



# IOF Introductory Package

for Council and Commission Members

**January 2015**

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# International Orienteering Federation (IOF)

The International Orienteering Federation is the international governing body of the sport of orienteering. The IOF governs four orienteering disciplines: foot orienteering, mountain bike orienteering, ski orienteering, and trail orienteering. The IOF was recognised by the International Olympic Committee (IOC) in 1977.

## Membership

The IOF was founded on 21 May 1961 at a Congress held in Copenhagen, Denmark. The 10 founding members were Bulgaria, Czechoslovakia, Denmark, Federal Republic of Germany, Finland, German Democratic Republic, Hungary, Norway, Sweden, and Switzerland.

The IOF is made up of the national orienteering federations that have been admitted to membership. Only one legally constituted orienteering organisation from any one country, defined as an independent member of the IOC, may be admitted as a member.

At present (January 2015), the IOF has 78 member countries. All members are allowed to participate in all IOF Events, provided that they have paid the membership fee.

The IOF may provide provisional membership to a national organisation when first admitted to membership. A provisional member may retain that status for two Congress periods, i.e. four years, during which time the provisional member must, in the view of the IOF Council, have actively developed the sport of orienteering in that country.

## Statutory institutions

The statutory institutions of the IOF are: The General Assembly, the Council, the Secretariat (the IOF Office), and the Presidents' Conference. Since 1997, the IOF has been registered in Helsinki, Finland

## The aims of the IOF

The aims of the International Orienteering Federation are to spread the sport of orienteering, to promote its development and to create and maintain an attractive world event programme.

## The vision of the IOF

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

## The IOF is a member of:

Association of IOC Recognized International Sports Federations (ARISF)  
International World Games Association (IWGA)  
International Masters Games Association (IMGA)  
SportAccord

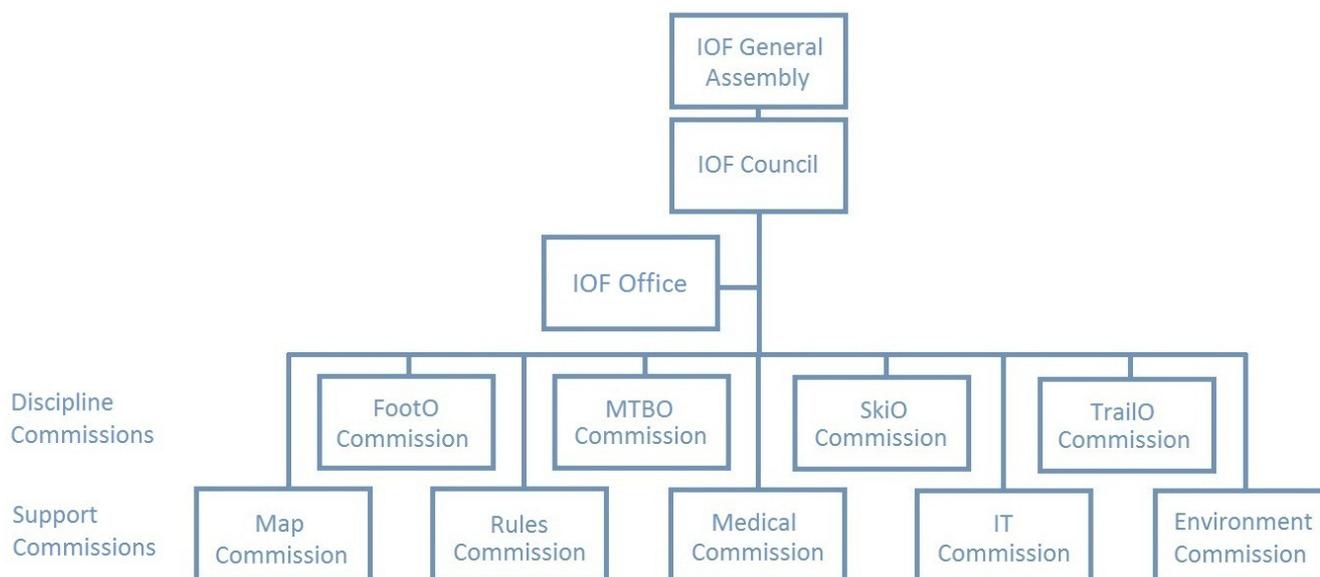
## Publications

Orienteering World  
Inside Orienteering  
Scientific Journal of Orienteering  
Scientific and technical documents issued by the Commissions

## Website & Social media

[www.orienteering.org](http://www.orienteering.org)  
[www.facebook.com/IOFarena](https://www.facebook.com/IOFarena)  
<https://twitter.com/IOFOrienteering>  
[http://instagram.com/iof\\_orienteering](http://instagram.com/iof_orienteering)  
<https://www.youtube.com/user/IOFOrienteering>

# IOF Structure



## The General Assembly

Supreme IOF organisation, which meets biennially in even years. See page 6.

## The Council

The Council leads the IOF between General Assemblies. The Council meets at least 3 times a year.

IOF Council members are elected for a Congress period (two years) by the IOF General Assembly: President, three Vice Presidents, and seven other members.

The Council is the political and strategic lead of the IOF.

## Event Supervisory Board

The Event Supervisory Board (ESB) works in a reactive mode and 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, 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.

## The IOF Office

The IOF Office manages and administers the affairs of the federation in accordance with decisions of the General Assembly and Council. It provides support and service to Council, Commissions and member federations and is the point of contact for external organisations.

The IOF has three permanent members of staff. See page 7 for the areas of responsibility.

## The Presidents' Conference

The Presidents' Conference is an advisory body, which meets biennially in odd years. See page 6.

## **IOF Commissions**

Members are appointed by Council for a Congress period, i.e. 2 years.

### ***Discipline commissions (FOC, MTBOC, SOC, TOC)***

Tasks:

- Long term planning of the Event Programme.
- To actively develop competition formats for IOF major events.
- To regularly ensure that the rules and mapping standards are evolving harmoniously with the development of the discipline and its formats. To prepare, as necessary, rules amendments, in consultation with the Rules Commission, for Council approval.
- To maintain and update application and organiser's guidelines for the specific events.
- To evaluate applications for IOF Events
- Selection, training and maintenance of a sufficient number of Event Advisers
- To ensure that the organisation of events follows IOF regulations, to support the Event Adviser and find solutions when problems occur.

### ***Support commissions***

#### *Environmental Commission (EnvC)*

Support and guidance in environmental matters for IOF federations

#### *IT Commission (ITC)*

Timing, electronic punching, web-casting projects

Support in arena production project

#### *Map Commission (MC)*

All map related issues

#### *Medical Commission (MedC)*

Anti-doping matters

#### *Rules Commission (RC)*

IOF competition rules, special rules

Harmonisation across all disciplines

Basic education of IOF Event Advisers

RC has a chairman and one permanent member + one member from each discipline commission

### ***Athletes' Commissions*** in all four disciplines

The role of the Athletes' Commission (AC) is advisory. The commission liaises with and provides advice to the IOF Council and the Chairperson of the Discipline Commission on such matters as rules, event programmes, fairness and other matters relevant to the elite athlete and elite international orienteering.

## **Regions**

The IOF has (in January 2015) 78 member federations in six IOF regions: Africa, Asia, Europe, North America, Oceania, South America. The orienteering federations of the region can cooperate by delegation of the IOF to ensure the organisation of Regional Championships for different age classes in orienteering disciplines recognised by the IOF; to prepare rules for the Regional Championships; and to promote regional co-operation for the further development of the sport in the region. The co-operation shall respect and abide by the IOF Statutes, IOF competition rules and decisions by the IOF General Assembly.

## Event Advisers

The Event Advisers supervise IOF Events organised in the IOF member countries to ensure the quality of the maps, courses, organisation, and arena production. 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.

Senior Event Advisers (Event Advisers for IOF 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.

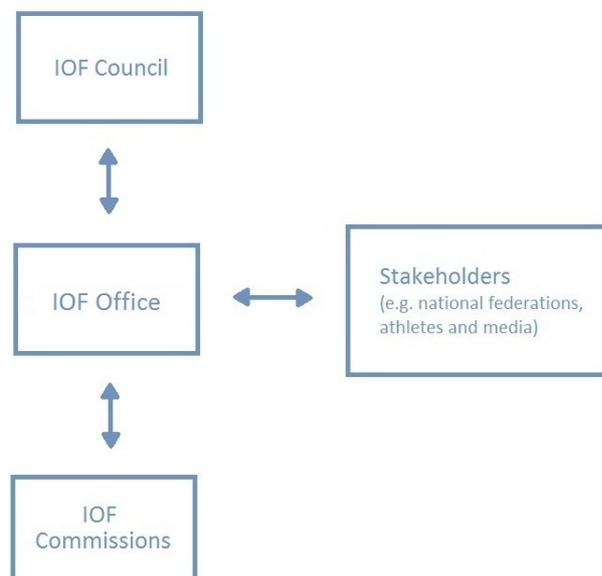
## Decision making processes in the IOF

Commission members can propose items for the Commission meeting agenda. When a Commission has reached an agreement on some matter, the Commission Chair then writes a proposal to the Council. This is sent to the IOF Office as soon as possible but at the latest 2 weeks before the next Council meeting. The IOF Council then takes a decision on the issue, or decides to postpone it, and informs the Commission accordingly. Before the Council decision is published, the Commission may not publish the information as an IOF decision, but their Meeting Minutes can record that they have sent such a proposal to the Council.

## Communication

All official communications from the IOF, such as Council or Commission meeting minutes or any documents to be published, shall always be published via the IOF Office, not directly by the Council or Commissions to the member countries, athletes, or event advisers – or on the internet. In practice this means, for example, that the Office publishes the Commission Meeting Minute Summaries on the IOF website. The Meeting Minutes are for internal use only, as they may include information on on-going discussions and other confidential issues, which should not be sent for external use as such. The Office also takes care of publishing and circulating any other documents or press releases a Commission wishes to publish/circulate.

Council and Commission members shall keep all internal discussions confidential within the IOF, both during the decision-making process and afterwards. What can be communicated to the national federations, for example, are the decisions the Council has taken or the proposals the Commission has made, after they have been published by the Office.



# IOF General Assembly and Presidents' Conference

The decisive body of the IOF is the **General Assembly**. A General Assembly may be either Ordinary or Extraordinary. The Ordinary General Assembly meets biennially, currently in even years, between 1 June and 31 December. Written invitations are sent out to the member federations at least six months, and the agenda at least two months, before the beginning of the Ordinary General Assembly.

Each IOF member has the right to send three delegates to a General Assembly. Each member represented at the General Assembly, except for provisional members, has one vote.

The next IOF Ordinary General Assembly will take place in Swede, in conjunction with the World Orienteering Championships 2016.

The **agenda** of an Ordinary General Assembly includes:

- Election of a General Assembly presidium.
- Election of two persons to check the minutes.
- Election of three tellers to count votes and observe elections.
- Approval of the agenda, and ruling on the urgency of any items not included.
- Decision whether the sessions should be open. If the sessions are open, then in special cases the public may be excluded from specific items on request.
- Approval of the minutes of the previous General Assembly.
- Report by the Council on the activities of the IOF since the last Ordinary General Assembly, and approval of same.
- Auditors' report, approval of the accounts for the two previous calendar years and discharge of the Council
- Applications for membership and decisions regarding expulsions.
- Proposals.
- Membership fees, budget and activity plan for the two calendar years following the General Assembly.
- Appointment of two auditors and one substitute auditor for the current and the following financial period.
- Appointment of organisers of senior World Championships in Foot and Trail Orienteering held in the fourth year after the General Assembly. Appointment of organisers of senior World Championships in MTB Orienteering and Ski Orienteering held in the third year after the General Assembly. All other IOF Events organisers are appointed by the IOF Council.
- Election of the Council.
- Announcement of place and approximate dates of the next Ordinary General Assembly.
- Any other business.

Decisions of the General Assembly come into force at the end of the General Assembly. As an exception, as soon as an IOF General Assembly has decided to admit an organisation to membership, the delegates of the organisation, except in the case of provisional membership, are entitled to participate in the General Assembly with all rights and duties, provided the membership fee has been paid.

## The Presidents' Conference

The Presidents' Conference meets biennially, currently in odd years, often in conjunction with the World Orienteering Championships. The agenda is sent out at least two months before the meeting. The Presidents' Conference is advisory, i.e. it does not have formal decision power.

As a minimum, the following are invited to the Presidents' Conference:

The IOF Council, the IOF Secretary General, the President of each member organisation (or his/her representative). The next Presidents' Conference will be held in Scotland in conjunction with the World Orienteering Championships 2015.

## Contacts at the IOF Office



### **Secretary General/CEO**

**Tom Hollowell**

Tel: +46 70 314 74 33

Email: tom.hollowell (at) orienteering.org

### **Key responsibilities**

Operational leadership of the IOF  
Finance, contracts and sponsorship  
Executive support to Congress and Council  
External relations



### **Assistant Secretary General**

**Anna Jacobson**

Tel: +358 40 558 3731

Email: anna.jacobson (at) orienteering.org

### **Key responsibilities**

Internal and external communication  
IOF website, social media  
IOF publications  
Anti-Doping management  
Regional development  
Youth orienteering



### **Sports Administrator**

**Riikka Tolkki**

Tel: +358 40 558 1817

Email: riikka.tolkki (at) orienteering.org

### **Key responsibilities**

IOF Events and World Ranking Events  
Event advising  
Contact database management  
Materials management

### **International Orienteering Federation**

Radiokatu 20

FIN-00093 VALO

FINLAND

Tel: +358 40 558 1817

Email: iof@orienteering.org

# Commissions' working procedures

## Commission meetings

Each IOF Commission has 1-4 meetings each year. Commissions prepare the official minutes for each meeting (only for internal use at the IOF) and also submit summary notes for external distribution on the IOF website. Urgent decisions may also be made through email in between commission meetings.

Commissions and the IOF Council gather together at the beginning of each year for a Joint Meeting which gives the commissions and Council the opportunity to exchange ideas. This meeting traditionally takes place in Helsinki during a weekend in January. Most commissions also have their own meetings during the weekend.

## IOF communication

All official communication from the IOF, such as Commission meeting minutes or any documents to be published, shall always be published via the IOF Office, not directly by the Commissions to the member countries, athletes, or event advisers – or on the internet. In practice this means, for example, that the Office publishes the Commission Meeting Minute Summaries on the IOF website. The Meeting Minutes are for internal use only, as they may include information on on-going discussions and other confidential issues, which should not be sent to external use as such. The Office also takes care of publishing and circulating any other documents or press releases a Commission wishes to publish/circulate.

Commission members shall keep all internal discussions confidential within the IOF, both during the decision-making process and afterwards. What can be communicated to the national federations, for example, are the decisions the Commission has taken, as soon as they are approved for publication. Approval is by Council, or where delegated, by the IOF Office. The Office can advise on requirements in specific cases.

## The role of Athletes' Commissions (AC)

The role of the IOF Athletes' Commissions 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.

## Contacts

When having general questions, please contact the IOF Office. See page 7 for responsibilities of each member of staff and for the contact information needed.

IOF Commissions also cooperate with each other in matters of common interest. Should you wish to discuss something with another commission but are not sure which person to contact, please send your email to the Commission Chair who then directs your message to the appropriate person. Email addresses for all IOF commission members are available on the IOF website: *About the IOF – Commissions*.

## Expenses claim

National federations are responsible for covering IOF Commission Members' meeting costs while the IOF pays for the meeting facilities.

**Appointed SEAs:** The IOF reimburses the travel costs related to the planned control visits in exchange for the appropriate receipts. 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 and return it to the IOF Office within one month of 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 EUR 0.22/km). The local organiser carries the costs for accommodation and transport during the visits and during the events.

In order to claim expenses from the IOF, please fill in the appropriate details on the IOF Expense Claim form (available on the IOF website under the discipline menus -> *Event Advising - Documents for Event Advisers*) and send it to the IOF Office accompanied by the appropriate receipts.

### **Conflict of Interest of Members of Council and Commissions**

This policy is based on the assumption that members of the IOF Council and Commissions will act in the best interests of the IOF at all times

This policy relates to the resolution of conflict of interest when a member of Council or a Commission is acting in that capacity.

For the purposes of this policy, a conflict of interest arises when, in relation to a matter under consideration, a member of Council or Commission has:

- a material personal interest; or
- a fiduciary (acting in trust) obligation to a person or organisation other than the IOF

**Example:** Commission evaluates event organisers/Council appoints; a bid has been submitted by a federation having a member on Commission, Council. That member has a conflict of interest.

### **Exclusion from Meeting of a Member of Council, Commission with a Conflict of Interest**

A member who has a conflict of interest related to an issue to be considered at a meeting:

- must disclose the interest as soon as possible; and
- must not be present at or take part in the meeting while the issue is being considered or voted on

The disclosure required above must be given as soon as possible after the member becomes aware of the conflict of interest. A member who is excluded from a meeting must not seek, directly or indirectly, to influence the outcome of any deliberations by the Council or Commission in relation to the issue.

If a Council, Commission member argues that another Council or Commission member has a conflict of interest, the meeting may (after hearing from the member alleged to have the conflict of interest) resolve by majority that a conflict of interest does exist. A resolution to that effect imposes the same obligations on the affected member as would apply had that member himself disclosed a conflict of interest in relation to the issue.

A member who has declared a conflict of interest or been found, by resolution of the meeting, to have a conflict of interest in relation to an issue has no entitlement to information or materials about the other members' deliberations on and determinations about that issue, except to the extent that the information is available generally.

Where a member is in doubt as to whether or not a conflict of interest exists, that member should consult the IOF President/Commission Chair as soon as practicable.

### **Non-Application of the policy where the Member's participation is approved by Council/Commission**

The restrictions set out in this policy do not apply if the Council, Commission members agree that the disclosed conflict of interest should not disqualify the affected member from participating in the deliberations and voting on the issue.

## The IOF and the Olympic Family

The vision of the IOF is that orienteering is recognised as a truly global sport, attractive to all, having presence and credibility on the world sporting stage; included in the Olympic Summer and Winter Games.

**International Olympic Committee (IOC):** The IOF was formally recognised by the IOC in 1977. Being an IOC recognised International Federation (IF) means that the IOC considers our federation as being compliant with a set of criteria comprising universality, popularity, governance, athlete welfare and development.

Before an IF can be considered for recognition, the sport it governs must be practised and organised in a minimum of 50 countries from at least three continents. Some of the more important criteria for IOC recognition are that the IF has in place an anti-doping policy compliant with the World Anti-Doping Code and recognises the jurisdiction of the Court of Arbitration for Sport (CAS) and that it has robust and independent governance structures. Further, the IF needs to stage regular world and continental championships and it must be committed to youth development.

The recognised IFs receive an annual subsidy from the International Olympic Committee. One third of the funds must be spent on implementation of the World Anti-Doping Code.

**Association of the IOC Recognised International Sports Federations (ARISF):** As an IOC recognised federation, the IOF is a member of the Association of the IOC Recognised International Sports Federations (ARISF). As one of the pillars of the Olympic Movement, ARISF has a constant dialogue with the IOC and the entire Olympic Movement and actively supports and represents the common interest of its member IFs.

ARISF administers the IOC-ARISF Development Programme, through which the IOC provides financial assistance for development projects carried out by the recognised IFs. To benefit from these funds, the IFs must submit to ARISF an application covering a period of four years (next time for the years 2017–2020). The funds may be used for educational programmes such as IOF Event Adviser clinics, development seminars and similar.

The IOF is a member of the **International World Games Association (IWGA)**, the **International Masters Games Association (IMGA)** and **SportAccord**. The IOF has signed a Collaboration Convention with the **International University Sports Federation (FISU)** and has close cooperation with the **International Military Sports Council (CISM)**. The IOF will also submit to the **International Paralympic Committee (IPC)** its application for the status as an IPC Recognised International Federation.

To realise our vision for orienteering to have presence and credibility on the world sporting stage, and to qualify one of the criteria for inclusion in the Olympic Games, the IOF seeks inclusion of its official disciplines in different multi-sports games. Foot orienteering is currently included in **The World Games** and the **World Masters Games**, and ski orienteering is on the programme of the CISM **Winter Military World Games** and the FISU **Winter Universiades**.

The first possibility for ski orienteering to be included in the **Olympic Winter Games** is in the year 2022. For foot orienteering, the next programme review will be for the **Olympic Summer Games** in 2024. The review process for a specific edition of the Games starts seven years prior to the Games in question.



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News Archives

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Inside Orienteering

News

10/01/2016 || World Cup standings: Alexandersson supreme and joint Swiss lead



Three wins for Tove Alexandersson give her a lead of 115 points over second-placed Sara Lüscher, and Matthias Kyburz and Daniel Hubmann share an 85-point lead over Olav Lundanes, after the first round in Tasmania

10/01/2015 || Incredible World Cup start for Alexandersson – third victory in a row



Tove Alexandersson made it a hat-trick of victories in Tasmania with an emphatic win in the IOF World Cup orienteering long distance race at St Helens, Tasmania today.

IOF Main Sponsor



Current and upcoming events

IOF World Cup Round 1  
2-11 Jan 2015

European Ski Orienteering Championships  
18-25 Jan 2015

### IOF website: www.orienteering.org

The IOF Office updates the IOF website. If you have any suggestions, corrections or ideas for the site or the news articles, please contact the Office ([anna.jacobson@orienteering.org](mailto:anna.jacobson@orienteering.org)).

The website has three menus. In the right-hand menu the topics are listed according to **discipline** →

In the left-hand menu you can find many topics relevant for Commission members under **About the IOF**, and under **Resources**.

The easiest way to access **IOF Eventor**, **Calendar**, **World Cup** & **World Ranking** and **LiveCenter** is to click on links in the menu on top of the page.

There is a **news feed** link at the bottom of the page.

We are constantly looking for new **photos** to use in the news and to publish in the Photo Gallery. If you have suitable photos of any of the disciplines, please send them to the Office.



# Definitions

## **Congress Period**

The two years in between two consecutive General Assemblies.

## **IOF major events / IOF Events:**

World Championships, World Cup, Junior World Championships, World Masters Championships, Regional Championships (currently Asian, European, North American, Oceania Championships) in all recognised orienteering disciplines.

## **Event Supervisory Board (ESB):**

Event Supervisory Board is a reactive IOF body which, on behalf of Council, deals with Special Rules, requests for rule deviations of a technical nature, appointments of Senior Event Advisers and Event Adviser teams and, when called upon, initiates measures to resolve event quality related problems. ESB can be called on by Council, the IOF Office, Commissions, Senior Event Advisers and Event Adviser teams.

## **Senior Event Adviser (SEA):**

Appointed IOF Event Adviser for an IOF Event.

## **Event Adviser (EA)**

Appointed IOF Event Adviser for World Ranking Events

## **Attachments:**

IOF Statutes

IOF Rules

IOF Strategic Directions

Activity Plan of the period

Remits of all commissions

Acronym list

Newest editions of the IOF publications

*Please also familiarise yourself with the following documents available on the IOF website:*

Guidelines for Event Advisers

Jury guidelines

IOF map specifications and control descriptions