



IOF WORLD MASTERS MOUNTAIN BIKE ORIENTEERING CHAMPIONSHIPS (WMMTBOC)

Guidance notes for applicants 2020

These Guidance Notes are meant to inform possible applicants about the application process and to support them in filling in the application form. After the introduction and some general remarks detailed instructions are given on how to prepare the application and how to complete the application form.

Introduction

IOF World Masters MTB Orienteering Championships (WMMTBOC) is organised every year. WMMTBOC organisers are also expected to organise EJMTBOC and EYMTBOC if the event takes place in Europe.

Any Federation that is a member of IOF may apply to organise WMMTBOC and are hereby invited to submit to the IOF an application to host the event in the year 2020. Applications shall reach the IOF Office by 31 March 2018.

The *Guidance Notes* and the *Organiser Agreement* provide the basics of the event concept, framework, organiser rights and obligations as well as IOF rights and obligations.

These notes should be read together with:

- the [standard Organiser Agreement and its appendices](#)
- the [Application Form](#)
- the [IOF Policy on Conflicting dates](#)
- the [IOF Events Application Overview 2018 – 2022](#)
- the [IOF MTBO Organiser Guidelines](#)
- the [Competition Rules for IOF MTB Orienteering Events:](#)

The *Organiser Agreement* will form the basis of the actual agreement that will be set up between the IOF and the organiser after the IOF have appointed an organiser and its bid.

Embargo requirements

At the time of event application, all possible competition terrains that form part of the application must be embargoed.

- All terrains shall be drawn onto an interactive internet document, such as Google Maps.
- This document will then be freely available.
- Follow the [Guide on embargoed areas for IOF events](#).
- Use the template: [Template](#)

As possible terrains are added or removed, the interactive document shall be updated immediately. Four years shall be the minimum period for a terrain to remain unused for competition. This means a terrain should be unused for 1-2 years prior to application.

Further details on embargo requirements are listed under Appendix 8 of the *IOF MTBO Competition Rules*.

TV/Arena Production

There are no requirements to produce any live production (live results, split times from radio controls and GPS tracking, arena production or live production) from WMMTBOC or EYJMTBOC.

If the organiser chooses to deliver any live production, it should be delivered to IOF LIVE Orienteering for free.

Read more in the *Organiser Agreement*, appendix 4.

TV Rights: See *Organiser Agreement* document, appendix 4.

Event management services (Eventor)

The IOF supports the organisers of major IOF events by purchasing event management services, and for organisers it is obligatory to use these IOF event management services.

- Basic event information service - IOF Eventor
- Entries and services management – IOF Eventor
- Accreditation service – IOF Eventor and Accreditation Card Production Tool (Optional)
- Results management and Medals management - IOF Eventor

These services are included in the sanction fee paid by the organiser and include support and training for the organiser in the IOF Services.

The organiser shall guarantee that a website for the event is maintained for a minimum period of 24 months following the event. The event website shall, in any case, not be closed until all relevant event information is transferred to IOF Eventor.

How to apply

The national orienteering federation completes the application form and sends it by email – together with all required appendices/enclosures – to the IOF Office by 31 March 2018.

Email: applications@orienteering.org.

Please send also a copy to the MTBO Commission: mtbo.commission@gmail.com.

The application consists of the following documents/enclosures:

1. The filled in and signed official application form. This form is the minimum of information. It can have added information and sections. Please see below how to create a signed PDF application form.
2. Overview map showing the event centre, accommodation sites, competition areas, airport(s), railway station(s), and main roads. Either add this map to the application form or enclose as a separate PDF document.
3. If MTBO or other orienteering maps of the planned competition areas exist, please provide scanned versions (PDF) of the latest edition of each map.

4. If the planned competition areas are not covered by any orienteering map, please provide the best available map of the areas (PDF).
5. Other material such as promotional brochures and movies may be referenced and sent along with the application. It should be mentioned on the application form that this material is part of your application.

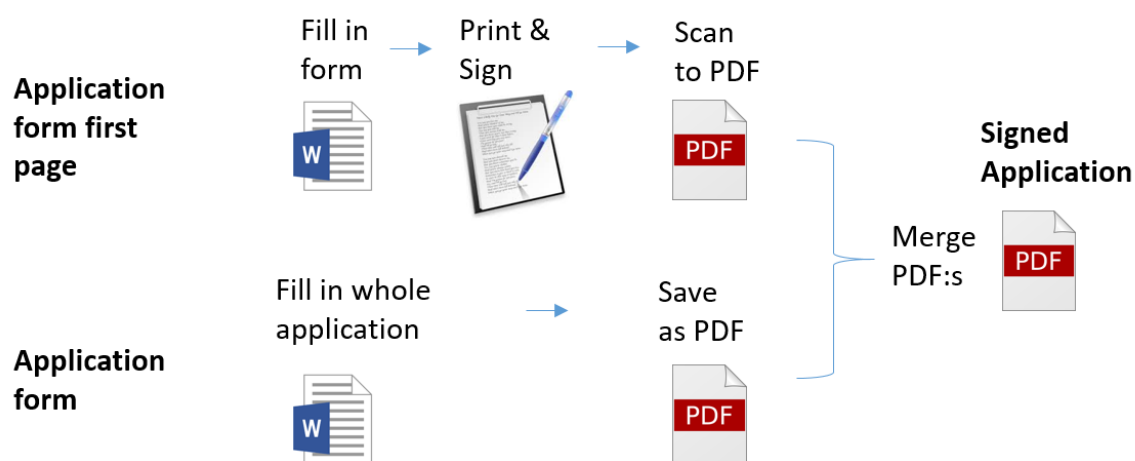
Linking to detailed map information or multimedia

The main format of the application should be PDF documents. Sometimes it is good to set a link to more detailed on-line information that could be useful for the evaluation.

Linking to very detailed information such as overview maps, Google maps with area descriptions or old maps is permitted if the application has a basic, low resolution image of the map and a link to the detailed version. Any links must be open for evaluation during the application period, i.e. until the appointment.

If the application holds multimedia such as film or other specific format digital media, the application form must have detailed pictures and descriptions of the media and a link to it.

How to create a signed PDF application from the template



Appointment process

The appointment process is as follows:

- I. Deadline for applications is 31 March 2018.
- II. Review of the applications by the IOF Office and MTBO Commission.
- III. It is planned that organisers will be appointed and announced at the latest in connection with the IOF General Assembly in October 2018.
- IV. A decision regarding the preliminary event dates will be taken in conjunction with the appointment.
- V. A contract will be written between the organiser and IOF and the target date is January 2019.

Evaluation criteria

In the evaluation of the applications, the IOF MTBO Commission will pay attention to the below aspects. The order is alphabetical and does not reflect the weightings in the assessment.

Area	Aspect
Accommodation	<ul style="list-style-type: none"> • Good range of quality and price
Administration	<ul style="list-style-type: none"> • quality of application (complete, detailed, etc.) • date of receipt of application (in time)
Climate	<ul style="list-style-type: none"> • consideration of excessively hot temperatures
Cost	<ul style="list-style-type: none"> • participation fees (entry and accreditation) • general cost level of the applicant country • cost for accommodation and meals, banquet • sponsors • organiser's plans to make the event as inexpensive as possible for the participants
Organiser	<ul style="list-style-type: none"> • recent major events • new country (positive for development) • feedback on last events • flexibility re dates and event programme • experience of the proposed team • second application
Safety, security and health risks	<ul style="list-style-type: none"> • political stability • disease risk, unsafe drinking water, etc. • safety measures for sprint in urban areas
Terrains/competition areas	<ul style="list-style-type: none"> • network of tracks (dense, different rideabilities) • suitability for different formats • topography • new areas (not used previously) • size
Travel/transport	<ul style="list-style-type: none"> • geographical situation of the country • distance between EC and accommodation • ease of access to venue (event centre) • distance between EC and competitions
Various	<ul style="list-style-type: none"> • plans to make the WMMTBOC a worthy event for its participants (especially when combined with a World Cup round) • concept / vision • training opportunities • progress of preparatory work • local tourism
Visibility and opportunities for socializing	<ul style="list-style-type: none"> • arenas • central accommodation • media: live TV broadcasting planned, etc. • open competitions

Further information and advice

Documents such as competition rules and guidelines are available on the IOF website. The links are mentioned on page 1 of this document.

If you have any questions regarding applications, please contact the IOF or the MTBO Commission.

Matter	Contact	Email
TV rights, contracts, etc.	Tom Hollowell, IOF CEO	tom.hollowell@orienteering.org
Practical administration matters	David Wästlund, IOF Sports Administrator	david.wastlund@orienteering.org
Orienteering-related matters (terrains, arenas, technical requirements, etc.)	Ursula Häusermann, MTBO Commission Chair	uhamu@bluewin.ch

Instructions on how to complete the application form

The numbers in the following paragraphs refer to the numbers of the sections in the application form.

Section 4: Event dates and the international MTBO event period calendar

The possible periods and the conflicting dates are described below. Use this information together with the *IOF Policy on Conflicting dates* and the *IOF Events Application Overview 2018 – 2022*. The event dates are proposed by the organiser and approved by the IOF Council. Dates for IOF events are decided according to the priority orders identified in the *IOF Policy on Conflicting dates*.

The IOF envisions the following structure of international elite events for the season 2020 and onwards:

May/June	July/August	September/October
World Cup round 1 EMTBOC	World Cup round 2 WMTBOC + JWMTBOC	World Cup round 3 Final

Known conflicting dates

The period between World Championships and World Masters Championships in the same discipline shall be at least 2 days. The WMTBOC 2020 is planned to take place from 17 August - 23 August 2020.

For other currently set event dates, see event dates in IOF Eventor.

Section 5: Event programme and combination with another event

Combination with a World Cup round

The WMMTBOC may be organised together with World Cup round 1 or 3, but it is not a requirement. If combined with a World Cup round, it is normally the final round in September or October. If combined with a World Cup round, please check section 22. For a World Cup round a separate application must be made.

Organisation of the EYMTBOC and EJMTBOC

The WMMTBOC organisers are expected to organise the EYMTBOC and the EJMTBOC if the event takes place in Europe. The EYJMTBOC are usually not combined with the EMTBOC because the number of competition days is not the same (4 for the EYJMTBOC and 3 for the EMTBOC).

It is therefore standard that the WMMTBOC organiser also stages the EYJMTBOC and no special EYJMTBOC application needs to be made.

Event programme WMMTBOC

The World Masters MTB Orienteering Championships is an annual event. The programme shall include the following competitions:

- Sprint
- Middle distance
- Long distance
- Mass start

Event programme EYJMTBOC

The European Youth and Junior Mountain Bike Orienteering Championships is an annual event. The programme shall include the following competitions:

- Sprint
- Middle distance
- Long Distance
- Relay (one 3-leg competition per gender)

The order of the competition days may be chosen by the organiser.

In addition to the competitions above the programme includes ceremonies (opening, medal and closing ceremonies), adequate model events and resting time. The programme for the EYJMTBOC races shall be kept within 6 days.

Please note that the event programme will have to be approved by the IOF Council.

Section 7/8: Vision and event concept

The objective is to stage the WMMTBOC as a prominent orienteering event, raising the profile of orienteering world-wide. Therefore, the organiser agrees to stage the event in accordance with the following general IOF principles:

The event shall

- provide worthy competitions of high technical quality for the athletes;
- promote the sport of orienteering in general;
- provide a safe and enjoyable environment for the athletes and promote positive interaction between participants;
- market the sport of orienteering by paying attention to the spectators and media experience (on-site and virtual), and the services required by the media representatives and partners/sponsors; and
- provide reasonable entry fees and accommodation and transport charges to enable as many competitors as possible to take part.

The EJMTCBOC shall be organised in accordance with the following principles:

- The best junior and youth mountain bike orienteers of each European federation shall be offered competitions of excellent quality.
- The event shall have a social, rather than a competitive atmosphere, letting young people exchange experience and find new friends.
- The costs of participation shall be kept low.

Section 14: Accommodation

Organisers are expected to offer different standards of accommodation and food, allowing the participants a choice of price groups. Organisers should therefore make arrangements with possible accommodation providers.

Examples for accommodation:

- A: business hotel
- B: budget hotel
- C: hostel, student residence or any other place with dormitories, hard floor (gym)

Section 15: Terrains

How to describe the terrains:

Type	forest, urban, semi-open grass land, vineyards, former military terrain, etc.
Topography (land forms)	flat, hilly, generally flat with some steep sections, etc.
Track density	high or low, a lot of tracks or few tracks; tracks and/or paths, etc.
Rideability of tracks	fast, medium, slow or difficult riding; different kinds of rideability, etc.
Off-track riding allowed	yes or no
Ground	sandy, rocky, soft or hard, dry or wet, etc.
Vegetation/visibility	dense or sparse, undergrowth, type of trees, etc.
Approx. size in km ²	plus if possible also length and width in km
Any special features	special man-made or vegetation features, etc.

Section 17: Arenas

When choosing an arena, make sure to check the suitability for competitors/teams, spectators, GPS tracking, sponsors and external partners regarding arena components like: Transport, power, internet and telecommunication, commentator zones, media zones.

If any Arena-, Web Stream or TV production will be produced, please consider that in the Arena choices.

Section 18: Fees and cost for participants

Participation fees must be kept as low as possible. Entry fees must include possible obligatory transportation and the model event is included in the accreditation fee. The information about the entry and accreditation fees on the application form is binding. This means, unless there is a valid reason, the actual fees for entry and accreditation must not be higher than indicated in the application form.

The cost for accommodation and meals should be adapted to the level of the applicant country.

Section 19: Finances

Application processing fee

In MTBO, applicants do not have to pay an application processing fee.

Sanction fees

The IOF Council has taken the decision to impose a levy on its championships. This compulsory sanction fee shall be paid to the IOF to obtain the organising rights for the event.

The sanction fee for the WMMTBOC in 2020 is set at 1,000 EURO + 15 EURO per participant.

The sanction fee for the EYJMTBOC in 2020 is set at 250 EUR.

Included in the sanction fee are the IOF event management services (Eventor) and also the support and training for the organiser in these IOF services.

Anti-Doping Contribution

The WMMTBOC and EYJMTBOC organisers do not contribute to the Anti-Doping fund.

Finances comment

The costs of organising an event are the responsibility of the organiser. However, entry and accreditation fees must NOT be a means for the organiser to recoup all costs of the hosting of the event. The organisers must recover costs through other means such as the hosting of public events and sponsorship agreements.

Section 20: Permissions and partnership agreements

Advertising and sponsor partnerships

See *Organiser Agreement*, appendix 5.

Webcasting rights and internet website

See *Organiser Agreement*, appendix 4.

Section 22: Event separation

Particularly when combined with a World Cup round, it can be a challenge to hold the WMMTBOC competitions in a way that safety and fairness are not jeopardized and that the participants of all age groups get the recognition they deserve.

In this section you can outline your ideas how you would organise two or three parallel events.