



# *Guidelines for the World Masters Orienteering Championships (WMOC)*

*A handbook for WMOC officials*

2016 Edition

Issued by the IOF Foot Orienteering Commission

## CONTENTS

<i>Foreword</i>	4
<i>1. Application and Allocation</i>	5
<i>2. Partnership Agreement with IOF</i>	6
<i>3. Event Plan</i>	6
<i>4. Organisation, Secretariat</i>	7
<i>5. Budget and Accounts</i>	7
<i>6. Deadlines</i>	8
<i>7. General Information and Invitation (Bulletin 1)</i>	9
<i>8. Website</i>	10
<i>9. Event Centre</i>	10
<i>10. Embargo</i>	11
<i>11. Entries</i>	12
<i>12. Programme (Bulletin 2)</i>	12
<i>13. Other Information</i>	13
<i>14. Accommodation and Catering</i>	13
<i>15. Transport During the Event</i>	13
<i>16. Pre - and Post - Events</i>	14
<i>17. Helpers</i>	14
<i>18. Model Event(s)</i>	15
<i>19. Heat Allocation</i>	16
<i>20. Finals Days</i>	17
<i>21. The Sprint Championships</i>	19
<i>22. Map</i>	21
<i>23. Courses</i>	22
<i>24. Fair Play</i>	24
<i>25. Control Descriptions</i>	24
<i>26. Start</i>	25
<i>27. Start Organisation</i>	25
<i>28. Control Set-up and Punching Device</i>	27
<i>29. Refreshments During the race</i>	27
<i>30. Arena Design</i>	28
<i>31. Finish</i>	30
<i>32. Punching</i>	31
<i>33. Time Keeping</i>	31
<i>34. Event Administration IT on Competition Days</i>	32
<i>35. Power Supply</i>	33
<i>36. Results</i>	33
<i>37. Media Services before the Race Day</i>	34
<i>38. Media Services during the Race Day</i>	34
<i>39. Media and Spectator Control</i>	35
<i>40. Guests</i>	36
<i>41. Ceremonies</i>	36
<i>42. Protocol</i>	37
<i>43. Additional Activities</i>	37
<i>44. Jury</i>	38
<i>45. Complaints</i>	39
<i>46. Protests</i>	39
<i>47. IOF Senior Event Adviser</i>	40
<i>48. National Controller</i>	42

<i>49. Controlling</i>	42
<i>50. Medical Services</i>	42
<i>51. Safety</i>	43
<i>52. Minimising Risk</i>	43
<i>53. Insurance</i>	44
<i>54. Visas</i>	44
<i>55. Reports</i>	44
<i>56. Evaluation</i>	45
<i>57. WMOC in the World Masters' Games</i>	45
<i>58. Public races</i>	45
<i>Appendix 1 – The Leibnitz Convention</i>	47
<i>Appendix 2 – BOF Safety Officer</i>	48
<i>Appendix 3 – Extracts from the WMOC 2010 SEA report</i>	50
<i>Appendix 4 - WMOC Start Organisation – feedback from 2012</i>	51
<i>Appendix 5 – Organisation Structure</i>	52
<i>Appendix 6 – Bib design</i>	55
<i>Appendix 7 – World Masters' Orienteering Championships – 1983 to 2019</i>	58

## Foreword

The WMOC should meet at least these three requirements:

1. To find the world's best veteran orienteers
2. To provide a social forum for veteran orienteers from all over the world
3. To promote orienteering

The essential rules for WMOC can be found in the "Competition Rules for IOF Foot Orienteering Events". A WMOC Organiser is assumed to know these Rules and the general practice of orienteering, and to have prior experience in organising orienteering events. The official version of these Rules is that kept on the IOF website (<http://www.orienteering.org>).

The Guidelines which follow will help Organisers to achieve the aims of the WMOC. They are not a complete set of instructions for organising the competition but they aim to cover most of the special features of the WMOC instead.

Note should also be made of the *Leibnitz Convention* agreed at the XXth IOF Congress in Austria in August 2000, which laid down principles for raising the profiles of all IOF Events in the future. Whilst these principles apply largely to Elite events, there are some which may affect the organisation of the WMOC as well. A copy of the *Leibnitz Convention* is appended (see Appendix 1).

The WMOC is organised annually and rotates around Federations all over the world. All applications will be considered on their merit and with emphasis on meeting the three requirements mentioned above. The IOF tries to allocate the WMOC to Organisers from larger and smaller Federations on a fair basis as well.

The event formula is that of a Sprint Championships (one Qualification race and one Final) followed by two Long qualification races and a Long Final. The standard version of the WMOC programme is

- Day 1: Sprint Model
- Day 2: Sprint Qualification
- Day 3: Sprint Final
- Day 4: Rest/Long Model
- Day 5: Long Qualification 1
- Day 6: Long Qualification 2
- Day 7: Rest
- Day 8: Long Final

These Guidelines are based on experience with past WMOCs. They will be changed and improved on the basis of further experience. Comments and proposals therefore are welcome and should be sent to the IOF Foot Orienteering Commission or to the IOF Office.

Some definitions:

- “**shall**” refers to statements which are mandatory, i.e. must be followed. **Text in bold which follows has mandatory status and shall be followed by event officials.** Other content refers to material provided for guidance and for information. These Guidelines shall be read in conjunction with the IOF Competition Rules and have the same authority. They shall be considered as their extension. In accordance with IOF Competition Rule 2.12, significant deviations require the consent of the IOF Senior Event Adviser.
- “**should**” refers to statements where it is strongly advised that they are followed

All references to “the Competition Rules” refer to the "Competition Rules for IOF Foot Orienteering Events – 2016", unless these have been superseded by a more up to date version

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Important changes made for the 2016 edition are denoted by a vertical line in the margin.

## **1. Application and Allocation**

The invitation to apply for a WMOC is sent out by the IOF Office towards the end of the fourth year before the year of the planned event, e.g. late 2016 for 2020. Any country and any Organiser may apply to organise a WMOC if the following conditions are fulfilled:

- The Federation is a full member of the IOF.
- The application is supported by the Federation and sent by the Federation to the IOF Office.
- The application shall be written in English and contains all the required information and reaches the IOF Office on the official form by 1<sup>st</sup> January of the third year before the WMOC, e.g. by 1<sup>st</sup> January 2017 for WMOC 2020.

The applications are worked on by the IOF Foot Orienteering Commission (FOC) in the period up to August of the third year before the WMOC year, e.g. up to August 2017 for 2020. **Shortlisted candidates will be informed during the early part of the year and will then be asked to confirm their application by paying an application fee to the IOF. This fee then covers the costs of an application inspection visit from an IOF appointed representative who will then report on their visit to the Foot Orienteering Commission.**

**Where the WMOC is a part of that year's World Masters Games, formal applications are still expected by the due date and this may be followed later on by an IOF inspection visit.**

The final appointment is made by IOF Council by October 31<sup>st</sup> of the same year. In practice, the appointment is usually made by IOF Council at their meetings during the WOC week. In allocating the WMOC, the most important considerations for the IOF are as follows:

- High quality of the events in every respect: terrain, maps, organisation and media service.
- Reasonable costs (e.g. of entry fees, accommodation, etc)
- Potential benefits for development of orienteering in the organising Federation
- Time of year: for example, if the event is in the Northern hemisphere, a normal holiday period (July/August) is preferred

The following factors should help an application to succeed:

- The proposed terrains for both the Long and the Sprint races are well suited for an international competition of high standard and which are suitable for all age classes also.
- The proposed terrains should preferably not be at altitude (e.g. over 1800 m) and should not be of high physical difficulty (e.g. due to steepness, thick undergrowth, etc). The climate during the proposed WMOC dates should be good for orienteering also (e.g. not cold, not hot and humid, etc)
- The event venue is easy to reach by plane and other public means of transport.
- There is a good variety of accommodation of all types and prices nearby
- There is suitable accommodation for a good Event Centre
- There are good opportunities for tourism in the vicinity
- The Organisers and their Federation are able to demonstrate that they can organise an event worthy of a World Championship (including maps, courses, accommodation, transport, media, spectators).
- The proposed event should not be in the same part of the world as that of the previous year. For example, it should not be in a country adjacent to that of the previous year.

Work should also be done:

- to plan a draft budget which shows anticipated income and expenditure under major headings
- to obtain provisional letters of support from governmental and regional funding organisations and appropriate local community representatives
- to identify suitably skilled and experienced people willing to undertake key tasks such as course planning, national controller, mapping co-ordinator, treasurer
- to embargo the proposed terrain areas and possible alternatives, and place relevant information on the national Federation's website no later than the final date for receipt of applications by IOF

One other factor to consider when making an application is that IOF policy is now that, wherever possible, the WMOC should be combined with the World Masters' Games, which take place every four years. For example, WMOC 2017 in New Zealand will be held in conjunction with WMG 2017.

**Rule Deviations:** as a general rule, any requests for rule deviations should be included in the application to host the relevant event. **Only in very exceptional cases will a rule deviation be granted at a later stage and, in all cases, the Council or the General Assembly is the decisive body.**

**Rule 2.11 states “the IOF Council may allow deviations from these rules and norms. Requests for permission to deviate from them shall be sent to the IOF Office at least 6 months prior to the event.” The consent of the IOF Senior Event Adviser is needed too.**

## **2. Partnership Agreement with IOF**

The provisional appointment of organiser must be confirmed by the signing of a contract to organise the event. The contracting partners are the IOF and the relevant national Federation. The contract is to be signed within 6 months, else Council may make an alternative appointment.

The partnership agreement contains clear statements of the rights and responsibilities of each party and the agreed IOF sanction fee for the event. In return for payment of the sanction fee, the IOF transfers to the organising Federation the full sponsorship rights for the event, including the competitors' number bibs and the start and finish banners. This implies the right to contract sponsors of all kinds with the exception of producers and distributors of hard liquor and/or tobacco.

Notwithstanding the transfer of the full sponsorship rights, the IOF reserves the right of any main sponsor (maximum 3) with whom the IOF has a running contract at the time of the event, to display, free of charge, three banners each the size of 1m x 4m, in the finish chute of the WMOC course, within 50 m of the finishing line. In case of more than three main sponsors, the said rights will be subject to separate negotiations between the IOF and the organising Federation. The IOF shall inform the organising Federation about main sponsors, if any, six (6) months before the WMOC.

The partnership agreement is valid from the day of allocation until three months after the conclusion of the WMOC, or until all terms and conditions of the agreement have been fulfilled, whichever is the later.

Where the WMOC is a part of a WMG, a separate agreement between the Federation (and/or the WMOC organising committee) and the WMG organisers is required. Past experience has shown that the negotiation of such agreements can be challenging, especially with respect to financial matters (particularly the payment of the IOF sanction fee). It is recommended that Federations who are expecting to host WMOC in conjunction with a WMG seek advice at an early stage from the IOF and/or people with past experience of organising a WMOC in conjunction with WMG.

## **3. Event Plan**

**The Event Plan is an official document setting out the key features of the event. It is subordinate to the Event Agreement signed by the IOF and the organising Federation. It is a binding agreement between the IOF represented by the IOF Senior Event Adviser, and the organiser. It can only be changed with mutual agreement between both parties.**

**A template, available from the IOF website (see section 55), should be sent by the IOF Senior Event Adviser to the Organiser as soon as the IOF SEA has been appointed. It shall be drawn up by the Organiser and the IOF SEA during the first controlling visit. Where any key features have not been prepared and approved, the timetable for finalising them must be noted in the plan.**

**The finished document must be signed and dated by the organiser and the IOF Event Adviser. It is important to update the Event Plan after each visit. The revised plan shall be signed by the Event director and the IOF Event Adviser, normally at the end of the Event Advising visit, and included as part of the SEA visit report.**

The Event Plan will shape the content of Bulletin 2. Bulletin 2 should therefore be read alongside the Event Plan in the last weeks before the WMOC takes place.

## **4. Organisation, Secretariat**

### **See also Appendix 5 (Organisation Structure)**

At the application stage, the national Federation will set up a suitable internal process for deciding on the organising group or clubs, the Event Centre venue and the terrain that will be put forward. A Bid Director will be appointed, together with a Steering Group which will prepare the application. If the application is successful, the Steering Group may well form the core of the Organising Committee which will then be set up as the peak of a pyramidal organisational structure covering all aspects of the event.

Some WMOCs have appointed a Presidium with members representing regional and local authority and grant-awarding bodies as well as orienteers. The Presidium meets only occasionally and takes an overview of the event, and can sometimes assist with hurdles which are proving difficult to overcome, e.g. a tricky land permission.

The Organising Committee will consist of the leaders of all the main organisation sections and representatives of the clubs involved. It will make all the key decisions about how WMOC will be planned and carried out. The national Federation will probably require it to present a progress report from time to time. Section leaders will form sub-sections and set up small planning groups in the long-term process of moving from initial planning to realisation. **It is essential that within the organisational structure, every function has its own team and team leader with clearly-defined tasks and responsibilities.**

As WMOC approaches and personnel numbers for the various tasks have been decided, a volunteer recruitment process is needed with a person given the job of ensuring that all team members are registered and that all tasks become covered. A good team spirit amongst volunteers can be built up if they are kept well informed and involved in the build-up to WMOC, and in connection with their work on race days have access to crew food and drink. WMOC Officials need to be easily recognised as such, and all should wear a distinctive 'uniform' (if only a specially-designed T-shirt)

The secretarial side of a WMOC is hugely time-consuming. It is recommended that Organisers appoint a paid Event Secretary for a long period, a person who is able to act as an Executive Officer and organise people to deal with such things as entries, accommodation and other PA-type functions. This work load and its follow-up in the WMOC reception office have often been under-estimated.

Experience has shown that the organisation of public races for non-WMOC competitors, including entry processing and other secretarial tasks, is best handled by an entirely separate team and not integrated with WMOC. Of course, this does not mean that the two work independently of one another as a good deal of co-ordination regarding start times and venues is needed.

## **5. Budget and Accounts**

Every national situation is different, so it is not possible to provide definitive guidelines on levels of expenditure for specific items. Because of the relative complexity of a WMOC coupled with the high standards expected, costs will be high in areas such as arena materials and equipment, IT infrastructure, maps, secretariat and travel and administrative costs for WMOC officials (where applicable). On the other hand there should be more opportunities for negotiating grants from local and national bodies, and perhaps for negotiating corporate sponsorship (especially in the unlikely scenario that TV coverage is assured), than with other events.

At the outset, i.e. prior to applying to stage a WMOC, the Federation will need to decide what level of facilities, professional support etc. can be afforded, and an outline budget prepared for discussion with the national, regional and local government grant-awarding bodies. In some countries it may also be possible to get agreement for possible further payment to cover any deficit, up to an agreed figure. These discussions should seek provisional agreements, and maybe with a national body a specific agreement to support the cost of the application itself.

It is important not to be too optimistic. Obtaining sponsorship for orienteering is a very challenging task, and sponsors may not be forthcoming even with the help of an agency. Some agencies may work on a no results-no fee basis, however. It is most unlikely that a sponsor will make an agreement until after the country has been appointed to stage the WMOC. Expenditure in many areas will be much higher than for a 'normal' event.

Local sponsors to support the event can best be found through personal contacts. The budgets for such actions are usually drawn up 6 to 12 months before the event, so timely approaches are useful. In return, the Organiser can offer the sponsors the right to advertise on documents (Bulletins, programme booklet, results lists) or in the Finish area. If a race outside the WMOC is taking place, the

Organiser can also offer the opportunity of advertising on the number bibs and Finish banner of this race.

Many cities/towns/regions have bodies under the auspices of local or regional government (often known as "major event corporations" or similar) which have a mandate to seek to attract major events to their community as an economic development strategy. The large number of visitors associated with WMOC make the event a potentially attractive proposition to such bodies, which may also be willing to provide support (financial or otherwise) at the bidding stage.

A few recent WMOCs have commissioned production of a report on the economic effects of staging the WMOC, which have showed impressive economic benefits to the local communities. These reports could prove very useful when negotiating sponsorship and (it is hoped) can be found on the IOF website.

The right to advertise on the WMOC number bibs and Start and Finish banners is subject to agreement with the IOF. Traditionally, income from this source goes to the WMOC Organisers.

The Organiser may use the name "World Masters Orienteering Championships" for the Bulletins and all other printed material. The IOF SEA should be contacted first regarding the use of the name and the logo by local sponsors. Slogans like "The XYZ WMOC" are not allowed.

It will be necessary at an early stage to appoint a competent and experienced finance officer (treasurer) who will keep both the budget and actual income and expenditure under regular review. Once the preparation for WMOC is under way, budget itemisation should become ever more detailed, and specific people responsible for the different budget areas should be identified.

The main WMOC Organising Committee will require an updated budget and income/expenditure statement at regular intervals, and it is likely that the national Federation will require financial progress reports from time to time.

**All entry fees need the IOF SEA's approval and shall be published in Bulletin 1.** Note that WMOC entry fees are regarded as very expensive by many competitors and act as a deterrent to entering. It is in the event's interests to keep these as low as possible so that the entry numbers are maximised.

To a greater extent than for most events, arrangements will be needed to transfer funds (grants or loans from the national Federation and other bodies) into the WMOC bank accounts to enable work to proceed and bills to be paid long before any significant level of income from WMOC and public-race competitors is received. It is likely that there will be significant early expenditure in areas such as production of base-map material, mapping costs and training map prints, and administration costs.

**The travelling costs of the IOF-appointed Senior Event Adviser (SEA) and any assistants to and from the venue are paid by the IOF. Local costs (accommodation, food, transport) during controlling visits and on the event days are paid for by the Organiser or the Organiser's Federation according to national agreements. The costs of the National Controller and any assistants are paid by the Organiser or the Federation.**

It is desirable to employ electronic systems to the greatest extent possible in administering the budget and accounts, and income and payments. Both WMOC and Public races should use an on-line entry system incorporating on-line payment by credit/debit card as the preferred payment method. Whilst payment by bank transfer is relatively routine in some countries for domestic transactions or those within the EU, it is often difficult or expensive to make international bank transfers from outside Europe. (However, bank transfers may be the most efficient way of handling payments from tour operators).

After WMOC, every effort should be made to get bills and expenditure claims submitted as quickly as possible. Some companies are remarkably slow in sending out bills. Experience shows that it will take far longer than expected to finalise the accounts, and there will be several unexpected claims for costs in the final sorting-out process.

## **6. Deadlines**

Long-term planning of a WMOC needs to incorporate a set of deadlines by which specific organisational tasks must be completed. This is primarily to ensure high quality and reliability, with the deadline for a particular item set so as to ensure that there is adequate time for checks, corrections, staff training, rehearsals etc. to be undertaken.

But it is also a safeguard against overload or under-manning, because a lack of understanding of the scale of the task is the biggest problem of all for a WMOC Organiser. Even when a number of members of the organising team have attended the previous WMOC and studied its systems and the



scale of operation, and WMOC Reports have been read and Guidelines studied, the amount of work might not really sink in until it is too late. And the vast majority of the WMOC organising team, even many team leaders, will never have experienced an event on this scale before.

Deadlines for the publication of Bulletins are set down in IOF Rules. Therefore deadlines must be set for finalising the detail and information which must be included in each Bulletin in time for the event secretariat to complete the Bulletin content, have the English checked (where appropriate) and the Bulletin printed and distributed.

### **Maps**

A print of the first complete edition of all race maps should be available more than 1 year in advance. This is to enable course planners and controllers and the SEA, as well as the mappers themselves, to work with and update the maps when vegetation is exactly as it can be expected to be at the time of WMOC (this is especially critical in forests which have large seasonal changes in vegetation). Revised versions with changes to the vegetation and other corrections and improvements should be available 10 months before WMOC.

Deadlines for the absolutely final versions to be available for the course planners, controller and SEA (excluding unforeseen changes in the terrain) need to be agreed by all parties well in advance. NB Sprint terrain is notoriously prone to last-minute changes and this should be factored in to both map and printing timetables. Good liaison with local authorities and relevant land managers regarding potential construction work etc. is important

### **Courses**

Draft courses need to be planned and tested by the course planners to produce a provisional version at least 1 year in advance. This implies that all major decisions concerning the placement of any radio controls, TV cameras in the forest<sup>1</sup> and all arena designs (last control, run-in, spectator control and sight passage) have also been planned by this time.

Final versions of the courses will be approved by the SEA to a set timetable (written into the Event Plan) incorporating checking, printing of the maps and courses and sorting. Deadlines need to have some flexibility wherever possible to cope with any late changes caused by new forest work, etc.

### **Start and Finish timing, IT system, processing of punching system, use of commentary software:**

Contracts need to be drawn up and signed with all suppliers of hardware, software or systems to be used. Such agreements should be seen by the SEA.

Even if tried and tested hardware and software is to be used, training and experience in a race situation are needed for the team which is to set up and operate it. This should cover all possible eventualities. A race about 3 months before WMOC should be used for training, followed by a rehearsal about 2 weeks beforehand. If a professional speaker (commentator) is being employed who knows the software, only the appointed national speaker needs to be involved.

Particular attention needs to be paid to start draw software (see section 20 also) especially for the start lists for the Finals and it is advised that organisers get experience with this by using data (results from qualification races) from e.g. a previous WMOC.

Do not underestimate the time taken to produce start lists for Finals. Similarly avoid announcing unrealistically early start list publication times.

Deadlines for many actions which take place at WMOC are set down in IOF Rules and referred to in other chapters of these Guidelines.

## **7. General Information and Invitation (Bulletin 1)**

Brief promotional information about the event is usually launched at the WMOC two years beforehand (an unofficial "Bulletin 0"). **"Bulletin 1" contains general information about the event. It is published by the Organiser at least 18 months before the event.** Paper copies should be distributed as widely as possible. All Federations should have electronic copies at least and **the IOF Office must have an electronic copy too.** The event website (see 8 below) should give similar information.

**The minimum information to be included is given in the IOF Competition Rules (8.12). The main version of the Bulletin shall be written in good English<sup>2</sup>.** Versions in other languages may be produced at the organisers' discretion.

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<sup>1</sup> This is not normally an issue for WMOCs.

<sup>2</sup> Wherever written English is referred to within this document, UK spelling is to be used

**The IOF Senior Event Adviser must check and approve the content of each Bulletin before it is published. Bulletins must always be sent to the IOF Office before publication.**

## **8. Website**

All major orienteering events now host an event website as a way of (a) promoting the event, (b) taking entries for the event, (c) giving bulletin, start lists and other information about the event and (d) providing the race results.

**The WMOC website shall be written in good (UK) English.** Versions in other languages may be produced at the organisers' discretion. As a minimum, it:-

- **Shall contain all Bulletin information (see sections 7 and 12 and the IOF Competition Rules) as and when updates become available**
- Should provide a secure method of paying for and entering the event (e.g. by allowing credit/debit card entry), either as an individual or as a group. Experience indicates that failure to provide online payment facilities is likely to reduce competitor entry<sup>3</sup>.
- Competitor entry should be made as simple as possible. The registration process for one recent WMOC was so complex that it deterred some competitors from entering. Avoid complicated logging in procedures before entry is possible.
- Should contain relevant tourist and accommodation information, perhaps also including online booking for accommodation
- Should show up-to-date entry details subject to data protection issues – who has entered which class, etc. it should be easy to sort by class, club, country etc. Names must only be listed when their entry is confirmed by the payment of relevant entry fees.
- **Shall publish all race results as soon as possible after they are known**
- **Shall list and show locations of all embargoed areas**
- **Shall give contact details of, e.g. the event secretary**
- Should enable RSS feeds so that those who subscribe can receive information updates
- **Shall display the IOF and WMOC logos**

A password-protected part of the website should be created for administrative use and access at different levels by WMOC officials. This will contain a database with contact details and job names for all helpers, minutes of meetings of the various committees and task groups, internal information for helpers and so on.

The website should be kept live for some time after WMOC, in particular so that results remain available. Thereafter it is recommended that the website continues to exist and be generally accessible here, or elsewhere, for at least a further 10 years.

Helpers should be made to feel that they are a part of the organisation. This can be aided by regular e-mail letters from the secretariat, pre-WMOC meetings and so on. WMOC is such a big affair that most helpers will have no inkling of the scale of the event; the better prepared they are for this, the better. Easy communication between officials during WMOC is essential – usually best by mobile phone.

It's essential that the organising team has direct control over the website at all times so that selected organisers can update the site without having to do so via an external party. One way of doing this is if the webmaster is a member of the central organising team.

## **9. Event Centre**

The WMOC Event Centre can house many functions. It is important that the size of a WMOC is fully appreciated, so that adequate space is available for the various functions. It is common for the amount of work carried out, and therefore space needed, to be under-estimated. Road signs and signs for the car parks, entrances and building need to be clear and distinctive, and all the functions which are available to visitors (as opposed to Organisers only) need to be well signposted from the main entrances using distinctive WMOC signs, big enough to be clearly readable from a distance of

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<sup>3</sup> Note that "The Council approved the proposal that, from 1 November 2014, it shall be mandatory for IOF event organisers to use the IOF *Eventor* system. Council further agreed that this service is included in the event sanction fee paid by the organisers, and that special conditions shall apply for the organisers of the WMOC in 2016".

30 to 40 metres.

First and foremost, the Event Centre is the location for registration/accreditation of all participants on arrival. It is also the logical location for the event Secretariat.

A good amount of table space is required, because at peak times it is necessary to have many staff on reception duty to ensure that waiting time for new arrivals is short. There needs also to be plenty of space behind the counter to house the material to be handed out at registration, and for desks with computers dedicated to administration of items such as accommodation and any transport bookings.

In addition, space is often provided for commercial traders to set up their stands under cover.

A lot of material has to be stored at the Secretariat, and there are many on-going office functions throughout WMOC, so one or more good-sized rooms are needed close to the counter area, some to be available for small meetings. If competition maps are to be stored here, they need to be kept in a dedicated secure location with access limited to one or two people only. A safe is needed for other confidential material and for money and other kinds of payment taken at the counter.

The Secretariat also acts as a general information bureau about WMOC. It is important that those on reception duty are knowledgeable, confident in dealing with strangers and good English speakers. Some helpers who speak other languages (e.g. Russian, Finnish) are needed too.

A tabled area should be made available for placing hand-outs for future events etc. for people to pick up, and a notice-board for individual notices and messages is also a useful facility.

The Secretariat counter is a distribution point for results, model maps, etc. However, the return of competition maps after each race may be better organised at the race arena as many competitors will not return regularly to the Event Centre after their first visit.

If public races are organised in connection with WMOC, it is strongly recommended that the secretariat and information desk for these is set up in a separate location from the WMOC Secretariat.

It is common for the Event Centre to serve also as the Media Centre (see chapter 33) and it can also be a major accommodation centre with bar, cafeteria and restaurant services.

Internet access in the Event Centre is essential. It is likely that the event webmaster will be based here. A free WiFi facility is now expected.

In some locations it will also be appropriate for the Event Centre to be used to store and sort forest and arena equipment, signposts etc. and as the base for the Organiser's race computer systems.

One ideal arrangement was provided at WMOC 2008 where a large exhibition centre was used in which portable dividing walls could easily be arranged to provide the required back-office and other rooms and spaces.

## **10. Embargo**

**To avoid problems resulting from especially home-nation runners going into WMOC competition areas once these have been decided, WMOC applicants are asked to publish adequate information on embargoed areas on the national Federation's website at the time of the appointment by the IOF.**

**The information shall include the names of the areas embargoed and a map clearly showing the outer limits of each area.** It should be made clear whether or not passage through the areas on public roads etc. is allowed. An accompanying statement should emphasise that the embargo extends to anyone who through their knowledge of the terrain or the events could influence the WMOC results.

**Embargoed areas shall include all planned competition areas and additional reserve areas.**

Whilst permissions are being finalised, it is wise to embargo all areas under consideration; areas not to be used, or which become available for training, can be de-embargoed later.

Embargoing rules in town areas pose a particular challenge, because the Sprint Distance that commonly uses town areas is a 'shop window' for media and spectators where we want to bring orienteering to the public.

There are three alternative solutions:

- 1) Strict embargo
- 2) Participants are allowed to be in the area without an orienteering map until the organiser starts setting out the controls and making other preparations for the competition – typically 3 – 4 hours before the competition. Training with a map and route choice testing is not allowed.

- 3) A mix of 1) and 2) where typically the finish area is open and most of the competition area is strictly embargoed

No fixed practice exists for Sprint races. Whilst option 1) is now recommended for IOF elite events, it is recognised that it may not be realistic for WMOC, especially if one or both Sprint races is taking place in the town where the Event Centre is located. The alternative above most suited to the area in question should be adopted, in agreement with the SEA. Recent WMOCs have found option 2) to work well. If a strict embargo is adopted, it is important that it does not cover major transport terminals or other facilities important to visitors (e.g. the local hospital/medical centre).

**The full information and maps covering embargoed areas are published on the WMOC website as soon as it is set up, and printed in all Bulletins.**

**Any previous maps of the terrains to be used must be made available to competitors.** One way of achieving this is by making maps available for download from the event website.

**Any alleged breach of the embargo rules shall be notified at once to the WMOC Secretariat and to the SEA.**

## **11. Entries**

**IOF Rule 7.1 includes: "For an event with several competitions, as an alternative to a total fee for the whole event, the organiser must offer competitors the option of an accreditation fee plus a fee for each competition entered." Thus it must be possible for competitors to enter just the Sprint Championships or the Long Championships at a reduced fee.**

All runners should represent their national club and not a tour operator. The entry system must make this clear. Nevertheless, runners from different clubs can be grouped together as subgroups (tour operator etc). **Their National Federations shall be displayed on start lists too via the standard IOF three letter abbreviations.**

The Organisers should consider making available discounted entry fees for early payment. This will assist them in their planning and in their cash flow.

**The closing date for entries shall be no earlier than 6 weeks before the starting date of the WMOC.** Late entries may also, at the discretion of the organisers, be accepted after the official closing date (include spaces in the start lists for these, e.g. Extra 1, Extra 2, etc)

It would be very useful to ask competitors to put e-mail addresses on their entry forms; the Organiser can then make a database of competitor details which includes these addresses. Competitors should also be asked for year of birth and sex as this provides a useful check that mistakes aren't made when start lists are drawn up.

Organisers should allow easy entry by individuals as well as by groups.

For publicity and heat seeding reasons, competitors should be asked for details of previous WMOC medals, WOC medals etc on the application form.

## **12. Programme (Bulletin 2)**

**"Bulletin 2" contains the final competition information and shall be available on the event website at least four weeks before the date of the event. It is also published in the form of a detailed programme which is given to every competitor on arrival at the event. The main version of the Bulletin shall be written in good (UK) English<sup>4</sup>.** Versions in other languages may be produced at the organisers' discretion.

**The IOF Senior Event Adviser must check and approve the content of each Bulletin before it is published. Bulletins must always be sent to the IOF Office before publication.**

**Please note that the Senior Event Adviser must not be considered to be part of the organising team and must be listed under a separate heading in Bulletins etc.**

Also, please be careful with acronyms. The list of official acronyms (including country codes) is available on the IOF website at <http://orienteering.org/resources/list-of-acronyms/>

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<sup>4</sup> Bulletin 2 was in newspaper format at WMOC 2010, an option worth considering

As well as giving the minimum information stated in IOF Rule 8.13, the bulletin should contain

- Welcomes from key personnel
- List of key officials
- Event centre information
- Map of the region showing location of the events (including model events) and event centre
- Details of competition procedures
- Detailed directions to each race site
- Details of transport provided by the organisers – timetables, pick-up and drop-off points etc, and how to book seats
- Details of social events including Opening and Closing ceremonies and Prize giving
- Start lists for both Sprint and Long Qualification races
- A reminder that IOF Competition Rules forbid the use of GPS devices unless there is “no display or audible feedback”.
- A reminder about ensuring that fair play is observed (see section 24)

It is common practice to start with the previous year’s Bulletin and then adapt and update it for the current year.

### **13. Other Information**

Only in special cases may official information be given later than in the Bulletin 2. If this is necessary, it should be displayed and given in writing to the competitors as soon as possible (as well as being published on the event website).

### **14. Accommodation and Catering**

A wide variety of accommodation types is desirable and the facility to book these through the Event Organisers should be provided on the event invitation (Bulletin 1). This could just be a list of hotels, etc. and the event website could assist by providing hyperlinks to the hotels on the list.

Accommodation bookings could be delegated entirely to the local tourist office. Alternatively, the organisers could set up their own accommodation booking service and arrange accommodation for all who ask for it.

The Organisers should be aware that (depending on Event location), a large number (maybe the majority) of competitors come as part of packaged tours, organised by orienteering travel companies. It is recommended that early contact is made between the Organisers and representatives in order to assist them making local travel and accommodation arrangements. However, Organisers should be aware that, at previous WMOCs, problems have arisen with a few organised groups not honouring their bookings.

It is becoming common for hotels to ask for large sums of money (e.g. €5000) up to 2 years in advance as pre-payment for group bookings.

The provision of an Event campsite is always popular with many competitors, especially if catering is also available. Competitors are less likely to favour a campsite if it provides only basic facilities however.

**Hard floor accommodation is often requested and must be provided by the Organisers.**

### **15. Transport During the Event**

Normally, most competitors will provide their own transport (group coach, private or hired car, etc.), so adequate parking arrangements will have to be provided for each race site. If the use of private transport is forbidden, then the Organisers will need to provide transport for competitors separately. In addition, some competitors may have no transport at all.

Organisers should (unless suitable public transport exists) provide transport to and from the event centre at an extra fee (and from official accommodation centres if logistics indicate that this is needed), although experience shows that the number of competitors who will use such a service is modest.

It is desirable to keep the distances from the event centre to each race site to a minimum and driving times of over one hour should be avoided.

Where transport is provided by the organisers (either on an optional or mandatory basis), it is very important that there is detailed planning of matters such as timetables and capacity. In particular, it is not acceptable for competitors to be unable to get onto a given scheduled service to an event because of inadequate capacity, as competitors will plan their personal timetables based on their allocated start times. This has been an issue at some recent WMOCs.

A contingency which may need to be allowed for is the need to delay start times if there is a major issue with the transport system. (At one of the qualification races at WMOC 2010, all starts were delayed for 1 hour because of bottlenecks caused by a narrow access road).

### **Getting to the Start**

A walk from Assembly to the Start which is considered acceptable for most competitors may be unacceptable to those over, for example, 80 or 90 years of age. If the SEA advises it, then selected competitors should be provided with transport to the Start area by the organisers.

## **16. Pre - and Post - Events**

The Organiser may offer additional orienteering opportunities. They shall be mentioned in Bulletin 1 (invitation) and Bulletin 2 (event information). These may not be appropriate if the competitors are not in the vicinity for long. However, they are welcome in some special cases:

- In the case of unusual competition terrain
- If competitors are likely to be spending considerable time in the host country (as is likely to be the case for WMOCs outside Europe).

In these cases, low key and informal events (but on quality terrain and with quality maps) are normally the most appropriate. They may also serve as practice for Event officials (see section 17 below).

Occasionally more significant events may occur in close proximity to WMOC; for example, in 2017 the Oceania Regional Championships are taking place in New Zealand shortly before WMOC. Such combinations can enhance the attractiveness of the event to some competitors (especially families with members who are too young to be eligible for WMOC), but can also place strains on the organisational capacity of the National Federation, which need to be considered carefully at an early stage.

## **17. Helpers**

There are few events which are as large as the WMOC in terms of competitor numbers and, for some Federations, staging a WMOC may be the largest undertaking they have ever had. Larger Federations will have many members experienced in helping at multi-day events with several thousand competitors, but small nations can find themselves stretched to the limit in providing sufficient manpower.

Some points to note regarding helpers:-

- Each helper should be part of a team (e.g. Start team, Results team, etc) and should do the same job on each race day – no “multitasking” helpers, as this can increase the chances of error
- There must be English speakers in every team; it is helpful if other languages (for example Russian and Finnish) are represented, especially in the Start team.
- Teams should be thoroughly briefed on a daily basis; in WMOC 1999 this was achieved by feeding all helpers centrally in a school dining room – briefing took place during breakfast time
- Key roles should only go to helpers with good relevant experience from previous orienteering events
- If helpers are inexperienced, or if some new system is being used (e-punching for instance), there must be an opportunity to train the helpers beforehand. Pre – Events provide an ideal opportunity for this where they are planned.
- At least 200 helpers are advised where events have more than 3000 competitors
- One key official is the Event Secretary, someone who deals with the bulk of the administration, especially entries and accommodation queries and, in general, assists the Event Director. This is a big job and can become a full time one in the months leading up to the WMOC.

## **18. Model Event(s)**

The Model Events form part of the WMOC programme and their provision shall be included within the WMOC entry fee. They shall use similar terrain, control features and mapping style to the main competitions. Therefore the following elements shall be demonstrated in the Model Events in the way they will occur in the race:

- terrain (for both Sprint and Long races)
- style of mapping (field work, drawing)
- map scale, contour interval
- printing of courses, including type of paper used
- typical and special control features
- special symbols on the map or on the control description sheet
- control descriptions
- at least one control with exactly the same set-up as in the race

The terrain for each Model Event should therefore be as similar as possible to that of the race. It may be small in extent, e.g. 0.5 square kilometres. It might be a part of the race terrain not used by the WMOC courses. In this case, the limits of the Model Event terrain shall be made very clear on the map and if necessary in the terrain, in order to avoid contact of any participant in the Model Event with the race terrain, the courses or the controls.

Concerns such as parking, traffic and environmental might mean that, where large numbers of competitors are expected, competitors may be allocated beforehand to two or three different model areas so as not to overload individual terrains.

If the terrain for one race, the Long Final for example, is significantly different from that of the other races, the Organisers may decide to hold a second Model Event. In any case, provision of a second Long Distance Model Event has become common practice as there are two Rest Days preceding the Long Distance race days.

It is harder to provide Sprint Model Events where the terrains for the Qualifier and Final are significantly different. It may be that the Model terrain illustrates both types by chance, or it may be possible to provide separate Sprint Models. The difficulty here is that time is limited in which to hold two separate Sprint Models.

**The Model Event map(s) shall be the same as the relevant race map in respect of scale, contour interval and drawing.** It/they should have been surveyed and drawn by the same people at the same time as the race maps and with a similar style of base map.

**If the terrain or the map for a Model Event is not representative in any respect for the race, the differences shall be explained in Bulletin 2.** Such differences can be special features on the map and in the terrain, a different style of printing, special types of vegetation, etc.

For a Model Event, 15 to 20 controls shall be marked at features typical of those which occur in the main event. They can be given on the map as a control network or as one or more proposed course(s). The proposed course should not be longer than 5 km (1.5 km for Sprint). If no specific course is proposed, it should be possible to visit most of the controls in less than 5/1.5 km. The controls should be printed on the map in the same way as for the race.

**Control descriptions for the Model Event shall be given in the same way as for the race, e.g. on a separate sheet and printed on the map.**

The Model Events usually take place the day before the respective Qualification races and before the Long Distance Final day.

Overall, the Model Events should give the competitors a clear picture about the races, especially regarding terrain and map. The Organiser should not put too much effort into the organisation of the Model Events (which can be informal in nature), but should concentrate on the main races instead.

Optional: several recent WMOC organisers have printed small "warm-up" maps of areas, maybe 250m square, which are on the way to each competition Start. The maps have three or four control sites marked on them and are distributed to competitors as they leave the Assembly area so that competitors can "get into the map" before their run. The maps are corners of the main competition map which are not being used for any of the courses.

Provision of such maps should not however be regarded as being instead of organising Model Events. Warm-up maps are an optional addition instead.

## **19. Heat Allocation**

For both the Sprint and Long Championships, the start draw and heat allocation is conducted by the Organiser using a method approved in advance with the IOF SEA (Senior Event Adviser). It shall be conducted in accordance with IOF Rule 12.19.

Heats for qualification races shall be labelled differently from Finals races, by reserving letters for Finals (W55A, W55B etc) and numbers for heats (W55-1, W55-2, etc). This will prevent confusion which has arisen in the past where both heats and Finals have both been indicated by letters.

Organisers should note that Rule (12.19) states that medallists from recent WMOCs shall be equally distributed among the heats, so competitor lists will need to be scrutinised to look for recent WMOC medallists beforehand.

After any start draw, the following points shall be verified carefully:

- All competitors entered are on the list.
- A number of “vacant” places are allocated to each heat to cope with late changes, entries errors etc
- Competitors from each Federation are distributed as equally as possible among qualification courses
- The total numbers of competitors for each qualification course do not differ by more than one (late entries may pose problems here).
- The start interval is the same over the whole race and corresponds to Rule 12.20. Places for “vacants” shall be treated as if they were occupied by competitors
- Start times for all competitors are *balanced* between the two Long Qualification races. For example, an early starter for Long Qualification race 1 must be a late starter for Long Qualification race 2, and vice versa. Start times for the Sprint Qualification race shall be allocated randomly.
- If there are fewer than 80 competitors in an age class, only one heat need be provided (clarification of Rule 12.19).

The start list shall include: start number, first name, last name, Federation (and club), e-card number (where appropriate), start time (e.g. 10:34) and which start is to be used (if there is more than one)

It is very convenient if these details are also printed on each competitor's race bib (this maybe known as start number in some countries). See also Appendix 6 (bib design)

NB Some organisers print competitor details upside down on the bibs so that they can be easily read by the competitors wearing them.

**Sharing of courses:** the very large number of heats at the larger WMOCs means that it is difficult to provide unique courses for every heat. One solution is to set the same course to two different classes, these starting in consecutive start blocks. However, it is undesirable that these classes are in the same age group. Thus, if there are two M35 heats, then M35-1 and M35-2 should have separate courses. But, for example, a W35 heat could share the same course as a M55 heat as the course lengths are similar. They would start in separate start blocks, one heat after the other.

It is essential that the organisers determine at an early stage what the structure of the heats days will be, in other words should they be held in one start block or in two, as this determines how many courses need to be planned by the courses setters. Considerations related to this are the following:-

- One block makes for a much shorter day, both for competitors and for officials.
- Two start blocks may be problematic for competitors sharing transport: in the worst case scenario, starts can be up to 3 hours apart and the day can be even longer if competitors have to wait until the spectator races are completed.
- Having two blocks means that fewer courses need to be planned; with only one start block unique courses need to be planned for all heats except perhaps where small oldest classes can share a course (e.g. M90 and W85).
- Two start blocks spread out the load on the Start and Finish teams and on competitor density in the forest

In general, having one block is the preferred solution, even though it means more courses to be planned and a higher density of competitors in the terrain and passing through the Start and Finish.



## 20. Finals Days

As mentioned later, as much effort as possible should be put into making a special atmosphere at the Finish arena on each Finals Day. It might also help the organisation considerably if all A Finals had separate Start areas from the other courses.

However, course planning considerations may prevent this in which case A Finalists should have a separate lane at each of the Starts. This will ease the distribution of start bibs and/or other distinctive markings to competitors.

It helps the spectacle if all A finalists run down a separate (but parallel) Finish lane from other finishers. This means that A Finalists should have their own last control site and their own pre-warning control site too. All other finishers would then visit a different last control and would not go to the pre-warning site either.

The top ten runners in each A Final (who, of course, are the last ten starters) should wear distinctive bibs which mark them out from the others. These bibs should give start position rather than start time and should indicate class too. For example, the last starter on M35A should wear a bib labelled M35A-1 in as large characters as possible, the last but one starter wears M35A-2, and so on down to M35A-10. This makes it easy for spectators, media and the commentators (speakers) to judge the progress of the winners in each age class and makes for a very exciting period when the potential winners are coming into the Finish area.

It is especially important that the commentary system is well informed regarding potential winners.

**Radio controls in the forest and (especially) just before the last control are needed to ensure this.**

### Three clarifications of Rules regarding Finals:

- **6.14: the word “qualifier” is to be interpreted as meaning any competitor who appears on the official start lists for both qualification races whether or not they start or finish these races. It no longer means someone who successfully completes both qualification races.**
- 6.14: Note the change that competitors who appear on the start list but do not start, in either or both qualification races may start before the qualified runners in the lowest ranked Final of their class, but shall appear in the result list as not placed.
- **12.8: the term “highest numbered heat” implies that the winner of heat 3 starts last where there are three heats.**

### Qualification Examples

- Only competitors who successfully complete both Long Qualification races can run competitively in any Long Final.
- A competitor who starts, but does not successfully complete one of the Long Qualification races will start in the lowest Long Final (this may be the A Final if there is only one Final), but is non-competitive and cannot be ranked in the results and their name shall appear at the end of the results list.
- A competitor whose name appears on the start lists but who does not start in either of the Long Qualification races, may start in the lowest Long Final (this may be the A Final if there is only one Final), but is non-competitive and cannot be ranked in the results and their name shall appear at the end of the results list. This is at the Organisers' discretion.
- How to determine numbers for each Final, based on number of qualifiers (see definition above) in an age class
  - Fewer than 20 qualifiers                      all go to A Final
  - 20 to 160 qualifiers                              split equally between A and B Finals  
Example: 115 qualifiers                      A Final (58), B Final (57)
  - More than 160 qualifiers                      the number in each Final shall be equal and shall be calculated so that the total number in each (apart from the lowest ranked Final) is 80, or the lowest possible number above 80.  
  
The lowest ranked Final has the remaining runners, unless fewer than 20 competitors have qualified for the lowest ranked Final, when they may be transferred to the next Final up.

- Examples:

3 heats: 185 qualifiers	A (81), B (81), C (23)
4 heats: 255 qualifiers	A (80), B (80), C (95)
4 heats: 273 qualifiers	A (80), B (80), C (80), D (33)
6 heats: 430 qualifiers	A (84), B (84), C (84), D (84), E (94)
6 heats: 445 qualifiers	A (84), B (84), C (84), D (84), E (84), F (25)

NB 6 heats imply 14 from each to the Final. It can't be 13 from each as this would make a Final of 78 runners and there have to be a minimum of 80.

In the case where there are between 20 and 160 qualifiers, the number of A finalists is determined as 50% of the total number of qualifiers (which, in this context, includes all those listed on the start list, whether they complete the course or not), rounded up to the nearest whole number and with an equal number of finalists from each qualification race. For example, if there are 125 qualifiers (and hence one qualification race with 63 qualifiers and one with 62 qualifiers), the first 32 competitors in each (= 63 divided by 2, rounded up) qualify for the A final.

A useful check is provided by the fact that the number in the A Final will always be an even number where there are two heats.

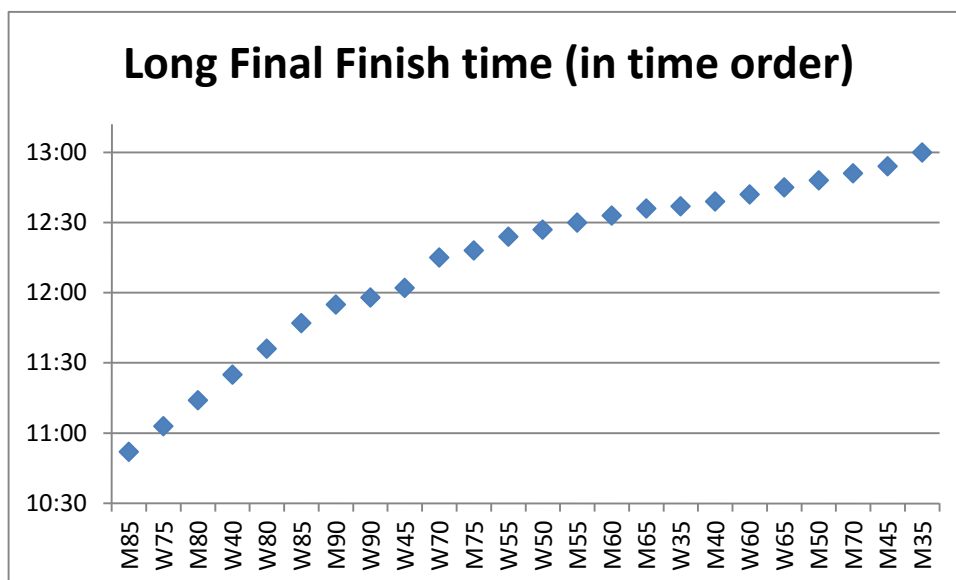
**Course sharing:** more courses may need to be planned for a Finals day than for the corresponding Qualification day(s) because classes with between 20 and 80 competitors have one Q heat but will have two Finals (A and B). It is permissible to share courses in order to reduce the overall number which needs to be planned; this also reduces the chance of error and also may reduce the number of control sites to be used.

**Wherever courses are shared, the overriding principle is that all runners in one class who share a course start before the next class starts. There is never any interleaving of runners from two different classes sharing the same course.**

Examples of classes which can share the same course are M80A and W75A

**Start times:** start times for Finals should be arranged to give maximum spectator and commentary interest. In other words, start times are staggered so that A Final winners arrive progressively through the day, rather than all at the same time at the end of the day.

The chart below shows the expected finish times for the winners of all the A Finals in WMOC 2008. A different scheme was drawn up for the Sprint Finals so that the focus could be on a different set of age groups towards the end. Both plans were drawn up in close collaboration with the commentary team.



In the example above, the expected Finish time of the best M55 runner (who we assume starts last) is 1230. If the ideal winning time of 50 minutes is achieved, he will have started at 1140. If there are 80 runners in the M55A Final, then the first runner will start at 0902. All other A Finals starting times are calculated in a similar way.

It is recommended that all B/C/etc Finals are started at the first start time (e.g. 0900) so that they will have finished their runs by the time the A Final winners are entering the Assembly area; the forest will also be clear of the slower runners at this time. This will also maximise the number of spectators at the time when the A final winners are finishing.

Making the Start Draws for Sprint and Long Finals has proved to be a complex task, especially for the Sprint Final where there is no rest day beforehand in which to do this. Organisers are strongly advised not to produce their own software to do this. Stephan Kramer's Orienteering event software (<http://www.sportsoftware.de/orienteering/oe2010/>) is designed to handle the demands of the WMOC Start Draw and has been used successfully in all recent WMOCs.

Because of the difficulty of informing all competitors of their Start times for Finals, **start lists must be posted on the event website as well as in the Event Centre**. Competitors with no internet access could be informed of their start times by SMS, provided they have been asked to register for this service in advance.

## **21. The Sprint Championships**

The WMOC incorporates a Sprint Championships as a separate part of the overall event. Competitors may enter either the Sprint Championships or the Long Championships but it is expected that the majority will enter both. **The programme for the WMOC is a single Sprint Qualification race plus Final followed by two Long Qualification races and Final.**

**Terrain: The IOF Competition Rules state that the terrain chosen shall be “predominantly in very runnable park or urban (streets/buildings) terrain.** Some fast runnable forest may be included”.

When Sprint races take place in town centre and urban areas, it is likely that some traffic regulation will be needed, requiring written agreement long before the date of the race. The use of crowd barriers, and police for traffic direction etc., must also be agreed in full detail, together with any payment involved, well in advance. There also needs to be an advance check on any possible construction or demolition work, or major road works, which could affect the courses on the day.

The sort of urban terrain found in many old Mediterranean towns and villages would be very suitable for the Sprint races, as would the type of ornamental park often found in Northern Europe. Many university campuses make for excellent Sprint terrain too. Similar examples occur throughout the world also – the important principle being that the terrain for the Sprint races should be very different from that selected for the Long Championships. However, competitor safety should be an overriding consideration when selecting terrain and any area where it will be difficult to control traffic conditions should be avoided.

Areas which are likely to have heavy (non-orienteeing) pedestrian traffic should also be avoided. Consideration should be given at an early stage of planning as to when each specific event is scheduled; normally town centres and campuses are best used at weekends, but locations with significant tourist traffic may be better on a weekday. (At WMOC 2008, the qualification race was held in a large town on a Sunday and the final in a coastal resort on a Monday).

In a WMOC Sprint competition, there will be a large number of competitors in the terrain at any given time. Course-setting should consider the need to minimise congestion at or near controls, and reduce the risk of collisions between competitors (e.g. by avoiding where possible situations where competitors are running in opposite directions around blind corners or in opposite directions, especially near controls).

Where publicly open areas are selected for a Sprint race (e.g. a town centre) it might not be possible to fairly embargo the area beforehand, especially as competitors may actually be staying in the area during the Championships. In these circumstances, competitors should be advised that they are allowed to visit the area at any time before the race but that they should not attempt to “train” in the area, e.g. by test running potential route choice legs. The terrain must then be embargoed a few hours before the race starts whilst control sites are being set out.

Other types of terrain may be more easily embargoed, e.g. a park with a well-defined boundary could be placed out of bounds for competitors beforehand.

**Course planning:** The prime requirement for the courses is fairness. **For Sprint races, courses need to be tested on the same day of the week and time of day as in the WMOC programme, to check for any possibility that moving traffic, parked vehicles or large numbers of pedestrians**

**could interfere with route execution.** Any possible illegal shortcuts need to be identified, appropriately mapped and also possibly taped to reduce the risk of disqualification. The symbols used which indicate forbidden access should be highlighted in Bulletin 2.

**Timed crossings:** if there is no safe way to cross one barrier in a Sprint course (e.g. a main road which cannot be closed), then it is permissible to use a “timed crossing” instead. This involves control sites on either side of the barrier which competitors must visit. They are allowed a suitable time (maybe 1 minute) in which to cross the barrier safely and then this time is subtracted from their overall time when they arrive at the Finish.

It is not appropriate to use this at the Sprint Final however and it should not be regarded as the normal way of doing things! Timed crossings should only be used as a last resort when there is no other way of solving a safety problem.

**The principles of planning Sprint courses as described in IOF Competition Rules Appendix 6 shall be followed and each race shall be planned to have a winning time of 12 to 15 minutes for the relevant class, with one minute start intervals.** It is recommended that winning times should be nearer to the 15 minutes end of this range. In addition, the usual heat allocation given by Rule 12.17 applies, meaning that each heat will occupy a Start interval of up to 79 minutes.

It is likely that a large number of control sites will be needed at a WMOC, and in quite a small area too. This will lead to a very high control density so that the IOF rule on control proximity will need to be watched carefully. Note that Appendix 2 #3.5.5 allows control sites to be placed on similar features as long as they are at least 30 m apart for Sprint courses (unlike for longer races on smaller scale maps) and this may ease planning problems in areas of large control density. Controls on dissimilar features may be a minimum of 15 m apart.

**All control sites shall be manned throughout the competition in order to prevent vandalism etc.** In many instances, several controls can be observed by one marshal so it is not necessary to have one marshal for every control site. Marshals should not be so close to control sites that they give away their location and should be unobtrusive. Marshals may also be needed to identify and record the numbers of any runners who run out of bounds by taking a photograph as proof.

Consideration should be given to issuing Sprint competitors with two bibs, one for the chest and one worn on the back. This makes possible the identification of competitors running away from marshals.

The following table gives the best current estimate of relative running speeds of each age class at Sprint races:

<b>class</b>	M35	M40	M45	M50	M55	M60	M65	M70	M75	M80
<b>ratio</b>	1.00	0.96	0.90	0.85	0.80	0.73	0.65	0.57	0.49	0.41
<b>class</b>	W35	W40	W45	W50	W55	W60	W65	W70	W75	W80
<b>ratio</b>	0.86	0.81	0.75	0.69	0.64	0.58	0.53	0.47	0.42	0.37

Since each class has the same winning time, these ratios will also be the same as the course length ratios and shall be used as such for both Qualification and Finals days. **These ratios refer to the optimal course length (i.e. the shortest distance a runner could take, going round all impassable obstacles) and not to the straight line distances usually (and incorrectly) used.**

**Rule 16.3 states that “The course lengths shall be given as the length of the straight line from the start via the controls to the finish deviating for, and only for, physically impassable obstructions (high fences, lakes, impassable cliffs etc.), prohibited areas and marked routes.”<sup>5</sup>**

**Of course in urban terrain, there are a lot of impassable obstructions and the shortest route that the runner can take may be twice as long as the direct line. Course planning software will tend to give the direct line distance and often that is quoted as the course length. However, that is incorrect and you should ensure that the correct distance is given.**

As an extra guide, the winning M35/40/45 runners in the WMOC2009 Finals were running *actual* min/km of around 3.8, i.e. their actual course lengths (not straight line) were measured and corrected for height climb before calculating running speeds of 3.8 min/km.

On the Finals day, B, C, D etc Finals should be planned so that the lowest Final has 80% of the length

<sup>5</sup> Effectively, this is the shortest possible runnable route round the course

of the A Final, other Finals having lengths (pro rata) in between the A Final length and the lowest Final length.

The table below confirms how this should be organised (NB the corresponding A Final represents 100%):

Ideal B	Ideal C	Ideal D	Ideal E	Ideal F
80%				
90%	80%			
93%	87%	80%		
95%	90%	85%	80%	
96%	92%	88%	84%	80%

## 22. Map

**The maps for the Long races shall correspond to the "International Specification for Orienteering Maps" (ISOM2000) and should be of good international standard. ISSOM 2007 shall be followed for the Sprint Championships**

Some organisers ask to print competition maps digitally, using laser printers. However, the resolution of such printers is still inferior to that of offset printing and the IOF Map Commission has yet to see a digital map which is of good enough quality to use in major international competitions. **Thus maps for WMOC should be printed using offset printing methods. If non-offset printing is to be used, the printing will have to be approved by the Map Commission by providing the Commission with relevant samples.**

The maps shall be surveyed in good time. A first pre-print should be available one year before the event, usually when the IOF SEA comes for the second visit. A last field survey shall be made a few months before the event.

**The normal scale of the Long Distance map is 1:15000 for M/W35/40 and 1:10,000 for M/W45+.** However, with the approval of the IOF SEA, all classes may use the 1:10000 scale if the terrain demands this and this has been the case for most of the recent WMOCs. **NB The map shall be surveyed as if it were 1:15000 nevertheless.**

**The Sprint scale shall be 1:5000 or 1:4000 for all classes.**

**The use of any other scale requires a rule deviation, submitted with the recommendation of the IOF SEA, which will be considered by Council following advice from the IOF Map and Foot Orienteering Commissions. A rule deviation was granted for WMOC 2015 to run the Long Distance on a 1:7500 map for classes M/W60 and above. Whilst this was generally positively received, it has not yet been incorporated into the Competition Rules, and hence requires a fresh rule deviation application for any future WMOC which wishes to do likewise.**

**If an orienteering map of the area or of a part of the area already exists or has existed in the past, fair conditions shall be created for all competitors. A colour copy of the map shall therefore be available for sale to competitors when they arrive, and shall be available on the event website beforehand.**

**Maps of the competition area shall not be used by competitors or by group leaders or other persons on the race day until officially permitted. It shall be mentioned in the Final Details that possession or use of any orienteering or other maps of the competition area is prohibited during the competition day at the race site until officially permitted. This is valid for competitors as well as for others.**

Large maps should be cut to the size necessary for the course.

**If waterproof paper is not used, the competition map shall be sealed in a transparent plastic bag of reasonable size (not much larger than the map itself) and reasonable thickness (0.20 mm or 8/1000ths of an inch).**

Alternatively, waterproof paper may be used for the maps., Some types of waterproof paper can be difficult to clean when dirty. In addition, colours may rub off during the competition due to insufficient drying of the maps beforehand. For this reason, the organisers should provide plastic bags in the start lanes for those competitors who wish to further protect their map, making this known to competitors in Bulletin 2 also. In addition, the printer must have previous experience of offset printing on waterproof paper in order to avoid misalignment of colours, especially the overprint.

**If waterproof paper is used without any further protection, the Senior Event Adviser must be satisfied that the quality of the map is up to international standards, i.e. that they are clearly readable and that there is no obvious colour degradation of the map when in competition use.** The organisers should provide samples of maps previously produced using the same procedures for this checking to be done. **If there is any doubt about the suitability of the selected waterproof paper, then the IOF Map Commission must be consulted.**

Having mentioned these issues, the standard of waterproof paper is such these days that many top IOF Events (including recent WMOCs) have used it without any problems. Maps printed this way are much more convenient for the organisers to handle and transport and the saving of time since no bagging is involved can be huge.

The return of competitors' maps can pose a major logistical problem. If competitors' race maps are returned after the race, then there is very little time in which to sort them and distribute them, especially as maps should become available immediately after the last starter has started. The preferred system is to supply new clean maps instead, again in the assembly field. **A system needs to be devised to ensure that the right maps go to the right persons.**

If the map reclaim system is not organised clearly, dangerous crushes can build up around the map issue points. Experience suggests that large labels stating which maps are available at which issue points should be posted well above head height to make them visible and sufficient helpers should be allocated to the task.

Recent practice has been that unsorted actual race maps are also made available when the last starter has started and runners can pick them up if they choose to do so. This can be made a little more efficient if finishers' maps are put into separate bins for men and women after the Finish line.

However, competitors must be made aware that this is not the official way of receiving their competition map – the clean map supplied separately does this. The alternative to not allowing race maps to be collected is that they are simply thrown away – to be able to pick these up as well as the clean copies should be treated as a bonus!

Double use of the same map for two WMOC races, e.g. Qualification 1 and Qualification 2, should be avoided although maps having, for example, common finish areas are perfectly acceptable.

As far as is possible, competitors should be allowed to receive their maps after each race is over even if a part of the area is being used for a following race, e.g. where the two Long Qualification races share the same Finish/Assembly area.

### **23. Courses**

**The *prime requirement* for the courses is fairness. There must be no doubtful controls, minimal elements of chance as regards route choice and no map errors which might influence the race.** Controls where the accidental presence of another runner is a great help to other runners should be avoided, e.g. controls within a small depression or a pit. The same applies to controls where tracking may be a great help, e.g. in areas with dense ground vegetation.

**The *second requirement* for the courses is good orienteering. The courses shall be as difficult as the terrain permits.**

The *third requirement* for the courses is to reach the expected winning time as closely as possible (see Rule 16.11). This is sometimes a problem. The course planner should make every effort, e.g. work with top test runners, to reach this goal.

The *fourth requirement* for the courses is that they should be planned with their physical difficulty modified to suit the age group of the runners on each course. Special care must be taken for courses for M70+ and W65+ (see also IOF Competition Rules Appendix 2 - 3.11.6), even more so for the very oldest competitors.

**For example, steep slopes, stony ground and dangerous rock must be avoided.**

For example, if it is known beforehand that the only W90 entrant is not very experienced or is in poor health, then a shorter and easier course should be designed for her

**One final requirement is that the Finish of the course must be in the Assembly area.**

**The IOF "Principles for Course Planning" (Appendix 2 of the 2014 Competition Rules) shall be followed.** Advice may also be obtained from *Guidelines for Course Planning – World Class Events*, available from <http://orienteering.org/foot-orienteering/event-organizing/organisers-guidelines/>.

**Classes shall be offered up to M/W90. Classes for older competitors shall be offered if there are entrants.**

class	speed ratio	Long Qualification		Long Final	
		Winning Time/min	Course length ratio	Winning Time/min	Course length ratio
M 35	1.06	60	1.00	70	1.00
M 40	1.04	55	0.90	65	0.91
M 45	1.02	50	0.80	60	0.82
M 50	1.00	45	0.71	55	0.74
M 55	0.92	40	0.58	50	0.62
M 60	0.84	40	0.53	50	0.57
M 65	0.78	40	0.49	50	0.52
M 70	0.71	40	0.45	50	0.48
M 75	0.61	40	0.38	50	0.41
M 80	0.50	40	0.32	50	0.34
M 85	0.39	40	0.24	50	0.26
M 90	0.26	40	0.17	50	0.18
W 35	0.86	45	0.60	55	0.63
W 40	0.84	40	0.53	50	0.57
W 45	0.79	35	0.44	45	0.48
W 50	0.73	35	0.40	45	0.44
W 55	0.69	35	0.38	45	0.42
W 60	0.65	35	0.36	45	0.39
W 65	0.62	35	0.34	45	0.37
W 70	0.55	35	0.30	45	0.33
W 75	0.43	35	0.24	45	0.26
W 80	0.33	35	0.18	45	0.20
W 85	0.23	35	0.13	45	0.14
W 90	0.14	35	0.08	45	0.08

As a guideline to help Planners in setting appropriate course lengths the table above gives the ratios of expected running speeds for WMOC winners with M50 set at 1.00. Course length ratios for each class are also included where M35 is set at 1.00. This table has been updated for 2013 and many of the ratios have been changed to reflect faster running speeds of some classes in recent years.

These ratios are for guidance only, and lengths for each course may need to be varied from those given by ratio to reach that course's winning time. This is especially important where there are significant variations in runnability between different parts of the map (e.g. where the area close to the finish is faster than more remote areas used by longer courses).

The running capacity of the oldest competitors should not be underestimated as expected winning times have often been beaten by many minutes in recent WMOCs. More emphasis must be put into test runs etc in order to produce courses which will have winning times in accordance with the competition rules.

**Please remember that, when calculating course length ratios, planners shall include height climb by adding 0.1 km of distance for every 10 m of height climb.** The data have been estimated by aggregating winning times and course lengths for recent WMOCs.

**NB Height climb is measured as defined in IOF Competition Rule 16.4, and quoted to  $\pm 5m$ . That is, it is measured "along the shortest sensible route", which may well be longer than the route used for measuring the course length. This is not necessarily the "optimum route", nor is it necessarily the route which the planner would take: it is simply the "course length route" (i.e. straight line route) extended to avoid those hills/valleys etc which all competitors will also avoid. The intention is to give a figure which is representative of the climb which a competitor could actually undertake. As a rule of thumb, if a competitor will go over it, count it in; if you're not sure whether they'll go over it, count it in – only discount it if you are certain that all the competitors will go around it.**

**Some Federations have their own (different) ways of estimating height climb. However, as the course length ratios quoted above assume that climb is measured "the IOF way", national methods must not be used if they disagree with "the IOF way".**

These ratios apply to the best runners only and it should be remembered that many competitors are not of elite standard and, by the time the third Long day arrives, are glad of an easier challenge provided by the Planners. It was notable that the strongest competitors thought that the terrain for the Finals day in WMOC 2000 provided an excellent physical and technical challenge but that the slower runners found it too tough, even on the reduced lengths of the B Finals. Allowance must therefore be made for the very wide spread of both fitness and ability of WMOC runners when planning the lesser Finals (i.e. all except the A Finals).

The B/C etc Final course lengths should be planned so that the shortest course is no less than 67% of the length of the corresponding A Final and that any other courses in between are planned pro rata. However, if there is just one B Final and no others, then the B Final should be 80% of the length of the A Final.

The following table confirms how this is organised where the percentages shown are relative to the corresponding Long Distance A Final being 100%:

Long Distance Finals CLR's				
Ideal B	Ideal C	Ideal D	Ideal E	Ideal F
80%				
83%	67%			
89%	78%	67%		
92%	84%	76%	67%	
93%	86%	79%	71%	67%

The corresponding (and different) table for Sprint Finals is given in Section 21

## 24. Fair Play

*Orienteering is a sport in which the competitors navigate independently through the terrain* (Competition Rule 1.1). Unfortunately the enjoyment of many competitors is spoiled by the actions of a minority who try to seek help during the competition, clearly something which is illegal.

**Organisers must therefore take steps to minimise such cheating by explaining (in the Final Bulletin or otherwise) that, for example, asking for help or taking another competitor's map during the competition may lead to disqualification.**

In addition, the Sprint races are especially prone to cheating (both deliberately and accidentally) by competitors who go out of bounds. The first duty of the course Planners is to plan courses which minimise the chances of going out of bounds. Inevitably, there are often places on the course where there is still a risk of competitors being where they shouldn't be, so it is wise to take further precautions by, for example:

- Using out of bounds tape to bar runners from entering gardens, passing through hedges, etc
- Where there are ambiguities in the map or terrain, by positioning marshals to warn runners not to go out of bounds if they look as if they are about to. Of course, the same marshals should then note down competitor numbers of those who fail to obey.

Organisers should take seriously the possibility that cheating may be relatively commonplace where several thousand competitors are involved and should deploy officials in the terrain to check that fair play is being observed. Runners who do not observe the rules should have their bib numbers recorded and, if possible, their actions photographed or filmed to use as evidence later on.

A fast and efficient system needs to be developed for getting reports back to the arena and all marshals will need to be briefed thoroughly beforehand about what their duties are. Only experienced orienteers should be used for this role.

## 25. Control Descriptions

**The IOF booklet "Control Descriptions" (2004 edition; see the IOF website for the latest version) is the basis for the preparation of all control descriptions with symbols. The control descriptions for the Model Event shall be made in the same way as those for the WMOC courses.**



The control descriptions for all races shall only be available to competitors in the start lanes, one common method being to provide these at -2 minutes (start time = 0 minutes). They shall also be printed on the front of the map.

Loose control descriptions should be printed on waterproof paper using water-resistant ink so that they remain legible in wet conditions.

The definition of special symbols for the control descriptions shall be given in Bulletin 2 at the latest. Such special features shall be demonstrated in the Model Event or by photographs or drawings in Bulletin 2.

## **26. Start**

The *Leibnitz Convention* requires that the Start and Finish be together and both to be in the Assembly area. However, this is not easy to achieve in WMOC where several thousand competitors on multiple courses of different lengths are concerned.

So consideration should be given to organising the Start inside the Assembly area for the premier courses (e.g. M/W35/40) Finals only. Having said this, the practical difficulties of organising a Start in the Assembly area for (potentially) 1000 runners mean that this option will rarely be taken.

For efficient organisation of an individual start, a *pre-Start* should be used. At the pre-Start, the following should be available:

- a quiet waiting area
- a warm-up area which may be in the forest
- toilets
- display of official start lists and race-time
- a model control
- **English speaking officials for trouble-shooting** (plus a Russian and/or Finnish speaker too, if possible)

The *start area* should be quiet and well separated from the pre-Start.

Media representatives may be allowed to go to the Start if it can be ensured that any information obtained about maps, terrain, race layout and route choice decisions will remain confidential until the last start.

**Out of bounds areas shall be marked clearly and supervised.**

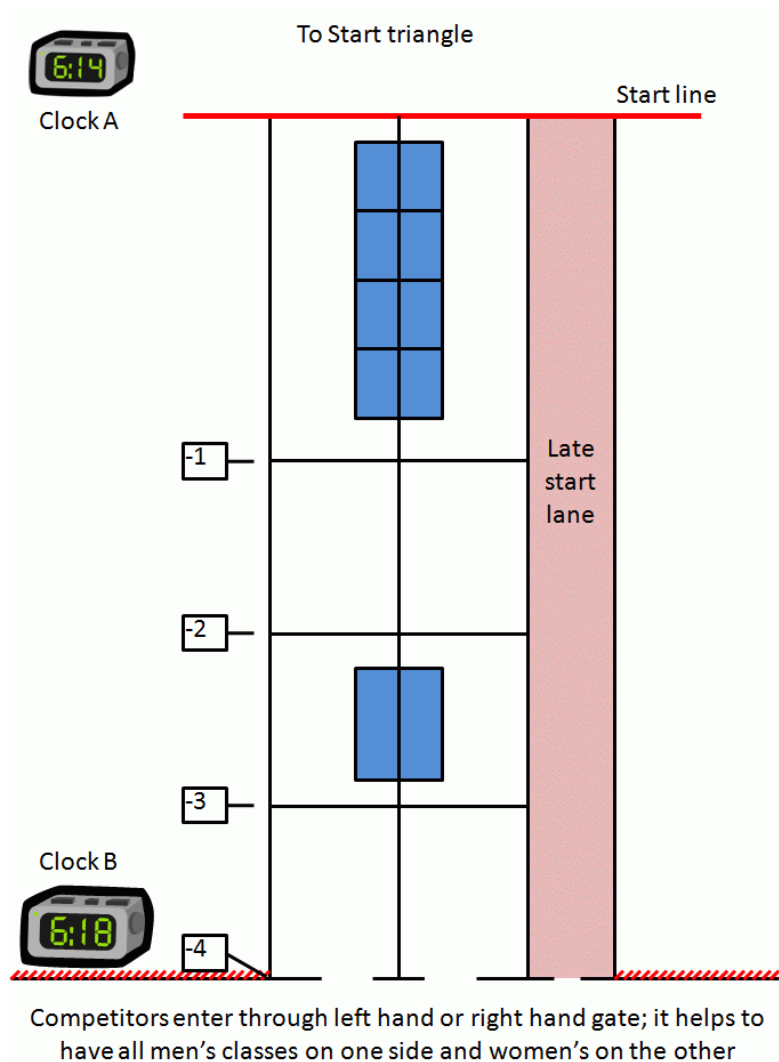
**Modern electronic punching allows starts to be made by “punching” at the Start control unit (popularly called a “punching start”) but this must not be used for WMOC except for competitors in the Late Start lane. Competitors must start at their given start time** so a conventional timed start (using a clock synchronised with race time) should be used instead.

## **27. Start Organisation**

Organising a start for, say, 4000 runners is not easy and some recent events have suffered major problems where it has not been clear to competitors just what the start procedure was. Where problems have occurred, they have usually been caused by a start layout which looks fine when no competitors are there but which becomes chaotic when 100 or more competitors are pressing forwards and blocking lines of sight.

**The minimum number of Start boxes is four**, but six or even more might be needed, depending on circumstances. For example, the Start area itself might be in a confined space, some way from the nearest sensible pre-Start area, in which case competitors will need to be brought in stages to the Start area, moving forwards by one stage every minute.

In the example where four start boxes are used, the following arrangements have proved successful:-



**Notes**

- (i) Competitors must be kept well back from the -4 minute line, hence the barrier shown with two gates in it through which competitors are only allowed when their start time is called.
- (ii) Clock B must be large and must be visible to all competitors standing behind the barrier. It must therefore be mounted at least 3 metres above level ground, or on the top of a slope if this is appropriate.
- (iii) Clock B must show the competitor call up time. For example, if the competitor's start time is 6:18 then the competitor must enter the -4 minute box at 6:14. But, since his call up time is 6.18, clock B is set to run 4 minutes fast and displays 6.18 at this moment.
- (iv) Clock A is only visible to those on the Start line and displays real (race) time. In the example above, the competitor will start when clock A shows a time of 6:18 (race time).

(vi) Where the Start system has two lines (as on the diagram) it is much easier to manage competitor flow through the system if men and women are kept on either side of the central line.

(vii) In general, two or three such Start arrangements will be needed for each race. They may need a common Start triangle or they may not, depending on the course planning.

Sometimes the position of the main Start areas does not suit the design of the very shortest courses for the oldest competitors, so additional Starts may be needed. Since the number of competitors involved will be very small, simple Start arrangements, occupying a short time span, may be all that is needed and may be operated by only one or two officials each.

For example, the Long Final at WMOC 2013 had two main Starts which were adjacent to one another, and three more separate small and simple Starts.

Other problems have been caused when different blocks of start times overlap, thereby causing a doubling of the rate at which starters depart during this period. This is best avoided by either (a)

having all starters being within the same block of start times (high rate of starting throughout, but for a shorter time) or (b) using two start blocks, e.g. even numbered heats in the first start block and odd numbered heats in the second.

This has the advantage of giving a more manageable rate at which competitors start but has the disadvantage that the Start team needs to be operating longer. (But see also section 19 on Heat allocation, which advocates one Start block only).

### Late Start Lane

Competitors may sometimes arrive after their start time has gone. If this is their own fault then they are permitted to start but are timed as if they started at their original start time (Rule 22.9). However, if the fault is that of the organiser, then they are timed from their new start time (Rule 22.10).

It is not possible to determine definitively whose fault lateness is at the Start area, so all late competitors must be told to enter the Late Start lane and then start according to:

- *If the competitor is at the Late Start start line less than half the start interval after their start time they should start immediately.*
- *If the competitor is at the Late Start start line more than half the start interval after their start time they should start at the next available half start interval.*

Arrangements must be made so that all late starters “punch” the ‘clear’ and ‘check’ boxes. They shall then punch an electronic start unit placed at the Late Start start line in order to have a race time at the Finish. The organiser shall then determine whose fault the lateness was when the competitor has finished and shall publish the finish time accordingly.

## 28. Control Set-up and Punching Device

Avoid any national peculiarities for the control set-up.

The control code number shall be mounted vertically or horizontally on the post. Code numbers like M1 shall not be used (see Rule 19.6). IOF Competition Rule 19 (Control set-up and equipment) shall of course be observed here.

The SPORTident and Emit electronic systems are both accepted officially by the IOF. A backup for the electronic punch must be provided. In the case of Emit, this is automatically provided by the pin which marks the back-up label. This label must be securely attached to the Emit card and made of sufficiently strong material that it will survive the conditions likely to be encountered during a competition (including immersion in water). In the case of SPORTident, the backup must be a needle punch.

IOF Competition Rule 20 (Punching systems) and Appendix 4 (Approved punching systems) give the latest regulations regarding the use of e-punching.

Competitors who own their own e-cards should be allowed to use them in the WMOC, provided that they submit their card numbers in good time to the Organisers.

Control sites which have high usage (e.g. 8 competitors punching per minute on average) should be provided with two punching units. The last control and Finish “control” should be provided with three or more punching units.

## 29. Refreshments During the race

Refreshments shall be available at least every 25 minutes during the race if the estimated winning time is more than 30 minutes. This gives the following minimum numbers of refreshment points:

Expected winning time (minutes)	Number of refreshment points
35 - 50	1
55 - 70	2

The refreshment points are best placed on legs which cross easily accessible linear features such as forest roads. They should be placed in such a way as to be readily accessible by all competitors without any significant deviation in route choice. **They shall be marked on the map with the**

**conventional symbol and shall be as accurately sited on the ground as if they were control sites.**

It is sufficient to offer water and plastic cups. Helpers should fill the cups and ensure that drinks are available to all competitors, especially to the late starters. If local tap water is of doubtful quality, boiled or bottled water shall be used.

**Each refreshment point shall be manned throughout the race and shall be replenished frequently too. The situation where a late starter arrives at a drinks control to find it unmanned and without water must be avoided.**

**Competitors are not allowed to have their own refreshments brought to the refreshment controls.**

Refreshment points are also places where competitors in difficulty may go to; helpers at refreshment points should therefore be in communication with the Finish/Assembly area, e.g. by radio or mobile phone.

### **30. Arena Design**

Arena design depends of course heavily on the features and facilities of the site provided, which can range from a sloping field to a mountain restaurant area and from a town square to an Olympic stadium. However, all have features in common and many of these are essential to the standard required by a WMOC.

Aspects include (those in bold are mandatory):-

- **Easy access**
  - For Competitors and arena infrastructure
- **Finish in the arena**
  - Good spectator view of run-in provided by e.g. a natural bowl or a stadium
- **Commentary**
  - **Commentary team must have a good view of the last control, the run-in and any spectator controls**
- **Refreshments for sale and other catering points**
- **Results display**
- **Sufficient shelter for competitors in e.g. bad weather**, i.e. a large marquee or other covered area
- Space for club tents
- **Enough toilets**
  - One per 100 competitors is a common “rule of thumb”; in addition, several men’s urinal points are usually provided
- **Emergency access**
  - **For ambulance and/or helicopter**
- Good communications, e.g. strong 3G coverage
- **Equipment suppliers**
- **Medical facilities**
- **Information point/Secretariat**
- **VIP/IOF facilities, e.g. car parking, small tent**

In addition, there should be enough space (but not too much!) for all the infrastructure to be installed in and the arena should be firm and dry underfoot, ideally in nice surroundings, and certainly adjacent to or in the middle of the terrain.

One key official is the Arena Manager (see Appendix 5) who designs and oversees all arenas in conjunction with individual Day Arena Managers.



The Sprint Final arena in Sydney at WMOC2009 provided fantastic spectating facilities. The Finish, timekeeping and download, and commentary point were all inside the U-shaped 3000-seater stadium whilst other facilities were sited outside.



The Long Final arena near Sestriere at WMOC 2013 showing the large marquee which was also used by the caterers.

# Arena Serra Parque



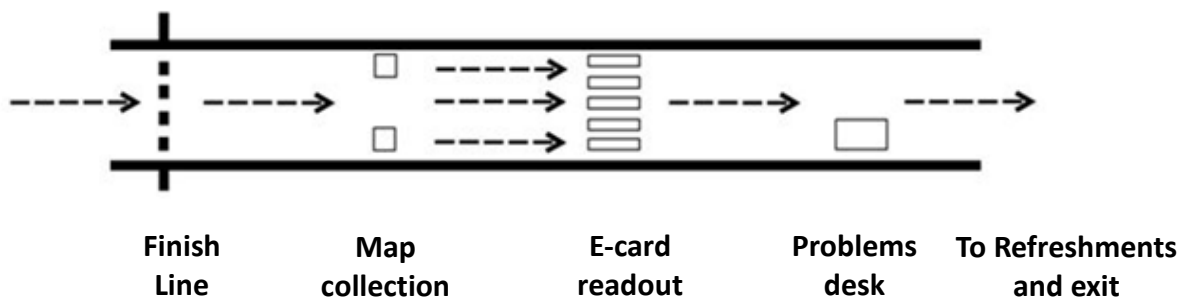
An example of an arena plan (used for the Long Final in Brazil at WMOC 2014). Arena plans such as this form an important part of Bulletin 2.

## 31. Finish

The arrangement in the Finish area should cater as much for spectators and media representatives as for the competitors. They should be able to line the last 50 m of the course and take photographs and urge the runners on. **The boundary between the area for spectators and the running area shall be clear and supervised.**

It is recommended that the last control be placed at the beginning of the run-in, in sight of the spectators and allowing for photographs.

**If the last control is outside the view of the spectators, the way from the Finish to the last control must also be cordoned off and supervised continuously.** Otherwise people with cameras will tend to approach the last control as the event progresses.



The schematic diagram above shows competitor flow through a Finish system. Note the problems desk situated after the e-card download points and before competitors exit the Finish area.

There should be drinks (water being the minimum standard) available at the Finish for all competitors.

The performance of the commentator (speaker) is most important for the atmosphere at the Finish, particularly on Finals day. The progress of the WMOC race should be the central concern.

The commentator should continuously give finish times, announce competitors, draw attention to competitors just coming in, interview competitors, comment on race positions, etc. The commentator should use English and the local language, **with English predominating. The commentator shall be neutral and treat incoming competitors independently of their name and Federation, not**

**over-emphasising competitors of the home country.** Experience shows that at least two helpers for the commentator are necessary to keep track of the race progress.

The speakers should have a good view over the run-in, preferably from an elevated position, e.g. a constructed scaffold.

It is recommended that, for Finals days, A Finalists finish down a separate lane from the other finalists (see also section 20, Finals Days)

### **32. Punching**

It is assumed that electronic punching will be used – currently this means a choice between the Emit and SPORTident systems<sup>6</sup> (see IOF Competition Rules Appendix 4) – and that the same system is used for race timing also. There is still a debate about whether either system completely complies with the accuracy required by IOF Rule 23.6 but the practicalities of such a large event as the WMOC dictate that finish times recorded by either system must be taken as official race times.

**Large numbers of starters also mean that it is not practical to use a “punching” start system, i.e. the conventional “timed start” where competitors start at 1 or 2 minute intervals on a signal given by the Start official must be used.**

### **33. Time Keeping**

With SPORTident or Emit, a punching finish may be used where the competitor finishes by punching on the finish line.

Ensure that there are enough punching units placed on the finish line. If SPORTident is used then it is extremely important to synchronise the Finish units just before the start of the competition on the day of the race. This is also necessary when using Emit - there the Finish clocks used for read-out or the PCs used for this must be synchronised.

Approximately 6 Finish stations should be sufficient. Sprint races with smaller starting intervals require more than Long distance races. It is recommended to have the Finish stations connected to the speaker's booth, either via cable or via radio. The speakers will be grateful if they can see the unofficial times before downloading, in particular if there are tight decisions in the finals.

To ensure fair timekeeping it is necessary to use clocks at the Start and at the Finish which have a high accuracy. This accuracy should be tested before the competition using a longer running time (let them run without synchronisation for some days - there should be no drift between the Start and Finish clocks - which are then the SPORTident stations).

With a high number of competitors it is useful to have more than one start. If so, ensure that all individual start clocks run synchronously with the finish clocks.

**The e-card download system must be tested in advance to check that it is capable of handling the expected rate of arrival of competitors.** Download queues of over an hour were experienced on day 1 of WMOC 2010 when the system failed to keep up with competitor arrival.

Be sure to follow all hints and advice from the producer of the timing/punching software regarding network preferences. (NB the OE2010 manual was updated after WMOC 2012).

As the number of participants in a WMOC may be in the thousands, special considerations must be done with regard to designing the flow in the Finish area as above. If there are 20 runners starting every minute, a runner will finish on average every 3 seconds. Thus the Finish procedure, read-out etc must be designed to have a smooth flow. You will need parallel download lanes. Runners with non-valid status should be taken to a separate queue for troubleshooting.

It is paramount to prepare procedures for what to do if the IT system is down. If you have 5 minutes downtime - 100 runners would be in the queue. One option might be to collect the e-cards of the runners who finish in that time period. After recovery of the system you can read out the collected e-cards and hand out these cards later.

NB there should be enough space after the Finish line and before the downloading stations to cope with a small downtime without having the queue reaching the run-in.

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<sup>6</sup> [Sportident Advice for Event Advisers and Controllers](#) and [Emit Advice for Event Advisers and Controllers](#) are documents giving advice on the use of the SPORTident and Emit punching systems. They are on the IOF website under *Foot Orienteering > Event Advising* in the *Documents for Event Advisers* section, They are particularly aimed at Event Advisers and controllers.

To make the workload in the Finish easier to handle it could be an option to split the runners into different lanes (as is done at O-Ringen). A procedure to separate the runners equally must be devised which could be based on the runners' courses.

#### **Setting up download stations in parallel has to be tested before the competition.**

A back-up timekeeping system is necessary and should be completely independent from the main timekeeping. It should be operated by other persons and based on another power source and also situated on the Finish line. It should be operated continuously, not only when problems with the main timekeeping system arise.

Video recording at the Finish line is strongly recommended. If a big digital clock is in the range of the video camera and if it is used for all competitors, or if some other means of displaying race time along with the video record is used, the video record may be used as a back-up timekeeping system. Ensure in that case that the race numbers are legible on the video screen.

Ensure also, that the recording time lasts for the whole competition time or be prepared to change the storage media.

Note that the technical team is asked by the IOF IT Commission to complete a report on the electronic timing and punching systems used for the WMOC. The purpose is to allow the IT Commission to continually monitor the different systems and to gather data on how they behave in order to advise on future development.

The report is conducted via an online survey ("[IOF Timing and Punching System Report](#)") which can be found in the IOF website *Foot orienteering* > *Event Organising* section, under *Report templates*.

### **34. Event Administration IT on Competition Days**

*Event Administration IT* refers to the system used at the competition for entry registration, results production, time keeping and punch control, as well as speaker information.

This system needs a number of PCs; one as the main database server, one as database backup server, roughly 4 - 6 for reading of electronic punch cards and printing of split times, 2 for results printing, 3 - 4 for speaker information, and 2 - 3 for miscellaneous tasks, backup and reserve.

All backup devices have to be configured and ready for immediate exchange in case of a problem. Be careful with IP-numbers and network names to prevent conflicts.

It is important that the system has enough capacity to cope with the flow of incoming runners. Previous organisers have experienced bottlenecks if the "client" PCs used for download are not fast enough, as commonly used software tends to lock the entire database during a transaction, leading to bottlenecks and "freezing" applications on the clients. **Make sure to do "virtually live" testing in advance under realistic circumstances and with the actual PCs and software configuration to be used, simulating "live conditions" and pace of flow.**

Also, dedicate a person to handling "irregularities", such as missing punches, complaints, etc. Another person with a wide IT background should be on stand-by in the finish for handling all upcoming problems on the readout (unstable network, frozen computers, ...). Provide all important areas with walkie talkies.

Set up a process for creating backups of all related data (event administration database, files, documents etc.) in the preparation phase of the competition and use this during the competition. Do also specify and test a process of restoring data - it needs to be decided under what circumstances you have to start the restore process and from what backup.

Backups should be operated automatically throughout the competition without manual intervention.

It is important to have considered "contingency plans" for what to do in case of system malfunction, minor or major incidents.

The computers will be connected by a computer network. Carefully plan the setup and layout of the network cables at the Finish area. It is an option to connect some remote PCs with a wireless network (W-LAN). But bear in mind that the data transfer rate is far lower than in cable networks. Test the wireless network in the actual environment – beware of trees etc – trees in summertime can block the network much more than in wintertime without leaves. The spectators could block signals too.

Also you should secure these wireless networks to prevent people from the arena connecting to your network (password security with WPA/WPA2). You should test this setup well before the event with all the computers which are to be used for the competition. With this test you should find configuration problems which often occur with different computers in networks.



Be careful when using WiFi for remote PCs as the far lower rate could affect the overall network performance. It may be useful to have an open WiFi for publishing race results from a local web server, as more and more participants have WiFi enabled devices at hand. This may decrease the pressure on the result boards. These results may be the same as pushed to the internet. Be sure to have this WiFi network properly separated from the cable network used by the timing/punching system.

If a proper cellular signal is available, the automatic upload of results to the event's homepage is recommended.

### **35. Power Supply**

The power supply is an important part of the infrastructure in a competition area and continuous power supply has to be guaranteed for all IT Systems. To ensure this, a backup power supply is needed for the most important systems. This can be solved with UPS - Uninterruptible Power Supply systems. These systems will buffer a certain amount of energy which can be used by the connected systems when the main power supply is out of order. Be careful with the setup of the system - only connect the very important systems to the UPS to survive a power failure not just for some minutes – but far better for more than an hour! Notebook computers have their own UPS - the computer battery. Don't forget to connect network switches to the UPS - otherwise the computers are running well - but without a communication network. Even network switches can be run off a battery, thus making the entire setup resilient to (shorter) power outages.

Try to rent professional UPS equipment rather than use small and cheap UPS devices as there may not be enough capacity. Be sure to have a fall-back power source available, this may be a smaller generator which only has to provide power to important system components in case of a severe breakdown of the first power source. Remember that UPS is only designed for bridging the rather small gap of a temporary blackout.

Never connect IT systems with the same line you connect for example the spectators' restaurant or coffee machines.

Large generators (with UPS provision) will be needed in remote arenas with no mains electricity supply. These must be sited well away from working areas. Professional standard cable, cable laying and safety provision must be applied for all cabling used for power supplies and IT links, with all relevant regulations adhered to.

It is recommended that you calculate the power needs in advance (take voltage peaks into account) as an undersized power supply may cause severe problems.

When plugging different devices together, always think of what happens when power supply breaks down - is the combination of devices still able to function? This counts for example for external hard disks, USB hubs or network switches connected to the computer systems.

### **36. Results**

**In the Finish area, a results display shall give the final times of all runners continuously throughout the race.** A competitor's final time should be displayed as soon as possible after finishing. Large font sizes should be chosen in deference to the eyesight of older competitors.

The combined times of the two Long Qualification races should also be displayed on the Second Qualification day.

The official results list should include:

- name of the event, date, Organiser, name of the map, type of the event
- class, distance, climb, number of controls
- for each competitor position, first name, name, Federation, split times (website only), final time
- All competitors who appeared on the start list shall be included. When competitors are not ranked, the reason shall be given, e.g. did not start, mispunched, retired.

**A copy of the official results shall be sent to the IOF Office on the day of the event (preferably in Excel)**

It should be noted that the advice which follows in sections **37** and **38** applies to the “best case scenario” only – there will be many WMOCs where media coverage is slight and there will be little point in making extensive preparations beforehand. Indeed, at a time when orienteering needs maximum exposure at **elite** level, attempting to gain exposure at veteran level may prove to be a counterproductive exercise.

### **37. Media Services before the Race Day**

An important aim of the WMOC is to obtain favourable reaction from the media and the public. However, it is to be noted that the amount of media interest generated by a WMOC can vary from almost nothing to a great deal if the event is the main sporting focus of the host area.

Three factors are important here:

- the position of orienteering in the sporting scene of a country
- the performance of the home country's competitors
- the service offered by the Organiser to the media

Only the last point is within the Organiser's direct control.

Invitations to the media of the host country should be handled according to local practice. Invitations to foreign media can best be handled via the IOF member Federations and could be sent out (perhaps with Bulletin 2) approximately one month before the event. It should contain:

- information about hotels, transport and prices for media representatives
- a registration form for media representatives
- the address (including e-mail) and telephone/fax number of the official responsible for the media

The response to such invitations is often slight. It is always possible that previously unannounced media representatives turn up to the event unexpectedly. At a WMOC, media representatives are most likely to be either from local media, or from specialist orienteering publications/websites.

About one week before the event, additional documentation should reach the entered media representatives. Possible contents are:

- a press release giving important details about the event and the entrants, e.g. numbers from each country, former World Champions who have entered, etc.
- media services at the race
- invitation to the Model Event and opening ceremony
- invitation to a press conference, if applicable

On the day before the race usually a press folder is handed out, containing

- Bulletin 2 (programme)
- start list
- information about the (newsworthy) competitors
- details about the media service for the race (transport, visit to pre-Start, media control, places to take photographs, telecommunication, etc.)

### **38. Media Services during the Race Day**

At the race, the following shall be offered to the media representatives as a minimum:

- a weather-protected, quiet working space in the Finish area with power for a laptop computer and a phone link if possible; otherwise a permanent press centre somewhere else would suffice
- result lists and maps with courses, just after the end of the competition; note that making results available as quickly as possible is the prime concern for both competitors and the media
- mobile phone signal availability

Transport can be offered free or paid by the users. It will not be used intensively, since most media representatives prefer to be independent and to rent cars.

Media representatives need good communications. The first priority is a strong mobile phone signal. The second is a local WiFi system with internet access, but it is not always possible to provide this.

However, the Organisers should not charge an all-in-one accreditation fee and it should be possible to pay for different services separately – if you don't need a phone line, you don't pay for it!

In addition the following services should be aimed at:

- A good overall view of the state of the race with final times. The results board will normally suffice.
- A media control or an area where the competitors are visible during the race
- Good positions for photographers, keeping in mind the relative positions of the sun, competitors and photographers.
- A contact zone with the competitors after the Finish line
- Refreshments (coffee, snacks, lunch), either free or on presentation of a token or on payment
- A separate area for the media representatives with seats and a good view of the results board and the run-in
- A competent press officer always available for help and advice and not busy with his own papers

The Organiser is best able to make an estimate of the likely number of media representatives from the host country. One or two media representatives may come from abroad. Even if no media representatives from abroad have announced their arrival, the communication facilities shall nevertheless be offered.

The host country's television sometimes broadcasts a report on the WMOC (but see "boxed" paragraph just before section 37 too). The Organiser should inform foreign television companies via the IOF member Federations of the possibility of making a broadcast.

It is desirable for a recording to be made of the host country's television broadcast. Failing this, the host Federation may wish to fund the making of such a programme. This can be offered or shown to the IOF and to the competitors, e.g. at the banquet, who may want to purchase souvenir copies before they leave. It may also be used for sponsorship matters later on.

The Organiser shall ensure that the host country's sporting news agencies receive the results immediately after the race.

The places for TV teams shall be selected carefully in advance. This needs discussions between the Organiser, the IOF SEA and the TV company. TV teams inside the forest or close to a control should stay at the same place during the whole competition, but normally they will not do so. TV teams must be accompanied by a competent representative of the Organiser throughout the competition

When media representatives are asked about the most important points of the media service, the answers are inevitably: quick results and good communication facilities. All Organisers therefore should give priority to these points. Free coffee and snacks are nice, but of minor importance.

**Big Screen:** the cost of big screens has dropped recently, so much so that some budgets can afford their cost. However, a big screen is unlikely to be useful if it is operated by orienteering amateurs and if its purpose has not been **planned** in some detail beforehand. For example, there has to be complete integration between pictures and the data stream which feeds the commentary team, otherwise the pictures and the commentary bear no relation to one another. It is recommended that, if a big screen is to be used, an experienced TV production team is brought in to operate it, that courses are designed to take advantage of the presence of cameras, and that there is full integration with the event data stream, e.g. so that the current running time of the orienteer in the picture is displayed on screen. This must be planned several months in advance.

### ***39. Media and Spectator Control***

If the race layout permits, a media control, a spectator control, a "sight passage" or a passage through the Finish area should be provided.

A spectator or media control should be easily reached on foot from the Finish. Access may be open to media representatives, photographers, team officials, spectators, etc. A clear access rule and adequate supervision is necessary. The control should be situated in a good light for the photographers.

A "sight passage" is a marked compulsory stretch along which all competitors run. It is particularly suitable at the edge of the Finish area where the runners are cheered on and where there is a good atmosphere.

Instead of a media control or a compulsory sight passage a crossing over a track or field can also be used, without a control and without any marking. If a control is placed shortly before the crossing and if the route is well planned, all competitors will pass through the same place. This solution avoids a "weak" control betrayed by the media representatives.

## 40. Guests

Invitations to and looking after guests should be dealt with according to local practice. It is desirable for prominent figures, e.g. politicians, to be to the fore at the opening ceremony, at the race and at the Prize-giving.

The IOF usually sends a Council representative to visit the competition. The IOF Foot Orienteering Commission is also represented at the WMOC. The Organiser will be informed about this in good time. Sometimes the IOF SEA takes on the function of the official IOF representative. Even in this case the IOF SEA is not a guest but a helper and does not make greater demands than the competitors.

VIP accommodation for guests and IOF representatives should be made in the Finish arena, usually in the form of tent space plus display boards (if requested), tables and chairs. It is also usual to allocate resources for organisers of future WMOCs to hold suitable displays nearby.

It is much appreciated if VIPs and IOF representatives are invited to official functions, including the banquet.

## 41. Ceremonies

There are several ceremonies and prize giving ceremonies during a WMOC and it is strongly recommended that one of the organising team has specific responsibility for organising these tasks.

**The Opening Ceremony** takes place at the beginning of the race week, on the same day as the Model Event. It normally involves representatives from each competing Federation marching behind their national flags into the arena (often a sports stadium) where the opening ceremony takes place. The number of representatives may vary from as many as wish to join in to just one or two selected people. Either an invited official guest or the IOF Council representative will perform the official opening. A well-organised Opening Ceremony may then have entertainments of a local flavour for the audience (which may number several thousand).

**It is advisable to keep the ceremony as short as possible, and certainly not lasting longer than one hour.** If the ceremony is combined with another function, e.g. the awarding of prizes for public races, then this second function should occur **after** the opening ceremony has finished.

**The speeches shall be predominantly in English** so that the maximum number of competitors in the audience can understand. Ceremonies where the local (non-English) language predominates are characterised by speeches given in front of a restless, chattering audience, and give a poor image of orienteers as a result.

**The Prize-giving** for the Long Championships usually takes place at the Closing Ceremony on the day of the WMOC Finals but not necessarily at the race site. That for the Sprint Championships should take place on the day of the Sprint Final. The use of national flags is normal and the Organiser therefore has to supply the flags.

The Closing Ceremony should be held immediately before the Prize-giving for the Long Finals in order to avoid the situation where all but a handful of competitors have left the Assembly area when the Closing Ceremony is held. See also the Protocol section (42) below.

**The IOF awards Gold, Silver and Bronze medals to the first three competitors in each age class, for both the Long and Sprint Championships.** The Organiser may give other prizes too at their discretion whose value and type should correspond to local practice. These prizes must be handed outside the podium, however.

The efficiency of the prize-giving would be helped considerably by assigning seats to prize-winners beforehand.

Prizes for men and women shall be equivalent.

It is also customary that all competitors receive a small token (often with a national flavour) after completing the Finals race.

**Medals:** The IOF Council representative shall be called upon to award the medals. Dignitaries appointed by the Organisers will hand out the flowers. The IOF will supply all Gold, Silver and Bronze medals (each inscribed with age group) in advance, with a number of spare medals in case of competitors tying for a medal. Spare medals must be collected back from the competitors and returned to the IOF. **If the WMOC is staged as part of a World Masters' Games competition then medals will be provided by the WMG organisers and not the IOF.**

**Banquet:** If a party or a banquet is planned at any time during the event period, attention should be drawn to this in Bulletin 1 (Invitation). Competitors can then plan their travel accordingly.

The banquet should not be expensive, so that all competitors can take part. If official speeches are envisaged, the programme should be discussed with the IOF SEA in advance. The banquet should also be open to event officials. The banquet **has** to be well organised and by people with experience of catering for several hundred diners. Most of the recent banquets have met these criteria with flying colours.

It is strongly recommended that a "master of ceremonies" is appointed to host the banquet, his/her duties being to explain to guests the arrangements for the evening (what's on the menu, when and where to queue for food, etc), to introduce any speeches, to give any announcements and to introduce any entertainments.

## **42. Protocol**

*The event shall have the character of a major IOF event. The IOF flag shall be hoisted at the event centre, and the IOF Council representative shall be called upon to award the medals, in conjunction with others. In general, the dignity of the various ceremonies shall be preserved as stated in the 'Competition Rules for IOF Events'.*

### **Opening Ceremony**

WMOC is officially opened either by an appropriate local or national dignitary or by the IOF Council representative. This is at the discretion of the Organisers. The IOF representative then welcomes competitors to the WMOC on behalf of the IOF.

The IOF flag should be hoisted before the Ceremony begins rather than during it, although the timing is not crucial as long as it is obviously present.

### **During the Event**

The IOF representatives (there could be three, one from FOC and one from Council, plus the IOF SEA) should be invited to any official functions organised in association with the WMOC, e.g. a reception held by the local Mayor.

### **Closing Ceremony**

This has posed problems in recent years as competitors have left where the Prize giving takes place before the Closing Ceremony starts. It is therefore advised that the Closing Ceremony is kept very short and is held *before* the Prize giving, as follows:

- The Organiser may say a few words about the event whilst the IOF flag is being taken down.
- The IOF representative may also say a few words about the event.
- The Organiser of the following year's WMOC may say a few words of appreciation and anticipation.
- The organiser then hands the flag to the IOF representative who says something like - "the transfer of the IOF flag from the [insert host Federation] to the [insert next host Federation] signifies that the WMOC of 20XX is officially over. The route to [insert country] has now begun".

### **Banquet**

The IOF representative's responsibility is to thank the Organisers on behalf of the IOF and present key Organisers and local officials with IOF tokens of appreciation.

Of course, there are many other speeches and ceremonies which might also occur during the WMOC week, but these are more at the Organiser's discretion and will vary from event to event.

### **IOF Protocol Guide**

Further information can be found in the IOF Protocol Guide available on the IOF website under *Foot orienteering / Organisers' Guidelines*:

<http://orienteering.org/wp-content/uploads/2014/09/IOF-Protocol-Guide10.pdf>

## **43. Additional Activities**

The purpose of additional activities is to make the event more attractive for competitors and to improve the media coverage. These additional activities must not impair the organisation and the fairness of the WMOC event itself. Only Organisers with enough experience and qualified assistants should include additional activities in their programme.

The following list is not complete nor does it rank the various possibilities:

- Public orienteering events (see separate section 58)
- Relay event for the WMOC competitors in the city or in a park
- Mini-orienteering for beginners and children (string course perhaps) near the Assembly area
- Competition for spectators with questions on orienteering, the race area, etc.
- A draw for special prizes among spectators who stay for the Prize-giving
- A special prize for the best competitor from the organising country
- Talks on training, sports medicine, etc.
- Sports massage
- TV transmission from the forest to the Finish
- Large TV screen in Finish area
- Sale of orienteering kit at the Finish
- Sale of food and drink at the Finish; this is very important!
- Public drawing of routes - the use of *RouteGadget* ([www.routegadget.net/](http://www.routegadget.net/)) is highly recommended here
- Forest visit with experts to comment on nature and the environment
- Personal information on the top competitors in the programme booklet
- Attractive race organisation, e.g. competitors passing near the Finish
- Good, clear results service, and final times immediately available
- Sale of maps with winners' routes printed on after the race
- Sale of T-shirts with the event logo or a part of the map printed on
- Welcome signs to orienteers at the entrance to the region and the event centre

#### **44. Jury**

**The Jury of a WMOC event shall consist of 3 voting members together with the IOF SEA as chairman who has no vote.** They should be IOF licensed Event Advisers if possible.

**Jury members are appointed by IOF Council.** In practice, the IOF Rules Commission is responsible for these appointments and may choose them from competitors who also happen to be licensed Event Advisers. If possible, men and women should be represented on the Jury.

Jury members are expected to be available in the assembly area until the deadline for protest submission has passed.

A representative of the Organiser may participate in the Jury meetings but has no vote. The names of all Jury members should be given in Bulletin 2.

**The IOF SEA and all voting Jury members shall be present at the race and at all Jury meetings.**

At least one Jury member should be present at all major activities during the event, e.g. opening ceremony, Model Event, Start, Finish, Prize-giving. In practice, many Jury members will fulfil these conditions as competitors.

**The presence of the Organiser's representative on the Jury is necessary if he/she is requested to attend. The representative's task is to present the Organiser's view of the case.**

**It is laid down in the Competition Rules for IOF Events how a Jury member is to be replaced if the member cannot fulfil the duties. This is not meant to be a short-term substitution on the grounds that the member happens to be absent or unavailable. A replacement is necessary only if a Jury member cannot travel to the event, has a personal interest in a specific case, or is unable to act because of illness, etc.**

**The Organiser shall ensure that current copies of all the necessary regulatory texts are available:**

- **Competition Rules for IOF Foot Orienteering Events**
- **Current WMOC Guidelines**
- **IOF Jury Guidelines** (Jury members should be familiar with this document which can be downloaded from <http://orienteering.org/wp-content/uploads/2010/12/Jury-Guidelines1.pdf>)
- **IOF Anti-Doping Rules**

- **International Specification for Control Descriptions**
- **International Specification for Orienteering Maps ISOM (or ISSOM for the Sprint races)**

**The Organiser shall ensure that the Jury has a suitable venue for its meetings.** Access to a PC with internet access and a printer should also be provided.

**Since the Jury's decisions are final, the Jury must examine a case very carefully, consult all regulations necessary and hear from all those involved. No special procedure is fixed for the Jury.** The hearings and discussions are usually not public. If the Jury feels uncertain it may ask other experienced persons for help and advice, e.g. IOF officials and/or licensed Event Advisers. They may be able to give a relevant interpretation of the rules or to remember similar cases.

**The Organiser shall not ask the Jury or any voting Jury member about its opinion on a special case before a Protest has been received.** The compromising of later decisions about the case is avoided by this behaviour. The Organisers should be able to decide themselves or together with the IOF SEA. The Jury shall not give directions to the Organisers as long as there is no protest.

Jury members have a very responsible task and may be called on many times during a WMOC. They are required to stay at the race site each day until the SEA stands them down. It is normal for the Organisers to allocate priority car parking to jury members in recognition of the work they do.

## **45. Complaints**

In the first instance, a potential problem should be taken to the Organiser as a Complaint. This avoids trivial points where the decision is obvious from being brought immediately to the Jury.

Complaints can be made by anybody in writing. They shall be made as "soon as possible" after the problem is recognised. The organiser may set a time limit for Complaints to be made but, in practice, this limit may depend on whether the race concerned is a Final (where prizes are to be awarded shortly after the race has finished) or a Qualification race where a competitor may have left the arena before knowing he/she has been disqualified.

The Organisers investigate the case, seeking appropriate advice from quarters other than that of the Jury. These may be the organising committee, the SEA, experienced competitors who are also Event Advisers, and it may depend on the special case. When the Organisers have collected all the necessary information and heard all people involved, they then make their decision. If the case is of general interest, e.g. in case of a disqualification, the decision should be made known generally by the commentator or with the result list.

A typical example for a Complaint is by a competitor disqualified for mispunching who believes they have been to the right control. When this is displayed on the result board, the competitor can make a Complaint. This gives the Organiser the opportunity to check the mispunch and to submit his arguments for disqualification (if this appears to be the correct decision). Usually such cases are settled after this discussion. If the Organisers stick to their opinion and if the competitor cannot accept this, a protest to the Jury may be made.

NB if the Organiser selects results software which can print the reason for disqualifications (e.g. which control is missing or which wrong control has been punched instead of the right one), then this information will reduce the number of competitor Complaints.

**The Organiser must provide a "problems desk" (could be in a small tent near the Finish) where competitors can submit any complaints or query other aspects of the event.** The Organiser should prepare a special form for this purpose<sup>7</sup> with spaces for competitor name, age class, Federation, other ID (e.g. competitor number) and contact details (e.g. hotel name, mobile phone number), as well as for details of the Complaint or Protest.

The Planners should provide maps with all controls marked on so that disqualifications can be explained to competitors who seek clarification at the problems desk.

## **46. Protests**

**A Protest can only be made after a Complaint. The Jury acts as a court of second instance and bases its final decision on investigations and its reflections about the case**

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<sup>7</sup> A [Complaint Protest](#) form is also available on the IOF website (see under *Organisers' Guidelines* in the *Foot Orienteering > Event Organising* section) which should be available on the day of the event to help ensure that Complaints/Protests are properly recorded.

A Protest is made in writing and in English (using the special form described above) to the IOF SEA or another member of the Jury. A Protest can be made by anybody having an interest in the case, e.g. competitors, event officials. If a Protest is made without a previous Complaint, it shall be transferred from the Jury to the Organiser and first handled as a Complaint.

Protests are to be made "as soon as possible" after the decision about a Complaint is known. The Jury decides for each case whether the Protest was made in time or not. During the event, "as soon as possible" means no later than 15 minutes (as per Competition Rule 28.3) after the organiser has announced the decision about a Complaint to the complainant.

There is a Protest fee of 50 EUR (or the equivalent in local currency). The fee shall be paid to the IOF Senior Event Adviser in cash when handing in the Protest. The fee will be returned if the Protest is accepted by the jury. Should a Protest be signed by more than one participant, each of these shall pay the Protest fee.

During the event the decision about a Protest is usually taken as soon as is practicable. The decision is made known orally immediately to the protester and to the other parties involved. If the case is of general interest, e.g. in case of disqualification, the decision should be made known generally by the commentator. Later on it is given in writing to all parties.

The IOF Senior Event Adviser annexes the written decision to their report. The IOF Rules Commission will collect the Jury decisions for instructional purposes and for the development of the Rules.

#### **47. IOF Senior Event Adviser**

The IOF Foot Orienteering Commission appoints an IOF Senior Event Adviser (SEA) for the WMOC. The IOF SEA must hold an IOF licence and should be an experienced organiser and controller and come from outside the Organiser's country. They should also have competitive and/or organisational experience of previous WMOCs. If possible, an IOF SEA from a neighbouring country understanding the Organiser's language is appointed. This facilitates contact and reduces travelling costs. The IOF SEA's name is given to the Organiser usually during the third year before the WMOC, e.g. in 2016 for the WMOC 2019

The load on the SEA depends on various factors, including how much time he/she can devote to the WMOC, how experienced the organisers are, etc. It may therefore be necessary to appoint an Assistant Event Adviser to share the duties. **The expenses of the Assistant are covered in exactly the same way as those of the SEA.**

The IOF SEA is above all a helper and adviser of the Organiser. It is not for the IOF SEA to organise the WMOC, but to support the Organiser as far as necessary and possible. The IOF SEA shares with the Organiser responsibility for the outcome of a WMOC in all respects. This includes terrain, maps, courses, ceremonies, accommodation, media service, etc. Therefore the IOF SEA can give instructions and orders to the Organiser in any respect, if the successful conduct of the event is endangered or if the rules are not followed. **If the IOF SEA and the Organiser cannot settle a dispute, the case shall be brought to the IOF.**

**Some special tasks of the IOF SEA are:**

- to advise the Organiser, in particular on the special features of a WMOC
- to act as a link from the Organiser to the IOF Foot Orienteering Commission, transmitting information in both directions. Each IOF SEA nominated for a WMOC liaises with the contact person from the IOF Foot Orienteering Commission for this purpose.
- to represent the IOF officially, if the IOF Council has not appointed another representative
- to advise the Organiser on the Rules and the Guidelines if necessary
- to oversee the whole event, identifying weak points and risks of failure and bringing them to the Organiser's attention
- to agree on the Event Plan with the organiser (see section 3)
- to chair the Jury
- to approve terrain, maps, courses (and their planning) and controls
- to advise on and approve the Start system and layout used for each day
- to make regular progress reports to the IOF (see section 55 "Reports")
- to check accommodation and transport



- to check the plans for ceremonies and guests
- to check the services for media and the public
- to approve all Bulletins
- to approve all fees
- to approve the official results

**The following points do not form part of the IOF SEA's compulsory duties**

- **Course planning**
- **Contact with national and local authorities, land owners, etc.**
- **Contact with sponsors**
- Arena design
- Event centre

Ceremonies However, the IOF SEA may support the Organiser in these matters also if he/she sees fit to do so.

The IOF SEAs are not police nor are they spies. Their relations with the Organiser should be based on confidence and the consciousness of a shared objective. **The Organiser should keep the IOF SEA in touch with the progress of the preparations and with all essential decisions. The Organiser shall give to the IOF SEA all requested information.**

The IOF SEA keeps mainly in the background and leaves the Organiser as free as possible, only intervening if the rules are not respected or if the successful conduct of the event is endangered.

Traditionally, most IOF SEAs have concentrated on terrain, maps, courses, and controls. All the other problems related to a WMOC have been regarded as second order. Experience shows that this style of working may not produce good WMOCs in every respect. Most WMOC Organisers are familiar with the technical part of the organisation, since it is not much different from any national event. Most problems arise in other fields. The IOF SEA therefore should supervise all parts of the organisation carefully. The "out of forest control" needs about as much time and energy as checking of maps, controls and courses. Important fields for "out of forest control" are:

**The IOF SEA shall get in touch with the Organiser immediately after appointment.** Usually the IOF SEA visits the Organiser three times before the event takes place:

- a first time two or three years before the event, mainly for checking and approving the terrain, meeting key officials, agreeing the draft Event Plan, checking accommodation types, Event Centre provision, etc
- a second time one year before the event, mainly for checking the map, draft courses and reviewing and approving updates to the Event Plan since the first visit; Bulletin 1 should have been finalised by this stage too.
- a third time about two months before the event. At this point all courses must be finalised and all controls marked in the forest with the correct control code, with examples of control equipment on some controls. The maps must not be printed until they are approved by the SEA and the National Controller during this visit. The contents of Bulletin 2 will be discussed and finalised.

Depending on the Organiser's experience, the problems arising and the travel distances, more or fewer visits may be necessary. In addition, the SEA will, of course, again visit for the duration of the competition and during the preparatory period in the days beforehand.

**The IOF SEAs work in an honorary capacity. The travelling costs of the IOF-appointed Senior Event Adviser (SEA) and any assistants to and from the venue are paid by the IOF. Local costs during controlling visits and on the event days are paid for by the Organiser or the Organiser's Federation according to national agreements.**

The IOF SEA should not be treated by the Organiser as a guest of honour or a VIP (Very Important Person). A simple hotel room of the same quality as for the competitors and the same meals are sufficient. The IOF SEA should be called on as little as possible for representational purposes and social events.

The IOF SEA is required not to divulge any information about the event in so far as that information is not generally known. This applies in particular to the competitors of the IOF SEA's country. The IOF SEA may report freely only to the IOF Foot Orienteering Commission.

#### **48. National Controller**

**A National Controller (and his/her assistants) shall be nominated by the Organiser's National Federation (see IOF Rule 31.4).** He/she should hold an IOF licence for Event Advisers. He/she should have competitive, planning and organising experience at major events and should be familiar with international orienteering, including WMOC. **He/she acts as local assistant to the IOF SEA** and should attend relevant organising committee meetings as the SEA representative.

**It is essential therefore that he/she can communicate fluently in a common language with the SEA.**

Usually he/she does much of the work in the terrain, e.g. supervision of course and control checking. National Controllers help and advise the Organiser in many details, but should remain independent of the organisation. **They must not have any other duties with respect to the WMOC.** They are not subordinate to the national Federation or to the Organiser. Their expenses are paid by the National Federation or by the Organiser, according to the national agreements. **During the event the National Controller is present and acts according to the IOF SEA's instructions.**

**The National Controller and assistants are required not to divulge any information about the event. They report freely only to the IOF SEA.**

#### **49. Controlling**

**Each individual race shall have a Controller whose major responsibility is to confirm that the event is organised fairly and in accordance with the IOF Rules and these Guidelines.** The role of the Controller for local events can vary from Federation to Federation thus it is necessary to define some of the duties which are essential for the Controller of an IOF event.

**In particular, the Controller:-**

- **Shall approve the planned courses, ensuring that they are fair**
- **Shall approve every control site and control description by visiting each in the terrain**
- **Shall approve the hanging of control flags and the siting of each general control assembly**
- **Shall approve the production of control description sheets**
- **Shall be present throughout the event**

**NB Final approval rests of course with the IOF SEA**

#### **50. Medical Services**

With large numbers of (sometimes elderly) runners competing, there is an obvious need for high-quality, rapid-response medical provision at all WMOC races. This is best provided by a professional organisation, which should liaise with a member of the WMOC organising team – the WMOC Safety Officer – who is appointed for the task on the basis of some knowledge and appreciation of the injury situations that can arise in an orienteering race and of site safety.

**The Safety Officer shall be in attendance with the medical team throughout the competitions, and at the start of each race needs to be given a copy of the competition map showing courses and control codes and be in reliable rapid contact (e.g. by mobile phone or radio) with the day's Course Planner or substitute (e.g. a pre-runner). When an injury is reported in the terrain, the Safety Officer or the Course Planner (or substitute) will lead the medical and rescue personnel to the site, using a suitable vehicle to the closest possible point.**

Medical personnel must be prepared to attend to several injuries at any one time, and must include at least one doctor who is fully trained to deal with any kind of medical emergency. The doctor needs to be assisted by other personnel fully trained in first-aid procedures, and by drivers used to driving in terrain and on very rough tracks and roads.

All members of the medical team need to be dressed in distinctive clothing appropriate for the job. They must have no other tasks allocated to them for the duration of the races. The team and its vehicles must be situated in a clearly visible location within or beside the arena which has clear vehicle access at all times.

Vehicles in attendance should include an ambulance and a 4WD rough terrain vehicle – or a vehicle appropriate for the terrain in use. There will also be an equipment vehicle and other support vehicles. Equipment and medicines on site must be adequate to deal with all types of injury, including various life-threatening situations such as heart-stop and deep vein intrusion.

The nearest hospital with fully-equipped casualty department should be informed of the dates and times of all WMOC races. It is necessary to check that the hospital will have English-speaking trained staff in attendance at these times. The Safety Officer and the medical team need to know how to seek extra specialist assistance, e.g. a helicopter for evacuation, if it is required and consideration should be given regarding the need to demarcate a zone for helicopter landing in the arena.

## **51. Safety**

**The IOF requires that WMOC Organisers give top priority to all health and safety considerations.**

**The WMOC Safety Officer<sup>8</sup> takes an overview of all safety considerations, discussing relevant aspects with the appropriate Team Leaders.**

It is to be expected that the usual precautions covering potentially dangerous situations in the terrain – for example, taping high crags on or close to fast descent routes; marking dangerous marshes with the appropriate symbol on the map – will apply in WMOC races.

Wherever possible – both for safety and fairness reasons – the movement of vehicles in competition terrain should be stopped. In areas of countryside, an agreement should be made wherever possible with local authorities and the Police to close any public roads in the race area for the duration of the race. Where public roads in use in such areas have to be crossed, an arrangement must be made for traffic to be stopped at a designated crossing point by the Police whilst runners are crossing. An orienteering marshal should also be present to give warning to the Police of runners approaching.

See also the advice regarding timed crossings in section 21.

**All potential race hazards – vehicle movements, dangerous terrain, exceptionally unpleasant vegetation etc. – shall be described in Bulletin 2.** In particular, when urban or city terrain is being used for Sprint races, Bulletin 2 should give an indication of the numbers of vehicles and members of the public likely to be encountered by runners.

As race arenas are used for a relatively short time and spectator numbers are not huge, health and safety hazards arising from overcrowding, poor sanitation, etc. are unlikely. Materials used for making crowd barriers must give no possibility of cuts from sharp metal edges or splinters from rough wood surfaces. All electrical cables must be buried, or channelled securely overhead (at least 2.5 metres above ground level), where they cross runner routes or spectator entrances, and kept completely clear of spectator areas. Elsewhere, they must be laid in compliance with standard regulations for electrical safety. Adequate weather protection must be provided for all electrical equipment.

Local authorities may have their own safety requirements, which must be adhered to. Depending on the country, the legal requirements applying to an event of the size of WMOC may be more stringent than those which apply to smaller-scale events.

Wherever possible, vehicle and pedestrian routes near site entrances and car parks should be kept separate.

## **52. Minimising Risk**

At all stages in the event planning, organisers should prepare for things to go wrong by establishing what they would do if, for example, a key member of the organising team became unavailable for whatever reason. Or permission to use the Event Centre was withdrawn, etc.

**Perhaps the most important consideration is to carry out a risk assessment regarding loss of terrain and establish an agreed plan of action to cope with such a loss.** For example, the organiser may have to select backup terrains in case one (or more) of the chosen terrains becomes unavailable (storm damage, fire, withdrawal of permission, etc). **In this case, these must be selected by the Organiser and approved by the SEA at an early stage and preparations for their possible use must be made.**

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<sup>8</sup> There is no formal IOF role description for the Safety Officer but Appendix 2 gives that devised by *British Orienteering*, which can serve as a useful starting point.

For example, at WMOC 2008 the risk of fire damage to the pine forests was deemed to be high but the risk of loss of a Sprint terrain was judged to be low. The forest near Nazaré was selected as the reserve area for all Long races and it was then resurveyed to bring it to the same standard as the main maps. A full set of Qualification and Final courses was planned, approved and all sites were tagged and checked in the forest. A plan for the assembly area and parking was also drawn up and published in Bulletin 2.

Had a late emergency caused a switch to Nazaré to be made, maps could have been printed at short notice (digitally rather than offset) and the race could have happened.

**Organisers must also have contingency plans for the possibility of a death in the forest.** Local laws and procedures regarding how to deal with a death can vary from country to country so these should be ascertained beforehand. Exact circumstances of a death can be very different from event to event also, so it is impossible to lay down hard and fast rules about what contingency should be made.

However, Organisers should discuss beforehand what should be done in the event of a death and appoint someone to take charge. Further guidance is available from the IOF Office.

### **53. Insurance**

**Organisers must ensure that the WMOC carries insurance adequate to cover insurable risks to the organising body and individual organisers/volunteers. Personal accident and medical insurance for competitors is the responsibility of those competitors.**

### **54. Visas**

Depending on circumstances, it may be that a large number of competitors need to make Visa applications. In some countries this will require applicants to provide an invitation from the event organisers. In this case, it is advised that one person is responsible for dealing with these. It is recommended that organisers liaise at an early stage with relevant government authorities to determine what documentation may be required by applicants.

It is recommended that such invitations are not provided until entry fees are paid, as experience indicates that major sporting events are occasionally used by individuals who have no intention of attending the event to facilitate fraudulent visa applications. Checking the *bona fides* of applicants with their national federation may also be appropriate in some circumstances.

### **55. Reports**

During the preparation of the event, the contact between the Organiser, the IOF SEA, the Foot Orienteering Commission and the IOF Office is informal. **The IOF SEA reports after each visit to the IOF Office, with a copy to the Organiser and the Foot-O Commission (FOC) WMOC representative, about their activities and the preparations of the event, and makes request for assistance, interpretation of the Rules, etc. when necessary.** The IOF may defer payment of expenses until the relevant report (visit report or final report) has been submitted.

**A template for this report is available from the IOF website. In addition, the report must include the current version of the Event Plan (see section 3).**

**Within three weeks after the event, the Organiser shall send their report to the IOF SEA. Complete result lists and a selection of the maps with courses including all A Finals are also sent to the IOF in accordance with Rule 32.4.** The Organisers are free to decide the contents of their report. It is not necessary to include information which can be taken from the Bulletins, from the start list or from the result list. Possible points of interest for the Organiser's report are:

- New ideas or problems, description and outcome
- Comment about the race type
- Number, function and country of the media representatives
- Experience with the media
- Presentation of the event in the media
- Comments from competitors and officials
- Sponsors: contributions, feedback
- Financial result of the event, as far as known already

- Complaints, protests and their decisions
- Comments about the Rules, the Guidelines, the co-operation with the IOF and the IOF SEA
- Suggestions and ideas for coming Organisers and future WMOCs

**On the basis of the Organiser's report, the IOF SEA writes the IOF SEA's official report** and may add the following points:

- a short description of the work
- the opinion about the event in all respects
- problems, weak and strong points
- protests and their decision
- ideas and suggestions

**This report shall be sent to the IOF Office, with a copy to the Organiser and the FOC representative, within a month after the event.**

NB Documents relevant to all Event Advisers are available from the IOF website in the *Event Advising* part of the *Foot Orienteering* section at <http://orienteering.org/foot-orienteering/event-advising/documents-for-event-advisers/>. These include the following report templates:-

- [Template Event Plan for IOF Events.doc](#)
- [Template IOF Event Adviser Visit Report.doc](#)
- [Template IOF Event Adviser Final Report.doc](#)

## **56. Evaluation**

One of the roles of the IOF Foot Orienteering Commission is to evaluate all IOF events in order to monitor their good as well as their (hopefully few) less successful aspects. Information gained this way can then be fed back to future Organisers by appropriate means, one of which is this booklet.

As well as receiving the reports mentioned above, the Foot Orienteering Commission welcomes specific comments on the contents of these Guidelines so that they can be improved and updated on a regular basis and we will be asking for such comments after the event is over.

Another form of evaluation is via competitor opinion and we have started to seek feedback from competitors after the end of each WMOC. One example is via the regular online questionnaire e-mailed to all competitors.

## **57. WMOC in the World Masters' Games**

The decision to combine the WMOC with the WMG in the years when WMG is held has been controversial for many veteran orienteers. The main issues have been that (a) entry costs are higher, (b) good terrain has been so far from the WMG centre that those who choose to stay where the terrain is experience little or no benefit from WMOC being a part of the WMG.

The strong advice is that the Organisers should devise as many strategies as possible to attract competitors to the host WMG city for at least a part of the WMG period, so that competitors spend part of their time in the host city and part at the WMOC (in cases where the WMOC terrain is distant from the WMG centre). Strategies which might be considered are:-

- Stage the WMOC Sprint Championships in the host city and consider whether one of the WMG stadiums can be used for the Finish.
- Hold the Long Model event so that it is on the way from the WMG centre to the WMOC centre.

Of these, by far the most crucial is the first since it brings competitors into the host city for at least the two days of the Sprint Qualification and Finals.

Financial and contractual issues related to staging WMOC as part of the World Masters Games are dealt with in earlier sections of this document.

## **58. Public races**

It is normal to arrange public races in conjunction with WMOC, organised and run by a dedicated team of people who have no responsibilities directly with WMOC itself. **Competitors in the public races must not be in WMOC competition terrain at the same time as WMOC competitors.** Thus

use of a WMOC area immediately after the WMOC race itself is over, or an adjacent area at the same time as the WMOC races is recommended. When a public race is held after a WMOC race, the public race should start as soon as at all possible after the end of the WMOC race, but leaving a suitable gap so that public race finishers are unlikely to be in the Finish lanes with the last WMOC starters. Public races may also be arranged on WMOC rest days.

The public races are mainly entered by people who have come to WMOC to support WMOC competitors, particularly family members. They include adults who are not yet veterans, children and 'casual' orienteers as well as 'experts'. A suitable range of courses needs to be provided, but none of these shall be targeted towards competitors over the age of 35 as this would take some entries away from WMOC.

Entrants should be given plenty of opportunity to "follow in the footsteps of the masters" through appropriate course planning and the use of as much WMOC terrain as possible. Using WMOC terrain immediately after a WMOC race does, however, put a lot of pressure on the public race organisers during the WMOC race but this is eased if many of the same controls are used.

An alternative approach is to stage the public races concurrently with the WMOC, but using an adjacent piece of mapped terrain.

The public races can provide a significant source of income for WMOC, and to get the highest possible entry levels attention should be given to providing an attractive programme of races at reasonable prices, good publicity for them, an entry deadline very close to the start of WMOC and an on-line entry facility with credit card payment. Entry on each day should also be enabled, at least for a small number of courses covering the full range of length and ability.

**It should be obvious that where there is any conflict between the public races and the WMOC, the WMOC shall take priority.**

## **Appendix 1 – The Leibnitz Convention**

### **EVENT QUALITY IMPROVEMENT AND ORIENTEERING ON TV AND INTERNET**

We, the Members of the IOF, attending the 20<sup>th</sup> IOF General Assembly in Leibnitz, Austria, on the 4 August 2000, hereby declare that

"It is of decisive importance to raise the profile of the sport to further the spread of orienteering to more people and new areas, and to get orienteering into the Olympic Games. The main vehicles to achieve this are:

- to organise attractive and exciting orienteering events which are of high quality for competitors, officials, media, spectators, sponsors, and external partners
- to make IOF events attractive for TV and Internet

We shall aim to:

- increase the visibility of our sport by organising our events closer to where people are
- make our event centres more attractive by giving increased attention to the design and quality of installations
- improve the event centre atmosphere, and the excitement, by having both Start and Finish at the centre
- increase television and other media coverage by ensuring that our events provide more and better opportunities for producing thrilling sports programmes
- improve media service by better catering for the needs of media representatives (in terms of communication facilities, access to runners at Start/Finish and in the forest, continuous intermediate time information, food and beverages, etc)
- pay more attention to promoting our sponsors and external partners in connection with our IOF events

We, the Members of the IOF, expect that these measures shall be considered by all future Organisers of IOF events."

Leibnitz, Austria, 4 August 2000

## Appendix 2 – BOF Safety Officer

(see WMOC Guidelines Section 51)

# Event Safety Officer Role Description



*British Orienteering is an Equal Opportunities Employer.*

Role description	
<b>Title</b>	<b>Event Safety Officer</b>
<b>Role</b>	To ensure that adequate measures have been put in place to provide an orienteering event is as safe as is reasonably practicable and that it complies with current British Orienteering event safety rules & guidelines & procedures.
<b>Appointment and Communications</b>	<ul style="list-style-type: none"> <li>• Appointed by the Event Co-ordinator or Event organiser (single day event).</li> <li>• Can be shared with other roles.</li> <li>• Can be appointed 1 per day if a multi day event. Reports to Event Co-ord/ Event Organiser.</li> <li>• Attends local Event co-ordination meetings.</li> <li>• Receives regular E updates from British Orienteering Event Manager</li> <li>• Training on risk assessments &amp; children &amp; vulnerable adults safety issues to be supplied by BOF Event Manager</li> <li>• Contact BOF Event Manager for advice on safety issues with an event.</li> <li>• Must carry phone or radio during the event</li> <li>• Must wear high vis jacket during the event</li> <li>• Attend site meetings</li> </ul> <p>Appoint and brief a deputy to stand in on the day if required</p>
<b>Tasks before the event</b>	<ul style="list-style-type: none"> <li>• Visit all event areas &amp; car parks &amp; race arenas as soon as practicable.</li> <li>• Prepare a safety plan for each day.</li> <li>• Work with the event organisers &amp; planners to carry out a risk assessment for each competition/race day.</li> <li>• Give advice where the risk assessment has flagged up any issues, how things can be adjusted to minimise the risk &amp; what control measures are available.</li> <li>• Regularly review the risk assessments.</li> <li>• Source &amp; book &amp; brief appropriate First Aid/Medical/Rescue services.</li> <li>• Attend site meetings with organiser/planner/co-ordinator.</li> <li>• Liase with Police &amp; other agencies with regard to traffic management, traffic flows, event signs, road crossings, regular &amp; emergency access to &amp; from the competition area.</li> <li>• Identify areas of concern with regard to children &amp; vulnerable persons and advise on use of marshalls &amp; other measures.</li> <li>• Advise on Photo policy wording for programme.</li> </ul>



<b>Role description</b>	
	<ul style="list-style-type: none"> <li>• Advise Race Day organiser on radio allocation &amp; protocol for emergency communications</li> <li>• Collect emergency contact details and maintain this list.</li> <li>• Advise Equipment Officer of any equipment needs – signs, high vis jackets, hazard tape, cable protectors etc</li> <li>• Agree with Race Day organiser location of ambulance &amp; First Aid post.</li> <li>• Advise on plans for control collection &amp; any safety issues for hangers, marshalls &amp; collectors.</li> <li>• Liase with Car Park Team Leader on emergency exit routes</li> </ul>
<b>Tasks during the event</b>	<ul style="list-style-type: none"> <li>• Ensure Ambulance &amp; First Team in correct location(s) ongoing contact with them during the day.</li> <li>• Provide FA team with any access maps, emergency contact numbers, gate keys &amp; other essential information.</li> <li>• Hand out emergency contact list to key personnel.</li> <li>• Deal with any photo issues that may arise.</li> <li>• Deal with any unaccompanied children waiting at finish for late/lost/missing parents.</li> <li>• Be a member of the crisis team.</li> <li>• Take notes &amp; complete incident/accident forms as required.</li> <li>• Confirm with Race Day Organiser/Download that all competitors have downloaded &amp; area is clear.</li> <li>• Stand down &amp; dismiss First Aid Team.</li> <li>• Have available a casualty rescue plan &amp; missing competitor search plan.</li> <li>• Lead search &amp; rescue operation if required.</li> </ul>
<b>Tasks after the event</b>	<ul style="list-style-type: none"> <li>• Return any equipment as appropriate</li> <li>• File reports on any incidents/accidents</li> <li>• Review First Aid &amp; safety provisions &amp; make recommendations for future events.</li> <li>• Submit any outstanding expense claims &amp; invoices promptly.</li> </ul>

## **Appendix 3 – Extracts from the WMOC 2010 SEA report**

### Control sites and control descriptions

I visited a number of control sites in the terrain with the national controllers. We agreed a number of principles, in line with IOF rules, which were circulated to all planners and controllers.

- No ambiguity in control sites – especially the distance between sites on the ground. The rules and guidance for the Sprint races (no features within 15m, no similar features, or similar in appearance, within 30m) to be enforced strictly – and preferably using 20m/40m in practice. If in doubt, remove one of the controls even if it overloads a nearby control. The same applies for Long races (no features within 30m, no similar features on the ground within 60m), preferably using 40m/70m.
- No controls in holes where a competitor punching at a control is significantly more visible to an approaching runner than when there is no-one at the control, or where access to or from the control is difficult. The control to be hung on the edge or side of the feature in these cases – we considered a number of examples.
- No controls to be hidden by green vegetation, remembering that the terrain is more visible now (May) than it will be in August.
- No controls to be hung right next to features like boulders and crags – there must be space between the control and the feature.
- Avoidance of narrow “dead ends” in the Sprint races to avoid collisions, and consideration of the number, age and direction of competitors using narrow access routes, for example long sets of steps.
- Sprint control descriptions: if the control is near an impassable boundary, it is usually best to use the impassable boundary as the feature, with the description giving the control location relative to the boundary. For small point features (tree, fountain, boulder) the circle should be centred on the feature, with the description giving the side of the feature. For controls on boundaries and on corners of boundaries, the circle should be slightly offset to show which side of the boundary the control is on, which is reinforced by the description. Descriptions should be consistent – eg not using the “foot of” symbol for walls or buildings.

### Thoughts for future WMOC SEAs

- Because of the number of courses and races, the volume of checking required immediately before the map printing deadline is extensive (more than 300 courses and descriptions). If the terrain is inaccessible because of snow until late spring, the work that needs to be done in May/June is substantial if you have other commitments.
- It is vital to establish principles in advance (see above). If not, it is harder to ensure they are put into practice.
- Lines of communication and responsibility need to be agreed early. An event of this scale means that the SEA has to check most things by sampling and must rely heavily on the expertise of the National Controller and the day controllers. It is probably most important that you can educate the controllers what they should consult you about.

## **Appendix 4 - WMOC Start Organisation – feedback from 2012**

Checking and viewing the starts, should be done together with the course setters, leaders of start teams and technical delegate at least 3 months before the WMOC. All arrangements shall be approved by the SEA.

Helpers: 14 per start was planned, this is the absolute minimum, better is 18-20

Every helper should do the same job in the same team the whole WMOC – this brings routine and calmness - and weaknesses can be ironed out by the Finals.

Helpers' roles:

- -4 mins 2 helpers to check competitor details as they enter the system (bib number, start time, calling out number/name if necessary)
- 1 helper to ensure all competitors have cleared their e-cards
- 1 helper to ensure all have had their e-cards checked (has a "clear" box handy, just in case ...)
- -3 mins 2 helpers to supervise control description issue
- -2 mins 1 helper to check competitors have correct bib numbers
- -1 min 1 helper to do final e-card check
- -1 min 2 helpers to supervise map pick up at start time

There also must be a team leader who is free of all jobs.

Checklists:

Materials. Per start.

- 2x 6 metre tents (over map boxes) 2x 4 metre tents (over prestart and control descriptions. Altogether with 3 starts = 24 tents)
- Map boxes must be constructed so that maps are protected from the wind, e.g. use of elastic bands? For 4,000 competitors and assuming 50 competitors per course approx 80 boxes are needed, spread over 3 starts. Approx 80 mountings/hooks are needed for the control descriptions.
- 2 ALGE clocks, 1 signal unit (plus 1 reserve for all three starts.) 8x SI units (5xcheck, 3xclear. Electric screwdriver and screws. Fixing materials for tents, trestle tables for maps and constructions for control descriptions, and trestles (approx 16).
- 6 clipboards, 2 pairs scissors, 2 rolls of 5 cm wide adhesive tape, 300 plastic "bags" for competitors who want to put their maps in them, 2 thick felt tips, 5 water resistant fineliner pens, 300 metres of cordoning-off tape and approx 30 stakes, paper, 5 copies of start lists.

Various signs for the prestart and route to the start as information for the competitors: Start banner, board for start lists, reminder pictograms of what competitors should be carrying, arrow signs of the way from finish to start, -4, -3, etc, classes and layout of maps.

Aim to be ready to go 60 minutes before the official start so there is time for a break for coffee, chat and toilet before the off. This is also a useful buffer time.

1 month before: Start leaders look over all starts and organise the teams from people available. 2 weeks before: all checklists compiled and counterchecked. Coordinating conferences.

1 week before: all material checked ready. ALGE-clocks function checked. Brambles and high grass cut down in critical areas near and on way to start. School helpers advised on their control-guarding functions for Sprints.

1 day before in evening: cordoning off certain areas from the public eg car parks needed for start. Start leader collects maps and control descriptions and passes them on to teams to check. Loaded into separate cars with all material for each start.

On morning: Collect start lists, SI units, competitors' numbers and extra numbers and distribute. Flag out route finish-start, care especially with differing starts.

3 hours before: Build up prestart and start, SI-units, flag out route to start triangle.

2 hours before: put out maps and descriptions, check all maps and control descriptions present and in right place.

## **Appendix 5 – Organisation Structure**

Each WMOC will be organised in a unique way but, nevertheless, many key components of the organisation structure will be (or should be!) common to all. The structure which follows is not meant to be definitive but can act as a framework to be modified to suit local circumstances and the individuals involved.

### **Overall**

#### **Presidium/steering committee**

Responsible for political, financial and other high level operational decisions. Local politicians may be represented as well as other influential people including National Federation representation. The Event Director should be a member, together with one or two other key members of the organising committee.

#### **Event Director**

Appointed by and responsible to the Presidium. Alternatively, may be appointed by the Federation. Chairs the main organising committee and is responsible for the appointment of all team leaders. Coordinates all aspects of the event at team leader level.

#### **Organising Committee**

The precise composition will vary from WMOC to WMOC and also from meeting to meeting, depending on the agenda details. The core membership should include the Event Director, the Event Treasurer, the Technical Director (or equivalent), the IT Manager and the Administration Manager. Other members will be drawn from the list of Team leaders below according to circumstance.

**Team Leaders** (some of these jobs can be combined according to personnel available)

#### **Treasurer**

Draws up the budget for the whole event; supervises all cash flows before, during and after the event

#### **Transport Manager**

Oversees transport requirements: Parking, bus and other transport; event signage. Good local knowledge will be beneficial

#### **Arena Manager**

Works with the planners and others to design the competition arenas. Produces and deploys a plan to build, equip, man and transport each arena. During the event oversee the deployment of equipment to each arena. Manages Day Arena Managers

#### **Day Arena Managers**

Work with the Arena Manager to build, dismantle and manage each arena for its duration of use. Liaise with Volunteer Manager to recruit staff, to help build and manage the arena.

#### **Finish team leader**

Leads the team and manages the Finish area (Finish line to results) Manages the equipment required to carry out the duties.

#### **Trader (inc Catering) manager**

Engages and manages traders and caterers on site. Ensures their requirements are understood and that the arena provides the necessary infrastructure for them to trade from. Organises the banquet.

#### **Medical Manager**

Recruits and manages First Aid/Medical requirement for competitors. Checks access for emergency vehicles, including provision for helicopters if appropriate. Liaises with Safety Officer

#### **Safety Officer**

Takes an overview of all safety considerations, both in terrain and out. discussing relevant aspects with the appropriate Team Leaders, especially the Medical Manager.

#### **Start team leader**

Manages teams, builds and manages start areas. Manages the equipment require to carry out duties.

#### **Prize Giving and Ceremonies team leader**

Plans and runs all prize giving and other ceremonies (including the Opening Ceremony), including

managing dignitaries to make awards. Ensures infrastructure requirements are being met by arena manager.

### **Volunteer Manager**

Responsible for recruitment of volunteers needed to staff each team. Responsible for accommodation and feeding of volunteers (if necessary)

## **IT**

**IT manager** (this is a big role and some of the tasks below may be delegated to further group leaders)

- Oversees the successful delivery of the IT requirements for the event timing systems
- Responsible for all display of results, online and on paper, both at the arena and the Event Centre.
- Recruits and manages a team to deliver the race commentary
- Responsible for developing and maintaining the event website
- Responsible for maintaining an online entries system and the follow-through to production of race start lists

**Administration** (many of the roles below may be combined)

### **Secretary**

Assists the Event Director to organise and run meetings and all other WMOC administration tasks. Produces Organising Committee meeting minutes.

### **Administration Manager**

Creates a strategy for WMOC admin requirements including entries, accreditation, volunteer records, press office and WMOC office

### **Accommodation Manager**

Responsible for selecting and liaising with all approved accommodation types, including hotels, self-catering, campsites and floor space. Responsible for an accommodation booking system if this is decided on.

### **Marketing**

Responsible for promotion of the WMOC with the aim of maximising the number of entries. Liaises with IOF Office, local tourist boards etc

### **Newsletter Editor**

Working with the Marketing Manager, collates and edits a series of website news items pre and during WMOC

### **Bulletin editor**

Collates and edits official Bulletin content. Works proactively with the Technical Director and others to produce bulletins following WMOC protocols.

### **Enquiries Secretary**

Must be fluent in written and spoken English as well as the host country's language; role includes answering all enquiries, posting information on the website, etc. Might also have the Bulletin Editor role. Must know what's going on and be involved from a very early stage.

## **Commercial**

### **Sponsorship Manager**

Creates sponsorship strategy and identifies and negotiates commercial sponsorship - financial and in kind. During the event ensures the sponsors are acknowledged and managed appropriately

### **Merchandising**

Oversees event merchandising: Designs, sources, purchases, sells, etc.

### **Branding manager**

Oversees arena dressing: Ensures event partners and sponsor flags and banners are positioned correctly.

### **Marshal Manager**

Oversees the marshalling required to ensure a safe and secure race environment. Control and road marshalling

## **Technical**

### **Technical co-ordinator**

Sets standards, protocols and procedures for course setters, course controllers and mapmakers. Responsible for map layout and print pre-production. Responsible for storage and checking of competition maps

## **External**

The IOF SEA and any Assistants, together with the National Controller, have major roles in ensuring the success of the event but are, of course, independent of the event organisation.

## Appendix 6 – Bib design

Printed by Gymnævnen Printing : 00 44 1 354 65 8215 www.gymnævnen.com/IOF

**65032**

**Tom P Neesgaard** DEN

**FSK Orientering**

**SI: 202083** PER NORDAHL (GH)

SQ	SF	LQ1	LQ2	LF
M65 - 2	M65 - ...	M65 - 1	M65 - 1	M65 - ...
11:00	... : ...	11:41	10:07 Start: 1	... : ... Start:....

Each competitor receives a customised number bib at accreditation before the competition starts. The usual practice is that four safety pins are supplied at the same time for affixing the bib to the competitor's chest.

Those competing in the Sprint races may be required to wear bibs on front and back, so two are required.

Bibs are usually printed on waterproof and tear-resistant material such as Tyvek and typically measure 21cm across by 22cm down (the example above is smaller than scale size).

Starting at the top of the bib and moving downwards, the features are:

**Logos:** the IOF logo must be included along with the event logo and whichever others are deemed essential.

**Competitor number:** this must be prominent! It is usual to have a blue strip background for male classes and a pink strip background for female classes. A 5-digit competitor number should be assigned to each runner where the first two digits correspond to the age class. Men's numbers

subsequently start at 001 whilst women's start at 501. For example, 65032 above is an M65 competitor, whilst 65528 would be a W65.

Competitor numbers should also be assigned to "vacants", i.e. spaces kept in the start list for emergency reasons and their bibs printed accordingly with full start time detail included.

### **Name and Federation**

#### **Club**

**E-card number and Tour Group:** those renting e-cards at the Event Centre should have their e-card numbers written onto the bib **by an official** in the blank space provided. Tour Group information is very useful at times such as registration/accreditation, map reclaim etc. and should be included.

**Start times, heat names and Start places:** spaces are left for competitors to fill in their own details for the two Finals days as these are not known until after the heats have been completed.

### **Information for the printer**

Some printers require the organiser to provide a spreadsheet which contains all the competitor and start details as above, given in separate fields (including a field for background colour). They will also want to know how many blank bibs to print for competitors who have lost their competition bibs. Note that 40 blanks were printed for 2014 (1600 competitors) and 50 or 60 were actually needed.

#### **Sort order**

It helps the Event Centre accreditation/registration process considerably if the bibs are printed in a helpful order. For example, the 2014 organisers separated out all bibs for those in tour groups so that each tour leader could be given all the competitor information for his/her clients in one bag/box. Within each bag/box, each competitor's information was arranged in surname order.

Those not in tour groups were asked to register by country (they went to one of five or six different registration points, each dealing with a small group of countries) and individual bags, one for each competitor, were made up and grouped by country (and by surname within each group). This meant that finding the right details for each competitor was an efficient and speedy process.

To achieve this, the spreadsheet sent to the printer must be pre-sorted so that (a) every competitor is ordered alphabetically by surname, then (b) the list is sorted by tour group and (c) those not in tour groups are sorted by Federation. The order in which the bibs are printed will then be correct for the Event Centre registration/accreditation team.

#### **Bib reverse**

The reverse side of the bib should be printed so that emergency medical and contact details can be added by each competitor.

An example of the layout is given on the next page.



This form must be completed before participating in the event.  
If unable to take part then please do not give this number to anyone else.

<i>Full name, address &amp; date of birth</i>	
<i>Emergency contact : Full name, address &amp; telephone number</i>	
<i>Medical problems (eg. Heart disease, Asthma, Diabetes)</i>	
<i>Current Medication</i>	
<i>Medication Allergies</i>	
<i>Details of anyone with you on race day: Full name &amp; telephone number</i>	
<i>Any other details</i>	

## Appendix 7 – World Masters' Orienteering Championships – 1983 to 2019

	1983	VWC	Lahti	Finland
	1986	VWC	Mysen	Norway
	1988	VWC	Åmal	Sweden
	1990	VWC	Kormend	Hungary
	1992	VWC	Tasmania	Australia
	1994	VWC	Strathspey	Great Britain
	1995	VWC	St Petersburg	Russia
	1996	VWC	Murcia	Spain
	1997	VWC	Minnesota	USA
	1998	WMOC	Novy Bor	Czech Republic
	1999	WMOC	Århus	Denmark
	2000	WMOC	Feilding	New Zealand
	2001	WMOC	Neringa	Lithuania
	2002	WMOC/WMG	Bendigo/Melbourne	Australia
	2003	WMOC	Halden	Norway
	2004	WMOC	Asiago	Italy
	2005	WMOC/WMG	Edmonton	Canada
	2006	WMOC	Wiener Neustadt	Austria
	2007	WMOC	Kuusamo	Finland
	2008	WMOC	Leiria/Marinha Grande	Portugal
	2009	WMOC/WMG	Sydney/Lithgow	Australia
	2010	WMOC	Neuchâtel	Switzerland
	2011	WMOC	Pécs	Hungary
	2012	WMOC	Bad Harzburg	Germany
	2013	WMOC/WMG	Turin	Italy
	2014	WMOC	Porto Alegre/Canela	Brazil
	2015	WMOC	Gothenburg	Sweden
	2016	WMOC	Tallinn	Estonia
	2017	WMOC/WMG	Auckland	New Zealand
	2018	WMOC	Farum	Denmark
	2019	WMOC	Riga	Latvia

Formerly known as the Veteran World Cup (VWC), the World Masters' Championships have been administered by the IOF since 1988.