



IOF WORLD MTB ORIENTEERING CHAMPIONSHIPS (WMTBOC) AND JUNIOR WORLD MTB ORIENTEERING CHAMPIONSHIPS (JWMTBOC)

Guidance notes for applicants 2021

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

The World MTB Orienteering Championships (WMTBOC) and the Junior World MTB Orienteering Championships (JWMTBOC) are organised every year. The WMTBOC is normally also part of the IOF MTBO World Cup.

All IOF member federations are hereby invited to submit to the IOF an application to host the WMTBOC and JWMTBOC in the year 2021. 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

The organiser shall deliver live results, split times from radio controls, GPS tracking and an arena and live-stream production to IOF LIVE Orienteering for free.

The Organiser agrees to undertake the practical work and the costs of the preparations, facilities and equipment needed for, at a minimum, arena and live-stream production coverage of the event. A live-stream production is of lower quality than a full TV-production but have most of the components as commentators, live cameras, live results and live GPS tracking graphics.

The organiser shall aim to maximize the provision of GPS units to as many athletes as is financially viable.

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
- 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.

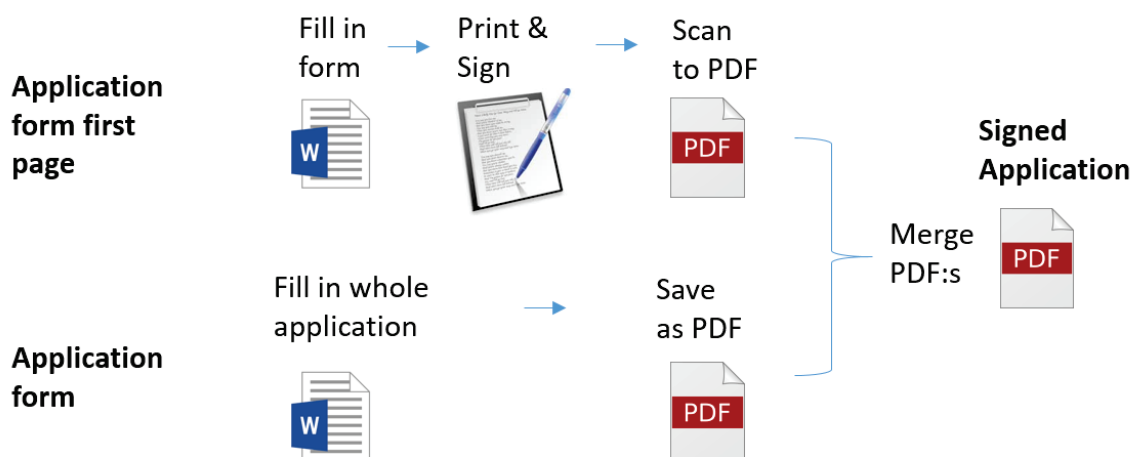
Linking to detailed map information or multimedia

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.

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"> • 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.

<i>Matter</i>	<i>Contact</i>	<i>Email</i>
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 events for the season 2021 and onwards, but is happy to consider alternatives proposed by strong applications:

May/June	July/August	September/October
World Cup round 1 EMTBOC	World Cup round 2 WMTBOC + JWMTBOC	World Cup round 3 Final
WMMTBOC preferably with EJMTBOC and EYMTBOC		

- There should be at least 6 weeks between two World Cup rounds.
- The EMTBOC should preferably be organised before the WMTBOC.
- The WMMTBOC organisers are also expected to organise the EJMTBOC and the EYMTBOC if the event takes place in Europe.
- The WMMTBOC may be organised together with World Cup round 1 or 3, but it is not a requirement.

Known conflicting dates

The Foot World Orienteering Championships (WOC) 2021 should be organised in week 27 or 28 (5-18 July), but the exact dates are not set yet. For currently set event dates, see event dates in IOF Eventor.

Section 5: Event programme

The event programme for both WMTBOC and JWMTBOC consists of the following competitions:

- Sprint
- Middle distance
- Mass start
- Long distance
- Relay

There shall also be adequate model events, an opening ceremony, a rest day, a closing ceremony and a banquet. Furthermore, the organiser is expected to provide open international races for individuals not included in the national teams.

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 event 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 national teams;
- 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 and member countries as possible to take part.

The JWMTBO Championships shall be organised in accordance with the following additional principles:

- The event shall have a social, rather than a competitive atmosphere, accentuating exchange of experience.
- The costs of participating shall be kept low.

Section 13: Venue and Event Centre

Event Centre

For the team officials' meeting a room with a seating capacity of 30 to 50 is required (max. two representatives per federation are allowed at the meeting).

The IOF MTBO Commission usually has its meeting on the rest day during the WMTBOC. The organiser should provide for free a suitable room for this meeting (from about 8 am to about 5 pm).

Section 14 Accommodation

Organisers are expected to offer different standards of accommodation and food, allowing teams 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, TV production, sponsors and external partners with regard to arena production:

Transport, power, internet and telecommunication, TV zone, arena production, commentator zones, media zones.

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 WMTBOC 2021 is set at 10,000 EUR.

The sanction fee for the JWMTBOC 2021 is set at 1,000 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 WMTBOC organisers contribute to the Anti-Doping fund with 6,250 EUR (1,250 EUR per competition).

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.