



## Administrative guidance for organisers of IOF Events

World Championships, World Cup, Junior World Championships, World Masters Championships,  
Regional Championships

### Event information

The IOF Office should be constantly updated about changes in event details (event contact, email address, website URL etc.).

Make sure to use official event names listed on the IOF website in all event communication including websites, leaflets, bulletins etc. Where there is a need to use shorter forms (e.g. in tables), always check the official acronyms at <http://orienteering.org/resources/list-of-acronyms/>.

### Logos

The IOF logo (or the IOF World Cup logo) shall always appear on the first page of each IOF Event bulletin. Both the IOF logo and the IOF World Cup logo are available in different formats at: [http://orienteering.org/images/main.php?q2\\_itemId=44](http://orienteering.org/images/main.php?q2_itemId=44).

Starting from season 2014, the IOF World Cup logo is combined with the organiser's event logo as illustrated in the World Cup logo manual (<http://orienteering.org/wp-content/uploads/2010/12/World-Cup-logo-manual.pdf>).

### Bulletins

All bulletins must be checked and approved by the IOF Senior Event Adviser and sent to the IOF Office for publication on the IOF website.

When preparing bulletins, please pay special attention to

- Language: a person with fluent English should read through all final versions
- Official event names and acronyms
- Structure: Event Advisers and controllers are not part of the organising team and should be listed under a separate heading (e.g. Event Control).
- General layout: a professional overall look

The following is an example of what can be incorporated into bulletins concerning **anti-doping**:

"Doping is strictly forbidden, and the organisers of [event name] are dedicated to supporting the anti-doping authorities in their work.

Doping controls may be carried out any time during the competition period. As some sites for the doping controls may be a few minutes' drive away, we suggest that athletes are prepared at all I events to take along some dry clothes to change into after their race.

Doping tests are always carried out in accordance with the procedures described in the WADA International Standard of testing. The IOF Anti-Doping Code and rules apply as of 1st February 2010.

Athletes who are selected for the doping tests must bring an official identification (with photo) to the doping test area. Accreditation cards with photo can also be used for this purpose. The athlete should bring along their therapeutic use exemption (TUE) if applicable. In general, it is advisable that the athletes bring along their ID to all the competitions and events."

### Materials for prize-giving and ceremonies

The IOF Office sends the appropriate prizes identified in the IOF Competition Rules, and a number of IOF flags to the organiser one month before the event. The organiser is asked to check the prizes (number and engravings) immediately after receiving them and to send a confirmation email to the IOF Office after the



checking has been performed. Please notice that the organiser is responsible for acquiring ribbons for the medals.

If two athletes share the same place in the results, the non-engraved medal must be collected back after the prize-giving ceremony and sent to the IOF Office for engraving. Please remember to also provide a ribbon for the medal and the appropriate details: race, class, athlete, federation, placing.

IOF flags and extra medals must be returned to the IOF Office within one (1) month after the event has taken place. Event organisers will be invoiced according to the following specifications if flags and medals are not returned within this period of time in their original condition.

EUR 70 / small IOF flag  
EUR 90 / large IOF flag  
EUR 25 / extra medal

Altering the IOF flag (e.g. by marking, sewing or cutting) is forbidden. If necessary, please wash the flags before returning.

Please notice that where the IOF flag is symbolically handed over to the subsequent organiser, the flag must be collected back and returned to the IOF Office.

### **Protocol for ceremonies**

Please familiarise yourself with the *IOF Protocol Guide* available on the IOF website at <http://orienteering.org/wp-content/uploads/2014/01/IOF-Protocol-Guide10.pdf>.

Important notes:

Athletes shall wear their official national team outfit on the podium. Number bibs shall stay intact. Sunglasses, bottles, hats, head bands or any accompanying persons are not allowed to be brought to the podium. The organizer is asked to give the appropriate instructions to the athletes in bulletin 4 and team leaders meetings and to follow that these instructions are respected.

### **Results**

Result lists shall be sent to **results( at )orienteering.org** as soon as possible after the results are confirmed and by the end of the race day at latest.

Results from events that are part of World Ranking, including Junior World Championships A Finals, shall be submitted in the IOF approved result format specified in the *IOF results reporting instructions* document (<http://orienteering.org/wp-content/uploads/2014/03/IOF-result-reporting-instructions.pdf>).

Results for World Masters and other events outside the IOF World Ranking (e.g. FootO relays) shall be sent to the IOF Office in Excel format.

Where Regional Championships are organised in conjunction with World Cup, the organiser must publish separate result lists for both on the event website. Official results for Regional Championships only include runners with passport holding citizenship of the country they are representing. No athletes from outside the region in question shall appear in the official Regional Championships results.

Should there be an unexpected delay in submitting results to the IOF or changes to results already sent to the IOF, please inform **results( at )orienteering.org** immediately.

### **Event reports**

See IOF Competition Rules chapter 32 for specific details (chapter 33 for TrailO).

Please pay special attention to the number of sets of maps required: printed competition maps are needed both for the IOF archive and for an assessment of print quality by the IOF Map Commission. If possible, please also send us a collection of maps in electronic format in order for them to be downloaded on the IOF website.



Notice that the organiser shall also complete an IOF Timing and Punching System Report. Further information and the online form are available on the IOF website at <http://orienteering.org/foot-orienteering/event-organizing/report-templates/>.

**Contact details for the IOF Office**

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Office Administrator and Anti-Doping Officer Kirsty McIntyre: *kirsty.mcintyre (at) orienteering.org*

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