing the event, the IOF Event Adviser shall contact the IOF Ski Orienteering Commission as soon as possible.

7. Jury

A jury should be appointed in advance. The process is normally managed by the IOF Secretariat. If some of the appointed jury members do not arrive at the event, the IOF Event Adviser, in cooperation with the organisers and teams, shall find substitutes before the first team leaders meeting. The jury members must be given instructions of where to confirm their arrival. Also, their contact details must be obtained in advance so that the jury can be summoned at short notice. The IOF Event Adviser leads the jury but has no vote.

The IOF document “Jury Guidelines” gives advice about the operation of a Jury at an IOF event.

Jury meetings

The Jury is appointed to rule on protests.

a. Decision concerning possible miss-punch

Unfortunately, at the moment, there is no fully reliable punching system available for winter conditions. Sporting fairness shall be the guiding principle for the jury when interpreting the rules. The IOF Ski Orienteering Commission recommends that if the control units record punching information, then the relevant control units shall be checked before the disqualification is finalised. Too fast punching (often recorded as an error punch), means disqualification. In cases where there is clear evidence that punching was done properly and it is likely that the control unit was malfunctioning, alternative punching evidence (e.g. videotape, referee report) should be accepted.

b. Cancellation of a competition

Please refer to the new IOF document, ‘Cancelling a competition’ (valid for all disciplines) for guidance when cancelling a competition is considered.

c. Other issues

Rules cannot be too detailed and adjusted to all specific situations that may occur during IOF events. The IOF Event Adviser should always inform jury that in such situation (and in general), the paragraph 2.7 is the main guidance for any decision:

“Sporting fairness shall be the guiding principle in the interpretation of these rules by competitors, organisers and the jury.”

8. Results

The IOF Event Adviser must ensure that results are published online, and will be submitted in the correct format to the IOF on the day of the event. This is for World Ranking purposes. Results for Junior and Masters Championships shall be sent to the IOF Secretariat in the appropriate format for publication. 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. Should there be changes to the results afterwards, the World Ranking list host and the IOF Secretariat should be informed immediately.

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 travelling costs of the IOF appointed Event Adviser and Assistant/s, to and from the venue, are paid by the IOF. Local costs are paid by the organiser. 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)

Rules for IOF Ski Orienteering Events
International Specification for **Control Descriptions**
International **Specification for Orienteering Maps**
International **Specification for Ski Orienteering Maps**
Template Event Plan for IOF Events
Template IOF Event Adviser **Visit Report**
Template IOF Event Adviser **Final Report**
IOF Timing and Punching System Report
SportIdent Advice for Event Advisers and Controllers
Emit Advice for Event Advisers and Controllers
Start Draw Macros
Checklist for controlling the map making of major IOF events
Complaint & Protest form
Cancelling a competition
Jury guidelines

3. Template IOF Event Adviser's Final Report

This document is designed to act as a template for the IOF Event Adviser's Final Report. Note that the report should concentrate on the unusual and special features of the event. The emphasis should be on evaluating the success (or otherwise) of the different aspects. There is no need to duplicate information that was available in the bulletins, event plan and previous reports.

1. Event Name and Dates

2. General Impression of the event

3. Short summary of the Organisation

4. Comments on the maps and terrain

	-3	-2	-1	0	1	2	3
Mark							

5. Comments on the courses and the competitions (including splitting systems and any following issues)

	-3	-2	-1	0	1	2	3
Mark							

6. Accommodation and transport.

	-3	-2	-1	0	1	2	3
Mark							

7. Arena details and spectator interest

	-3	-2	-1	0	1	2	3
Mark							

8. Ceremonies and banquets

	-3	-2	-1	0	1	2	3
Mark							

9. Timekeeping and Punching system

(Note that there is also a separate form on the IOF web site which should be used to report details of this)

	-3	-2	-1	0	1	2	3
Mark							

10. Media coverage

	-3	-2	-1	0	1	2	3
Mark							

11. Doping Tests

12. Jury Members

13. Full details of all Complaints and Protests

14. Suggestions for any Rule Changes