



Working within the IOF

for Council and Commission Members

IOF staff and volunteers

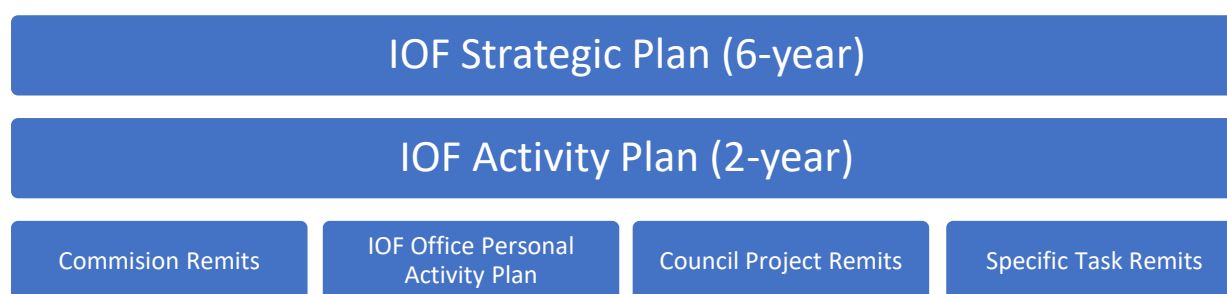


Introduction

Working within the IOF requires extensive cooperation between the IOF Council, the Council appointed Commissions, the IOF Office personnel and volunteers working in projects or with specific tasks on behalf of the IOF. This document aims to give some basic information required for working with the IOF structure.

The IOF works on the basis of Congress periods of 2-years and in connection with each General Assembly plans and budgets are reviewed. The IOF Strategic Directions are set every 6 years, the latest being for the period 2012 – 2018. The IOF Council is responsible for the targets set in the Strategic Directions and for the activities and tasks which are included in the 2-year Activity Plan determined at each General Assembly.

The following describes the hierarchy of working methods and documents which are used within the IOF.



The current Strategic Plan includes the following Vision and Values which direct the overall work of the IOF.

Vision:

The vision of the IOF is that orienteering shall be a truly global sport and included in the Olympic and Paralympic Games.

Values

Orienteering is at one with nature. Orienteering is respectful of the natural environment. It promotes environmental good practice.

Orienteering is mentally and physically challenging. It advocates and supports a healthy lifestyle; an active mind and body.

Orienteering is characterised by the spirit of adventure. Through the challenges of navigation, orienteering develops self-confidence, independence and life skills. It is a lifelong sport, enhancing the quality of life.

Orienteering is inclusive. Orienteering promotes the inclusion of women and men equally from all ethnic, religious and social backgrounds. Success by women and men is equally recognised.

Orienteering is committed to being a drug free sport and supports the World Anti Doping Agency (WADA) motto play true.

Orienteering is characterised by the spirit of friendship and is committed to the notion of fair play. It is expected that all persons taking part in an orienteering event shall behave with fairness and honesty.

Orienteering is committed to the highest standards of governance and transparency in the conduct of its business and to seek full engagement of all its members on an equal basis in its decision-making.

Everyone working within the IOF structure should be knowledgeable about the contents of the Strategic and Activity Plans. Links to these documents are therefore provided here.

[IOF Strategic Directions](#)

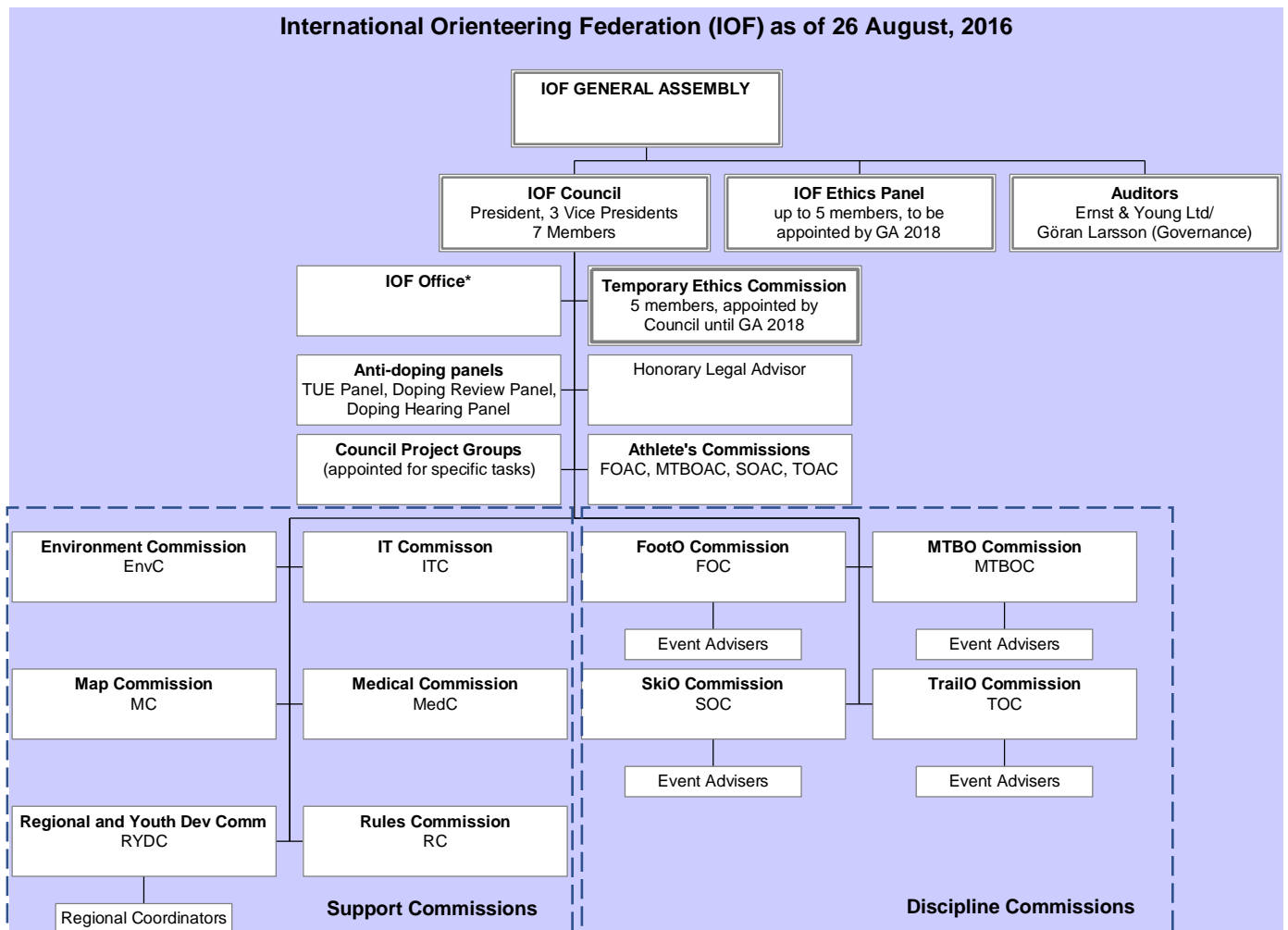
[IOF Activity Plan](#)

All Council members, Commission members, staff and volunteers shall abide by the IOF Code of Ethics and declare any and all potential conflict of interests via the link below.

[IOF Code Of Ethics](#)

[IOF Conflict of Interest Policy and Registration of interests](#)

Structure



IOF Council

The Council leads the IOF between General Assemblies. The Council meets usually 4 times a year.

The Council works in accordance with the IOF Strategic Plan and Activity Plan. The Council is also responsible for the operations of the IOF.

The Council has 2 working groups which take on special tasks within the Council.

Presidents Working Group

The Presidents Working Group (PWG) consists of the President and the 3 Vice Presidents. The PWG meets in advance of the Council meetings to determine the agenda and to prepare items for the meeting. The PWG may also meet ad hoc to discuss procedural issues which need to be addressed between Council meetings. The PWG also discusses professional staff issues with the Secretary General/CEO.

Event Supervisory Board

The Event Supervisory Board (ESB) is a sub group of the IOF Council consisting of 3 Council members and the IOF CEO. The ESB can be called on by Council, the IOF Office, Commissions, Senior Event Advisers and Event Adviser teams. The ESB serves as a first level escalation body. On behalf of Council, the ESB deals with Special Rules, requests for rule deviations of a technical nature, decisions on the dates of IOF Events, appointments of Senior Event Advisers and Event Adviser teams and, when called upon, initiates measures to resolve event quality related problems. Any decisions taken by the ESB shall be noted in the minutes of the subsequent Council meeting. If the ESB is unable to make a decision about a particular matter, it is referred to the full Council for a ruling.

The Council has among its members divided responsibility for following up the Strategic Plan key goals and for communications and follow-up with Commissions.

Council division of responsibilities

Council Meetings

In connection with each Council meeting the following timeline is normally followed.

Appr 5 weeks prior to meeting	Mail from office to Commission Chairs, Council and IOF Office asking for known items for the meeting agenda (Bullet list)
Appr 4 weeks prior to the meeting	PWG meeting to discuss and formulate agenda
2 weeks prior to the meeting	Reports and Proposals shall be submitted to the IOF Office
10 days prior to the meeting	Meeting documents shall be distributed to Council
Meeting	
2 days following the meeting (latest)	Summary of important decisions sent to respective Commission Chairs
3 days following the meeting (latest)	Draft meeting minutes sent for approval
10 days following the meeting (latest)	Final meeting minutes completed, distributed and published on orienteering.org

The above times are not absolute but represent the intended process for effective and constructive meetings and decision-making. Reports and proposals to Council should use the templates provided by the IOF Office.

Council may deal with issues of urgency by e-mail or telephone conference between scheduled Council meetings.

Council members are volunteers and national federations are responsible for covering Council Members' travel (up to 500 EUR per meeting) and meeting costs. However, when representing the IOF at IOF Events, Partner Events and in International Sports Bodies, Council members receive reimbursement for travel and living costs from the IOF.

IOF Commissions

Members are appointed by Council for a Congress period, i.e. 2 years. Commissions are delegated tasks by the IOF Council in accordance with the IOFs Strategic and Activity Plans. As experts, they prepare reports and proposals for Council consultation and decision. Each commission's work is defined in their remits. Remits are for two years, with specified tasks for the upcoming year. Council approve remits in January each year. IOF Commissions have 1-4 meetings each year and prepare minutes from each meeting for external distribution on the IOF website. Discussions and decisions within the commission may also occur through email in between commission meetings. IOF Commissions cooperate with each other in matters of common interest.

Commissions and the IOF Council gather together at the beginning of each year for a Joint Meeting which provides the commissions and Council the opportunity to exchange ideas and shorten the path for decision-making.

National federations are responsible for covering IOF Commission Members' travel and meeting costs.

Discipline commissions

[Foot Orienteering Commission](#)

[MTB Orienteering Commission](#)

[Ski Orienteering Commission](#)

[Trail Orienteering Commission](#)

Support commissions

[Environment Commission](#)

[IT Commission](#)

[Map Commission](#)

[Medical Commission](#)

[Rules Commission](#)

[Regional Youth and Development Commission](#)

[IOF Office](#)

The IOF Office is the professional and contracted staff of the IOF. The responsibilities of the respective office employee can be found on the IOF homepage by following the above link. The Office is a service organisation for member federations, Council, Commissions and other volunteers. It is suggested that general inquiries to the office be sent to the IOFs main e-mail address iof@orienteering.org. This is a shared mailbox accessible to all staff and is checked several times daily for incoming mail requiring action.

The Office is also responsible for the finances of the IOF including budgeting and financial management. Budget responsibility may be delegated to IOF Office employees. The [IOF Policy on finances and Delegation of Authority](#) shall be adhered to for all financial transactions. If in doubt about financial issues contact the Office.

Each office staff member has an agreed Personal Activity Plan which is based upon the agreed overall Activity Plan for the Congress period and any items of running business assigned to the role.

Athletes' Commissions in all four disciplines

The role of the IOF Athletes' Commissions (AC) is advisory. The ACs liaise with and provide advice to the IOF Council and the Chairpersons of IOF Discipline Commissions on matters such as rules, event programmes, fairness and other matters relevant to the elite athlete and elite international orienteering. Not all working documents of the Discipline Commission are circulated to the athletes in the Athletes' Commission. When seen beneficial for Discipline Commission's work, Athletes' Commission's Chairperson could be invited to a Discipline Commission meeting. In this situation, it shall be remembered that discussion about some agenda items should be kept confidential, such as championship details, and the AC Chairperson should not be part of that discussion.

When Athletes' Commission members take part in IOF meeting activities, their costs are reimbursed by the IOF. They shall fill in the [IOF Expense Claim sheet](#) and send it to the IOF Office in accordance with the instructions on the form.

Event Advisers (EA)

Event Advisers supervise IOF World Ranking and Major Events organised in the IOF member countries to ensure the quality of the maps, courses, organisation, and out-of-forest elements. To become an Event Adviser one has to:

1. Be an active orienteer.
2. Have competed in other countries.
3. Have successfully controlled major national events in the last 3 years.
4. Be competent in the English language.
5. Have attended, and have been an active participant in, an IOF Event Advisers Clinic
6. Be familiar with the relevant IOF Publications
7. Be recognised as a top standard event adviser and endorsed as suitable by the national federation

Event Adviser applications are submitted by the national federations for approval by the IOF. An Event Adviser accreditation needs to be renewed every 2 years. Links to information about accreditation, re-accreditation and Event Adviser clinics can be found on the IOF homepage www.orienteering.org under each disciplines' menu structure.

Senior Event Advisers (SEA)

Senior Event Advisers (Event Advisers for IOF Major Events, not World Ranking Events) are proposed by the Discipline Commission together with the Rules Commission and approved by the ESB by delegation from the Council. The Senior Event Advisers send their reports via the IOF Office to the Council. The IOF Office circulates the reports to all relevant people.

For SEAs appointed for an IOF Event, the IOF reimburses the travel costs related to the planned control visits in exchange for the appropriate receipts. The local organiser carries the costs for accommodation and transport during the visits and during the events. Any additional visits deemed necessary need to be approved by the IOF Office. Travel reimbursement is paid according to the cost of the most affordable way of travel. In order to collect your travel reimbursement, please fill in [the IOF Expenses Claim form located here](#) and return it to the IOF Office within one month after the visit accompanied by the appropriate visit report. The IOF does not pay daily allowance for control visits. Should there be a specific need to travel by private car, please contact the IOF Office in advance (the reimbursement rate for private car transport is SEK 1.85/km, or equivalent in other currency).

Regional Coordinators and other volunteers

Regional Coordinators are proposed by the Regional and Youth Development Commission (RYDC) and appointed by Council. Their role is to work with development projects including visits, education seminars and clinics among IOF member federations and organisations with the goal of seeking membership. The IOF reimburses Regional Coordinators for travel expenses when documented with valid receipts. The RYDC has an annual budget for Regional development work and will in most cases in advance agree an annual budget with each regional Coordinator for their work. Any deviations from the budget must be approved by the IOF Office.

The IOF Council may appoint other volunteers to work with specific IOF Projects or Tasks. Such appointments may be proposed by Commissions. For each project or task a budget will be established and the IOF may reimburse volunteers for expenses up to the budgeted level based upon the presentation of valid receipts.

They shall fill in the [IOF Expense Claim sheet](#) and send it to the IOF Office in accordance with the instructions on the form.

Decision making processes in the IOF

Commission members can propose items for the Commission meeting agenda. When a Commission has reached an agreement on a matter, the Commission Chair then submits a written proposal to the Council. This is forwarded to the IOF Office in accordance with the above timetable for the next Council meeting.

The IOF Council takes a decision on the proposal, or decides to postpone it, and informs the Commission accordingly. The IOF office publishes the information on the IOF website.

Urgent matters can be sent to the IOF Office for either ESB or Council consideration and decision. The Office will inform the Commission Chair if a decision can be made immediately or if this will need to wait until the next Council meeting.

Communication

Communications in the IOF are encompassed by the [IOF Communications Policy](#). All Council, Commission, staff and volunteers acting on the behalf of the IOF are expected to know about and follow the Communications Policy.

Website & Social media accounts



www.orienteering.org



www.worldorienteeringday.com



www.liveorienteering.com



www.facebook.com/IOFarena



<https://twitter.com/IOForienteering>



www.instagram.com/iof_orienteering

Policy – finances and Delegation of Authority

The IOF is an international organisation with global activities. Policy involving delegation of authority and approval of financial transactions therefore needs to provide for the flexibility for the organisation to manage contractual and financial matters in a timely manner, while maintaining good financial control in accordance with applicable laws and standards. This implies the following:

- The IOF Council has authority over all contractual and financial matters.
- All delegations of authority shall be in writing, included in approved Council Minutes, and should provide specific guidance to all delegates.
- Delegations of authority must be formulated in accordance with the laws and standards applicable in the country where the IOF has its seat.
- Signature and attestation rights shall be limited to the President, Senior Vice President and Secretary General/CEO.
- Signature rights for contracts shall be defined in accordance with the amount of financial risk and exposure encompassed.
- All purchases of products and services which will be invoiced to the IOF shall be made via the IOF Office.
- Invoices shall be approved by the individual initiating the purchase. The purchaser shall control that the invoice is in accordance with the ordered product and service and that the corresponding delivery has occurred.
- Expenses shall be approved by the individual with budget responsibility.
- Invoices and expenses shall be signed for payment by the Secretary General/CEO (and above defined limits also by the President) with the exception of own purchases and expenses.
- The Secretary General/CEOs own purchases and expenses shall be signed for payment by the President. (If the President is not available by the Senior Vice President)
- The Presidents expenses shall be approved by the Senior Vice President.
- The Secretary General/CEO may grant access to the IOFs bank accounts, and delegate the authority for carrying out bank and postal transactions to an external accounting partner and/or other IOF Office personnel. Any such delegations shall be documented.

Current signature limits

Contracts

- Organiser agreements which are in accordance with the financial terms pre-determined by the IOF Council may be signed with the sole signature of the Secretary General/CEO. Any deviations from the pre-determined financial terms shall be co-signed by the IOF President.
- Sponsor agreements with a value up to 100 000 EUR per annum may be signed with the sole signature of the Secretary General/CEO. Agreements above 100 000 EUR per annum shall be co-signed by the IOF President.
- Supplier agreements with a value up to 100 000 EUR per annum may be signed with the sole signature of the Secretary General/CEO. Agreements above 100 000 EUR per annum shall be co-signed by the IOF President.
- Any agreements regarding employment or employee remunerations may be signed with the sole signature of the Secretary General/CEO. Any agreements regarding employment or remunerations for the Secretary General/CEO shall be signed by the IOF President.

Payments

- Invoices and expenses up to an amount of 500 EUR may be approved and signed for payment by the Secretary General/CEO upon his sole signature.
- Invoices and expenses of more than 500 EUR and less than 50 000 EUR require separate approval prior to signature for payment by the Secretary General/CEO.
- Invoices and expenses of more than 50 000 EUR require signature for payment by the IOF President.
- Payments regarding normal contractually agreed employee remunerations such as salary, pension and social costs may be approved with the sole signature of the Secretary General/CEO.

Abbreviations used within the IOF

International Orienteering Federation

IOF International Orienteering Federation
GA Ordinary General Assembly
ExGA Extraordinary General Assembly
PC Presidents' Conference
EthP/EthC Ethics Panel/Ethics Commission

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
RYDC Regional and Youth Development Commission
RC Rules Commission

Athletes' Commissions

AC Athletes' Commission (FOAC, MTBOAC, SOAC, TOAC)

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 (IOC acronyms)

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

FIN Finland
FRA France
GBR Great Britain
GEO Georgia
GER Germany
HKG Hong Kong
HUN Hungary
INA Indonesia
IND India
IRI Iran
IRL Ireland
ISR Israel
ITA Italy
JPN Japan
KAZ Kazakhstan
KGZ Kyrgyzstan
KOR Korea
LAT Latvia
LIE Liechtenstein
LTU Lithuania
MAS Malaysia
MDA Moldova
MKD Macedonia

MNE Montenegro
MOZ Mozambique
NED Netherlands
NEP Nepal
NOR Norway
NZL New Zealand
POL Poland
POR Portugal
PRK People's Democratic Republic of Korea
ROU Romania
RSA South Africa
RUS Russia
SLO Slovenia
SRB Serbia
SUI Switzerland
SVK Slovakia
SWE Sweden
TPE Chinese Taipei
TUR Turkey
UGA Uganda
UKR Ukraine
URU Uruguay
USA United States of America

Disciplines

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

Events

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

WCup World Cup (Orienteering, Ski Orienteering, MTB Orienteering)

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

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

WRE World Ranking Event

ROC Regional Orienteering Championships
AsOC Asian Orienteering Championships
AsJYOC Asian Junior and Youth 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
EJMTBOC European Junior MTB Orienteering Championships
EYMTBOC European Youth MTB Orienteering Championships
NAOC North American Orienteering Championships
NASOC North American Ski Orienteering Championships
OOC Oceania Orienteering Championships
SAOC South American Orienteering Championships

TWG The World Games
WMG World Masters Games
WUOC World University Orienteering Championships
WUSOC World University Ski Orienteering Championships
EMG European Masters Games

External Relations

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

Anti-Doping

WADA World Anti-Doping Agency
NADO National Anti-Doping Organisation
DCO Doping Control Officer
RTP Registered Testing Pool
TUE Therapeutic Use Exemption
ADAMS Anti-Doping Administration & Management System

Personnel

SVP Senior Vice President
VP Vice President
SG Secretary General
ESB Event Supervisory Board
SEA Senior Event Adviser
EA Event Adviser
RegC Regional Coordinator
PM Project Manager

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