



INTERNATIONAL ORIENTEERING FEDERATION

GUIDELINES

FOR ORGANISERS OF

WORLD ORIENTEERING CHAMPIONSHIPS

IOF FOOT ORIENTEERING COMMISSION

THIRD EDITION

DECEMBER 2011

WOC Guidelines – chapter headings

Foreword

1. Making a start
2. Event programme
3. Application and appointment
4. Partnership Agreement with IOF
5. Organisation, Secretariat
6. Budget and accounts
7. Confidentiality
8. Deadlines
9. Event website, internal communication
10. Bulletins, entries and registration
11. Event Centre
12. Accommodation, catering
13. Travel and transport
14. Pre-WOC training
15. Model events
16. Starting order, start lists
17. Team officials' meetings
18. Terrain, maps
19. Courses
20. Refreshments during the race
21. GPS tracking
22. Quarantine zones, warm-up and Start
23. Timekeeping
24. Finish
25. Results
26. Ceremonies and protocol
27. Embargoed areas
28. Complaints, protests, jury
29. Event control
30. Arena design and facilities
31. Medical services and Safety
32. Doping control
33. Arena video and speaker service
34. TV production
35. Media services – before the event
36. Media services – at the event
37. Publicity and marketing
38. Accreditation and rights
39. VIP hospitality
40. Banquet
41. IOF, VIP and media race
42. Public races
43. IT and related equipment requirements
44. Reports and evaluation

Appendix 1 – Leibnitz Convention

Appendix 2 – Sample Guidance Notes for applicants and Partnership Agreement template

Appendix 3 – Organisers' Report template

Appendix 4 – IOF Protocol Guide

Appendix 5 – Confidentiality of data and information

Appendix 6 – Sample confidentiality declaration

Appendix 7 – Event Office staffing

Appendix 8 – Event Office organisation

Appendices 9A, B and C – accreditation and rights

Appendix 10 – Number bibs

Appendix 11 – IT in the arenas: power needs and network capacity

Appendix 12 – Competition templates and specialist notes

Foreword

The World Orienteering Championships (WOC) is the most important and challenging series of events a national Federation will ever undertake. The opportunity comes only rarely, so it is inevitable that only a few of the members of the organising team, if any, will have prior experience of the task. In any case, technological and other developments ensure that a deal of new thinking is required every year. Almost all organisers underestimate the scale and extent of the work involved.

The task as a whole is of a degree of complexity that requires considerable pre-planning and structuring, right from the point when the application to stage the WOC begins to be prepared. A high level of expertise and forward thinking is needed to do this successfully. When it is done well, the work which follows is that much more straightforward and the workforce is that much happier and less stressed.

By the time the WOC is held, a very large number of people will have become involved in its organisation. Experience has shown that morale amongst this workforce is raised when they are kept well informed both about their own roles and also the organisation of WOC as a whole, and when working at WOC they are well “fed and watered” and provided where necessary with comfortable accommodation.

The essential rules for WOC are found in the “Competition Rules for IOF Foot Orienteering Events”. The official version of these Rules is that kept on the IOF website (<http://www.orienteering.org>). These Guidelines assume that the reader as a WOC Organiser is following these Rules and is experienced in organising orienteering events at a high level and standard.

These Guidelines are designed to help WOC Organisers interpret the Rules and be well prepared for the scale and complexity of the work involved. They are not a complete set of instructions for organising the competition, but they aim to cover the special features of organising a WOC. Note should also be made of the Leibnitz Convention agreed at the 20th IOF Congress in 2000, which laid down principles for raising the profiles of all IOF Events in the future. A copy of the Leibnitz Convention is appended to these Guidelines.

The Guidelines are based on experience in past WOCs. They will be changed and improved on the basis of further experience. Comments and proposals are therefore welcome and should be sent to the IOF Secretariat.

Some definitions:

- A statement containing “shall”, “must” or “needs to be” is mandatory, i.e. must be followed. All text in bold has mandatory status and must be followed.
- A statement containing “should” is one where it is strongly advised that it is followed.

In each of the chapters that follow, the numbers of the relevant Rules are given at the beginning. The chapters are in general arranged in the same order as in IOF Rules.

IOF Foot Orienteering Commission
December 2011

Important changes made for the Third Edition are denoted by a vertical line in the margin.

1. Making a Start

A forward-thinking national Federation will have decided to put forward an application at least 2 years before the application year, i.e. a full 6 years before WOC itself. Some national Federations have circulated a flyer stating their intentions at the IOF Congress prior to the one at which the application itself will be presented for decision. This flyer is designed to make other nations aware in general terms of the planned application, the nation's history of organising high-standard international events and the nature of the terrain and other features it can offer.

The national Federation has to decide which areas of terrain will be allocated for WOC and which people and clubs will be responsible for staging it. There are of course various ways this can be done. In some nations, potential organising clubs or groups of clubs will be invited to present a proposal for consideration by the Federation's Council; in others a more centralised approach may be adopted. In yet others, the original initiative may come from elite orienteers or a group of orienteers from a particular region. The outcome of the discussions at national level can be the appointment by the Federation of an Event Director and an organising group of people, or of clubs; other models may be adopted. An agreement between the Federation and a group or clubs would include an outline of how WOC would be funded and how this would affect the clubs and other organisations having a stake in the agreement.

The national Federation also needs to allocate funds to preparing the application, including all the expenses involved in visiting and assessing potential terrain and arenas, organiser-group meetings, printing costs and so on.

Some organising groups have found it useful at an early stage to formulate a vision for the proposed championships. This is a set of aims and objectives linked with a framework made up of the facilities and potential of the town and region proposed for the event centre and the types of terrain within its reach. The vision may well encompass community and environmental objectives as well as those directly concerning the competitions themselves, the welfare of competitors, officials and other visitors, and PR and media ambitions.

This vision becomes the introduction to the application, and the overall planning of all the activities associated with WOC can be measured against it as time progresses.

Examples of such a vision can be found in the application brochures produced for recent WOCs.

2. Event programme and other early preparations

Rules 3.2, 3.7, 5.7

There is no set order of races prescribed for WOC. For example, quite different programme formats have been adopted for WOC 2011 (FRA) and WOC 2012 (SUI). If the proposed year is an IOF Congress year, the IOF General Assembly will be held on a WOC rest day. The WOC programme is currently under review, with decisions on any proposed changes to be made at the IOF General Assembly in 2012.

Decisions on the following should be made prior to finalising the formal application to stage a WOC:

- Proposed dates
- Location of Event Centre – town, main building(s) to be used, main accommodation sites
- Proposed location of terrain and arenas for all races, plus reserve/alternative areas (initial discussions with landowners should be held to ascertain that access can be negotiated)
- Nature of training opportunities and public races + possible venues
- What level of technology can be afforded – e.g. big screen in arenas, use of tracking etc.
- How much professional support should be budgeted for – e.g. paid Secretary General, professional map-making

The IOF Event Plan template, downloadable from the IOF website, is a useful aid in the early planning stages and will become the official blueprint for the WOC as the more detailed planning progresses.

Work should also be done:

INTERNATIONAL ORIENTEERING FEDERATION

- 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 make contacts with national TV to negotiate a statement of intent re coverage
- 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

In preparing plans, it is important that the principles of the Leibnitz Convention are fully considered and incorporated into the plans. IOF is fully committed to achieving a high media profile at all WOCs, with spectator-friendly arenas which as far as possible are in easily-accessible locations. A video display screen in the finals arenas is now the norm. It is acceptable for one arena to serve for more than one race, if the surrounding terrain enables this.

Factors which can help an application to succeed are:

- first-class terrain, technically and physically challenging and suitable for the different race formats. Wherever possible, terrain new to orienteering should be put forward; terrain which is well known to home runners should be avoided
- event venue is easy to reach by plane and other public means of transport
- event centre town has a good range of accommodation and other facilities, and there is adequate accommodation, campsites, food outlets etc. in the area for all runners, officials, other delegates and participants in the public races
- travel times from event centre to race venues are not more than 1 hour, preferably less
- an attractive public race programme, using WOC terrain as much as possible, is planned
- preliminary TV and financial support agreements have already been signed

3. Application and Appointment

Rule 4.5

The invitation to apply for a WOC is sent out by the IOF Secretariat towards the end of the fifth year before the year of the planned event, e.g. end of 2012 for 2017. Any member of the IOF may apply to organise a WOC, but it is normally expected that applicant nations will have successfully organised another major international multi-day event such as JWOC, WMOC, a World Cup event or a Regional Championships and will have a good track-record in organising World Ranking Events and other elite-level races to a high standard. The application form, Guidance Notes for WOC Applicants and other application instructions can be downloaded from the Document Library on the IOF website. The notes include details of the application fee and the sanction fee to be paid for the year of application, and the relationship between the Organisers and the IOF regarding sponsorship rights. A recent edition of IOF's Guidance Notes for Applicants is included as Appendix 2.

The application by the national Federation containing all the required information on the official form, plus the application fee, must reach the IOF Secretariat by 1st January of the fourth year before WOC, e.g. by 1st January 2013 for 2017. It is normal to supplement the official form with a detailed proposal document which sets out all aspects of the proposed arrangements and any preliminary agreements made with TV, funding bodies, potential sponsors and local Councils. Existing orienteering maps of the proposed terrain areas, or topographical maps if there is no orienteering map, must be included with the application.

The applications are first evaluated by the IOF Sports Director (SD). A pre-planned visit by the SD is made to each applicant nation. The visit includes inspection of the proposed event centre buildings and main terrain areas, and discussions with the proposed Event Director and other leading national officials and members of the organising group. When all the visits have been made and any supplementary questions responded to, the respective applications are fully analysed and a comparative statement is written for the information of IOF Council.

INTERNATIONAL ORIENTEERING FEDERATION

Appointments for even years are made by the IOF General Assembly held in the year of application (e.g. in 2012 for 2016). Appointments for odd years are made by the IOF Council, usually at the meeting held in association with the WOC held in the year of application (e.g. in 2013 for 2017).

A brief summary (1-2 A4 pages) of the application is written for inclusion in the IOF Congress folder and, for odd years, for inclusion with the relevant IOF Council agenda.

It has been customary, when all WOC appointments have been made by a General Assembly, for the applicant nations to prepare a small brochure or leaflet for distribution to all the delegates and to prepare a display and reception which is held during Congress week prior to the General Assembly. In odd years, the Presidents' Conference and the WOC Event Centre provide the focal points around which such displays and presentations can be made.

At the General Assembly, applicants are given a few minutes in which to present their applications. Video films, PowerPoint presentations and other visual aids are allowed.

Soon after the appointment is made, the IOF Council will appoint a Senior Event Adviser (SEA) to the WOC, who will make contact with the Event Director and the National Controller at an early stage in further preparations.

4. Partnership Agreement with IOF

All applicants are expected to sign a Preliminary Partnership Agreement (PPA) prior to the General Assembly or Council meeting when the appointment will be made. A template for the agreement is sent to each applicant by the IOF Secretariat in the early half of the year - see Appendix 2. Every aspect is covered in the PPA and normally no new agreement is signed with the appointed organiser. The contract contains clear statements of the rights and responsibilities of each party and the agreed IOF sanction fee for the event.

Through the PPA, the IOF only agrees to allocate to the candidate the organising rights including partial sponsorship rights. In the PPA there is a clause stating the deadline for negotiations regarding the transfer of full sponsorship rights to the organiser. Should the Organiser want to acquire the full rights, and the IOF be willing to transfer them, a separate contract is drawn up and attached as an appendix to the main agreement. Full details are given in the IOF Sponsor Guide.

After a Federation has been appointed, the PPA between the Federation (or the Organisers on the Federation's behalf) and IOF becomes the actual Partnership Agreement between the two parties. The Partnership Agreement is valid from the day of allocation until three months after the conclusion of the WOC, or until all terms and conditions of the agreement have been fulfilled, whichever is the later.

The Partnership Agreement becomes supplemented by an Event Plan which sets out the agreed framework, management team, finances and infrastructure needed to plan and implement the WOC. **This has to be signed and agreed by IOF and the WOC Organiser within 12 months after the allocation of the event.** It is however a dynamic document; subsequent changes must be agreed between the SEA and the Event Director.

5. Organisation, Secretariat

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 – see chapter 1. A Bid Director will be appointed, together with a Planning Group which will prepare the application. If the application is successful, the Planning 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 WOCs 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, TV negotiations.

INTERNATIONAL ORIENTEERING FEDERATION

The organisational structure for WOC will vary according to the organisational culture of the country appointed. In some countries, a small group of people will act as the focal point for all decision-making and planning; in others, a considerable degree of delegation of responsibility takes place. Whatever the approach, it is important that the structure and the number of people involved reflects the large and wide-ranging scale of the project. The next two paragraphs and parts of the next chapters describe, as an example, a relatively elaborate 'western' way of doing things.

The Organising Committee will consist of an Event Director, the leaders of all the main organisation sections and representatives of the clubs involved. It will make all the key decisions about how WOC 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. Within the organisational structure, every function has its own team and team leader with clearly-defined tasks and responsibilities.

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

The secretarial side of a WOC is hugely time-consuming. It is recommended that Organisers appoint a paid Secretary General for a long period, a person who is able to act as an Executive Officer and organise people to deal with bookings and accreditation. This work load and its follow-up in the WOC reception office have often been under-estimated. It is the case that the majority of teams make a number of alterations to their bookings, or have difficulty in processing the necessary payments, or have a number of special requests which are difficult to deal with, fail to meet the advertised deadlines, etc. etc. The same is true of accredited media representatives and IOF officials and guests. At the peak of activity the Secretariat may well have to respond to up to 100 e-mails and letters per day. For sample staffing levels (WOC 2008, CZE) and office organisation see Appendices 7 & 8.

It is expected that all organising personnel, team members and officials and accredited personnel (media, IOF, VIP) are issued with a sealed ID card incorporating photograph with appropriate access codes for parts of the race arenas and elsewhere. It is best to have an on-line facility for people to upload passport-style photos, so that cards can be fully prepared in advance wherever possible. It is necessary to have a camera and appropriate computer software working at Reception throughout the period when people are registering, for those who have not uploaded their photo, together with lamination equipment etc. For details of accreditation requirements, a template for the ID card and examples of the card, see Chapter 38 and Appendices 9A, B and C.

Experience has shown that the organisation of public races, including entry processing and other secretarial tasks, is best handled by an entirely separate team and not integrated with WOC.

6. Budget and Accounts

Rule 7

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 WOC coupled with the high standards expected, costs will be high in areas such as arena materials and equipment, media provision, IT infrastructure, maps, secretariat and not least travel and administrative costs for WOC officials (where applicable). On the other hand there should be more opportunities for negotiating grants from local and national bodies, and perhaps for negotiating sponsorship (especially if TV coverage is assured), than with other events.

At the outset, i.e. prior to applying to stage a WOC, 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

INTERNATIONAL ORIENTEERING FEDERATION

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 WOC, and until a clear TV coverage agreement has been reached. Expenditure in many areas will be much higher than for a 'normal' event. It is also easy to over-estimate the number of competitors who will enter the associated public races, when every year there are so many multi-day events to choose from.

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

The main WOC 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.

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 WOC bank accounts to enable work to proceed and bills to be paid long before any significant level of income from training camps and WOC 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 during controlling visits and on the event days are paid for by the Organiser of 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. Public races should use an on-line entry system incorporating on-line payment by credit card; it is recommended that an online payment service is also made available for payment for the entry fees and accommodation and board for teams, media representatives and all other accredited personnel.

Instructions for other methods of payment need to be coupled with clear statements that entries will not be valid until the fees plus a fixed bank charge fee have been paid into the appropriate WOC account. It is important to ensure that all income is received 'up-front' and that no services are promised against payment on arrival; arrangements of this kind, followed by inability to pay or non-arrival of entered participants, have caused considerable problems on occasions in the past. See also chapter 10.

After WOC, 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.

Outline accounts from previous WOCs can be found attached to the Final Reports. Further advice on budgets and financial management can be obtained from previous WOC organisers.

7. Confidentiality

The stakes are higher at WOC than at any other international orienteering event, and many competitors work at length within the Rules to be as well prepared as possible beforehand. It is vital to ensure that competitors, through their own efforts or those of others or perhaps just inadvertently, cannot gain access to classified material which gives them some kind of advantage over others.

Confidentiality is therefore a major issue for WOC organisers. A policy on this needs to be established at an early stage. All WOC team leaders and all who have access to sensitive material need to know how classified information is handled within the organisation. It is advisable that they sign a declaration confirming that they are aware of the procedures and will abide by them strictly. Examples of others who should be asked to sign a similar declaration include TV personnel, commentators and their helpers, tracking company personnel and staff employed by the printing company.

An example of such a policy and the format of the declaration from WOC 2006 are in Appendices 5 & 6.

Lapses leading to some knowledge of the terrain and courses are the most damaging kind of breach of confidentiality which could occur at a WOC. To avoid such lapses:

- **Embargoed areas must be clearly delineated, with no possibility of ambiguity**
- **Mappers, course planners and controllers and the SEA must follow very secure procedures for handling mapping and course planning material, in both paper and electronic form, and transferring it from one person to another. With electronic transmission this is very difficult to ensure, and it must be emphasised that material must never be copied to someone not on the list of approved persons.**
- **Those handling such material prior to and at WOC must be restricted to the minimum possible**
- **Planning TV coverage in the forest has associated confidentiality dangers which must be recognised and guarded against**
- **All printed maps of WOC competition areas must be stored in a very secure location, e.g. a safe or small locked room or in a private home location which is not widely known, with access available to one or two people only**
- **The handling of printed maps on competition days must be very carefully controlled. This includes the copies of maps to be issued to the commentary (speaker) team and later to the media etc. as well as those for the runners**
- **A procedure is needed to ensure that course pre-runners have no opportunity to communicate with competitors or team officials after their run**
- **Care is needed to ensure that no map and course extracts, tracking or pictures which could influence route choice or control finding, etc. are shown on the big arena screen at a time when later-starting runners can benefit related to early starters. Quarantine deadline times for individual Finals need to be set so that it is not possible for a late starter or other team personnel to see relevant TV pictures before entering the quarantine zone.**
- The policy for the Relay needs to be agreed between the SEA and the Organisers. It is likely that some runners not yet started, e.g. the men if the women's race is first, will be able to see extracts of maps and courses from the earlier race on the big screen. The most important thing here is that all teams have the same opportunity.

8. Deadlines

Long-term planning of a WOC 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 WOC Organiser. Even when a number of members of the organising team have attended the previous WOC and studied its systems and the scale of operation, and WOC Reports have been read and Guidelines studied, the amount of work doesn't really sink in until one is in the middle of it oneself. And the vast majority of the WOC organising team, even many team leaders, will never have experienced an event on this scale.

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, published and distributed.

Maps: A print of the first complete edition of all race maps must 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 WOC. Revised versions with changes to the vegetation and other corrections and improvements should be available 10 months before WOC.

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. See the EA check-list for maps.

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 TV cameras in the forest and all arena designs (last control, run-in, and any coaching zone, spectator control and site passage) have also been finalised by this time.

Final versions of the courses will be approved by the SEA to a set timetable 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 WOC should be used for training, followed by a rehearsal about 2 weeks beforehand (e.g. at pre-WOC selection races). If a professional speaker (commentator) is being employed who knows the software, only the appointed national speaker needs to be involved. See also chapters 23 and 43.

Entries, bookings, accreditation and accommodation: Although WOC's chosen deadlines will be clearly stated in the Bulletins and on the various entry forms, experience shows that very many nations and individuals either forget or disregard them. It is therefore sensible to ensure the maximum possible flexibility both in internal processing and in working with accommodation venues etc., and to be prepared for a significant workload after the deadline dates.

Entry lists and details of nations' teams should be scrutinised at deadline times for any obvious omissions, and these nations sent a reminder. This is especially important in the final stages and at WOC (Rules 9.6 – 9.9), and for the regulations on accommodation whereabouts as laid down in the IOF Anti-Doping Rules.

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

9. Event website, internal communications

The WOC website is nowadays by far the most important medium for publicising and giving information about the event, both in advance (various stages of detail), during the event and for up to ten years afterwards.

Studying the websites of previous WOCs and other international orienteering events can provide inspiration for the design and scope of the website.

It is expected that an event website designed to professional standards, with quick and reliable access to all functions and files, will be created immediately the WOC application has been approved. It shall provide the dates, the outline programme and a list and area plan of embargoed areas, with the boundaries of each area clearly delineated (usually on larger-scale individual plans). The website should also incorporate RSS feeds which enable subscribers to receive updates when they are made. An e-mail address for further information should be included.

INTERNATIONAL ORIENTEERING FEDERATION

The WOC logo should also have been created by this time. It will form the icon for linking to the website from the IOF website, and should appear prominently on the website itself and on the front pages of Bulletins and other promotional material.

The directly accessed website text shall be in good English throughout. If high-quality English is a problem for an organiser, free help can be provided from within IOF. It is common for a WOC website to have much of the content also in the home language, accessed from the home page as a separate section of the website.

The website should be straightforward in design, not overburdened with large graphics and capable of being displayed with basic browsers on all well-recognised platforms. **Reliability, especially at peak usage times during and after WOC races, is essential;** the server must be able to cope with a very large number of 'hits' at these times. At WOC 2011 (FRA) the numbers of hits on the 6 race days were: Long Q 1,090,864; Middle Q 174,255; Sprint Q & F 51,298; Long F 955,084; Middle F 12,053; Relay 6,900.

All official output from WOC (Bulletins etc.) shall be downloadable from the website as well as being produced in paper form. Old orienteering maps of the competition areas need to be easily accessed and downloadable. As much additional information as possible about WOC and the associated public races, transport to the venue, and visitor accommodation and attractions should appear on the website whenever it becomes available. There are several good websites from previous WOCs and elsewhere which can be examined as sources of inspiration.

After preliminary entries have closed, a list of the countries entered and the numbers of male and female competitors and officials from each country should be posted. Information about national team selections should be posted when available. The more news and regular fresh material on the website, the better! It is desirable to have a link to a competitor information database, especially for media use.

There should be a clear link to detailed information about public races, which will have an independent on-line entry facility.

A WOC website shall provide a sophisticated and reliable live internet service. This shall include at least:

- Live results
- Audio stream from the arena commentary
- Newsfeed
- Video stream, preferably that also shown on the arena screen
- Live split-time data where relevant
- Live tracking, where GPS tracking is in use

After each race, as well as the official results, the website should aim to contain:

- Comparative split time information
- Competition maps, with leading runners' routes
- Race report and news, and possibly recorded interviews
- Photographs
- Comparative tracking records
- Software (e.g. Route Gadget) to enable runners to draw up their routes and post them on the site

The official results need to be posted in a section of the website dedicated for this purpose, directly accessible from the home page, and not in the 'live' section. Official results should be posted on the internet as soon as possible after the results have been declared official.

The production of a video stream on the internet requires either a dedicated production for this purpose or co-operation with the TV company working on site.

A password-protected part of the website should be created for administrative use and access at different levels by WOC 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.

INTERNATIONAL ORIENTEERING FEDERATION

The website should be kept live for some time after WOC, so that items reflecting on the action can be posted and in due course also the WOC Organisers' Final Report and the outline accounts. Thereafter it is recommended that the website continues to exist and be generally accessible for 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-WOC meetings and so on. WOC 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 WOC is essential – usually best by mobile phone. At WMOC 2008 all main officials were loaned a mobile phone for the week, which could be used only to contact other officials, sponsored by a phone manufacturer.

10. Bulletins, entries and registration

Rules 8 & 9

IOF Competition Rule 8 is very precise about what information is required to be presented in each of the 4 Bulletins, and when the Bulletins are to be published. Organisers are advised to plan well ahead, so that information given in the Bulletins is based on firm agreements, decisions and contracts and will therefore not be subject to subsequent change. The information should be laid out in an attractive way and the Bulletins' pages and cover should have a design style worthy of a World Championship information brochure. **The Bulletins need to be written in good English**; if this is a problem for an Organiser, help can be provided from within IOF.

The SEA must check and approve the content of each Bulletin before it is published. Bulletins must always be sent to the IOF Secretariat before publication. Note that the Event Adviser team must be listed under a separate heading and not as part of the organising team. Acronyms used in Bulletins shall only be those published in the official list on the IOF website at <http://orienteering.org/resources/list-of-acronyms/>.

Information about pre-WOC training camps, other training opportunities and embargoed areas should be published in as much detail as possible in the first two Bulletins.

The IOF Secretariat distributes copies of all Bulletins to all IOF member nations and to other official bodies and IOF's media contacts. The Bulletins are also published as .pdf files on the event website (which is linked from the IOF website). Bulletin 4 is handed to team representatives (enough copies for all athletes and team officials), IOF officials and guests and media personnel when they register on arrival at the Event Centre. A well-written and informative Bulletin 4 will save a lot of time at the Team Officials' Meetings.

Numbers of competitors and team officials shall be sent by Federations to the Organisers at least 2 months before WOC (Rule 9.6); names and other personal details are required 10 days beforehand (Rule 9.7). It is normal to have to chase up some Federations who fail to keep to the deadlines. Disqualification because of late notification should be avoided except in extreme circumstances. **The relevant dates need to be stated clearly in Bulletin 2.** This Bulletin should contain information about entry fees and what they cover, and - as enclosures - the entry forms for competitors, team officials, media representatives and IOF delegates and WOC guests.

National Federations range from being well organised with a professional staff, through those with administration undertaken partly or wholly voluntarily, to single-person operations. The method and level of efficiency of response is therefore very varied. It is important to identify a contact person for each team entered (Rule 9.6) at the stage of preliminary entry. All subsequent communications should be sent to these persons as well as to their Federations.

Payments for start fees, accommodation and other services may, for one Federation, come as several separate instalments. It is strongly advised to have a separate bank account for payments, with a defined system for identification of each payment. In cases where payment is still incomplete shortly before WOC, e-mails should be sent to both the contact person and the national Federation with full details of the payment still required.

It should be recognised that several nations are unable to make payments electronically or by bank transfer due to restrictions in their home country.

INTERNATIONAL ORIENTEERING FEDERATION

For various reasons, some national teams arrive at WOC without all fees having been paid. It is recommended to have a three-station registration process where teams and their leaders go through, in sequence:

1. Registration – identification of those present
2. Financial settlement
3. Accreditation.

At station 2, all financial matters are to be settled before the team moves on to station 3. The person in charge needs to have detailed information of the payments that have been received and what is still owed.

Problems have arisen with teams arriving at WOC unaware that their fees are unpaid or incompletely paid. These are usually the smallest and least organised teams, with athletes who are paying their own way to attend. Some teams have also tried to negotiate a reduction in the fee when the number of team members was less than that stated in their preliminary entry. Some of these issues can take time to resolve and in individual cases some flexibility may be necessary.

IOF delegates (Council and Commission members, delegates to Congress, etc.) tend to enter as individuals rather than as representatives of a Federation; only a few Federations enter their IOF delegates en bloc. Entries for IOF staff come from the IOF Secretariat.

11. Event Centre

At a WOC an Event Centre can house many functions. It is important that the size of a WOC 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 WOC signs.**

First and foremost, the Event Centre is the location for registration of all participants on arrival – national teams, media representatives, IOF delegates and guests. It is also the logical location for the event Secretariat, and for an IOF office and counter which is required in a Congress year. It is best that these are adjacent to each other.

A good amount of counter space is required, because at peak times it is necessary to have several 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 transport bookings.

Nearby there needs to be a site for the production of identity cards. Here, passport-style photos of those registering (where not transmitted online in advance) have to be taken, printed and sealed (laminated) on the pre-printed individualised card. See also chapter 38 and Appendix 9C.

A lot of material has to be stored at the Secretariat, and there are many on-going office functions throughout WOC, so one or more good-sized rooms are needed close to the counter area. 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 WOC. It is important that those on reception duty are knowledgeable, confident in dealing with strangers and good English speakers. 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 and sales point for sets of start lists, results, training and model maps and for competition maps after the relevant races. (However teams receive theirs at Team Officials' Meetings, and the media have a separate source of supply).

INTERNATIONAL ORIENTEERING FEDERATION

It is recommended that the location of the Team Officials' Meetings is as close as possible to the Secretariat and information desk, preferably in the same building. It should be a hall able to seat up to 100 people, fully equipped with electronic display equipment, and with plentiful vehicle parking nearby.

Adjacent to the information desk (but not accessible to the public at large) there should be a set of 'pigeon-holes' for facilitating distribution of information material to the teams.

It is strongly recommended that the secretariat and information desk for the WOC public races is set up in a separate location from the WOC Secretariat.

It is common for the Event Centre to serve also as the Media Centre (see chapter 36) and it can also be a major accommodation centre (as in Denmark 2006), with bar, cafeteria and restaurant services. In an IOF Congress year a sizeable conference room is needed to house the IOF General Assembly and the pre-Assembly presentations, and the Event Centre is a good location for this. In non-Congress years such a room is also needed on one day, for the IOF Presidents' Conference.

It is important that a set of meeting rooms is available, with a booking and payment system administered by the Secretariat. These will be used by IOF Council and Commissions, various Organiser groups and the Senior Event Advisor, individual teams if their accommodation is nearby, Athletes' Commissions and some other cross-nation groups which meet at WOC. A facility for showing films and videos, e.g. the big-screen output from earlier in the day, to sizeable audiences is also desirable.

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

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.

12. Accommodation and Catering

Rule 7.7

The importance of having available good quality accommodation and catering cannot be under-stated. National teams' accommodation requirements range from top-quality hotel to budget hotel or youth hostel standard. It is important that the host town has an adequate number and range of beds available within the town or nearby, preferably all reasonably close together. University or college accommodation is acceptable to many nations provided that there are plenty of toilets and showers, good laundry and drying facilities etc. The alternatives available should be clearly set out in Bulletin 2.

In some countries, a package of alternative accommodation sites has been offered through the services of an agent. Experience has shown that if prices within this package are deemed too high or the booking conditions lack flexibility, many individual nations make their own arrangements. If the Event Centre offers only highly priced accommodation, it is unlikely that many national teams will stay there.

The dietary requirements of different nations vary considerably, and individual nations should be advised to inspect and preferably test out their chosen accommodation at a training camp or other pre-WOC visit, to ensure that the provider can meet the nation's requirements. National teams are happy to give advice to Organisers on accommodation and catering issues! In general, **it is important to ensure that all accommodation providers are fully aware of the requirements of elite orienteers in terms of type and quantity of food, variety in the menus, special diets, flexibility of meal times, quick service and so on.**

Special attention must be paid to the needs for food at specific times. This is especially critical for breakfast, where early starters may require breakfast well before normal service times. It is also an experience from earlier WOCs that hotels have underestimated the quantity of food needed by a world-class athlete.

A cold meal service has to be provided at the arenas for all competitors after the race. It must be served separately from the public cafeteria facilities and the 'crew' food facility in an area not open to the public, although the food supply source can of course be the same.

Good-quality hotel accommodation should be offered to media representatives, IOF officials and VIPs. Many media representatives are happy to use the same accommodation as the competitors. It is desirable that all IOF officials are housed in the same hotel, with the Event Centre, meeting facilities and the IOF Congress or Presidents' Conference venue nearby. Hotels should be made aware that final numbers, especially of media representatives, will be known only very shortly before WOC.

The SEA should meet with the Organiser responsible for accommodation to go through and approve all the arrangements. **All arrangements involving IOF Officials and VIPs also need to be approved by the IOF Secretary General.**

13. Travel and Transport

Rule 10

Bulletins and the website need to include clear information on the various means of travel to the event venue.

Most teams will provide their own transport which they will use to and from race venues wherever this is allowed. Some teams will wish to hire a minibus for the duration of WOC, and it is usually possible to negotiate special rates with a vehicle hire company which can be advertised in Bulletins and on the website.

Any team has, however, the right to ask the Organiser to arrange transport from the nearest airport and/or rail station to and from the event venue, and from the Event Centre to and from the races. An appropriate charge is of course made for this service, which is largely used only by representatives of smaller nations. A transport service to race venues is provided for senior IOF officials. Transport is also offered to media representatives and VIPs, but usually there is little take-up.

Time- and journey-plans for each race day need to ensure that competitors and designated team officials get to the starts in good time for quarantine deadlines and in any case at least 30 minutes before competitors start (see Rule 22.3), that these team officials can get to the arena after their duties at the start are completed, and that other team officials can travel direct to the arena. These arrangements can sometimes be complex, depending on the locations and the means of transport available, and have to be agreed with the SEA.

For teams using their own transport, clear and unambiguous maps and directions must be provided, preferably together with the GPS co-ordinates of the various venues. The Organisers should undertake trial runs on the route on the same days of the week and at the same times as the 'real thing'; the likely journey times and any potential traffic delays should be noted in Bulletin 4.

It is essential that there is an Organisers' representative on board all official transport from the Event Centre to race venues, equipped with mobile phone, who knows exactly where the vehicle has to go to and by what route, unless this is very straightforward. These officials will also be able to verify a situation where a delayed official transport vehicle causes a too-late arrival to a quarantine deadline, or at worst a missed start time.

It is usually not desirable to combine transport for WOC competitors with that for public race participants, after the races.

A team of 2-3 people is usually adequate to co-ordinate all the various transport requirements during WOC.

14. Pre-WOC Training

Rule 11

There is a big demand for training on terrain similar to that to be encountered at WOC from up to 18 months in advance. Quite a number of nations will want to assess the terrain, accommodation, travel times and so on at just the same time of year as WOC. Training visits and camps and related services are also a good source of income for the Organisers, but also carry a very heavy workload.

For all enquiries and bookings for training, purchases of maps and CDs (see below) and other training-related requests, there should be a single contact person whose name, address, telephone number and e-mail address can be readily found in Bulletins and on the WOC website.

It is desirable that the training maps are up-to-date and made by the same map-makers as are producing the WOC maps. Terrain should be chosen which resembles the WOC terrain as far as possible, giving the opportunity for potential WOC team members to run in all the different types of terrain that will be encountered during WOC. At least two examples of each terrain type need to be available.

Training camps and, shortly before WOC, selection races on set dates should be arranged with courses planned and set out in the training terrain which resemble those that will be experienced at WOC.

Some nations will prefer to arrange independent training. Optional offers in connection with independent training include setting and printing courses, and control hanging and timing, with suitable charges attached; most nations training in connection with WOC 2009 wanted everything prepared for them. Many training courses and camps end more like competitions, and preparing invitations, information, and even start lists can help things run more smoothly.

It is useful also to be able to provide the training maps as JPEG files on a CD, with a suitable charge, so that course planning software can be used at home to prepare and print courses.

Many nations will accept youth hostel standard accommodation for training camps, and special arrangements with accommodation providers of this kind can be useful for visiting nations.

Other high-quality events being held in the country in the year before WOC should be well publicised; many nations like to combine a training camp with one or more competitions.

15. Model Events

Rule 11

The location and nature of the model events should be discussed carefully with the SEA. **There needs to be a model event for each race format (Sprint, Middle, Long, Relay) but it is allowable to use the same terrain for more than one format.** The model events may be timed for specific dates or available over several days immediately prior to the relevant races.

In a model event, all aspects of the event have to be identical to those to be encountered at WOC. These include terrain, style of mapping and map design, map scale and contour interval, printing of courses, typical and special control features, special symbols on the map and/or on the control descriptions, and printing and placing of control descriptions on the map. At least one control needs to have exactly the same set-up (material, height, design) as in the relevant race. Any necessary differences from what will happen at WOC must be made very clear.

15 to 20 controls should be put out on features typical of those which will be used in the main race. They can be shown on the map as a set of numbered controls with an optional course. **The boundaries of the area being used for the model event must be clearly shown, to avoid participants unwittingly venturing into embargoed areas.**

Model events are also an opportunity for media representatives to test the terrain and to photograph and interview their nations' runners. Overall, model events are informal in nature and need not be staffed.

A Technical Model Event shall also be held. It can be sited on a small area of land in a very convenient location (e.g. beside the Event Centre) and only open for a short period (say 3 hours). Here, technical features such as the starting procedure using a start gate in a Sprint race, the finish set-up, refreshment stations (with the cups and drinks to be provided), marked routes, tracking device with harness etc. can be seen and practised.

16. Starting order, start lists

Rule 12

Rule 12 provides all essential details on this complex topic. Start draws and heat allocations are conducted by the Organiser using a method approved in advance with the SEA. Software for automatic generation of qualification race start lists can be downloaded from the IOF website.

The start lists shall include: start number, first name, family name, Federation (using the standard IOF abbreviation) and start time (e.g. 10.34). The practice of replacing the country abbreviation by an image of the national flag is not recommended. Inclusion of year of birth and World Ranking position is also interesting information for spectators. Sample start list layouts can be found in Appendix 12.

Once a start list has been created, checked and approved, prompt availability is much appreciated by team leaders. Start lists need to be published on the website and made available without charge in paper form for media representatives (plenty of copies needed!), IOF officials and VIPs, and for spectators (a small charge can be made).

17. Team officials' meetings

Rule 13

These meetings are held no later than 19.00 hours on the day prior to each race. Their purpose is to transmit additional information in writing not previously available in the Bulletins, e.g. weather forecasts, and to clarify any uncertainties expressed by Team Leaders through questions at the meeting.

All relevant race material – start lists, number bibs, control descriptions, bus schedules etc. – shall be distributed prior to the start of the meeting. For information on number bib design, see Appendix 10.

The meetings shall be attended by at least 2 knowledgeable representatives of the Organisers, the IOF SEA and assistant and the National Controller, representatives of the WOC jury and a representative from each team. The Chairman of the meeting should be a key member of the Organising team with a good command of English; the SEA's role is to supervise and help where necessary. Other people may attend but not take part in the meetings, which are always conducted in English throughout, with interpretation if necessary.

The agenda usually contains as a minimum the following items:

- Verification that all teams are represented
- Arrangements for transmitting information to any team not represented
- Presentation of the Organisers and other members of the 'platform party'
- Presentation of latest information given to teams (in writing) with any useful extra explanations etc.
- Unforeseen urgent information given by the Organisers verbally
- Questions and answers: team leaders should be asked to submit questions in advance wherever possible. All questions should be repeated from the platform and the questions and answers keyed in on a laptop linked to a screen display, to ensure clarity of understanding.

A well-organised team officials' meeting lasts no more than about 30 minutes. Answers to questions should be brief and to the point. Many of the questions may be about transport (distances, time taken, schedules), as there is always some nervousness about the nature of the journey and whether transport provision will actually function as planned.

Questions may also be asked about media access to the forest, especially TV, and spectator controls. Those responding must be clear beforehand, from consultation with the SEA and National Controller, what information may be released. Other questions may be designed to elicit extra information about the terrain, control features or courses – beware! Everyone had the same chance to experience these at the model event. **Responses in this kind of situation must not be spontaneous – the responder needs to consult the SEA first.**

It is worth emphasising that previous maps of the competition area must not be used in the arena before and during the race.

If particular teams have problems which need solution, a separate meeting with these teams should be held afterwards.

18. Terrain, maps**Rules 14 & 15**

When applying for a WOC, applicants will need to demonstrate that there are competition, reserve and training areas of sufficient number and quality within reasonable travelling distance of the proposed WOC venue, and that significant difficulty in gaining access for orienteering is unlikely. Ideally, virgin orienteering terrain should be available for the WOC Finals.

It is important that forest and open terrain is not over-detailed and/or too rugged, requiring a larger scale than IOF specification in order to show the detail clearly. If a larger scale is deemed necessary, the terrain is almost certainly unsuitable for WOC. Deviations from the map scales and other specifications laid down in the Rules and IOF Map Specifications would be granted only in quite exceptional circumstances at a WOC.

As much attention should be given to identifying suitable sites for the major arenas, adjacent to or within the proposed Finals areas, as to identifying the Finals competition areas themselves; see chapter 30. Easy spectator and TV access and interesting and picturesque surroundings, along with suitability for creating a challenging orienteering competition, are major factors in the choice of terrain.

A high priority after a WOC application has been approved is to seek or finalise permissions for the use of all the identified areas and arena sites. The SEA should have the opportunity to look at the planned competition areas and arenas on the first visit. **Agreements with landowners, which should include any access restrictions for mappers, planners and controllers (to allow for hunting, forest work etc.), outline plans for prohibited areas, and the amount of any payment, need to be in writing and signed by both parties. If it is deemed necessary for safety reasons to close any public roads, written agreements for this need to be obtained in good time before the competition.** The SEA should see all written agreements related to land use.

Training maps should be newly drawn or revised and of high quality, and it is advantageous if at least some are made by the same mapper(s) as will be drawing the WOC competition maps in the same race format. At least two training maps per race format (Sprint, Middle, Long, Relay) should be available throughout a 2-year period prior to WOC. See also chapter 14.

A first pre-print of all competition maps shall be available one year before WOC. Later work will include revision in the light of the SEA's comments, and because of on-going forest work or storms etc. The most common differences of opinion on mapping standards concern 'generalisation'; it is a requirement for all WOC maps that IOF mapping norms are adhered to rigidly. This may mean the removal of too-small features which would commonly appear on the country's orienteering maps, or on the other hand the inclusion of more vegetation detail than would normally be shown.

Printing shall be of the best possible quality on high quality paper that does not deteriorate much with rough handling in various conditions. This means spot colour offset printing on good paper that is well proven for orienteering. Maps must be sealed in high quality non-reflective plastic bags.

At present printing on synthetic paper is not permitted at WOC, but organisers should be in touch with the latest technological developments in this area. There are a number of other specialist technical considerations relating to the production of maps which are beyond the scope of these Guidelines; the chief mapper needs to be fully aware of all the latest developments in mapping resources, techniques and equipment, internationally as well as on home ground.

Where an orienteering map of a race area or part of the area exists or has existed, fair conditions shall be created for all competitors. Colour copies of all such maps shall therefore be sent out with Bulletins 1 and 2 and also published on the event website.

Used or new race maps are made available to team officials, media representatives, IOF officials and VIPs after the last runner has passed the coaching zone (if there is one), or otherwise some time after the last start time. The times and places of map distribution should be given in Bulletin 4.

After WOC, maps and courses shall be made available without charge when they are for publication in IOF member Federations' official magazines. The material can be in high resolution jpg or pdf format, but an OCAD file is best.

Strict deadlines need to be set for the whole mapping process, from initial survey to first edition, subsequent checking and revision, final version for final course planning, plotting of courses and control descriptions, through to final printing. Print numbers must allow for the competition itself, maps for official and speaker use, new maps for competitors and team officials, maps for media representatives and VIPs, maps for sale etc. See also chapter 5.

Whilst the same printing firm would of course be used, it is strongly recommended that the printing of maps and courses for public races is handled by a different team of Organisers, even when exactly the same forest and map is being used as for WOC – and in this situation there are also additional security considerations.

19. Courses

Rule 16

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 WOC 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 or otherwise barred and closely supervised during the competition to reduce the risk of disqualification. The symbols used which indicate forbidden access should be highlighted in Bulletin 4.

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.

All possible alternative routes on a long leg need to be pre-run and timed, to ensure that competitors can fairly assess the alternative choices and make the right choice appropriate for their physical and technical abilities. It is essential that the map gives a fair indication of runnability and visibility in appropriate areas.

It has become customary to include a splitting method on courses in the Long Final, to reduce following. **A description needs to be included in Bulletin 4.** When a splitting method is included on the course, the control descriptions should include the competitor's bib number, to ensure that the right descriptions are given to the right runners.

If the special cross or circle symbols are used on maps, the nature of the objects indicated by each symbol are described in Bulletin 4 as well as being shown on a special map legend. Use of any of these objects as control sites must also be noted. Details of road crossings, spectator controls, map exchange or turn-over, maximum running time and any other special instructions and information related to the courses are also included in Bulletin 4.

TV requirements are a significant factor to be considered when planning courses. The TV production company will want to have two or three controls which are used by both men's and women's courses and where there is good visibility of the control and its surrounding area (especially approach routes) from a suitable camera site. It should be clear to the viewer what kind of feature the control is placed on and how steep the ground is. Camera sites should ideally be reachable by cable from the TV control centre. An ideal scenario is to be able to show one or more complete legs from one or two camera sites.

TV at the finish is covered in chapters 33 and 34; see also chapter 30.

Every effort needs to be made to plan courses that reach the expected winning times as stated in IOF Rules, due consideration being given to the nature of the terrain, expected temperature and humidity levels, etc.; both over-long and over-short courses are widely regarded as unsatisfactory. The Long courses are almost always over-long, because the planner works on the basis of an error-free race; as this is never achieved, a reduction in the 'optimum' length by about 5% should be made to allow for minimum errors. **All proposed courses need to be thoroughly test-run by competent elite-level orienteers.**

Courses need to be pre-run before the first start on the day of competition, in order to verify that everything is in order and functioning properly. At WOC all controls are supervised (or a group of controls close together is supervised by one person), and competitors should be informed that there will be control personnel sited in

the vicinity of controls. The personnel need to be positioned 'out of sight', such that they do not give away the precise locations of the controls.

20. Refreshments during the race

Rules 19.8, 19.9

Refreshments shall be available at most every 25 minutes of race time if the race is scheduled to be more than 30 minutes long for the winner (Rule 19.8). Normally the refreshments stations are at control sites, but they can also be alongside a compulsory route. Placing multiple refreshment stations along a crossing feature such as a road is not allowed, as this introduces an extraneous factor into the route choice.

The positions of control-site refreshment stations are marked on the control descriptions with a cup symbol. Information on the courses provided in Bulletin 4 should include the number of refreshment stations. It is common for questions about the location of refreshment stations ("how long into the race do they appear ...?") to be put at Team Leaders' Meetings. These are usually put in order to try to get more information about the courses, and should not normally be answered.

It has become customary at the Long and Middle Distance Finals and the Relay races to include a Coaching Zone in an arena passage during the race, where coaches are allowed to hand out food and drinks to athletes. Water should also be provided by the Organiser at a point close to the coaching zone.

Plan to allow 500ml of water for each competitor at each refreshment station. The water should be served at room temperature plus or minus a few degrees. **Where flavoured sports drinks are also provided, they shall be clearly distinguished from the water cups (white) by use of coloured cups.**

The refreshment control set-up, including samples of the cups and drinks, shall be demonstrated at the Technical Model Event.

21. GPS tracking

GPS tracking has proved to be an exciting ingredient in the output available, for spectators in the arena and for those at home with TV or internet, to follow a race. Tracking (edited or not) can be displayed on the big screen in the arena and in live or edited TV transmissions, and all competitor tracks can be made available on the internet so that those logged on can keep track of their favourites. Tracking also makes post-race analysis far more interesting and meaningful. IOF expects GPS tracking to be used in all WOC individual Finals and Relay races.

There needs to be close co-operation between the Organisers (especially course planners), Event Advisors and the TV company, to ensure that spectators are provided with a reasonable amount of useful tracking information.

There are companies that can provide GPS tracking for orienteering races and that have the necessary expertise and experience. **We strongly recommend using a system that is established and has been used in several high-level events before it is used in a WOC. The actual system must be tested in the competition terrain, with a SIM card of the operator that will be used during WOC, well ahead of WOC itself.** There have been incidents where the firmware of the operator had bugs in the stations covering the terrain. The IOF Event Advisers are able to advise on tracking service providers having the necessary quality for WOC.

It is important that runners have the opportunity to try on a harness with a dummy device at the Technical Model Event. Clear instructions need to be given in Bulletin 4, for each race where GPS will be used, on where and when runners need to collect the harness and device.

A representative of the tracking company needs to work closely with the arena-screen and TV Producer, who in turn should be assisted by an experienced elite orienteer who knows the course and the abilities of leading runners. Pictures being transmitted from the arena and the forest, the tracking screens and the computer screens showing leading split times should all be visible to these three people. It is they who need to be able

to make quick decisions on what to display, ensuring that all decisive moments in the race are identified and shown. See also chapters 33 and 34.

Great care is needed to ensure that tracking pictures shown on screen do not compromise fairness in any way, i.e. that late starters do not obtain information about the courses and the routes chosen by early starters. The Relay and races with the pre-start close to the arena provide greatest difficulty in this respect. Course planners need to agree with the SEA on any limitations on what can be transmitted, and it is necessary to ensure that all members of the speaker, TV and tracking teams are fully aware of any limitations.

The map must be carefully calibrated to the coordinate system in order to get a fit with the track.

There are currently no IOF procedures for approving tracking systems.

22. Quarantine Zones, Warm-up and Start

Rule 22

To ensure fairness it is now a requirement to have a quarantine zone, usually but not necessarily close to the pre-start, to which competitors and accompanying coaches must report before a stated deadline. In certain situations, e.g. when the start and finish are close together, a quarantine zone may also be sited at the Finish.

The quarantine zone contains a check-in point at the entrance, toilets, tents for competitors and tents for leaving personal belongings for transport to the arena (or equivalent indoor facilities). Six toilets is the minimum adequate number. A team may set up its own tents. **A part of the quarantine zone, or alternatively an area near the pre-start, must be provided for warm-up (see Rule 22.3).** If appropriate, a map of the warm-up area can be provided. The limits of the warm-up area need to be delineated in the terrain by tapes and tags. A sample quarantine zone layout can be found in the templates folder (Appendix 12).

The use of mobile phones, computers or any other communication devices inside the quarantine zones is strictly prohibited. It is not allowed to bring maps of competition areas into quarantine zones. Runners and coaches are not allowed to visit the finish arena before entering the quarantine zone. Competitors must enter the quarantine zone before the relevant deadline time-limit, otherwise they will not be allowed to participate in the race.

Up to the check-in deadline it is allowed to leave the quarantine zone via the check-in point, e.g. to go to the car park and back. Those doing so must re-enter the quarantine zone before the check-in deadline.

Check-in deadlines must be agreed with the SEA before publication. Transport schedules must ensure that all competitors can be at the quarantine zone well before the deadline time-limit.

The start arrangements for individual races (pre-start to start line) with the call-up times (number of minutes before start time) and how they are displayed, the number of boxes and the range of lengths of the boxes, and the points at which control descriptions are issued and electronic punching devices checked need to be fully described and drawn in schematic form in Bulletin 4. The nature of the start line (e.g. push-open start gate) used in each individual race must be described, together with the positioning of the competitor's map and the marking to the start point. Sample start procedures covering all types of start line used should be demonstrated and be available for practice at the Technical Model Event. A sample start layout can be found in the templates folder (Appendix 12).

Competitors who are late for their start time because of their own fault are permitted to start, but are timed as if they had started at their allocated start time. Competitors who are late because of a fault by the Organisers are given a new start time. In both cases the following procedure must be used at the start: **A late competitor must report at the call-up point in the quarantine zone. If the Organiser decides that a runner has enough time to start at the allocated start time, she/he can continue through the start lanes followed by a guide. If it is not possible for the competitor to start at the allocated start time, she/he will be allowed to start one minute before the next competitor on that course (30 seconds in the Sprint). However competitors from the same Federation are not allowed to start consecutively. These arrangements must be described in Bulletin 4.**

The SEA or assistant should be stationed around the quarantine area as the check-in deadline approaches, to supervise over any problems that may arise.

23. Timekeeping

Rule 23

It is important to note that at WOC timing and punching systems are two different systems that are not to be confused. The timing system is used to record the time from the competitor starts until they cross the finish line. The punching system is used to verify that the competitor has visited the correct controls. Although the punching system usually contains means of recording times, these do not fulfil the timing requirements for WOC.

Rule 23.7 states: *An electronic finish timing shall be used; two independent timekeeping systems, a primary and a secondary, shall be used; in the Sprint competition Final, times shall be rounded down to whole tenths of a second (0.1s precision).* In practice it is recommended that the same time-keeping systems are used for all races.

At the finish, there must be a photo cell automatically recording the exact time of the runner when passing the finish line. The exact position of the finish line must be obvious to the runner (Rule 23.3). In order to ensure that the finish time is triggered when the competitor's body (not when an outstretched arm) crosses the finish line, it is recommended to use a photo cell with two beams, located at approx. 70 and 100 cm above the ground, connected in a way so that both beams must be broken simultaneously to trigger the finish clock. An official is needed at the Finish line who ensures that when 2 or 3 runners cross the Finish line almost simultaneously, they punch the finish unit in the correct order.

In the Relay, in order to ensure accurate timing of each leg, the finish/timekeeping line should be sited before the change-over.

The finish time-taking may also be assisted by a high-speed photo-finish system.

Timing with a precision of 1 second

This is the required precision for all races except the Sprint Final. At the start, a manual start procedure can be used. A start official ensures that the competitor does not start early; a hand on the competitor's shoulder should be used. The Starter must provide all competitors with the opportunity to start at their correct start times.

Timing with a precision of 1/10 second

This is the required precision for the Sprint Final. **An electronic start gate is required. As a minimum, the start clock must record the exact start time on a printer. The start times need to be transferred digitally to the results system, in order for the arena information system and the results system to have the actual start time available immediately after the start.**

Timing systems requirements

Two important terms are used in relation to timing systems: Precision, and Accuracy.

By precision (or resolution) is meant the unit of time measurement, e.g. 1 second, or 1/10 second.

By accuracy is meant the degree of correctness of the measured times. The most common source of inaccuracy is the drift of clocks over time. If a clock drifts 1 second from the correct time over 1 million seconds, the accuracy is 1 ppm.

A highly accurate timing system is required to achieve an accuracy of at least 0.05 s. The basic principle is that **the start time and the finish time shall be taken with the same clock.** To achieve this, the start gate must be connected by cable to a single main clock that serves as both start and finish clock. This clock must be able to record two different sets of times, one from the start gate, and another from the finish photo

cell. The clock must have an accuracy of at least 0.05 second (maximum drift less than 0.05 second) over the time of the entire competition.

Should circumstances dictate that it is not possible to cable the start gate to a main clock at the finish, a set-up with separate start and finish clocks has to be used. This set-up is more complex and puts considerably higher requirements on the accuracy of the used clocks, and so it should be avoided if at all possible. If this arrangement is used, both clocks must satisfy the minimum accuracy, and the combined drift of both clocks over the entire competition must be less than 0.05 s.

If the criteria for 0.1s precision is not met, or the primary system fails and times have to be used from a back-up system with 1 second precision, all results must be truncated to 1 second.

The actual clocks must be validated in a test event before the competition. Due to ageing, temperature etc, a clock that has an original specification within the acceptable range may still fail when being used.

The timing system must be approved by the IOF IT Commission.

Back-up timing systems

Two independent timing systems must be used throughout, here called the A and B systems. The A and B systems must have the same accuracy, but they can use different technology. Start times and finish times must be taken independently by both the A and the B system. This means that the start gate must be connected in a way so that both the A system and the B system can take the start time. At the finish, two independent sets of photo cells need to be used, connected independently to the A system and to the B system.

The B system must be fully operational throughout the competition, operated by other persons and based on another power source. Both the A and the B system must be continually monitored. When a malfunction is detected in the A system, the B system takes over. To satisfy the requirement of all competitors being timed using the same clock, all times taken by the A system must be discarded when the B system takes over.

Additionally, a finish official should record back-up finish time manually, and another official should note the start numbers of each runner crossing the finish line.

Testing timing systems

Detailed testing of the timing systems should be undertaken, starting 1 year before WOC, with the systems fully operational and successfully tested in all respects 3 months prior to WOC. At least two rehearsals with the team which will be working at the Finish (and Start) at WOC should be held, one of these being very shortly before WOC. At one of these, breakdown of the primary system should be simulated, with the team rehearsing the procedures for switching to the back-up system, a process which should ensure uninterrupted data communication to the main event server. Experience has shown that testing, removal of all bugs, training the operating teams and rehearsing procedures is usually more time-consuming and troublesome than expected.

24. Finish procedures

Rule 23

The Finish run-in from the last control to the Finish line is the focal point of activity in the arena. The site of the last control and the Finish need to be chosen carefully to give maximum viewing opportunities for spectators and optimum visibility in TV and video pictures. The course planner needs to work closely with the arena design team from the outset to ensure that the arena area as a whole is being utilised to its maximum potential.

If the last control is out of view of the spectators or beyond the arena spectator limits, the area between the spectator boundary and the control needs to be supervised continuously throughout the competition. TV personnel and approved accredited press photographers should be allowed controlled access, however.

After crossing the Finish line, the following order of actions for the runners is strongly recommended:

- Runner registers e-card in primary and secondary systems (i.e. twice)
- Access to team officials and refreshment, for an adequate recovery period
- Access to TV media
- Finish officials collect any GPS harness
- Access to other media
- Access to other team members and spectators

25. Results

Rule 24

It is the norm at WOC Finals that a competitor's time is shown immediately on the big arena screen as the competitor finishes (slower competitors may be omitted as the race progresses). **It must be subsequently displayed (name, country abbreviation, country flag, elapsed time) on the results display system.** At qualification races only the display system is used.

The results display system may be either electronic or 'traditional'. Results may be displayed on a second digital screen, placed in the same general visual direction from the main spectator area as the big screen but not too close to it. The full list of results can be displayed in blocks (e.g. 10 at a time), moving on to the next block after a fixed time period (e.g. 20 seconds). There should be an electronic link enabling a runner's elapsed time to be included in the list as soon as correct download of the runner's brick is confirmed.

In Relays, this digital screen can first show lists of the nations entered with their race numbers plus the names of first-leg runners. During the race, it displays the order of nations at the current changeover, with outgoing runners' names. At the end it displays the finish order with total elapsed times, again in blocks with a change to the next block after a fixed time interval.

In qualification races the display should in some way show how many runners have qualified for the Finals per nation.

The traditional display boards are usually constructed of wood to a design enabling easy erection and dismantling. It is necessary to prepare in advance a wood or plastic rectangular board for every team member of all the competing teams, showing name and country. The boards are sorted into competitor start order before each competition, so that individual boards can be found quickly when results are being put up. Setting up and operating this results display requires significant manpower and preparation time.

The display system shall be sited such that it can easily be read from both the main spectator area and the VIP enclosure. The templates for the traditional results board and display panels are in Appendix 12.

After all competitors have finished the race (or in the case of the Relay, at least 10 teams) and all provisional results are displayed, the SEA announces, via the arena Speaker, the location of the provisional results and the start of a 15-minute period in which any complaints against the validity of the results must be made. At the end of this period, if there have been no complaints, the SEA declares the results to be Official.

Results shall be posted 'live' on the WOC website, shown as provisional. Official final results, clearly labelled as such, shall be posted as soon as possible after the results are declared to be official.

Where races are held consecutively (i.e. men's and women's finals) the official results of the first race should be displayed in large-print format on prominent boards in the arena, and printed copies of these results made available for purchase at the arena information point as soon as possible after the results are declared official.

Sample results list layouts can be found in the templates folder (Appendix 12).

The Organiser shall ensure that:

- **Hard copy results are promptly and freely available to all accredited media representatives, IOF officials and VIPs**
- **Hard copy results and split times are made available for every participant and team official**

- **Official results in electronic form are saved in the IOF standard format and transmitted electronically to IOF as quickly as possible on the same day (e-mail address will be notified)**
- **Split times and other forms of post-race analytical information are posted on the website as soon as possible after results are declared official.**

26. Ceremonies and protocol

Rule 25

IOF has produced a Protocol Guide covering all aspects of ceremonies. This should be adhered to closely, and any problems in its implementation discussed with the SEA. See Appendix 4.

The Opening Ceremony should be held at a prestigious site where plenty of spectators can be attracted, e.g. the central square of the host town. If the World Trail O Championships are being held concurrently, a joint Opening Ceremony is held. One current practice is to hold the ceremony at the venue for the Sprint Final, which then follows immediately afterwards. This arrangement does however clash with the embargoing arrangements for competitors in the Final, who are likely not to be allowed to attend the Ceremony.

Traditionally, teams parade into the Opening Ceremony area, led by one of their number carrying their national flag, behind a local young person carrying a sign showing the name of the nation. Care should be taken that the parade can also be undertaken easily by competitors in wheelchairs.

Entertainment at the Opening Ceremony can be either 'modern' or 'traditional' but should be lively and have the effect of 'warming up' the audience.

If a Final race award ceremony is to be held at another venue in the evening after the race, a suitable 'Flower Ceremony' must be held at the race venue as soon as possible after the results are declared official. The podium design and size specification is provided in the IOF Sponsor Guide.

If the event Speaker cannot directly see what is happening on the podium, there must be good communication with an official who can indicate the right moments to play the Champions' national anthems.

In order to assist in meeting media deadlines, it is recommended that a set of medals is kept available for a photo session with the medal-winners immediately after the Flower Ceremony.

In recent years the Closing Ceremony has proved to be a low-key affair with very few spectators. Most spectators drift away quickly once the final-race award ceremony is over. **When the Closing Ceremony is scheduled to follow the final-race award ceremony, there must be no break in the proceedings.**

27. Embargoed areas

Rules 14.3, 14.4, 26.6 & 26.7

To avoid problems resulting from especially home-nation elite runners going into WOC competition areas once these have been decided, WOC applicants are asked to publish adequate information on embargoed areas on the national Federation's website by 1st January of the year of the application.

The information should 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 all potential team officials, and to anyone else who through their knowledge of the terrain or the events could influence the WOC 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.

Areas in towns	There are three alternatives: 1) Strict embargo	Embargoing rules in town areas pose a particular
-----------------------	--	--

INTERNATIONAL ORIENTEERING FEDERATION

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

No fixed practice exists for Sprint races. The alternative above most suited to the area in question is adopted, in agreement with the SEA.

The full information and maps covering embargoed areas are published on the WOC website as soon as it is set up, and printed in Bulletin 1 and all subsequent Bulletins.

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

28. Complaints, protests, jury

Rules 27-29

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 before the Jury.

Complaints shall be made in writing. They shall be made as soon as possible after the problem is recognised. The Organiser decides whether a complaint has been made in time or not, which usually means within an hour of the activity in question (e.g. start list distribution), or within 15 minutes of full preliminary results being posted. Details of deadlines for specific types of complaint should be given in Bulletin 4. Up to a few days is acceptable in certain circumstances (see Rule 27.5).

The Organiser investigates the case, seeking appropriate advice other than from the Jury. When the Organisers have collected all the relevant information and heard all people involved, they make a decision. **The Organisers shall inform the complainant and the Jury about the decision. If the case is of general interest, e.g. in the case of a disqualification, the decision shall be made public via the Speaker (commentator) and the result lists as appropriate.** A typical example of such a complaint is incorrect posting of a result.

If the Organiser's decision is deemed unsatisfactory by the complainant, then the complainant or a team official may submit a formal protest to the Jury.

As the second stage, a protest can be lodged only after a complaint has been made and answered. The Jury acts as a court of 'second instance' and bases its final decision on the Organiser's investigations and its own reflections about the case.

A protest is made in writing to the IOF Senior Event Adviser (SEA) or another member of the Jury. A protest can be made only by team officials or competitors. **A protest lodged without a previous complaint shall be presented to the Organiser first as a complaint.**

A protest shall be made as soon as possible and no more than one hour after a decision for a complaint has been made known.

Since the Jury's decisions are final, the Jury should examine a case very carefully, consult all regulations necessary and hear the views of all people involved. No special procedure is fixed for the Jury. The hearings and discussions are held privately. If the Jury feels uncertain about its opinion on a case they may ask the advice of other licensed IOF Event Advisers or IOF officials as they may be able to remember similar cases from the past.

The Organiser shall not ask the Jury as a whole or any voting member about its opinion on a special case. A Jury member being consulted by the Organiser or anybody else should not give an opinion on the case before a protest has been made. This avoids compromising later decisions. **The Jury shall not give directions to the Organisers as long as there is no protest.**

There is no fee attached to a complaint or a protest even if local rules normally require one. During the event, the decision on a protest is made as quickly as possible. The decision is made known orally immediately and in writing later to the protester and to any other parties involved. It is presented publicly via the Speaker and/or by a posted written statement in the Event Centre. **The voting numbers shall not be made public. The IOF SEA shall act as the Jury spokesman; no other member of the Jury shall make statements on behalf of the Jury or publicly comment on the Jury deliberations.** The IOF SEA annexes the written decision to his post-event report.

The Jury at WOC shall consist of five voting members from different Federations (see Rules 29.10, 29.12) appointed by the IOF Council (or, usually, by the Rules Commission on Council's behalf), with the SEA as chairperson without a vote.

A representative of the Organiser may participate in the Jury meetings but has no vote. Their purpose is to present the side of the Organiser in case of any questions or disputes. All Jury members need to be able to speak English. **The names of all Jury members shall be given in Bulletin 4.**

The SEA and all voting Jury members shall be present at the race and at all Jury meetings. At least one Jury member is normally present at all major activities during the event period. This includes all meetings, model events, start, finish, spectator controls and ceremonies. A Jury member is always present at Team Leaders' Meetings and at the change-over in the Relay. It is recommended that all Jury members are able to be in touch with each other by mobile phone throughout the WOC period.

Rule 29.7 specifies how a Jury member is to be replaced if the member cannot fulfil his/her duties. A replacement is required if the Jury member is unable to get to the event itself for whatever reason or has a conflict of interest, and is not meant to temporarily replace a Jury member who is temporarily unavailable at an event activity. It is the IOF SEA who shall nominate a substitute. Notably, no Jury member shall come from the organising nation.

See also the IOF document *Guidelines for Juries at IOF Orienteering Events*, published October 2011, downloadable from the IOF website (Rules Commission - Documents).

The Organiser shall ensure that all regulatory texts are available:

- Competition Rules for IOF Foot Orienteering Events
- IOF Rules for the Conduct of Drug Tests
- IOF Control Descriptions
- International Specifications for Orienteering Maps and Sprint Orienteering Maps
- WOC Organiser Guidelines (this document)
- IOF Principles for Course Planning (Appendix 2 of Foot Orienteering Rules)
- Leibnitz Convention (Appendix 5 of Foot Orienteering Rules)
- Competition Formats (Appendix 6 of Foot Orienteering Rules)

The Organiser shall ensure that a suitable meeting room is available with a word processor and printer to enable the Jury to document its decisions. A first meeting of the Jury is usually held prior to the first Team Officials' Meeting. At this meeting, tasks are assigned and further meetings arranged.

29. Event control

Rule 31

The IOF will appoint an Event Advising Team consisting of the following:

- A Senior Event Adviser and Team Leader (SEA)
- An Assistant Senior Event Adviser (Assistant SEA)
- A Mapping Adviser
- The National Controller(s) (NC), appointed by the organising federation.

INTERNATIONAL ORIENTEERING FEDERATION

In the current working model the IOF Sports Director has the role of SEA and Team Leader. The division of responsibility of the individual members are given, and supervised, by the SEA.

The EA team is above all a helper and adviser of the Organiser. The EA team supports the Organiser as far as necessary and possible. Relations with the Organiser should be based on confidence and the consciousness of a shared objective. The EA team shares with the Organiser responsibility for the outcome of a WOC in all respects, working to the agreed Event Plan and discussing and negotiating any proposed amendments to it. This shared responsibility includes terrain, maps, courses, ceremonies, accommodation, media service, etc. **The Organiser shall keep the SEA in touch with the progress of the preparations and with all essential decisions, and shall give the SEA all requested information.** The SEA has the duty to intervene if the Rules are not respected or if the successful conduct of the event is endangered; he/she can in such circumstances give instructions to the Organiser on how to rectify the problem. **If the SEA and the Organiser cannot settle a dispute, the case shall be brought to the IOF.**

IOF can appoint additional competence to the EA team, usually to work in a specialised field such as IT.

Tasks of the SEA are set out in Rule 31.8. Some special tasks of the SEA are:

- to act as a link from the Organiser to the IOF, transmitting information in both directions
- 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 chair the Jury
- to approve all Bulletins
- to approve all fees
- to advise on matters of design, staffing levels and competencies, etc. based on previous WOC experience

The following points do not form part of the EA team's compulsory duties

- Course planning
- Contact with national and local authorities, land owners, etc.
- Contact with sponsors

However, the EA team may support the Organiser in these matters also if it sees fit to do so.

The "out of forest control" needs at least as much time and energy as checking of maps, controls and courses. Important fields for "out of forest control" are:

- Media services
- Arena design
- Event centre
- Ceremonies

The SEA shall get in touch with the Organiser immediately after appointment. Usually the EA team visits the Organiser several times before the event takes place. The number of visits is likely to depend on the Organiser's experience, the problems arising and the travel distances.

The IOF Event Advisers work in an honorary capacity. Their travel costs are paid by the IOF. The Organisers cover the costs of their accommodation, meals and transport during visits and during the event.

The members of the EA team are required not to divulge any information about the event in so far as that information is not generally known. The SEA may report freely only to the IOF Foot Orienteering Commission and to the IOF Event Supervisory Board (ESB) at Council level.

Members of the EA team must not be considered to be part of the organising team, and should be listed under a separate heading in Bulletins and other documents.

A National Controller 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 shall have competitive, planning and organising experience at the highest level.** He/she acts as local assistant to the SEA. Usually he/she does much of the work in the terrain, e.g. supervision of course and control checking.

The workload of the National Controller can be considerable, so assistants to the National Controller are also often appointed, for example one per race day or 3-4 assistants with a wide brief.

National Controllers help and advise the Organiser in many details, but should remain independent of the organisation. 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 SEA's instructions. The National Controller is required not to divulge any information about the event. He/she reports freely only to the SEA.

The National Controller may, under the guidance of the SEA:

- give preliminary approval to the planned courses
- approve control sites and control descriptions by visiting each site in the terrain
- approve the hanging of control flags and the siting of each general control assembly
- approve the individual competitor map units for each race

Final approval rests of course with the SEA.

The National Controller shall be present throughout the event.

30. Arena design and facilities

IOF expects Organisers to attach very high priority to creating colourful and attractive arenas with lots of atmosphere. The quality of the arena is critical both for the enjoyment of spectators on site and the impression of a major orienteering event given to the viewing public on TV. Full details of advertising and other requirements, together with general guidance on arena dressing, is given in the IOF Sponsor Guide.

Consideration of a block of terrain for a WOC race, be it forest, open countryside or urban area, must include consideration of possible arena venues within or beside the proposed area.

A WOC race arena needs to:

- **have adequate capacity for the facilities appropriate for the race in question and the numbers of spectators expected, but not so big that all atmosphere is lost;**
- **have a well-drained surface which is easy and pleasant to walk on;**
- **be readily accessible by very large vehicles – including at Finals TV lorries, heavy and large generator units, mobile catering outlets and the ‘big screen’ which may be vehicle-mounted;**
- **be sited such that good courses can be planned in relation to it using the race terrain to best potential and, in Finals and the Relay, including a spectator control or arena passage;**
- **have, or be provided with, good and reliable telecommunication contact for mobile phones, internet connection and TV transmission, as well as proper access and space for the heavy TV-production vehicles (OB-bus, satellite-bus, etc);**
- **have good road and/or track access, closely adjacent parking space for team vehicles, VIPs and media personnel, and large parking areas for spectators’ vehicles within a reasonable walking distance. It is strongly recommended that there is more than one access route, one used for entry and the other for exit; if this is not possible, then the access road or track and arena entrance should be such that large vehicles can easily pass each other.**

The lack of an area where these requirements can be achieved may well mean that the proposed race terrain cannot be used.

Planning and building an arena and installing all the tents, equipment and services can take several days. **It is important to have an Arena Manager who first ensures that the design plan is being precisely adhered to;** it is remarkable how often the speaker position is not exactly where planned and the Speaker has to suffer an interrupted view of the runners! The Arena Manager then works to ensure that everything gets up and running as envisaged, and deals with all site issues that arise before, on and after the race day.

The arena’s contours shall be used in such a way as to maximise spectator viewing opportunities.

Significant flat areas are needed, however, for the race administration (Finish, IT tent etc.) and media facilities, and for VIP hospitality, shops and competitor and spectator refreshment provision. Completely flat arena sites, and sites where the race terrain is along one side (25% of the perimeter) only, should normally

INTERNATIONAL ORIENTEERING FEDERATION

be avoided if possible, but where unavoidable the exposed nature of the site can be reduced by building stands and setting up marquees and tents to form an enclosure.

Because of fair play and course planning considerations, it is normal to have the race Start in the arena only for the Sprint Final. When this is done, competitors have to be assembled some distance away and allowed into the arena only in the minute prior to their start time. Throughout the pre-start period they must not be able to see the big screen or any competitors running in the terrain or who have completed their course.

In the early stages of the design process, the arena designer needs to work closely with the course planner, and in the case of Finals and the Relay, a representative of the TV company. The location of the last control, the line of the run-in and the exact position of the Finish should be determined first. Ideally they should be sited so that there is space for a bank of spectators looking down on the last control and run-in along most if not all of its length. These spectators should also, without moving or turning round, be able to see the big screen (at Finals) and the main results board. At Finals, a VIP area shall be provided, ideally with similar viewing facilities (see also chapter 39). Other considerations include having adequate space behind the Finish, and not having the sun directly behind incoming competitors for press photographers.

Ideally, the spectator control or sight passage at a Final, and the Relay mass start and change-over, should also be in sight of the main block of spectators. But ideal locations rarely arise, and the skill of the arena designer is to utilise the maximum possible potential of the chosen site. The designer should consult widely and seek comment and advice from others in the organising team and, of course, the SEA.

It is useful to have a standard layout at all race arenas for the area behind the Finish, incorporating the accommodation for Finish officials and IT provision and the competitor recovery area. The media tent and facilities need to be adjacent; see also chapter 36. See template in Appendix 12.

Correct siting of the big screen, results display and the speaker platform are critical elements in arena design. **The big screen must be visible from the main spectator and VIP areas in the same direction as the runners on the run-in, i.e. somewhere behind the run-in.** Depending on the nature of the site, it can be close to the run-in or quite some distance behind. In some locations it can be better for the VIP enclosure to be serviced with a separate, smaller screen. **The speaker platform must be placed so that the Speakers have a completely uninterrupted view of the whole of the run-in from the last control, with competitor numbers visible, and ideally also the spectator control or sight passage. If the Start is within the arena, this also must be clearly visible. Spectators, press photographers or officials and other equipment cannot be allowed under any circumstances to come in line with this view.** One way this is commonly solved is to erect a gantry over the Finish line for the speaker service, but there are alternative solutions using carefully positioned raised platforms. The arena designer, TV link person and chief Speaker should come together to agree the siting of these items at all the race arenas (screen only at the Finals and Relay). See also chapters 25 and 33.

Again at an early stage, the siting of services needs careful consideration. If there is no mains electricity supply on site, a powerful generator needs to be sited so that cabling can be taken from it to all necessary locations without the need for extensive channelling below the ground surface. **The generator must be sited well away from the working areas of the Finish and IT personnel, the Speaker and related services, and the media area; these people require a relatively quiet working environment.** With live TV, the power requirements are 2 x 63 amperes: 63 amps for the outside broadcast trailer and 63 amps for the satellite bus. The TV company may of course supply their own generator, in which case its siting needs careful consideration and must be included in the overall site plan. See also chapter 43 – notes on UPS power supply.

It may be necessary to have a high mast put up, for the communication equipment needed to ensure mobile phone and internet contact (the TV company will provide only for their own requirements). Toilets should be sited close to spectator areas but not too close. In addition to the main block of toilets provided for spectators, toilets need to be provided close to the VIP enclosure, officials' and media working areas and the area allocated to runners and team officials. And then there is water supply and disposal and rubbish collection and disposal also to be planned.

If spectators are charged for admission to the arena, they shall be provided with start lists for the races. If entry is free of charge, start lists must be continually available at a clearly signed

information and sales stall, free or for a small charge. Maps and results for previous days should also be available for sale.

The arena as a whole needs to be well constructed using attractive and robust materials. Flimsy plastic tape strung between well-separated stakes and blowing in the wind is not an adequate standard in the heart of the arena. **In particular, spectator barriers must prevent any form of encroachment onto the run-in area, which should itself be a narrower corridor, some 1-2 metres in from the barriers.** It is common to have a 'photographer lane' along one side of the run-in and a fair-sized photographers' area close behind the Finish line, with controlled access for accredited photographers only (see also chapter 36). Sponsors' banners and logos and other advertisement banners should be displayed along the run-in and in any fixed interview area so that they will feature as background in media photos and TV pictures.

The precise construction and siting of spectator controls and sight passages, and the associated coaching zones and refreshments, must be agreed with the SEA. They provide additional places for sponsors' banners. See also chapter 20.

At the arenas it is normal to bring in specialist mobile food outlets to provide for spectators. A specialist company will normally also be brought in to provide arena lunches for runners and team officials, and VIP refreshment. It is normal for the Organisers to provide a small canteen or self-service food facility for all arena helpers.

It is normal to print quite detailed diagrams of the arena layout for each race day in Bulletin 4. **Any peculiarities which might surprise competitors when they reach the arena at the end of a race must be drawn attention to at the appropriate Team Leaders' Meeting.**

A lot of experience has been built up about the design and material requirements of WOC Finals arenas, and consultation with those responsible at previous WOCs is advised.

Last but certainly not least: **the arena needs to be well signposted from the Event Centre with large and clear signs**, ideally incorporating the WOC logo.

31. Medical Services and Safety

Medical hazards in the Relay races in both 2008 and 2009 illustrate and confirm the need for high-quality, instant medical provision at all WOC races. This is best provided by a professional organisation, which should liaise with a member of the WOC organising team – the WOC Safety Officer – who is appointed for the task on the basis of knowledge and appreciation of medical hazards that may 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 together with the site evacuation plan, 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 will be informed how the Course Planner (or substitute) will lead the medical and rescue personnel to the site, using a suitable vehicle to the closest possible point. The Safety Officer shall remain at the competition arena.

Medical personnel must be prepared to attend to several injuries/cases at any one time, and must include at least one physician who is fully trained to deal with medical emergency. The physician needs to be assisted by other personnel fully trained in first-aid procedures, and by personnel 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 drugs on site must be adequate to deal with many types of injury, including also potentially life-threatening situations such as heart-stop and vein intrusion.

The nearest hospital with fully-equipped casualty department should be informed of the dates and times of all WOC races. It is necessary to check whether 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.

Safety

IOF requires that WOC Organisers give top priority to all health and safety considerations.

The WOC Safety Officer 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 WOC 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 when needed. An orienteering marshal should also be present to give warning to the Police of runners approaching.

All potential race hazards – vehicle movements, dangerous terrain, exceptionally unpleasant vegetation etc. – should be described in Bulletin 4. In particular, when urban or city terrain is being used for Sprint races, Bulletin 4 should give an indication of the numbers of vehicles and members of the public likely to be encountered by runners.

Though race arenas are used for a relatively short time and spectator numbers are not huge, health and safety hazards arising from crowding, vehicle movements, poor sanitation, etc. have to be taken into account. **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.**

Wherever possible, vehicle and pedestrian routes near site entrances and car parks need to be kept separate. There must be a clear plan for incoming and outgoing traffic as well as traffic within the arena area. Extra surface material may need to be laid to ensure that traffic is not stopped or delayed by surface mud and water. A full evacuation plan needs to be approved in advance by the Safety Officer.

32. Doping control

Rule 26.4

As with all other major IOF orienteering events, WOC follows the anti-doping procedures as laid down in the IOF Anti-Doping (A-D) Rules, most recent version. A new version came into force on 1st January 2009.

Bulletin 4 should include relevant information for athletes and teams. Selected athletes are given the instruction to report to the doping control after finishing their race, and are then accompanied by the chaperon. **The athletes must report to the Doping Control Station with relevant proof of identity (e.g. passport, identity card, driving licence). The athlete's WOC accreditation card is acceptable provided that it incorporates a photograph. The IOF Anti-Doping Controller will confirm what form of identity is valid at the first Team Officials' Meeting.**

The WOC Office needs to maintain a file with details of the accommodation whereabouts of all team members from the time of accreditation to the time of departure, together with a 24-hour contact telephone number. Teams have to give at least 12 hours' notice of any changes to the accommodation arrangements.

It is essential that Doping Control Stations and the associated procedures are established exactly as required by the A-D Rules. The WOC organisers will appoint a person in charge, commonly the A-D Officer in the national Federation, who works closely with the IOF A-D Officer and ensures that all those working in the A-D team are suitably trained. A team of 8-10 people is needed.

The cost of providing doping control and in particular the cost of the test analyses varies considerably from country to country. The location of the relevant laboratory should be ascertained, and approved by the IOF Medical Commission, at an early stage so that the cost of analysing samples can be found and the necessary sum included in the WOC budget.

33. Arena video and speaker service

It is necessary to appoint someone with experience of working with TV and video Producers as the chief race commentator (Speaker). This person must have considerable experience of orienteering commentary and speak good English, which throughout will be the main Speaker language. If this person does not speak the home nation language, a second Speaker is also needed. The home language will be used mainly when runners from the home nation are running through or into the arena or have good split times. Otherwise the commentary is normally about 80% English and 20% home language, with the home Speaker mainly giving summaries.

The Speakers and their assistants will have access to maps and courses before the races start and there needs to be adequate security, with those involved signing a confidentiality declaration (see chapter 7).

The Speakers need to have close access to clear computer screens showing results and all split-time data from all race classes in competition at the time. The hardware and software should be set up by other personnel who are easily contactable during the race. It is helpful to have the tracking operators also close at hand, with a screen where interesting action can be quickly pointed out to the Speakers. **All these people and their equipment must be suitably protected from difficult weather conditions – strong wind coupled with rainfall, or bright sunshine on the computer screens, in particular.**

A specialist company should be appointed for provision, connection and working of the big arena screen in the Finals and Relay arenas. Video coverage other than that provided by a TV company should also be done to professional standards.

Arena sound needs to be provided by an experienced company using good quality equipment. Speaker sound should be channelled into all spectator and VIP areas and team rest areas, but not be too obtrusive in officials' working areas and media areas. Sound levels should be adjusted as more people come into the arena. The kind of music and jingles plus any WOC song or tune etc., to be used in introductions and lulls in the action, should be agreed in advance with the Speakers.

When a big screen in the Finish arena is in use the Speakers will, during the races, by and large describe and comment on what is being shown on the screen at the time. The chief race commentator needs a direct voice link with the image production to ensure that the picture sequence matches the priorities as seen by the Speaker, to decide on the best point to insert interviews, etc. It is necessary to provide a monitor showing the big-screen picture when the big screen is not clearly visible from the commentator position. An on-line PC running the full live tracking is also a requirement at Finals and the Relay. Other activity visible in the arena, new best split times etc. get covered in and amongst.

Interviews are a key part of any commentary. Some, such as with the day's course planner, can be recorded beforehand and played at a suitable time before or in the early part of the race. Interviews with race leaders should be transmitted live as soon as possible after the runner has come through the finish. These are normally conducted by a dedicated professional-quality interview Speaker equipped with a roving microphone and radio or phone contact with the main Speaker. Interviews with runners who have just finished should be short and to the point, concentrating on feelings and experiences of the course.

More detailed consideration of speaker practice is beyond the scope of these Guidelines, but advice can be obtained from IOF experts and previous WOC Organisers. IOF can provide contact details of Speakers with TV experience.

34. TV and video production

This is a specialist area, and it is important to find technical and production specialists to undertake the tasks who know the requirements of orienteering. A TV company shall have at least done something more ambitious than a standard 2 to 3-minute news report on orienteering before embarking on televising a WOC.

A reasonable objective is to negotiate live coverage of the Sprint and Middle Finals and the Relay, transmitted on a national TV channel, with edited programmes of all the day's action each evening. The Long Final could be transmitted only as an edited programme. The live pictures shall be shown on the arena screen and should also be streamed onto the WOC website. Results, split-times and tracking data will be incorporated into the output, which will be described by either the race Speaker or a TV commentator.

As the TV company will have to work closely with the WOC course planners to identify suitable sites for TV legs and TV controls, early negotiation and agreement is necessary. Experience has shown that the negotiations can take some time, since considerable financial outlay is involved: at WOC 2008, 72 TV company employees were involved in producing the programmes, along with a massive amount of equipment. There may also be a potential sponsorship package proposal linked with the TV negotiations.

It is common for a provisional plan to be discussed, and at the least supported in principle by the TV company, even before WOC has been allocated to the country.

It is necessary to have a person experienced in arena production for orienteering, and with specialist knowledge of TV production, working with the TV company to design and plan the TV coverage. At the races an orienteer experienced in elite competition and TV production is needed who will work alongside the TV Producer – who needs to have a proven track record of making live-TV productions of orienteering – looking at all the pictures, the tracking and other data available and identifying the key action, tracking or data which should be transmitted at any given time. This is a vitally important task; the decisive moments in a race must be identified very quickly as they occur, and receive full priority in the coverage. A national elite or ex-elite orienteer should also be found who can work confidently and knowledgeably with the TV commentator and provide specialist comment on the race and the performances of individual orienteers.

Edited TV programmes and short reports shall be prepared by the TV company for output to other countries through distribution channels such as the European Broadcasting Union (EBU). The TV company should be provided with strong support from the Organisers to try to get the maximum possible transmission to other TV networks. Some foreign TV companies may choose to use their own expert commentator, and will require a sound-blocked and air-conditioned commentator booth; this needs to be arranged in good time.

For information on power requirements for live TV, see chapter 30.

35. Media services, before the event

Rule 34

WOC is a very prestigious event, and one of its aims is to raise the profile of orienteering in the home country. Therefore a serious effort should be made to interest national and local media representatives in the event, highlighting the potential of the home country's participants, and persuade them to be present. But there is also considerable interest in the achievements of the best orienteers in all the strongest orienteering nations, and many international journalists can be expected to attend.

Invitations to the media of the host country should be handled according to local practice. Invitations to foreign media should be sent out with Bulletin 3. The invitation should contain:

- information about WOC media services and facilities
- information about hotels, transport and prices for media representatives

INTERNATIONAL ORIENTEERING FEDERATION

- an entry application form for media representatives
- the address (including e-mail) and telephone/fax number of the WOC Media Director.

Note that it is customary for 'hobby journalists' and non-journalists (especially amateur photographers) to apply for media accreditation, in order to take advantage of the greater access and information. A strict line should be taken to restrict media accreditation to media professionals and bona-fide representatives of mainstream established orienteering magazines and internet sites. It should be made known that appropriate documentation (Press ID or similar) will have to be shown on accreditation. Depending on space and layout considerations, it may be sensible to give a small group of professional photographers special accreditation, giving them, and them alone, access to the special photography areas provided in the arenas and in the terrain.

Shortly before the event, additional documentation should be e-mailed to the entered media representatives. Possible contents are:

- details of accommodation booked
- a press release giving details of WOC entries, e.g. number of countries represented + numbers from each country, and interesting information about newsworthy competitors
- information about media services at the race sites, especially regarding internet access and e-mail facilities and photography opportunities
- invitations to Model Events and the Opening Ceremony
- invitation to any pre-WOC press conferences, as applicable

Reference and a link should also be made to the WOC website, with emphasis on the forms of live coverage that will be available.

On accreditation, media representatives are given a press folder containing at least:

- Bulletin 4 (programme)
- complete lists of entered teams
- information about newsworthy competitors and other general WOC information (or, e.g. first edition of WOC newspaper)
- details about the media services at the Event Centre and for the races (official transport, directions to the arenas if not clear in Bulletin 4, media controls, places to take photographs, telecommunication, etc.).
- personalised media pass for access to restricted areas at race sites
- media car park pass
- other local press and tourist information

36. Media services – at the event

Rule 34

A small Media Centre needs to be provided at the Event Centre. It is useful to have 1-2 PCs with broadband internet access available for media representatives' use. All serious journalists use their own laptop and will simply require power and an internet connection; mainly they will work in the arena media tent and their hotel room.

The Media Centre will provide competition details, start and result lists, and competition maps as soon as they are officially available, in pigeon holes or trays. A table should be made available for people who wish to distribute brochures, pamphlets or flyers not directly connected with the event. The Centre should be manned throughout advertised opening hours, to ensure that only accredited media representatives gain access and that all enquiries can be answered quickly. Ideally it should be close to the Event Centre reception and to a room suitable for any Event Centre press conferences that may be called (perhaps the same room as used for Team Officials' Meetings). Use of the Media Centre at recent WOCs has been quite small.

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

- **a large weather-protected working space in the Finish area, with fully reliable broadband internet access working at a minimum of 1-2Mbit/s (at peak times quite a lot of journalists will require internet access simultaneously and will want to upload numerous images as well as text), and plenty of chairs and tables**
- **many copies of official start lists, and result lists and maps with courses immediately after the end of the competition.** Electronic map files should also be made available at a later time – these need to be high resolution .jpg suitable for printing

- **good mobile phone signal availability**
- **space for the post-race press conference, together with appropriate background (sponsor logos etc.; see the IOF Sponsor Guide) and sound equipment.** A display map with the courses should be set up or projected on to a screen once the race is over, to enable medallists to comment on their routes. The press conferences are commonly conducted by either the English Speaker or the WOC Media Director. It is helpful to have an interpreter available (e.g. Russian-speaking) for medal-winners with little or no English. Race press conferences normally take place immediately after the flower or award ceremony.

The arena Media Centre should open for use at least 1 hour before the start of the first race of the day, and cannot be expected to close until about 2 hours after the race has finished and the press conference held, or even later. Full internet and mobile phone communication facilities need to be maintained until the Media Centre closes. Most journalists have tight deadlines to meet and prefer to complete their work at the race arena, and closure should take place only after the last journalist has finished working.

A white marquee can prove to be too light inside for comfortable use of laptop screens; unless it is placed in a shaded location, a dark tent with minimal internal electric lighting is better.

It is necessary to check that only those accredited get access to the media working area. There needs to be at least 2-3 competent and knowledgeable staff on duty throughout each race, as there can be many enquiries and a heavy workload at times, and any technical problems or shortages of information etc. need to be dealt with effectively and quickly.

In addition the following services need to be provided:

- **A media control or 'sight passage', or an area accessible by the media where the competitors are visible during the race**
- **Good positions for accredited photographers, separate from other spectators, keeping in mind the relative positions of the sun, competitors, spectators, advertising boards and photographers. It must be absolutely clear where photographers are allowed and where they are not allowed (TV zone? Run-in within the fenced area? Last control?). An area behind the Finish line is particularly important.** It also needs to be borne in mind that photographers tend to separate from their colleagues since they want to shoot 'different' pictures. In terms of access to the best positions, TV has precedence over accredited photographers. **All areas open to accredited photographers and other media personnel need constant supervision**
- **A mixed zone for contact with the competitors after the Finish line (no public access)**

TV may want access to the Start, to film the start procedure and particular runners starting. One or two photographers may also wish to go there. **Access to the area around the Start area must be strictly and carefully controlled throughout, with visitors being allowed no access to the quarantine zone.**

The Media Director needs to ensure that the host country's sporting news agencies receive the results immediately after the race, and that results in the required format, immediately they are declared official, are transmitted to IOF (details from the IOF Secretariat) for display on the website and updating of World Cup scores and IOF World Ranking points.

Good photo opportunities at Flower and Medal Ceremonies are a 'must'. When a Flower Ceremony is held at the race venue and the Medal Ceremony in another place later in the day or on a subsequent day, it is important that the medals are brought to the Flower Ceremony so that media photographers get 'medal ceremony' photos and can transmit them immediately after the race.

Refreshments (coffee, snacks) may be provided for media representatives; lunch is usually available on the race site on presentation of a token provided on accreditation.

Official transport can be offered, but it will not normally be well used since most media representatives prefer to be independent and to rent cars. The media car parking area should be sited close to the Media Centre if at all possible.

When media representatives are asked about the most important features of the media service, the answers are inevitably: quick results and good communication facilities, plus good photo opportunities in the forest

and just before the arena passage (all within easy walking distance). All Organisers therefore should give priority to these points. Free coffee and snacks are nice, but of minor importance!

37. Publicity and marketing

Rule 33

The Organisers need to decide on whether they wish to acquire full sponsorship rights from the IOF; there is a deadline for this written in the Partnership Agreement. Otherwise, Organisers have to abide by the terms and conditions attached to the partial sponsorship rights acquired from IOF when appointed. See also chapters 3 and 4. Full details are given in the IOF Sponsor Guide.

A marketing plan should be created with the aim of attracting sponsorship from national and regional enterprises and grants from national, regional and local authorities. This is a specialised task and the event's Marketing Group should include people with experience in this area. The plan should include clear statements of the positive elements of orienteering in general and WOC in particular which a sponsor could wish to be associated with, of the ways in which the event and its sponsors will gain publicity and exposure in the media, with the local public etc., and what sponsors at different levels of input will get in return for their money. One can create 3-4 categories of sponsor, with specific returns for each category.

Grants can be sought from national and regional organisations supporting sports development, and from the regional and local authorities administering the area where WOC is being held. The work to seek support will usually start when the application to stage the WOC is being put together, since some support is often forthcoming to help with the application itself, e.g. sponsoring an attractive multi-coloured leaflet or a reception at the relevant IOF Congress. The support body may well at an early stage be prepared to indicate the approximate level of support which it can offer once WOC has been awarded. Following the award, firm agreements should be negotiated as early as possible. Careful and skilled preparation is always needed before arranging meetings with representatives of grant-awarding organisations.

Support for WOC itself from local authorities will often be 'in kind', e.g. free loan of crowd control barriers, scaffolding, tents etc. or improvement of access to parking areas or provision of free food, in addition to or rather than financial support. In many countries, the army or 'home guard' may well also be prepared to help with equipment and personnel.

Publicity should be aimed at (a) making local people aware of WOC and interested in attending the races as spectators and (b) getting more people in the nation as a whole interested in orienteering and trying it out. The high point in the programme is the Sprint Final, which in many years is timed to take place immediately after the Opening Ceremony in an urban location. Posters on billboards and in other public places, sports centres etc. and leaflets which can be picked up at sports centres, libraries etc. are ways of making the public aware of what is going on, along with preview articles in local papers, slots on local radio and TV etc. It is a nice touch to have 'Welcome to WOC' posters on prominent billboards on the main roads leading into the host town.

A strong effort should be put into making firm contacts with individual media personnel, both from the local area and at national level, to try to ensure continued and good quality coverage of WOC on radio and in the national and local press. Members of the national team should be brought into to help in producing feature material prior to WOC; they should also be prepared to contribute extensively, in interviews etc., during and after WOC.

For spectators, team members and officials and everyone else associated with WOC, a WOC newspaper published on each competition day has proved successful. Best if it is free and a copy given to everyone as they enter the arena. However it requires a lot of effort in making interviews, writing articles, incorporating photographs, assimilating news snippets etc., often to the tight deadline of early evening after a race, then working with a co-operative local printer who will print and collate to enable distribution to start early the next morning. The newspaper should also be published on the WOC website as a .pdf file. There is scope for much additional news and analytical material to be published on the website during and after WOC.

Other initiatives can be linked with WOC such as schools' competitions, a WOC 'green' policy which can gain some publicity in its own right, and introductory events for the public. A lot depends on individual interest and not least, the overall human resources available. Most nations will prioritise the organisation of WOC itself to the highest possible standard.

38. Accreditation and rights

The purpose of accreditation is to identify people and their roles at WOC and allow them necessary access to perform their duties.

Accreditation is not an external sign of status but is a necessary working tool to manage people participating in WOC, facilitating their movement.

Accreditation:

- Ensures that only the appropriately qualified and eligible people are entitled to participate in, or perform official functions at WOC
- Limits participants' access to areas necessary to perform their official functions and keeps unauthorised people out of secure zones
- Ensures that participants reach relevant areas in a timely manner

The right to an Identity and Accreditation Card is granted by the IOF, through the Event Organiser.

In these Guidelines the subject of accreditation is treated in two layers

- **Accreditation and rights decided by the IOF, obligatory**
 - o Includes
 - IOF officials
 - National Federation high-level representatives
 - o **It is expected that Event Organisers will comply with the procedures herein.**
 - o The detailed schema is found in appendix 9A.
- **A general accreditation model for all functions at a WOC, recommended**
 - o This includes access restrictions, identification etc. of all participants in a WOC, such as athletes, organisers, media, VIP's, IOF officials, anti-doping officials, etc.
 - o A schema for this is found in appendix 9B. It includes the mandatory functionality decided by the IOF (see above) and in addition to this:
 - Examples of access areas at an arena
 - A proposed standard for ID-cards (appendix 9C)

39. VIP hospitality

It is a requirement to provide a VIP enclosure at all the Final races and the Relay. It should be sited in a prominent location for viewing the action and, if possible, also the big screen and the results board. A separate small video screen for the VIP area is an alternative.

The enclosure in rural arenas will contain a white marquee, of adequate size for the number of VIPs accredited, provided with tables and chairs in which a finger buffet and a variety of hot and cold drinks are served, and in which shelter can be found in inclement weather. At the Opening Ceremony and Sprint Final it may be possible to find an adjacent community building which is suitable for this purpose. There should be a reasonable amount of circulation space outside the marquee or building; in some situations it can be desirable to have a stand with raised seating.

The enclosure must be accessible only to people with the appropriate ID card, see chapter 38.

The VIP tent needs to be supplied with an adequate number of start lists and, when also available to the media and others, result lists and race maps.

40. Banquet

The WOC banquet is usually held in the evening after the last competition. It is open for all accredited team members and officials, IOF Council, Commission chairpersons and invited VIPs, the SEA and any assistants and then at the Organisers' discretion other IOF representatives, accredited media representatives, and special guests and selected members of the organising team, Organisers' guests and sponsor representatives.

The venue needs to be a large air-conditioned hall, or outdoors under cover, suitable for serving a buffet dinner to all participants with everyone able to get food within a short period. There needs to be more than one bar with plenty of personnel for serving. There are normally some short speeches and some entertainment – provided often by participating teams. A friendly and relaxed atmosphere, laced with plenty of good humour, usually develops.

The official banquet is followed by an informal party with live music for dancing.

Security needs to be good enough to ensure that no uninvited guests gain admittance at any time.

41. IOF, VIP and media race

A race is organised free of charge for IOF officials, media representatives and VIPs during the WOC week, on one of the rest days, as stated in the Partnership Agreement. It is recommended to plan three courses: long difficult (Middle distance format – 5 km.), short difficult (Middle distance format – 3 km.) and short easy (2 km.) in terrain used for or similar to that used for the WOC races. The short difficult course will have the most starters.

It is very desirable to have the Finish adjacent to a building or marquee where refreshments can be provided after the race. Alternatively, participants can be transported to a suitable venue for socialising after the race.

The race is always well supported (92 took part in 2008), and the take-up for bus transport to and from the venue is usually quite high. Entry forms should be made available in the WOC Office, Media Centre and at the VIP and IOF officials' hotels, with clear instructions and a deadline for their return.

It is customary to provide a variety of hot and cold drinks and a buffet after the race, and to provide prizes for the winners and first women finishers on each of the courses.

42. Public races

It is normal to arrange 5 or 6 public races in conjunction with WOC, organised and run by a dedicated team of people who have no responsibilities directly with WOC itself. These races should be held at venues and times which maximise spectator opportunity at the WOC races. Thus use of a WOC area immediately after the WOC race itself is over, and an adjacent area immediately before a WOC race with the Finish close to the main WOC spectator area, are recommended. When a public race is held after a WOC race, the public race should start as soon as at all possible after the end of the WOC race. Public races should also be arranged on WOC rest days.

The public races are mainly entered by people who have come to WOC to support their national teams. They include children and 'casual' orienteers as well as 'experts'. A suitable range of courses needs to be provided. In some years, the races have been held as a package and called a 'WOC Tour' or 'Orienteering Festival', with overall winners based on performance in some or all races.

Entrants should be given plenty of opportunity to "follow in the footsteps of the elite" through appropriate course planning and the use of as much WOC terrain as possible. Using WOC terrain immediately after a WOC race does, however, put a lot of pressure on the public race organisers: during the WOC race, all public race controls and punching equipment are normally completely covered and preferably laid on the ground near their intended site.

It is a good idea to hold the prize-giving for the public races immediately after a WOC award ceremony, when this is held in a town centre location, to maximise spectator numbers.

The public races can provide a significant source of income for WOC, 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 WOC 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.

43. IT and related equipment requirements

The requirements for IT and related technical equipment are extensive. They can be grouped under six different headings which together cover most requirements:

- IT systems
- Power supply
- Communication networks
- Timing (see chapter 23)
- Punching
- Tracking (see chapter 21)

Further specialist advice on these topics can be obtained from:

- reports of recent WOCs
- the IOF IT Commission
- other IOF IT experts (contact via IOF Secretariat)

IT systems

The WOC IT system needs to be able to cover all aspects of event administration, punching information processing, results production and presentation and very much more. **It must be designed by people well experienced in designing and running heavy-use computer operations, taking into account firstly the important main systems (event administration, etc.) and then the support systems (writing and printing information, etc.). All features must be able to cope more than adequately with the predicted workloads.** Capacity data from the most recent WOCs (website hit rates, consumed broad-band capacity and so on) should be combined with known trends in information transmission processes in assessing the requirements.

Full back-up systems need to be set up, and operators must be trained in switching over to these systems in case the main systems fail. Back-ups of processed data need to be created as often as possible. Every back-up process needs to be set up and tested in advance of use and also on each day of competition. It must always be possible to start the back-up system instantly with the data in the last back-up.

Power supply

The power supply is an important part of the infrastructure in a competition area. **Continuous power supply has to be guaranteed for all IT Systems.** To ensure this, a UPS – Uninterruptible Power Supply – is needed for the most important systems. A UPS buffers a specific amount of energy which can be used by the systems connected to it when the main power supply is out of order. Be careful with the set-up – it is important to connect only the most important systems to the UPS, in order that you can survive a power failure for up to an hour. Notebook computers have their own UPS - the computer battery. Remember to connect network switches to the UPS, otherwise the computers are running well but without a communication network.

Never connect IT systems through the same cabling used to connect to external users, for example the spectators' food outlets.

Large generators with UPS provision will be needed in rural 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.

When plugging different devices together, always think of what will happen if the power supply breaks down – even if only for a split second – is the combination of devices still able to function? This check needs to include, for example, external hard disks, USB hubs and network switches connected to the computer systems.

Communication networks in and from WOC arenas

- IT networks

Wired networks provide maximum safety of operations and security. Additionally, one or more connections to the internet is necessary. We recommend a separated link for the press (it will be saturated), and the Organisers' internet presentation. A further separate link may be needed for upload of the video stream.

The IT and communication network at a WOC arena needs to incorporate:

- timing of competitors at the Start and Finish (see Timing chapter)
- recording and transmission of times at intermediate controls
- transfer of competitor elapsed times to the big screen and computer screens in various locations within an instant of the competitor crossing the Finish line
- confirmation of a 'clean' run, or otherwise, immediately on download
- deployment of Speaker software on the speaker platform
- high-speed internet connection for links to website (on-line text, sound and video) and for media use
- connection to tracking system website
- at Finals and the Relay, communication links with TV and radio personnel for results, split times, tracking etc.

- Voice communication

Phone and radio signal quality between the arenas and the world at large and radio transmission points in the forest needs to be tested exhaustively in all weather conditions well before WOC. Radio masts and other related equipment must be set up robustly. Signal transmission in and around forests is always problematic and has caused many difficulties at WOCs in the past, with lack of radio control information for the commentators or inability to transmit to the internet from the arena Media Centre.

- Mobile phone network

During the Finals large numbers of spectators with mobile phones will be present in the area. Additionally, the Organisers need to be able to rely on mobile phones for their own communication, and the tracking devices are likely to use the mobile phone network. This means that the capacity of the existing mobile phone network in the area will probably be exhausted. To deal with this situation, an agreement needs to be reached with a major telecom provider in the area to provide extra capacity. It is better to over-provide with masts and transmission equipment than to take a risk with a 'just OK' situation. Note also that performance can vary considerably in different weather conditions.

Testing of IT systems

It is necessary to test and de-bug all aspects of the IT systems, individually as well as fully set up and interactive, well before WOC. Testing should start a full year ahead of the event, with successful full-scale tests completed 3 months beforehand. **The full IT system incorporating punch control, timing, service to the speaker platform etc. must be tested at a minimum of two live events prior to WOC, using the same teams of operators that will be working at WOC.** See also chapter 23.

| See also Appendix 11 – power supply and network capacity needs in the arenas.

44. Reports and evaluation**Rules 32.1, 32.5**

The SEA writes a report after every visit, copies of which are sent to the IOF Secretariat and given to the Organiser.

Within three weeks after the event, the Organiser shall send a short report to the SEA along with complete results lists. The SEA and Organiser should agree in advance what will be required in order to help the SEA write the SEA report. **Another set of results lists, together with 2 complete sets of maps with courses, needs to be sent to the IOF Secretariat immediately after WOC.** Note that the maps should be 'hard copy' maps (not just electronic versions).

An IOF Timing and Punching System report should also be completed shortly after WOC. See <http://orienteering.org/foot-orienteering/event-organizing/report-templates/>

The IOF SEA submits an official report to IOF no more than 4 weeks after the event (Rule 32.2) which will include the following points:

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

Rule 32.5 lists the items which must be submitted to IOF no more than 6 months after the event. It is customary to attach a comprehensive report covering all aspects of the nation's experiences in hosting WOC.

The Organisers are free to decide the contents of this report. It is not necessary to include information which can be taken from the Bulletins, from the start lists or from the results lists.

Possible points of interest for the Organisers' report are:

- New ideas or practices used: description and evaluation
- Problems and difficulties encountered: description and evaluation
- Organisational structure and staffing levels – before and at WOC
- Areas where the workload was greater than anticipated
- Technical matters – e.g. arena design, materials used, IT and tracking experience etc.
- Comments about the process and timelines of map making
- Comments about aspects of course planning, e.g. 'butterflies', forking in the Relay
- Number, function and country of the media representatives
- Experience with the media
- Presentation of the event in the media (before, during, after)
- Marketing efforts
- Associated events (public races, Trail O Championships) and co-operation with the organisers of those events
- Comments from competitors and officials
- Sponsors and grant awards: contributions, feedback
- Finances
- Comments about the Rules, the Guidelines, the co-operation with the IOF and the IOF SEA
- Suggestions and ideas for coming Organisers and future WOCs

As an example, these were the section headings from the comprehensive report produced by the organisers of WOC 2008 in the Czech Republic:

1. Introduction
2. Results
3. Organising Committee
4. Workforce
5. Bulletins
6. WOC organisation
7. Training camps
8. Maps

INTERNATIONAL ORIENTEERING FEDERATION

9. Terrain and course planning
10. IT
11. Arenas
12. Spectators
13. TV coverage
14. Media
15. Ceremonies
16. Medical care
17. Doping tests
18. IOF Congress
19. IOF/VIP/Media race
20. The Orienteering Festival 2008
21. Control - Senior Event Adviser and National Controller
22. Publicity of WOC
23. Marketing
24. Financial Report
25. Recommendations

Appendices

1. WOC Schedule
2. WOC 2008 event terrains and arenas
3. Overview of active participants
4. WOC 2008 Results
5. Example of planning and realising of TV coverage
6. Maps of arenas for the Final races

One of the roles of the IOF FootO 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 these Guidelines. As well as receiving the reports mentioned above, the FootO Commission welcomes specific comments on the contents of these Guidelines so that they can be improved and updated on a regular basis.

Feedback on events is also sought by FootO Commission from coaches and participants at WOC.

Appendix 1 – The Leibnitz Convention

EVENT QUALITY IMPROVEMENT AND ORIENTEERING ON TV AND INTERNET

We, the Members of the IOF, attending the 20th 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

Guidance notes for WOC applicants and Partnership Agreement template



WORLD ORIENTEERING CHAMPIONSHIPS (WOC) IN THE YEAR 2013

Guidance Notes for WOC Applicants

I Introduction

The World Orienteering Championships (WOC) are organised every year. Applications shall be received no later than January 31st four years prior to the championship year. (Rule 4.5 of the Competition Rules for IOF Foot Orienteering Events valid from 1 January 2007 as amended in August 2008).

In accordance with the above rule, all full IOF member federations are hereby invited to submit to the IOF an application to host the WOC in the year 2013. The application deadline is 31st January 2009.

II General information on application criteria and procedure

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

The WOC programme shall include a qualification and a final race for each of the Sprint, Middle and Long distance competitions, and a Relay as well as an opening ceremony, a closing ceremony and adequate model events and rest.

The goal of the IOF is to achieve extensive media coverage and sponsorship support for the WOC. The Leibnitz Convention (Appendix I) describes ways in which IOF events can be made more attractive and exciting, and of better quality for competitors, spectators, the media (including TV and the Internet), and sponsors.

For information on the competition formats, please consult the attached document (Appendix II).

Race Arenas

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

Arena Production

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

The following aspects should be considered:

- Carefully planned arenas
- Quality commentary
- Image production and presentation to a large video board in the arena
- On-line broadcast of the area image production, commentary and results to the Internet
- To offer, as a minimum, post-edited TV-broadcast to an international audience via established distribution channels

TEMPLATE

Preliminary Partnership Agreement

World Orienteering Championships

Country, Year

Preamble

Through this legally binding agreement are regulated the mutual rights and obligations of the two parties concerned, namely the International Orienteering Federation (henceforward IOF) and *Country Orienteering Federation* (henceforward *COF*) regarding the World Orienteering Championships (henceforward *WOC Year*) to be held in *Venue, Country*. The exact *WOC Year* dates shall be stated in the Event Plan to be agreed and signed by both parties within twelve months after the allocation of the *WOC Year*, i.e. by *Date*.

1. Purpose of this Agreement

1.1 The IOF hereby commissions *COF* to organise the *WOC Year*. The agreement defines the roles and responsibilities of the IOF and *COF* in relation to the *WOC Year* and the general conditions under which *COF* has agreed to organise the said event.

2. The Objectives of the WOC Year

2.1 The objective is to stage the *WOC Year* as the world's most prominent elite orienteering event, raising the profile of orienteering in *Country* and world-wide. Therefore, *COF* agrees to stage the *WOC Year* in accordance with the following IOF principles.

2.2 The *WOC Year* shall in particular:

- provide a worthy competition for the athletes, meeting the standards of a world class event;
- promote the sport of orienteering in general by meeting the IOF criteria for world class events,
- market the sport of orienteering by paying full attention to the arena concept, the media and the services required by the media representatives, and
- set entry fees and accommodation and transport charges to enable as many runners and member countries as possible to take part

2.3 The IOF and *COF* agree that the *WOC Year* may be a source of income to *COF*, the intention of which is to cover the costs associated with staging this event. The profit should, however, be related to income from sponsorship agreements and from other external sources and not to income from the participating teams and other representatives of the IOF or its members.

3. The Event Plan

3.1 An Event Plan forming the basis for the *WOC Year* and setting out the agreed frame work, management team, finances and infrastructure needed to plan and implement the event will be produced by *COF* and agreed and signed by both parties within twelve months after the allocation of the *WOC Year*, i.e. by *Date*.

3.2 The Event Plan is a dynamic document and may be subject to change after contract signature. These changes can be agreed between the IOF Sports Director (see clause 6.3 below) and the Event Director in writing. Such changes may be acted upon immediately but must be reviewed and incorporated into the plan by all the signatories below on a quarterly basis.

4. Rules and Guiding Documents

4.1 In preparing and implementing the WOC Year, COF will be bound, and guided, by the following documents in order of precedence:

- this Partnership Agreement
- any supplementary agreement (e.g. in relation to TV) to be agreed and signed after the allocation of the WOC Year
- the Competition Rules for IOF Foot Orienteering Events valid as of *Date*
- ISOM (International Specification for Orienteering Maps) valid as of *Date*
- ISSOM (International Specification for Sprint Orienteering Maps) valid as of *Date*
- IOF Control Descriptions valid as of *Date*
- the IOF Anti-Doping Rules valid at the time of the WOC Year
- the WOC Guidelines valid as of *Date*
- the IOF Sponsor Guide (for organisers of World Orienteering Championships) valid as of *Date*
- the Leibnitz Convention valid as of *Date*
- the Arena Production manual valid as of *Date*

COF will make every reasonable effort to incorporate into the event any changes to the IOF rules and guidelines between the *Date* and the WOC Year.

5. Competition Name and Logo

5.1 Unless otherwise decided by the IOF, the WOC Year shall be organised under the official name "World Orienteering Championships".

5.2 The IOF logo and the IOF's sponsors' logos shall appear on all material produced for the WOC Year as described in the IOF Sponsor Guide.

5.3 Unless otherwise decided by the IOF, COF is entitled to use an event logo of its own. The IOF shall provide COF with reasonable instructions in relation to the use of multiple logos. When the IOF has a Title Sponsor for the WOC Year, the IOF and COF are jointly (with support from the Title Sponsor) responsible for creating a WOC Year logo integrating the Title Sponsor's brand in the logo design, as described in the IOF Sponsor Guide chapters 3.2 and 4.1.1. COF shall not use any other form of the Event logo.

6. Roles and Responsibilities

6.1 Ownership

6.1.1 The name "World Orienteering Championships" and all rights related to the WOC Year except where otherwise expressly set out in this agreement are owned by the IOF.

6.2 Overall Roles and Responsibilities

6.2.1 *COF* has overall responsibility for the preparation and implementation of the *WOC Year*. The composition of the *COF* organising team, setting out both leading positions and individuals, is shown in the Event Plan.

6.3 Planning and Event Advising

6.3.1 In co-operation with the IOF, *COF* shall prepare a timetable for the preparation, implementation and event advising of the *WOC Year* within twelve months after the allocation of the *WOC Year*, i.e. by *Date*.

6.3.2 The IOF has decided to appoint an Event Advising team (EA-team) for The Event. The EA-team has the task to ensure that the event is prepared and implemented in accordance with the documents mentioned under clause 4 above.

6.3.3 The primary role of the EA-team is to advise, and closely co-operate with, *COF* in all matters related to the implementation of the *WOC Year*. This involves selection of arenas/competition centres, arena layout, media facilities and treatment, planning for television, the implementation of time-keeping and results management, ceremonies, transportation and accommodation.

6.3.4 The EA-team may consist of up to three members (SEAs) appointed by IOF, and up to three National Controllers (see 6.3.5), to provide required additional assistance and expertise. It is lead by the IOF Sports Director who is the main point of contact between the IOF and the organiser. The members of the EA-team shall be named in the Event Plan.

6.3.5 In co-operation with the IOF, *COF* shall appoint and cater for a maximum of three (3) National Controller(s). The National Controller(s) are considered members of the EA-team and hence subordinate and reporting to the IOF Sports Director. The National Controller(s) must be IOF licensed Event Advisers with experience of international elite level events. The role of the National Controller(s) is to be responsible for the quality control of the technical part of the *WOC Year*, specifically maps and courses and start and finish procedures.

6.3.6 In order to supervise the implementation, all members of the EA-team shall have the highest possible accreditation level and access rights during the *WOC Year*.

6.4 Governing Bodies

6.4.1 The IOF's highest authority to *WOC Year* is the Event Supervisory Board (ESB) which is a body consisting of three IOF Council members and the IOF Secretary General. The ESB exercises the power of the IOF in relation to *COF* and may take action based on its own observations, or may be called upon by the EA-team. The ESB shall be informed about the progress of the implementation of *WOC Year* by the IOF Sports Director.

6.4.2 The IOF Sports Director is the main point of contact between the IOF and *COF*, with the exception of matters related to advertising and sponsorship contracts which, unless otherwise agreed, shall be referred to the IOF Secretary General.

6.4.3 Should a deviation from this agreement or the documents mentioned under clause 4 above become necessary, the IOF Sports Director shall arbitrate the decision, after consultation with the IOF Foot Orienteering Commission. Should a deviation be of such significance that this agreement needs to be changed; the matter shall be referred to the ESB (see 6.4.1) who is the final arbitrator.

6.4.3 The IOF Council can void the sanctioning of the *WOC Year* in the following circumstances:

- on advice from the IOC or the United Nations or the Government or its agencies in the organising country
- if *COF* is unable to guarantee adequate security for the competitors, teams and other visitors
- if *COF* fails to comply with the rules as set out in 4 above, or fails to comply with, or significantly deviates from the agreed Event Plan.

COF cannot claim damages in this case.

6.4.4 *COF* can void the implementation of the *WOC Year* in the following circumstances:

- force majeure
- inability to guarantee adequate security for the competitors, teams and organisers
- on advice from the Government or its agents e.g. in case of the outbreak of an infectious disease or major environmental restrictions.

7. Competition Hosting

7.1 The format, the programme and other activities shall be set out in the Event Plan. The dates and programme can only be changed by mutual written agreement of both parties but must be published no later than 18 months prior to the *WOC Year*.

8. Other Activities

8.1 General

8.1.1 The *WOC Year* week is an orienteering festival, the primary activity of which is the *WOC*. The programme also includes other events and meetings as described below in clause 8.2-8.4. *COF* shall, in co-operation with the IOF, co-ordinate the programme of the *WOC* week in such a way that the character of the various activities is taken into account.

8.2 Presidents' Conference

8.2.1 *COF* agrees to organise the General Assembly/Presidents' Conference in conjunction with the *WOC Year*. In the planning and preparation of the *WOC* programme, there shall be one day free of competitions and, on this day, the General Assembly/Presidents' Conference shall be organised.

8.3 Meetings and seminars

8.3.1 The *WOC* week programme may include IOF Council and Commission meetings and seminars. *COF* agrees to provide, free of charge for the IOF, an appropriate meeting room and required conference equipment for the General Assembly/Presidents' Conference mentioned above under 8.2. *COF* will also make available appropriate meeting facilities for any other IOF meetings and seminars. The IOF may use the meeting facilities free of charge, unless this constitutes a significant cost to *COF*, in which case a fee may be charged.

8.4 Other events

8.4.1 The IOF agrees that *COF* may organise spectator races in conjunction with the *WOC Year*.

9. Finance

9.1 Entry Fee

9.1.1 The entry fee shall be agreed upon between the IOF and *COF* at least one year before the *WOC Year* and be included in Bulletin No. 2. The entry fee level shall be established according to earlier practice as well as on the basis of the objectives of this agreement (see clause 2. above).

9.2 Sanction Fee for the Organising Rights

9.2.1 The sanction fee pertaining to the organising rights is Amount EUR. It shall be paid by *COF* to the IOF in two instalments. The first instalment of 25 %, i.e. Amount EUR, is payable to the IOF bank account (Nordea Bank in Helsinki, Finland, IBAN FI15 1023 3000 2030 70, BIC: NDEAFIHH) by *Date*. The remaining 75 %, i.e. Amount EUR, shall be paid no later than 30 days prior to the *WOC Year*.

9.3 Cost of Event Advising

9.3.1 The IOF shall pay the costs for the travel to and from the event venue for the IOF Sports Director and members of the EA-team appointed by IOF, whereas local costs (accommodation, board and local transport) shall be borne by *COF*. However, *COF* shall pay all expenses incurred for additional EA-team visits deemed necessary by the IOF and notified to *COF* in accordance with the disputes procedure in clause 16 below.

9.3.2 All costs for the National Controller(s) (see clause 6.3.5) shall be borne by *COF*.

9.4 Anti-Doping Tests

9.4.1 The costs for any doping tests that must be carried out at *WOC Year* shall be borne by *COF*, provided that the IOF notifies *COF* about its requirements at least six (6) months prior to the event.

9.5 Public Liability Insurance

9.5.1 *COF* commits itself to take out public liability insurance for the *WOC Year*.

9.6 Other Costs

9.6.1 Accommodation and Transportation

COF shall provide suitable accommodation for the teams during the *WOC Year*, affordable to all IOF nations. The cost of any obligatory transportation to and from all events shall be part of the accommodation package for participants belonging to the teams. Such obligatory transportation shall be free for IOF management as defined in clause 9.6.4 below.

9.6.2 World Championships Medals and Certificates

The IOF shall provide *COF* with engraved medals and certificates in sufficient number, as stipulated in 'Competition Rules for IOF Foot Orienteering Events', one month before the *WOC Year*. The medals shall be provided with ribbons by *COF*.

Otherwise, the IOF and *COF* agree to provide prizes in accordance with the 'Competition Rules for IOF Foot Orienteering Events' as defined in clause 4 above.

9.6.3 Services for the Media

The media representatives shall have the possibility to choose which services they require, and the various services such as accommodation, catering, and transport, shall therefore be priced separately. *COF* may put a reasonable price on the services of the main media centre and the media facilities at the event centres, with the exception of maps, start and results lists which shall be free of charge. The

INTERNATIONAL ORIENTEERING FEDERATION

pricing method (lump sum or separate fees) shall be decided on in consultation with the IOF Sports Director.

9.6.4 IOF VIP Treatment and Access

The WOC Year is governed by the IOF. Therefore, the IOF shall have right of access to the event as stipulated in the "WOC Organiser Guidelines", section "IOF accreditation at the World Orienteering Championships". Further, the IOF shall be offered the possibility to set up VIP areas of its own. COF may charge for facilities and space provided, should the IOF choose to set up such a VIP area.

9.6.5 IOF, Media and VIP Race

COF shall organise an IOF, Media and VIP race, the aim of which is to provide the IOF and COF with an opportunity to entertain its media and VIP guests in a simple orienteering exercise. The event shall emphasise simplicity and provide for socialising in a relaxed atmosphere, and it shall be planned in consultation with the IOF EA-team.

The event shall be free of charge for the media representatives, VIP guests and for the IOF management as specified under 9.6.4 above. Any entry fee for the participation of other representatives of the IOF and COF is at the discretion of COF.

9.6.6 WOC Year Banquet/Party

COF shall organise a WOC Year banquet/party for the participants. The event shall primarily be a relaxed get-together and not a gala dinner. The banquet fee shall be included in the entry fee of the teams. The IOF shall have right of access to the banquet as stipulated in the "WOC Organiser Guidelines", section "IOF accreditation at the World Orienteering Championships". The cost of the banquet shall be affordable for all participating nations, serving the purpose of a get-together over nation boundaries.

10. Information Exchange

10.1 The main point of contact between the IOF and COF is the IOF Sports Director. In case of communication between other relevant bodies (i.e. in relation to sponsorship matters), a copy of such correspondence shall be sent to the IOF Sports Director for information.

10.2 The IOF shall have the right to monitor the preparatory work at the organisational and technical level.

10.3 COF shall supply the IOF with an English summary of the minutes of the official meetings of the organising committee. The IOF shall have the right, at its own expense, to attend meetings of the organising committee.

11. Communications and Marketing

11.1 COF shall co-ordinate the marketing efforts and the dissemination of information in relation to the WOC Year. The communications and marketing activities shall be planned in close co-operation with the IOF secretariat.

12. TV Rights

12.1. The IOF retains the TV rights pertaining to the WOC Year. The IOF and COF shall work together in order to secure a host broadcaster giving free access to at least a three-minute news clip signal (e.g. through the European Broadcasting Union EBU, an ftp-site, or similar) and access to a live and / or post-edited signal from all finals at a reasonable price. In general, the parties shall strive to achieve a maximum of high-quality TV coverage of the WOC Year.

12.2. The IOF may delegate to COF the task of negotiating with a television company an agreement on TV coverage (production, broadcast and distribution) of the WOC Year. The IOF shall have the right of final approval of the TV coverage arrangements.

INTERNATIONAL ORIENTEERING FEDERATION

12.3. In order to achieve the best possible outcome, the television production company shall be involved in the planning of the *WOC Year* at an early stage. In particular, the camera positions, the sites for advertisements, the programme, the timing and the start times must be agreed on.

12.4. The television company and the TV rights holder (either the IOF or *COF*) shall offer the signal to all other interested countries.

12.5. *COF* is responsible for undertaking the preparatory work, and for making available the facilities required in order for a television company (and/or a host broadcaster) to produce a high-quality, international level TV coverage of the Event.

13. Webcasting rights and Internet website

The IOF retains the webcasting rights pertaining to the *WOC Year*. The IOF may transfer to *COF* the webcasting rights including the right to webcast the *WOC Year* live and / or edited through the *WOC Year's* Internet website. The IOF shall have the right of final approval of the webcasting arrangements.

Whether or not the webcasting rights have been transferred to *COF*, the IOF has the right to provide Internet viewers with an on-line results service, and to display the entire results lists, maps with courses, and all other material related to the *WOC Year* on its Internet website. The IOF and *COF* should agree to work together in order to provide on-line results service. However, *COF* is entitled to post the said material on its own Internet website of the *WOC Year*.

14. Advertising and Sponsor Partnerships

14.1 The main objective in relation to advertising and sponsor partnerships for the *WOC Year* is to achieve the optimal possible result for *COF* and the IOF.

14.2 The IOF retains the rights to contract with a main, international level *WOC Year* title sponsor and a pool of other sponsors. The IOF sponsor(s) shall receive major visibility and guaranteed business field exclusivity in the *WOC Year* arenas.

14.3 In return for payment of the sanction fee for the organising rights, *COF* is entitled to partial sponsorship rights and may contract with local sponsors. *COF's* major sponsors and partners shall receive advertising space and guaranteed business field exclusivity in the *WOC Year* arenas.

14.4 To avoid clashes of interest between the IOF *WOC Year* sponsor(s) and the sponsors of *COF*, the parties concerned agree to continuously, prior to entering into negotiations, inform each other of the business field(s) of its intended partner(s) and, once an agreement has been reached, of the name of the contracted sponsor.

14.5 The advertising space reserved for the *WOC Year* title sponsor and other sponsors are defined in the "WOC Guidelines" and the "IOF Sponsor Guide for organisers of World Orienteering Championships" and the rights and the responsibilities of the IOF and *COF* and their respective sponsors and partners shall be described in the Sponsorship Agreement to be signed by *Date* at the latest. The Sponsorship Agreement shall form an integral part of, and be attached as an appendix to, this Partnership Agreement.

14.6 In certain circumstances, the IOF may agree to transfer the full sponsorship rights, including the advertisement space reserved for the *WOC Year* title sponsor, to *COF*. *COF* shall, by *Date* at the latest, inform the IOF about its desire to acquire the full sponsorship rights pertaining to the *WOC Year*. The IOF shall, by *Date* at the latest, inform *COF* about the availability of these rights. The IOF, however, retains the right not to release the full sponsorship rights.

14.7 Should the IOF be willing to release, and *COF* willing to acquire, the full sponsorship rights pertaining to the *WOC Year*, the contracting parties shall, by *Date* at the latest, agree on the fee to be paid for these additional rights, and a separate contract to this effect shall be signed and attached to this agreement.

INTERNATIONAL ORIENTEERING FEDERATION

14.8 Notwithstanding a transfer of the full sponsorship rights as described in 14.6–14.7 above, the IOF reserves the right for any main sponsors (max. 3) with whom the IOF has a running contract at the time of the event, to pose, free of charge, four banners each the size of 1m x 3m, in the finish chute of the WOC Year courses, within 72 metres 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 COF. The IOF shall inform COF about such sponsors, if any, six (6) months before the event. It is understood that, in order to avoid clashes of interest between the sponsors of the contracting parties, COF shall give its approval, which may not be unreasonably withheld, of the exposure of any IOF sponsor banners.

14.9 When the IOF agrees to transfer to COF the full sponsorship rights, including the advertisement space reserved for the WOC Year title sponsor, COF agrees to take full responsibility for producing the material defined in the “WOC Guidelines” and the “IOF Sponsor Guide for organisers of World Orienteering Championships”, with the exception of the advertising material mentioned in 14.8 above. The costs for producing the number bibs, the rostrum, the banners, and any other advertising material shall be borne by COF.

15. Pre-WOC training

15.1 COF shall aim at providing packages for Pre-WOC training camps at a price level affordable to all potential participating nations. To secure this, lodging alternatives of different standard shall be offered. The packages shall include training in relevant terrains with up-to-date maps.

16. Post Event Evaluation

16.1 COF shall submit to the IOF a follow-up report, including a financial statement, no later than 90 days after the conclusion of the WOC Year.

17. Other Rights

17.1 As the governing body of the sport, the IOF is entitled to carry out its business at the WOC Year without compensation to COF; it includes meetings and seminars, co-operation with IOF's sponsors, raising the IOF's profile through its presence at essential activities such as by an exposition in a booth or similar at the WOC Year event centre, and at WOC Year competition centres in centrally located promotional tents.

17.2 The IOF may use local conference facilities free of charge, unless this constitutes a significant cost to COF, in which case a fee may be charged. The latter does not apply to facilities needed for the General Assembly/Presidents' Conference (see clause 8.2 above).

18. Changes

18.1 This agreement may be changed by mutual consent. The party proposing the change should notify the other party in writing. The other party must respond in writing within one month of receipt of the letter of proposal. Agreement must be reached within a further month of the initial response. The change must be signed and incorporated into the agreement in writing immediately. Any change not agreed within two months of the first written proposal shall be void.

19. Disputes

19.1 Any disputes arising out of, or in connection with, this agreement shall initially be referred to the Secretary General of the IOF and the Secretary General of COF for resolution. Both shall acknowledge and agree the initial date of notification and make every effort to resolve the dispute.

19.2 If the matter remains unresolved 14 days after such a referral the dispute shall be put in writing by the President of the party raising the dispute to the President of the other party. Both Presidents will make every effort to resolve the dispute within 30 days. If resolved, the subsequent resolution will be put in writing, agreed and signed by both parties.

19.3 If the dispute still remains unresolved then either party may take the dispute to arbitration. This will be carried out at a court set up in accordance with the Statutes and Regulations of the GAISF

INTERNATIONAL ORIENTEERING FEDERATION

Court of Arbitration for Sport based in Lausanne, Switzerland. The rulings of this court shall be binding to the parties of this Partnership Agreement.

20. Law

20.1 This agreement will be carried out in *Country* and will be subject to *Country's* Law.

21. Validity of the Agreement

21.1 Should the IOF Council decide to allocate the WOC Year to *COF*, the parties agree that this Preliminary Partnership Agreement shall be valid from the day of allocation, i.e. *Date*, until three months after the conclusion of the WOC Year, or until all terms and conditions of this agreement have been fulfilled, whichever is the later.

21.2 The parties agree that, should *COF* not be successful in its application to host the WOC Year, this Preliminary Partnership Agreement will become null and void.

22. Copies of the Agreement

22.1 This agreement has been signed in two identical copies, one for each of the two contracting parties.

For the IOF

For *COF*

Day/Month/Year

Day/Month/Year

Name

President

Name

President

Name

Secretary General

Name

Secretary General

Appendix 3 – Organisers' Report template

Suggested section headings:

1. Introduction
2. Results
3. Organising Committee
4. Workforce
5. Bulletins
6. WOC organisation
7. Training camps
8. Maps
9. Terrain and course planning
10. IT
11. Arenas
12. Spectators
13. TV coverage
14. Media
15. Ceremonies
16. Medical care
17. Doping tests
18. IOF Congress
19. IOF/VIP/Media race
20. The Orienteering Festival 20xx
21. Control - Senior Event Adviser and National Controller
22. Publicity of WOC
23. Marketing
24. Financial Report
25. Recommendations

Appendices

1. WOC Schedule
2. WOC 20xx event terrains and arenas
3. Overview of active participants
4. WOC 20xx Results
5. Example of planning and realising of TV coverage
6. Maps of arenas for the Final races

Appendix 4 - IOF Protocol Guide

Content

- 1 Scope of the IOF Protocol
- 2 Protocol Team
- 3 Event Presentation
 - 3.1 Description
 - 3.2 Activities
- 4 Opening Ceremony and Closing Ceremony
 - 4.1 Description
 - 4.2 Protocol Opening Ceremony
 - 4.3 Protocol Closing Ceremony
- 5 Flags
 - 5.1 Protocol
 - 5.2 Activities
- 6 Award Ceremony
 - 6.1 Description
 - 6.2 Protocol
 - 6.3 Activities
 - 6.4 Layout of the podium
 - 6.5 Award Ceremony Management Tasks
- 7 Dress Code

Scope of the IOF Protocol

This Protocol has been prepared by the IOF to assist Member Federations and event organisers to appreciate the diverse nature of the matter and to develop a feeling for formal details to ensure the success of an IOF event.

An IOF event fulfils several purposes. At the technical level, precise rules already exist. Such an event is a showcase for the IOF as a respected international sports organisation. Therefore, an IOF event is also an important platform to promote the IOF branding.

An IOF event is a serious and challenging undertaking that requires a professional approach, particularly from those in leadership positions. It is essential that everyone involved at this level invest the time to read through the information contained herein and thereby obtain a strong theoretical base before committing themselves and others to practical operations. **The content of this protocol shall be considered as guidelines or recommendations.**

Protocol Team

It is recommended that the event organising committee sets up, in the early stages of planning, a specific protocol team to take care of all protocol related matters. Proper protocol handling requires significant lead-time for the preparation of the event in general and more specifically for all official ceremonies where protocol is an important aspect.

The protocol team has to check that all protocol elements of ceremonies are respected and in keeping with IOF guidelines.

In general, the protocol team assists the ceremonies team in planning, scheduling and staging the ceremonies.

Event Presentation

Description

Promotion must not stop with the distribution of Bulletins or the spectators' arrival at the event centre or the competition site. Everyone who experiences the event in person, by internet or through television, should be impressed with its importance and uniqueness. The organiser's aim should be to create the best possible

INTERNATIONAL ORIENTEERING FEDERATION

atmosphere and visual experience at the event venue, official sites and around the Host Town or City by using design and colour.

Activities

A comprehensive venue presentation plan should be prepared. Such a plan should consider both the locations that should be dressed, as well as how they should be decorated. Decorations at the competition venue and other relevant sites should reflect the event design and be closely co-ordinated with any decorations provided by the Host Town or City or other authorities. Elements to be used include coloured materials, banners, flags and floral decorations.

When preparing the event presentation plan, the need to reflect the sponsors, in an appropriate manner, should always be a significant consideration. This is particularly important at events where there is a title sponsor.

The focus should be on two elements:

The experience of the spectators (including their approach to the competition venue)
The visual effect of the competition centre and event on television

Opening Ceremony and Closing Ceremony

Description

The opening and closing ceremonies represent two of the more important ceremonies of a major IOF event. Special attention shall be paid as these ceremonies are also important for the media and, hence, appropriate protocol is of importance. The opening and closing ceremonies are important in their own right as they set the atmosphere of an event and mark its opening and completion in an appropriate and satisfying manner.

These ceremonies allow the Host Country to welcome and bid farewell to all guests (the athletes and officials as well as the spectators). They also provide opportunities for the display of national or local identity and creativity.

It is important to recognise that the opening ceremony gives a first indication and feeling about the level of organisation of the event. In this context, all national teams are expected to have significant representation at both the opening and closing ceremonies.

Ideally, IOF would like to see all athletes present at both the opening and closing ceremonies but this may be unrealistic or difficult, depending upon the competition schedule of the event. Therefore, the organisers shall plan the opening ceremony at an early stage of the event concept in order to encourage and maximise athlete presence at both the opening and closing ceremonies. Even without mandatory requirements, the organiser shall request a full complement of athletes and teams to be present at these ceremonies. Because there is such a wide variety of ways that these ceremonies can be staged, it is only possible to give general guidance for planning such ceremonies. Close contact should be kept between the organisers and the IOF at all stages of the development of ideas for the ceremonies, especially if the organisers have in mind to create something elaborate or unusual. The opening and closing ceremonies are part of the IOF Event Adviser's out-of forest brief and responsibility.

The closing ceremony also requires careful planning when developing the concept. Too often there are no spectators present at this important point of the event. The organisers shall seek a concept that is as attractive as possible for many people (athletes, media, spectators, staff, etc.) to remain until the end. Otherwise the dignity of the ceremony is easily jeopardised.

Protocol Opening Ceremony

A well-designed opening ceremony should combine elements of national/local identity and an artistic/cultural presentation with official protocol (sequence, flags, anthem, speeches etc). The protocol can be summarised as follows:

Entrance of the delegations in their approved uniforms (athletes, team officials)

Welcome Speech by the President of the local organising committee (maximum 3 minutes)

Speech by the IOF President (maximum 3 minutes)

Opening of the IOF Event by the Head of State or his or her representative or the IOF President

Hoisting of the IOF flag in the stadium while music is played

INTERNATIONAL ORIENTEERING FEDERATION

The duration of the whole ceremony must not exceed 45 minutes for World Championships and should be less for other events. The opening ceremony may be conducted in a town or market square or other suitable location in the Host Town or City so that it attracts the local population and enhances its identification with the event.

The concept of the ceremony should also take into account the needs of the athletes. Those that participate must not be required to stand for a long time in either the assembly area or the stadium. They must also have the opportunity to watch the major part, if not all, of the ceremony.

Protocol Closing Ceremony

Though a less formal occasion than the opening ceremony, the closing ceremony of an event does have a specific protocol sequence (flags, anthem, speeches etc) that must be observed. This can be summarised as follows:

Entrance of the delegations - athletes, team officials - in their approved uniforms
Speech by the IOF President (maximum 3 minutes)
Lowering of the IOF flag while music is played
Handing over of the IOF flag to the representative of the Host Town or City of the next edition of the particular event
Departure of the delegations.

The remainder of the ceremony is a moment of relief and joy for the participants mixed with the sadness of farewell but also looks forward to the next event. It is also the forum to thank the athletes for their performances, the organisers for their efforts and the spectators for their support.

Flags

The international nature of a major IOF event is symbolised by the use of flags as protocol, formal recognition and decoration and is an important part of the programme and presentation. Because of the identities and ideals that flags represent, strict protocol must be observed.

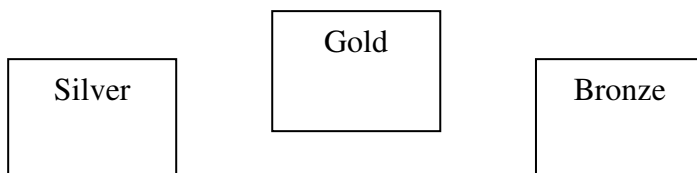
Protocol

When viewed from the front, flags should be displayed from the left to the right at the point of honour. The order of the flags should be as follows (from the left to the right)

The flag of the IOF
The flag of the host city
The flag with the logo of the event
The flags of the participating nations in alphabetical order according to the language of the host nation or the language of the area of the country
The flag of the host nation

The quality of the material of the flag has to be appropriate for its use. There are different qualities to consider for indoor or outdoor flags.

All flags at victory ceremonies (indoor and outdoor) will be raised in the horizontal format. Flags will be raised in the following formation when viewed from the athletes' position on the medals podium



If a tie occurs, two flags may be flown from the same pole during medal ceremonies. The flags will be hung in alphabetical order from the top to the bottom. Two flags should not be flown from the same pole under any other circumstances.

Protocol dictates certain etiquette when handling a flag, a nation's foremost symbol:

Flags should not be folded when carried to and from flagpoles
No flag should be in a position lower than another flag

INTERNATIONAL ORIENTEERING FEDERATION

No flag should be smaller than another
Flags should be securely fastened so as not to fall
When a flag visibly deteriorates, it should be replaced with a new one

Activities

Checking of the correct position of all flags set with reference to IOF guidelines
Frequent checking of the status of flags for the entire duration of the events
Problem solving of all issues related to flags arising during the event
Management of flag storage and supply
Collaboration with communication and media personnel for victory ceremonies

Award Ceremony

Description

Award ceremonies at championships and other major IOF events are extremely important to the athletes, their federations, their nations, the spectators and the television audience. They bring elements of occasion and national pride that are often missing in other events. They must, therefore, be carefully planned and conducted in a dignified manner.

It is very important to be able to distribute pictures of the medallists with their medals to the media as early as possible. The media representatives have to meet strict deadlines in their news offices. Therefore, the organiser shall plan accordingly and use the various options that exist - direct award ceremony in the arena, provisional ceremony [flower ceremony] in the arena and, later on, the comprehensive award ceremony at the event venue (town/city) at the official ceremony place.

Whenever possible, an award ceremony should take place on the same day of the competition. Under no circumstances should an award ceremony be held in an empty stadium; in cases where it is foreseeable that this will happen, the victory ceremony should be planned for a more appropriate point in time, if necessary the following day.

If there is a separate prize giving ceremony from the competition, e.g. later in the evening, the organisers shall make every effort possible to stage an attractive programme around the prize giving ceremony to gather as many spectators as possible. Such a ceremony with only few spectators jeopardises its dignity.

Protocol

Manning of the award ceremony

Medals and diplomas are presented by the nominated IOF representative
Flowers and gifts are presented by an appointed accompanying person

A ceremony at the competition arena (flower ceremony or comprehensive award ceremony) requires special thought as to the dignity of the ceremony. The athletes have various duties to fulfil after their competition (media interviews, de-briefing with coaches, doping tests, etc.). They have limited time to change their clothes. Nevertheless, each award ceremony still requires strict protocol.

Activities

A standard pattern and duration for each award ceremony must be used. The award ceremony timetable should be published well in advance so that it is well known to spectators, athletes and officials. It should also be published in the event programme (Bulletin 4 and public programme).

The award ceremony for each race shall last a maximum of 5:00 minutes.

The organiser shall provide a list of national / local dignitaries who could be accompanying persons.

The IOF EA approves the list of medal presenters / accompanying persons.

No modifications to the final list of medal presenters / accompanying persons will be made because of the actual results.

The list of presenters must be distributed to TV, speaker, data processing service (for graphic inserts), press, award ceremony chief.

INTERNATIONAL ORIENTEERING FEDERATION

The detailed announcements and procedures for the award ceremonies are given below and must be strictly adhered to.

Award ceremonies procedures and announcements

Time	Audio Message / Music	Visual message (Video Screen) / Action	Notes
- 15:00		Assembly of Athletes and Presenters	
-10:00		The award ceremony chief checks all athletes to ensure the proper dress code	
0:00	Acoustic signal (fanfare/music) A piece of music is played while athletes are led to the podium	Simultaneously flashing words alternating on the video screen: • <in English> Victory ceremony • local language <... >	1
0:30	Announcement: <i>The medals are presented by:</i> <Name, Title of presenter 1> <i>Accompanied by</i> <Name, Title of presenter 2>” The same announcement in the local language	Simultaneously the athletes led by Hostess 1 march in the following order onto the scene and wait behind the podium (seen from the spectator point of view): 2nd, 1st, 3rd, 4th, 5th, 6th, followed by the medal presenter(s) and Hostess 2 (medals) and Hostess 3 (flowers)	2
1:10	When the six athletes are behind the podium Announcement: <each time first in English, then in the local language> • <i>Sixth:</i> <name of athlete>, <country> • <i>Fifth:</i> <name of athlete>, <country> • <i>Fourth:</i> <name of athlete>, <country> • <i>Third:</i> <name of athlete>, <country> • <i>Second:</i> <name of athlete>, <country> • <i>First and World Champion in</i> <discipline> in <year>	<ul style="list-style-type: none"> • Athlete (6th) steps forward; • Both presenters step forward; Presenter 1 congratulates and Presenter 2 gives flowers • Idem athlete (5th) • Idem athlete (4th) • Athlete (3rd) mounts the podium • Presenter 1 gives medal and Presenter 2 gives flowers • Idem athlete (2nd) • Idem athlete (1st) • Both presenters step back 	3
3:30	Announcement: <first in English, then in the local language> <i>Ladies and gentlemen, the national anthem of <winner's country></i>	Athletes turn to the flag poles	
3:40	The national anthem of (the) winner's country is played (50-60 sec.)	National flags of the 3 medal winners are hoisted	4
4:40		After the end of the national anthem, athletes turn to photographers (as	5

INTERNATIONAL ORIENTEERING FEDERATION

Time	Audio Message / Music	Visual message (Video Screen) / Action	Notes
		directed by the photo commissioner) Hostess 3 and Hostess 2 lead presenters off the infield. After max 60seconds, Hostess 1 leads athletes off.	

Notes:

- 1 Texts must be checked
- 2 The announcements must start in English, followed by the language of the host country. A different speaker should be used for each language.
- 3 To save time the presenters may remain in front of the podium but move to the side of the next athlete; co-ordination of announcement and movement is necessary.
- 4 This must be checked
- 5 Allow some time for photographic shoot.

Layout of the podium

Because of the importance of the moment of an award ceremony, careful thought and planning must be given to the setting where it will take place. The design of the victory podium should integrate with and reflect the event design. The podium itself should be positioned to be highly visible, well lit and such that the athletes are able to see the flags and the video screen at the same time. The athletes should not turn more than 45° to see the flags. The flags have to be visible for the VIPs.

On the front-side of the podium, close to the place for the first ranking athlete, the IOF logo shall feature in an attractive size. Decoration and other enhancements that do not interfere with other aspects of the event should also be employed to create a spectacular image.

Award Ceremony Management Tasks

The Award Ceremony Manager will be responsible for the preparation and staging of the ceremonies according to the published timetable (subject to any variations required by the Event Presentation Manager) and following the official pattern. At IOF major events, the award ceremony manager and his/her assistants will ideally work from an area with direct access to the position of the victory podium and the VIP seating. The working area will include secure storage for the medals, flowers and equipment required for the ceremonies. It must also have communications links with the Event Presentation Manager, the speaker and the flag pole operators. The key aspects of managing an award ceremony are as follows:

- Giving the instruction as to which flags must be used and controlling that this is correctly done
- Having ready, in advance, the list of those who will present medals / flowers and assembling the appropriate individuals for the ceremony
- Preparing the medals, flowers and the trays
- Assembling the attendants who will carry the awards
- Assembling – in collaboration with the responsible technical person – the athletes for the ceremony
- Ensuring that the athletes are correctly dressed (approved team uniforms), that award ceremony bibs are properly affixed and that no items (sunglasses, bottles, competition equipment, mobile phones and hats, neckbands, headbands, other gadgets) are carried on to the stage. All such items most likely interfere with the outlined maximum advertising space in the IOF competition rules (the total advertising size allowed by the rules is 300 mm²).
- Contacting the Event Presentation Manager – at least 5 minutes before the award ceremony is scheduled to take place – to confirm that he/she is ready and has the names of the medal presenter and accompanying persons

It is important that the entire process is carefully rehearsed and tested several times before the event begins.

Dress Code

At major IOF events, it is a must to enforce proper dress code for participants of the ceremony (athletes, officials, organisers). In principle, the organiser is free to define which dress the athletes shall wear during

INTERNATIONAL ORIENTEERING FEDERATION

the ceremony. However, the organiser shall seek, in every ceremony model (on the competition site, or separately at an official ceremony place) to achieve the highest possible dignity and, hence, to require accordingly a minimum standard of the athletes' dress.

On the competition site, when the athletes have no opportunity to have a shower and to change their gear, the minimum level of the dress code shall require the athletes to wear the top of the team uniform. At a more formal ceremony venue, separate from the competition site, the dress code shall require the athletes to wear the complete team uniform. Before entering the podium, the organiser shall ensure that the athletes are correctly dressed (approved team uniforms).

It is important that the teams are informed in due time about the timetable of prize giving ceremonies and the required dress code. Bulletin 4 and the first team leader meeting of an event week might be appropriate places for such announcements and instructions.

Appendix 5

WOC 2006, Denmark

Confidentiality of Data and Information

1. Background

In connection with the planning and execution of WOC 2006 there is a significant need to keep certain sensitive information confidential for shorter or longer periods. This document sets down the regulations covering this.

2. Aims

The overall aim is to ensure that no information about WOC unintentionally becomes either officially accessible, or accessible to people who have a known or possible connection with one of the orienteering teams expected to participate at WOC.

3. Principles

Information about WOC is recorded in different ways, e.g. in minutes of meetings, in notes, on the website and in official bulletins. In principle, all information is confidential until the time the Event Directorate decides to release it. This can be done by, e.g. updating the website, publishing a bulletin, issuing a press release or holding an information meeting or press conference.

It is important to have clear procedures for stating who can communicate with whom about what and when, so that confidential information doesn't fly round in cyber- or other forms of space, but remains confidential until the time it is officially released.

The main principles are that

- There are 3 categories of information,
 - (i) official
 - (ii) confidential
 - (iii) highly confidential
- People may pass on or further pass on confidential or highly confidential information only to other people or in situations which have been cleared by the Event Directorate
- To be cleared, a person must have signed a confidentiality declaration
- The Event Directorate decides who shall be cleared

Beyond these the Event Directorate can, in certain specific situations, decide/give permission to communicate confidential information to people or in situations where no signed confidentiality declaration exists.

3.1 Procedure for clearance

All members of the Event Directorate (Function Leaders), IOF Event Advisers and National Controllers are per se cleared for all information.

All members of the Steering Group (club representatives etc.) have access to all official and all confidential information.

Those event officials who need to be cleared for access to classified information (confidential and highly confidential) become authorised either by the Event Director or the Secretary General after recommendation by a Function Leader.

The Secretary General administers the signing of confidentiality declarations and maintains relevant lists and files.

3.2 Classification

All information which is under discussion within the Event Directorate and therefore not yet finalised is classified in principle as highly confidential. When a decision is finalised, the Event Directorate reviews the classification.

Contracts with suppliers, agreements, specifications and working documents are classified as highly confidential.

INTERNATIONAL ORIENTEERING FEDERATION

Ratified minutes of meetings in the Presidium, Steering Group, Event Directorate, along with other functional or staffing items, are classified as confidential unless the Event Directorate decides otherwise.

Ratified time schedules, master plans and concept plans are classified as confidential. The same applies to agreed function descriptions, work plans and other similar working documents.

The Event Director or Secretary General decides the classification of items other than those noted above.

3.3 Website

WOC's website is structured as follows:

<u>Website</u>	<u>Category</u>
(woc2006.dk)	official information
(woc2006.dk/admin)	confidential information
(woc2006.dk/exec)	highly confidential information

- All documents and files which are archived on the website are classified as official, confidential or highly confidential
- The person who produces the document or file proposes the classification, which is thereafter decided by either the Event Director or the Secretary General
- Documents and files shall be archived in line with the categorisation in the table above
- The webmaster is responsible for the administration of (woc2006.dk) website
- Access to confidential and highly confidential information is administered by the Secretary General, who issues passwords, updates lists of people with access and maintains the website's contents.

4. Structures and formats

4.1. Website

The structure of the official part of the website is decided by the webmaster, responsible to the Event Directorate, whilst the format of the websites interactive part (entries, contacts, correspondence etc.) is decided by the Event Directorate.

The structure of the website's restricted part (/admin and /exec) is decided by the Secretary General. The format follows in principle the Secretary General's filing structure.

4.2 Confidentiality declarations

The form for confidentiality declarations (see Appendix 6) is sited on the website in the folder (woc2006.dk/admin/documents) from where it can be downloaded.

After being signed, the Declaration is sent to the Secretary General.

5. Responsibility areas and boundaries, partners

Data and information security is a Secretariat function and is administered by the Secretary General, responsible to the Event Directorate.

The Event Directorate, i.e. Function Leaders, are responsible for ensuring that only people and situations which have been cleared can receive or work with classified information.

Function leaders are also responsible for informing the Secretary General about every transaction (e.g. newly appointed or resigned event officials) which could require a change in a person's or situation's clearance level.

Every person who has been cleared to handle classified information is responsible for reporting to the Secretary General any violation of the rules and procedures for data and information security.

6. Budget

The costs of confidentiality management are minimal and fall within the Secretary General's budget.

Appendix 6

WOC 2006 Confidentiality Declaration

In connection with the planning and execution of the World Orienteering Championships 2006, hereafter called WOC 2006,

Name:
Address:
Function:

will have access to information which shall be handled as confidential, such that the content may only be communicated to other people who have signed this Confidentiality Declaration, or who have been authorised by the Event Directorate in some other way to receive the information.

The confidentiality requirement referred to applies both to oral and written information and covers all information about the event which is not officially accessible either in the official bulletins or on the event's open website (woc2006.dk).

The signatory hereby promises not to communicate or further communicate any form of confidential information without permission to anyone who has not signed this Confidentiality Declaration, with the exception of situations where the Event Directorate has given specific permission to do so.

The confidentiality pledge applies until 15th August 2006, even if the signatory resigns from involvement before the event is held.

Access to confidential information will be authorised by either the Event Director or the Secretary General. The latter will provide a password for the confidential parts of the website (/admin and /exec).

The list of people who have signed this Declaration is administered by the Secretary General, who is also responsible for distributing it to all concerned.

The Secretary General is responsible for filing the Confidentiality Declarations.

Date:
Place:
Signature:

Appendix 7

WOC Secretariat staffing

At WOC 2008 in CZE the Event Secretariat was manned by a team of 9 persons, working under the direction of the WOC Secretary General:

Head of Event Office

Deputy Head of Event Office

Seven assistants: fluent English-speaking orienteers, involved with team accreditation, dealing with all desk enquiries and office business, helping at team leaders' meetings, staffing the information tent at the arenas, etc. There were normally 5-6 persons available at any one time.

Also working in the Event Office were:

- 2 persons from the IT team, covering ID card on-site preparation and printing, results and start list transfer etc.
- 2 persons responsible for accommodation and board (under the direction of the WOC Director of Arrangements)
- 3 persons responsible for payments (WOC teams) and financial matters (including organisers' expenses payments during WOC) (under the direction of the WOC Finance Director)

There was some flexibility between these groups so that urgent matters could be dealt with in- or out-of-office by appropriate people.

Appendix 8

Instructions for WOC 2008 Event Office

GENERAL INFORMATION

WOC Event Office (EO) is an interface between WOC participants ("EO clients") and WOC organisers in all technical (O-events), organisational (accommodation, boarding, transport etc.) and other matters (tourist, weather forecast ...). There are several very basic foundations for the successful work and function of the EO:

- EO affairs shall be solved with maximum flexibility but always within the frame of valid IOF WOC rules to make participants happy
- EO personnel need to master perfectly all necessary information related to WOC. In practice this means to study in detail and memorise complete Bulletin no. 4 content
- Maintain always a good and positive mood and atmosphere and polite attitudes towards "EO clients", despite all hot and stressful situations that you surely might expect during EO job – be prepared to stay calm and relaxed confronted by unpleasant or even impolite attitudes or actions of other organizers and /or WOC participants
- Fair-play rule must be strictly and absolutely followed: you will sometimes have access to secret information and you are expected to maintain and guard the "information barrier" to any WOC participants, including the Czech national team and/or other familiar persons among WOC participants

ORGANISATIONAL INSTRUCTIONS:

Specific information for EO staff regarding

- Arrival – when and how to arrive at WOC Event Centre/Event Office
- Organiser accreditation – when and where to get ID cards, clothes, meal tickets etc.
- Accommodation and boarding arrangements (when and where they will get some food including arenas ...)
- Transport arrangement – how and when they will get to arenas and back
- Time Plan of EO activities prepared by EO Head related to WOC schedule
- List of mobile phone contacts to main organiser and among EO group

EVENT OFFICE ACTIVITIES

EO in the WOC Event Centre

Accreditation of WOC participants/teams

- Teams (or runners – some of them arrive sooner or later than respective national team) arrive in person to EO to be accredited. The process includes:
 - o First of all, based on actualised list from WOC Financial Secretary, to check if respective team (Federation) has paid all fees - you shall not accreditate anyone until her/his team has completed all payment arranged with WOC organisers
 - o to check ID document of each accredited runner (valid EU ID card or passport)
 - o to issue participants WOC ID card (prepared in advance by IT team if the photo was loaded to on-line entry database)
 - o for participants that did not provide photo (you can expect this for majority of people from media and VIP group, and some runners) – take picture by digital camera and ask IT to print corresponding ID card from ID software,
 - o to hand each participant a WOC bag with Bulletin 4, WOC Programme and other promotional material
 - o to hand over the team leader to the Accommodation/Boarding Section to get necessary information - be prepared to serve both to Financial and Accommodation/Boarding sections as interpreters and mediators – these are really facing quite demanding situations and discussions

INTERNATIONAL ORIENTEERING FEDERATION

- **Preparation of material for Team Official Meetings (TOMs)**
 - o they are normally held every evening at 19:00
 - o remember: the material to be copied and distributed at TOM never arrives enough in advance from responsible persons = be prepared for moments of hard and highly coordinated work to enable TOM to start on time!
 - o Usual TOM material to copy includes: results (summary and intermediates) and start list from IT team and approved by National Controller and IOF Adviser, control descriptions, instructions for next race, start bibs and pins
 - o All this material has to be completed and distributed into team bags in correct number of copies as the number of accredited team members (it is better to give more copies than less!)

- **Collection of team entries for WOC events**
- Be careful – this must be an error-free process to avoid any potential complication and complaints
 - 1) distribution of team entry forms** – you will be given an approved form by EO Head, usually the day before the deadline of team entry, to be copied and distributed into team boxes in EO; be prepared any time to make additional copies for those who have lost it
 - 2) collection of entry forms** – They must reach EO by 12:00 on due day according to the WOC Programme as defined by IOF rules, correctly filled and signed by team official – when you receive the entry form, first check for easy-to-find errors (missing signature of team official, only one runner per heat allowed except for last year WOC Champions in respective discipline – if you are not sure contact EO Head) and then sign it with exact time (hours:minutes) of reception (especially crucial if entry form is received after the official deadline of 12:00)
 - 3) entry to IT system – as soon as possible, include checking that entered runners were all accredited before the deadline for accreditation prior to WOC!
 - 4) archive the entry form – will be used for control of correct entries and start list draw

- **Event Office in WOC Arenas**
- The job there is usually much more relaxed
- Usual activities include the collection of team entries, posting available preliminary and final results issued by IT team, distributing new and used maps to teams, giving information on results availability, transport etc.
- Be prepared that you might be used by other sections as interpreters or mediators
- The opening hours of EO in the Event centre and in Arenas overlap – this means we will work in 2 groups (one will leave sooner to open EO in Arena and then again back in Event Centre)

Important: there will be at least one meeting of all EO persons, usually after the TOM at a time specified during the day, to have a brief feedback on what happened and to revise the next day's planning and schedules

Appendix 9A

Mandatory access rights

This appendix details the mandatory access rights for IOF officials and high-level representatives of national orienteering federations. The schema below has been determined by the IOF Council and it is expected that Event Organisers will comply with the procedures herein.

INTERNATIONAL ORIENTEERING FEDERATION

IOF Accreditation at the World Orienteering Championships

Category	Designation	Access	Services	Accreditation fee
IOF	IOF President	1,2,3,4	A, B, C,E	No
	IOF Council, Honorary President, Honorary Member	1,2	A, B, C,E	No
	IOF Secretary General, Assistant Secretary General	1,2,3,4	A, B, C,E	No
	IOF Sports Director	1,2,3,4	A,B,C,E	No
	IOF Employees	1,2	A,C,E	No
	IOF Commission Chair/Co-coordinator	1,2	A, D,E	Yes, NF
	IOF Commission Member	1,2	A, D,E	Yes, NF
	IOF Partners and Sponsors	1,2	A,B,D,E	No
	IOF Invited Guest	1,2	A,B,D,E	No
	IOF Accompanying Guest	1,2	A,D	Yes, person
NF	NF President, NF Secretary General	1,2	A,B,D,E	Yes, NF

KEY

Access

- 1 Spectator area, Stand, Opening/Closing Ceremony, Banquet
- 2 VIP area including complimentary refreshments/catering at arena
- 3 Competition Area, Start, Finish Line, Coaching Zone, Access to athletes, Anti Doping
- 4 Media Facilities

Services

- A Accommodation - highest level available; **pre-booking and payment necessary**
- B Inclusion of partner/accompanying guest
- C Council transport
- D Official transport; **pre-booking and payment necessary**
- E Start/Result Lists, Maps

Accreditation

Fee applicability, payable by whom

Appendix 9B

A general accreditation model

This appendix introduces a general (yet detailed) accreditation model for a majority of the functions at a WOC. It includes a number of categories, a number of access zones, and examples of a standardised ID-card.

It is the IOF's ambition to try to standardise the accreditation model for future WOC's, along the same lines as is done for the Olympics. A secure and well-functioning accreditation model is an important tool for the safe and successful implementation of processes at a WOC, and will serve the purpose of raising the quality of the event.

In the model, the following structure has been used:

Category: A division into general function fields

Sub-category: A detailed division of functions within a field

Access zones: An identification of access zones, mainly in the WOC arenas

Colour coding:

Based on earlier WOC experience it is suggested to use a colour-coding system to identify the access rights of the different accreditation holders. This model works in the way that entry points to access zones (media, interior arena, VIP-areas, etc.) shall be marked with the appropriate colours. This will assist the entry marshals in determining who is entitled to access, as well as informing persons wishing to enter what access right is needed.

Field specification:

In some functions, a special field specification has been added. This shows access rights to "zones within a zone". An example of this is the division into separate photo-access categories within the Media access zone, something that has proved important to facilitate the co-existence of photo- and TV-media.

As stated above, the model and templates provided are an attempt at standardising the accreditation at WOC. Clearly, an organiser may find additional needs for functions and/or access areas and thereby want to extend the model. An organiser is expected to do this within the proposed framework, and **not** introduce a completely different model.

Explanation of categories with examples:

Team – Athlete:

Person entered as an Athlete as part of a National Federation's team.

Team – Official:

Person entered as a Team Official as part of a National Federation's team.

Organiser – Interior arena:

Person who needs access to functions such as IT, time-keeping, speaker, etc.

Organiser – Start:

Person who needs access to start area

Organiser –Arena:

Person who performs functions at the arena, such as catering, housekeeping, access marshals etc.

Organiser – Arena VIP:

Person who needs access to VIP area in order to perform organiser duties

Organiser – Competition area:

Person who needs access to the competition terrain, e.g. serving as a control guard, refreshment control personnel, photo-control hosts, etc.

Organiser – Medical:

Person who needs access to (possibly) sealed-off areas to give medical treatment

Organiser – Anti-Doping:

Person who needs access to sealed-off areas for anti-doping work (doping control facilities)

IOF Officials – Event Adviser:

Member of IOF Event Advising team, which includes IOF Sports Director, IOF appointed SEA(s) and National Controller(s)

IOF Officials – Jury:

Member of event Jury, appointed by the IOF

IOF Officials – IOF 3:

IOF official of category 3, e.g. members of IOF Commissions

IOF Officials – Anti-Doping:

IOF Anti-Doping officer and appointed assistant(s)

VIP – IOF 1:

IOF President, IOF Secretary General, IOF Assistant Secretary General

VIP – IOF 2:

Member of IOF Council, IOF Honorary President, IOF Honorary Member, IOF Commission Member, IOF Employee, IOF Partner and Sponsor, IOF Invited Guest, IOF Accompanying Guest, Representatives of future organisers of WOC

VIP – National Federation:

National Federation President, National Federation Secretary General

VIP – Organiser:

Person holding VIP accreditation by the organiser (Note: Sponsors are subject to a separate category.)

Media – Journalist:

Writing media

Media – Photo 1:

Still photographer holding an international press card (or similar), subject to primary position in photo zones

Media – Photo 2:

Still photographer not holding an international press card (or similar), subject to secondary position in photo zones

Media – TV 1:

TV-camera operator working for the live-TV (and arena-) production

Media – TV 2:

Member of TV-team other than those working for the live-TV (and arena-) production, e.g. news crew cameraman and TV-journalist

Sponsor – Category 1:

Representative of organiser's partner, highest level

Sponsor – Category 2:

INTERNATIONAL ORIENTEERING FEDERATION

Representative of organiser's partner, secondary level

Sponsor – Category 3:

Representative of organiser's partner, third level

(Note: The subcategories may be named at organiser's discretion, e.g. "Sponsor - Gold", "Sponsor - Silver" and "Sponsor - Bronze" etc.)

Explanation of access zones with examples:

Athlete's areas:

A sealed-off area at the arena reserved for the teams (team tents, etc). This area shall not be accessible by media or public.

Quarantine and Start:

Quarantine: An area where the athletes (and possibly some team officials) must check into and stay before the start of the competition

Start: The area between the call-up gate and the start-point-flag including start-sequence gates

Coaching zone:

An area specially marked at the arena where it is allowed to give coaching to passing athletes. Access to the coaching zone is denoted with a capital "C" in the YELLOW field. The number of team officials that can have access to the coaching zone may be limited by the organiser, but should not be less than 2 per team.

Interior arena:

A sealed-off working area for the administration of the event. In this area functions such as time-keeping, punching control, result management, on-line controls, tracking and arena commentating are located. The finish line with time-keeping arrangements is part of the interior arena.

Media centre:

An area (normally covered for weather protection) arranged as a work-space for media, with access for all persons with media accreditation (photo-, TV- and writing media).

TV-zone 1:

Locations with access only for the arena production cameras, such as fixed TV-camera platforms, prime position behind the finish line etc. Access to the TV-zone 1 is denoted with capital "TV1" in the ORANGE field.

TV-zone 2:

Locations with access for TV crews other than the arena production team. This includes secondary positions behind the finish line as well as the area alongside the run-in. In the case of photo controls, TV-zone 2 is the primary position at such a control. Ideally, there should be different photo controls for TV and still photo, or arrangements should be made so that the different photo media do not disturb each other. Access to the TV-zone 2 is denoted with capital "TV2" in the ORANGE field.

Photo zone 1:

Locations with access only for professional photographers holding an international press card (or similar). This includes secondary positions (in relation to TV) in the area behind the finish line. In the case of photo controls, Photo zone 1 is the secondary position at such control. Ideally, there should be different photo controls for TV and still photo, or arrangements should be made so that the different photo media do not disturb each other. Access to the Photo zone 1 is denoted with capital "P1" in the ORANGE field.

Photo zone 2:

Locations with access for photographers not holding an international press card (or similar). Photo zone 2 includes the area alongside the run-in but does not include the area behind the finish line nor special photo controls. Access to the Photo zone 2 is denoted with capital "P2" in the ORANGE field.

Mixed zone:

An area after the finish line, inside the media area, where media can have access to athletes who have recently finished for interviews, close-up photos etc. Access to the Mixed zone is denoted with capital "MZ" in the ORANGE field.

VIP area:

A sealed-off and weather-protected area for treatment of VIP's (guests, partners, representatives etc.). The VIP area may include a stand along the run-in to provide a view of finishing runners. The big video screen should ideally be viewable from the VIP area; alternatively a separate large TV screen or similar can be arranged having the same display as the big screen.

Anti-doping area:

A sealed-off and weather-protected area for carrying out doping control.

INTERNATIONAL ORIENTEERING FEDERATION

All terrain:

The entire area outside the arena which has been classified as competition area and out-of-bounds for spectators and non-competitors. This may or may not include the competition area in sprint races, depending on the organiser's decision on whether to allow spectators in the competition area or not.

List of Acronyms

International Orienteering Federation

IOF	International Orienteering Federation
GA	Ordinary General Assembly
ExGA	Extraordinary General Assembly
PC	Presidents' Conference

Discipline Commissions

FOC	Foot Orienteering Commission
MTBOC	Mountain Bike Orienteering Commission (MTB Orienteering Commission)
SOC	Ski Orienteering Commission
TOC	Trail Orienteering Commission

Support Commissions

EnvC	Environment Commission
ITC	IT Commission
MC	Map Commission
MedC	Medical Commission
RC	Rules Commission

Athletes' Commissions

AC	Athletes' Commission
----	----------------------

IOF Regions

RWG	Regional Working Group
AsWG	Asian Working Group
EWG	European Working Group
NAWG	North American Working Group
OWG	Oceanian Working Group
OFAf	Orienteering federations in Africa
OFAs	Orienteering federations in Asia
OFE	Orienteering federations in Europe
OFNA	Orienteering federations in North America
OFO	Orienteering federations in Oceania
OFSA	Orienteering federations in South America

National Federations

NF	National Federation
ARG	Argentina
AUS	Australia
AUT	Austria
BAR	Barbados
BEL	Belgium
BLR	Belarus
BRA	Brazil
BUL	Bulgaria
CAN	Canada
CHI	Chile
CHN	China
COL	Colombia
CRO	Croatia
CUB	Cuba
CZE	Czech Republic
CYP	Cyprus
DEN	Denmark
ECU	Ecuador
ESP	Spain
EST	Estonia

INTERNATIONAL ORIENTEERING FEDERATION

FIN	Finland
FRA	France
GBR	Great Britain
GEO	Georgia
GER	Germany
GRE	Greece
HKG	Hong Kong
HUN	Hungary
INA	Indonesia
IND	India
IRL	Ireland
ISR	Israel
ITA	Italy
JAM	Jamaica
JPN	Japan
KAZ	Kazakhstan
KEN	Kenya
KGZ	Kyrgyzstan
KOR	Korea
LAT	Latvia
LIE	Liechtenstein
LTU	Lithuania
MAS	Malaysia
MNE	Montenegro
MDA	Moldova
MGL	Mongolia
MKD	Macedonia
MOZ	Mozambique
NED	Netherlands
NOR	Norway
NZL	New Zealand
PAK	Pakistan
PAN	Panama
POL	Poland
POR	Portugal
PUR	Puerto Rico
PRK	People's Democratic Republic of Korea
ROU	Romania
RSA	South Africa
RUS	Russia
SLO	Slovenia
SOM	Somalia
SRB	Serbia
SUI	Switzerland
SVK	Slovakia
SWE	Sweden
THA	Thailand
TPE	Chinese Taipei
TUR	Turkey
UKR	Ukraine
URU	Uruguay
USA	United States of America
VEN	Venezuela

Disciplines

FootO	Foot orienteering
MTBO	MTB orienteering
SkiO	Ski orienteering
TrailO	Trail orienteering

INTERNATIONAL ORIENTEERING FEDERATION

Events

WOC World Orienteering Championships
WMTBOC World Mountain Bike Orienteering Championships
WSOC World Ski Orienteering Championships
WTOC World Trail Orienteering Championships

WCup World Cup

JWOC Junior World Orienteering Championships
JWMTBOC Junior World MTB Orienteering Championships
JWSOC Junior World Ski Orienteering Championships

WMOC World Masters Orienteering Championships
WMTBOC World Masters MTB Orienteering Championships
WMSOC World Masters Ski Orienteering Championships

WRE World Ranking Event

ROC Regional Orienteering Championships
AsOC Asian Orienteering Championships
AsSOC Asian Ski Orienteering Championships
EOC European Orienteering Championships
EMTBOC European MTB Orienteering Championships
ESOC European Ski Orienteering Championships
ETOC European Trail Orienteering Championships
EYOC European Youth Orienteering Championships
EYSOC European Youth Ski Orienteering Championships
NAOC North American Orienteering Championships
NASOC North American Ski Orienteering Championships
OMTBOC Oceania MTB Orienteering Championships
OOC Oceania Orienteering Championships
SAOC South American Orienteering Championships

TWG The World Games
WMG World Masters Games
WWMG Winter World Masters Games
WUOC World University Orienteering Championships
EMG European Masters Games

External Relations

IOC International Olympic Committee
NOC National Olympic Committee
ARISF Association of the IOC Recognised International Sports Federations
SportAccord SportAccord
IWGA International World Games Association
IMGA International Masters Games Association
FISU International University Sports Federation
CISM International Military Sports Council
IPC International Paralympic Committee
CAS Court of Arbitration for Sport

IF International Federation

Anti-Doping

WADA World Anti-Doping Agency
NADO National Anti-Doping Organisation
TUEC Therapeutic Use Exemption Commission
DCO Doping Control Officer
RTP Registered Testing Pool
ISTUE International Standard for Therapeutic Use Exemptions

INTERNATIONAL ORIENTEERING FEDERATION

TUE Therapeutic Use Exemption
ADAMS Anti-Doping Administration & Management System

Personnel

SVP Senior Vice President
VP Vice President
SG Secretary General
ASG Assistant Secretary General
SD Sports Director
ESB Event Supervisory Board
SEA Senior Event Adviser
EA Event Adviser

Specifications

ISOM International Specification for Orienteering Maps
ISMTBOM International Specification for MTB Orienteering Maps
ISSkiOM International Specification for Ski Orienteering Maps
ISSOM International Specification for Sprint Orienteering Maps

Publications

OW Orienteering World
SciJO Scientific Journal of Orienteering

Appendix 9C – ID cards – procedures, a standardised template and examples

The production of identity cards requires special software, linked with that used for accreditation (database with required data and photo for each person, etc.). The production process is time-consuming and requires dedicated PCs, printers, camera and lamination equipment during the period of accreditation. In addition to the event officials, around 1,000 identity cards are issued at a WOC.


Identity cards should be created in advance wherever possible. Accreditation of officials should be completed before WOC starts. On request, most national teams will send photos in advance, usually with or after the final entry during the week before WOC. Identity cards will need to be produced at the time of accreditation for many IOF delegates, media representatives and guests, so the necessary equipment and personnel trained to take the photo and create the card must be readily available in the Event Office throughout the registration period.

A number of blank cards should be kept handy for 'emergency accreditation', e.g. for people who arrive at late hours.

Template

In this section a standardised model is introduced for ID cards with name, photo, functions and access rights. The ID card is (where applicable) following the standard set for the Olympic Games by the IOC. The template below is presented in the exact size and defines the front side of the card. The back side of the card is at the organiser's disposition e.g. for informing about useful phone numbers (e.g. key organisers, emergency numbers), the WOC programme, advertisements etc.

ID card template, front side

					
Photo 40x40 mm		WOC logo			
First + family name NAT*					
Title 1 (if applicable)					
Title 2 (if applicable)					
C		Ph1 MZ			
Category			Sub-category		
Sponsor logos, advertisement**					

INTERNATIONAL ORIENTEERING FEDERATION

* NAT (= nationality according to the IOC acronyms). NB! This **shall not** be displayed for IOF Council and staff (the IOF Secretariat will supply a list of those concerned) and **need not** be displayed for the category "Organiser".

** The Sponsor logos, advertisement space is reserved as follows:

If the organiser has purchased the Full Sponsorship Rights, the entire space can be used by the organiser.

If the organiser has not purchased the Full Sponsorship Rights, the leftmost 50% of the space is reserved for the IOF.

The IOF logo shall always be displayed in the upper right corner of the ID card, sized as in template.

Examples of ID cards are displayed below.

INTERNATIONAL ORIENTEERING FEDERATION

Examples of ID cards

The following are examples of ID cards for different categories. Note that the sample cards are made smaller than the original size for reasons of space.

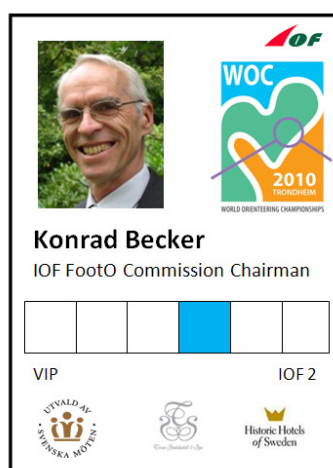
ID-card example, VIP - IOF 1



ID-card example, VIP – IOF 2



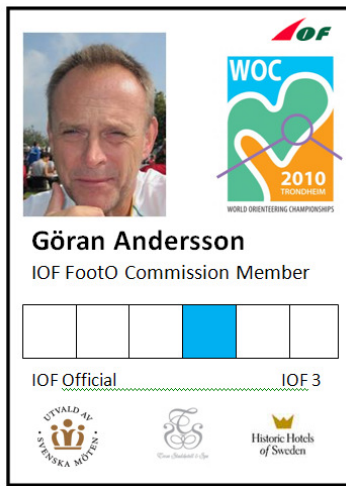
ID-card example, VIP – IOF 2



ID-card example, VIP – National Fed



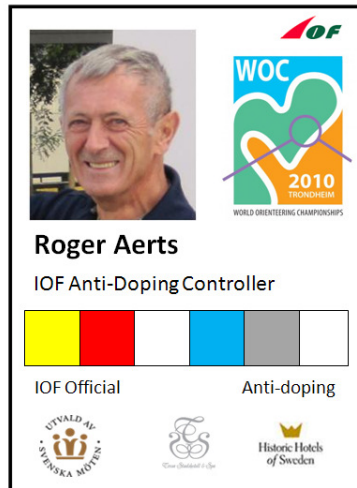
ID-card example, VIP – IOF 2



ID-card example, IOF Official – Event Adviser



ID-card example, IOF Official – Anti-doping

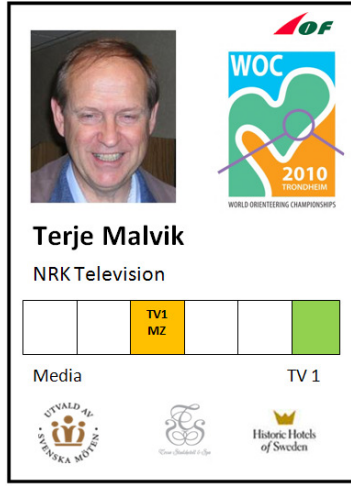


INTERNATIONAL ORIENTEERING FEDERATION

ID-card example, Media – Journalist



ID-card example, Media – TV 1



ID-card example, Team – Official



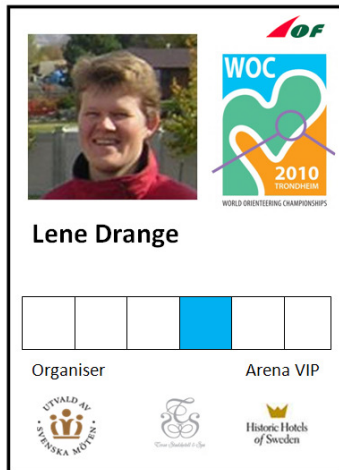
ID-card example, Team – Athlete



ID-card example, Organiser – Interior Arena



ID-card example, Organiser – Arena VIP



ID-card example, Organiser – Competition Area



Appendix 10

WOC Bib number specifications and design

Relevant IOF Rules:

- 21.2 Start number bibs shall be clearly visible and worn as prescribed by the organiser. The bibs shall not be larger than 25 cm × 25 cm with figures at least 10 cm high. The number bibs may not be folded or cut.*
- 33.2 Advertising on track suits or other clothing which are worn by team members during the official ceremonies shall not exceed 300 cm². There is no restriction to the amount of advertising on the runners' competition clothing or equipment except for the start number bibs.*

| Full details of the designs and other requirements are given in the IOF Sponsor Guide.

Appendix 11 – IT in the arenas: power needs and network capacity

Power needs

If using laptops (highly recommended) – calculate around 100W per device, similar for network equipment.
Printers 500W
Lcd monitors 100W

For the timing, it is crucial that the power supply is stable. It is best to have separate circuits for network/IT/timing: use a trusted UPS on network equipment. The laptops should have a working battery, so they'll continue to work for at least an hour if there is a power outage.

TV (OB bus): at least 63A.

'Big screen': probably 32-63A – could be less – depending on technology and size. Some screens have built-in generators.

Network capacity

Media: The journalists can saturate any link when uploading images after the event. A link of at least 500 kbit/s in both directions is needed, but preferably at least 1-2Mbit/s. This needs to be available for at least 2 hours after the race has finished.

GPS tracking: The devices do not use much bandwidth, but having 50-80 units sending at the same time can still cause problems because the GSM cells do not always have the capacity to have many simultaneous connections. The number of smart phones amongst the public will also use this capacity close to the arena. The downlink for presentation does not need much bandwidth during production, but it's crucial that there is a stable link. 50-100kbit/s is suitable.

Video streaming: Uplink to the service (Bambuser, Ustream, custom solution, commercial solution) should have at least a stable 400kbit/s uplink to have decent quality. 1Mbit/s is good for a web broadcast; for TV broadcast probably 5-10Mbit/s.

Timing: The bandwidth needed locally is small – a good, switched 10Mbit/s net is more than sufficient. However it must be stable and should have low latency. That more or less rules out WLAN (wireless) for all critical components. If a long distance is involved (>100m in one segment), try coax (devolo 200avpro) or fibre.

Appendix 12 – Competition templates and specialist notes

To be found in <http://www.orienteering.org/index.php/iof2006/Rules-and-Guidelines/Foot-Orienteering>

1. [Start list layout and content](#) (chap. 16)
2. [Quarantine zone](#) (chap. 22)
3. [Start layout](#) (chap. 22)
4. [Name boards for results board](#) (chap. 25)
5. [Result list layout and content](#) (chap. 25)
6. [Complaints and disqualification procedures](#) (chap. 28)
7. [Inner competition centre layout](#) (chap. 30)

Details of results board design, podium size and design, and a background board for press conferences are given in the IOF Sponsor Guide.