
IOF WORLD MASTERS SKI ORIENTEERING CHAMPIONSHIPS 2020 (WMSOC)

Guidance notes for applicants 2020

These Guidance Notes are meant to inform 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.

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

These notes should be read together with:

- the Organiser Agreement and its appendices
- the Application Form
- the IOF Policy on Conflicting dates
- the IOF Events Application Overview 2018 – 2022
- the Competition Rules for IOF Ski Orienteering Events

All the documents can be found on the Event Application page on [orienteering.org](http://orienteering.org/ski-orienteering/event-organising/event-application-forms/):
<http://orienteering.org/ski-orienteering/event-organising/event-application-forms/>

Introduction

The World Masters Ski Orienteering Championships is the official event to find the world's best veteran ski orienteers. It is organised under the authority of the IOF and the Federation of the organiser.

The World Masters Ski Orienteering Championships is an annual event. The programme shall include one Middle distance multi-race competition consisting of two races, one Long distance single race competition and adequate training or model events. The programme shall be no longer than 4 days.



Any Federation that is a member of the IOF may apply to organise WMSOC and is 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.

Embargo requirements

Normally, there are no direct restrictions to re-use a recently used area. Consider the Guidelines for embargoes areas that can be found in appendix 8 of *the Competition Rules for IOF Ski Orienteering Events*. The proposed competition areas, including the reserve area, shall normally be embargoed within 2 weeks after the organiser has appointed by IOF Council. To publish the embargoed areas, please follow the practical [Guide on embargoed areas for IOF events](#) and use the [Template](#).

Live productions and digital footprint

There are no requirements on live productions for a WMSOC.

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.

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 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.

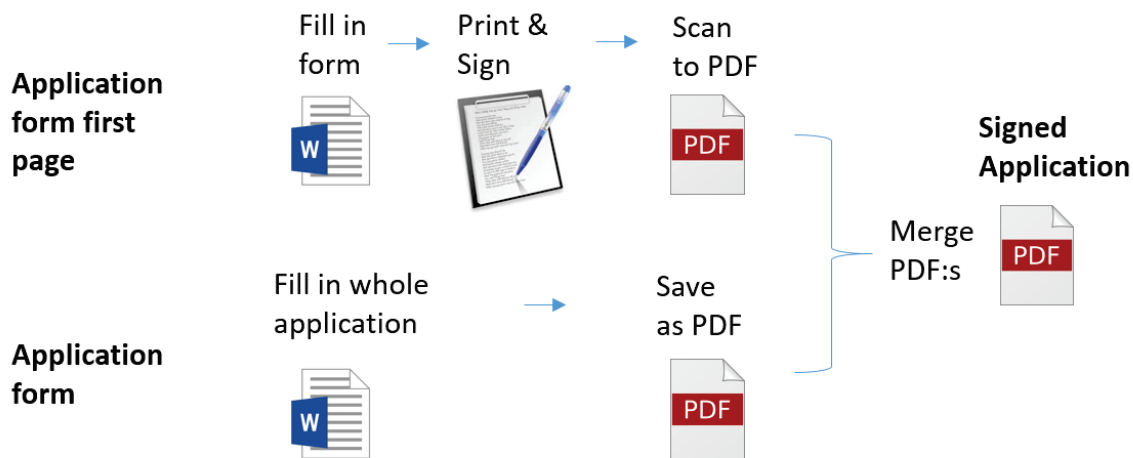
Linking to detailed map information or multimedia

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 SkiO 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 SkiO Commission will pay attention to the below aspects. The order does not reflect the weightings in the assessment.

The IOF Ski Orienteering Commission uses the following set of criteria to evaluate WMSOC bids:

- The applicant's vision of the event and the outlined event concept
- Centralised accommodation of athletes, officials, media representatives etc. as possible, the aim of which is to create an 'Olympic Village' atmosphere.
- Suitable terrain for each of the competitions included in the programme
- Good maps, track system and courses
- Start and finish in the assembly area
- The assembly area is sited close to a built-up area, with good press facilities and access to phone, fax and internet.

Further information and advice

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

Matter	Contact	Email
TV rights, contracts, etc. Practical administration matters, IT and System requirements	Tom Hollowell, IOF CEO David Wästlund, IOF Sports Administrator	tom.hollowell@orienteering.org david.wastlund@orienteering.org
Orienteering-related matters (terrains, arenas, technical requirements, etc.)	Tatiana Kalenderoglu, SkiO Commission Chair	tatiana@maceraakademisi.com
Organising experiences	Previous organisers and/or Senior Event Advisers or Federations with event experience	Contact IOF-office on iof@orienteering.org and request contact details for previous organisers/SEA:s./Federations

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 SkiO event period calendar

IOF SkiO Commission have produced a SkiO Event period calendar with event combinations. The IOF may approve/appoint other combinations.

The periods and event combinations should be used as a guide when applying for events and when deciding on event combinations and event dates. 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 2020 and onwards:

Sensible event combinations				
	Dec/Jan	Jan /Feb	Feb/Mar	Mar
Combination A	WCup round 1 SOT can be Wcup round 1	RSOC (ESOC) WCup round 2	JWSOC / EYSOC WMSOC	WSOC WCup round 3
Combination B	WCup round 1 SOT can be Wcup round 1	RSOC (ESOC) WCup round 2 WMSOC	WSOC	WCup round 3 JWSOC / EYSOC
Combination C	WCup round 1 SOT can be Wcup round 1	RSOC (ESOC) WCup round 2 JWSOC / EYSOC	WSOC	WCup round 3 WMSOC

Dec /January	February	March	April
			CISM
	Universiades		

Known conflicting dates

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

Other Events to plan against 2018 to 2022:

- Winter Olympic Games 2018, 2022
- FIS Nordic World Ski Championships 2019, 2021
- FISU Winter Universiade 2019, 2021
- FISU World Championships 2018, 2020, 2022

Section 5: Event Programme and Combination with another IOF Event

The programme shall include one Middle distance multi-race competition consisting of two races, one Long distance single race competition and adequate training or model events. The programme shall be no longer than 4 days. The dates of the event shall be coordinated with other international events by the IOF.

The event programme will have to be approved by the IOF Council.

Please indicate in the application if you intend to combine the Event with other IOF Events.

Section 7/8: Vision and event concept

The objective is to stage the WMSOC 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.

Section 9/10: Combined and public events plan

WMSOC can be organised in conjunction with:

- another International IOF event
- national events as national championships
- IOF World Ranking Events, weekend before or after the World Cup Round
- Spectator races

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 17: Arenas

When choosing an arena, make sure to check the suitability for all stakeholders: competitors/teams, spectators, sponsors, media and external partners.

If an TV/arena production will be considered, please describe arena suitability in these areas: power, internet and telecommunication, TV zones, arena production zones, commentator 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

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 WMSOC in 2020 is set at 1,000 EUR + 15 EUR per participant.

Anti-Doping Contribution

The WMSOC 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.