



INTERNATIONAL ORIENTEERING FEDERATION

JUNIOR WORLD ORIENTEERING CHAMPIONSHIPS 2021 (JWOC 2021)

Guidance notes for applicants for JWOC 2021

Introduction

The Junior World Orienteering Championships is organised every year.

All IOF member federations are hereby invited to submit to the IOF an application to host a JWOC in the year 2021. Applications shall reach the IOF Office by 31 March 2018.

The Guidance notes and the Organiser Agreement provides 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 JWOC Organiser Agreement* and its appendices.
- *the Standard Application Form*
- *The IOF Policy on Conflicting dates*
- *JWOC Guidelines*
- *Competition Rules for IOF Foot Orienteering Events*

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

The Objectives and the Concept of the Event

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

The Event shall:

- provide a worthy competition 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 runners and member countries as possible to take part.

The Specific JWOC objectives and the concept of the event is explained in detailed the *JWOC Guidelines*. JWOC shall be organised in accordance with the following principles:

- The best junior orienteers of each federation shall be offered competitions of high technical quality;
- The event shall have a social, rather than a competitive atmosphere, accentuating exchange of experience;
- The cost of participating shall be kept low.

Event Dates

All dates periods and conflicts can be found in *The IOF Policy on Conflicting dates*. To maximise the participation, JWOC shall be organised in a vacation period during week 26-29, preferably in July. The organiser can expect up to 350 competitors and between 50 and 100 coaches.

JWOC **should** be organised in during week 26-29 or week 32-33. Prohibited periods are: Olympic Games, WOC + 2 days before/after, WMTBOC + 1 week before/after

The WOC 2021 should be organised on week 27 or 28 (2021-07-05 to 2021-07-18). The WMTBOC 2021 dates are not yet decided. For currently set event dates, see event dates in IOF Eventor.

Program

Sample programme

Day 1 (e.g. on Sunday)	Arrival, Model Event
Day 2	Sprint (final only) and Opening Ceremony
Day 3	Long Distance competition (final only)
Day 4	Rest Day
Day 5	Middle Distance Qualification (3 parallel qualification heats)
Day 6	Middle Distance Final
Day 7	Relay (3 legs)
Day 8	Departure

Competition Arenas

Event centre

The event centre is of highest importance. It shall allow for the social atmosphere mentioned earlier. It should offer cheap accommodation at reasonable quality as well as facilities for entertaining (alternative sports, cinema, etc). Optimally, all teams are gathered at the same place. Nevertheless, a few requirements should be addressed carefully:

- There should not be too many people sleeping in the same room
- There must be enough rooms for girls and boys to sleep separately
- Orienteers need more than just one bed (the participants have a lot of luggage and material to store)
- Orienteers need plenty of toilets and showers and even laundry facilities
- Any one national team must be accommodated entirely in one place
- It must be possible for each national team to gather separate from other teams
- Team leaders should have the possibility to sleep in separate rooms (double or single)

Competition terrain

The terrain shall be suitable for setting competitive orienteering courses. The competition terrain shall not have been used for orienteering for as long as possible prior to the competition, so that no competitor has an unfair advantage.

The competition terrain shall be chosen having cost in mind, i.e. the distance from the event centre should be kept short to minimise transportation cost. Another means to reduce costs is to reuse competition arenas several times.

An appropriate number of model events shall be set up to demonstrate the characteristics of the various terrains. See *JWOC Guidelines* document for more info.

TV/Arena Production

Organiser shall deliver live results, split times from radio controls and GPS tracking. If arena production or live production being produced, the organiser shall deliver the productions to the IOF LIVE Orienteering for free. The organiser shall aim to maximize the provision of GPS units to the athletes in the finals (as close to 100% as is financially viable). Read more in the *Organiser agreement*, appendix 4

Media Aspects

See *JWOC Guidelines* document for more info.

Evaluation criteria

For more information about the set of criteria used to evaluate JWOC bids, please see Appendix 1.

Finance aspects

Application processing fee

n/a

Sanction fee

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 JWOC 2021 is set at 2000 EUR.

Anti-Doping Contribution

The JWOC organisers contribute to the Anti-Doping fund with 2200 EURO (550 EURO per competition)

Entry Fee

The entry fee for the competitors shall be established based on the objectives of the event and previous events.

Meetings, Seminars

See *Organiser agreement* document.

Other costs

See *Organiser agreement* document.

TV Rights

See *Organiser agreement* document, appendix 4.

Advertising and Sponsor Partnerships

See *Organiser agreement* document, appendix 5.

Webcasting rights and Internet website

See *Organiser agreement* document, appendix 4.

Event Management Services

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

- Basic Event Information Service - IOF Eventor
- Entries and Services management – IOF Eventor
- Payments management (For Masters Events) – 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 homepage for the event is maintained for a minimum period of 24 months following the event. The event homepage shall, in any case, not be closed until all relevant event information is transferred to IOF Eventor.

IT Quality

Should the SEA Team deem it necessary, to fulfil the IT quality requirements set for IOF major events, the IOF may negotiate any additional agreements required for the provision of IT Services (including punching, time-keeping and media services) to supplement any agreements made by the Organiser. The Organiser agrees to utilize and pay the costs of such a contract if necessary.

How to apply

The application form shall be completed and submitted to the IOF Office by the National Orienteering Federation. The filled-in application form including all required appendices/enclosures shall be sent to reach the IOF Office by 31 March 2018. It should be sent to the IOF email applications@orienteering.org

The application must be accompanied by the following enclosures

1. A filled in and signed application official form. **Note!** The form can have added information and sections. The form is the minimum of information. Scan signed original as PDF.
2. Overview map showing the event Centre, accommodation sites, competition areas, airports, railway station, and main roads. Either add paste it into the application document or enclose as a 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, the best available map of the areas together with a foot orienteering map of a similar terrain (PDF).
5. Other material as promotional brochures and movies may be referenced and sent along with the application. Note! This should be mentioned in the Application that the material is part of the application.

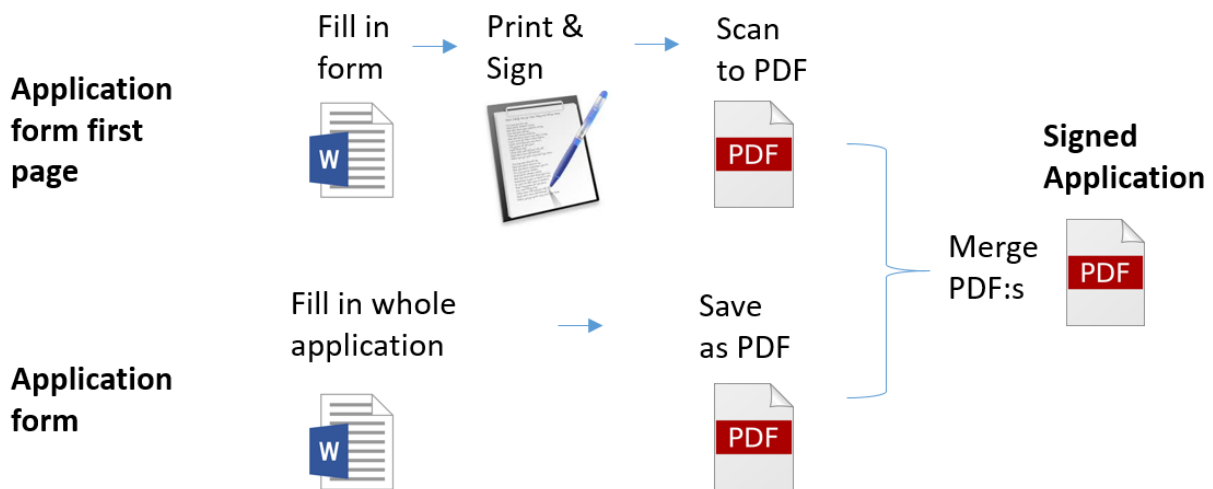
Linking to detailed map information or multimedia

The main format of the Application should be PDF documents. Sometimes it is good to link to more detailed information that could be useful for the evaluation.

Linking to very detailed information 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.

If the Application hold multimedia as film or other specific format digital media, the application form must have a 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 March 31, 2018
- II. Review of the applications by IOF Office and FootO Commission.
- III. A shortlist of applicants will be drawn up by the IOF, and shortlisted applications will be evaluated in detail. Copies of the evaluation criteria used by the IOF Foot Orienteering Commission and the evaluation report form can be found appended to this document.
- IV. IOF target a decision by IOF Council on meeting in Autumn 2018.
- V. Decision regarding the preliminary event dates will be taken in conjunction with the appointment.
- VI. A contract will be written between the Organiser and IOF and the target date is January 2019.

Further information and advice

Rules and Guidelines are available on the IOF website.

If you have any questions regarding the Applications please contact IOF.

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)	FootO	Aron Less, FootO Commission Chair	aron.less@orienteering.org

Appendix 1: Evaluation criteria

The IOF Foot Orienteering Commission uses the following set of criteria to evaluate JWOC bids.

Criterion	Commentary (please bear in mind that different criteria have different weightings in the assessment)
Concept	Includes proposed event dates, and structure of the proposed event venues (e.g. proximity of event venues to event centre).
Forest terrain	JWOC currently has 4 forest races: long distance, middle distance qualification and final and relay. Different races have different priorities with regards to terrain and the application should reflect this.
Sprint terrain	JWOC currently has 1 sprint race: access to a high quality sprint area is important.
Arena suitabilities	The suitability of proposed arenas is evaluated with regard to size, available parking space, available transport options, accessibility, etc. Arenas should be located within the best parts of the terrain (spectator control).
Accommodation	Having one or two venues able to hold most/all teams is extremely important to keep the JWOC spirit alive. One of the key elements of a JWOC is socialisation and suitable accommodation very close to each other is the absolute key element to achieve this goal. A good range of quality and price is also important, bearing in mind that prices should generally be kept low.
Local tourism	Important to attract tourists for the JWOC Tour races, which is crucial economically and brings spectators to the arena.
Organisational ability	The applicant federation's and local applicant's previous track record on national and international major event organisation.
Local support	Refers to support from local authorities and other external bodies/individuals important to the success of the event (e.g. land owners/managers)
Climate and environmental	Includes consideration of climate (with excessively hot, cold or wet climates at the proposed event times being a negative), as well as the elevation of proposed event areas..
Local costs	General cost level of the applicant country.
English spoken (language skills of organisation)	It is very important that at least a substantial subset of key officials are able to communicate effectively with the SEA and other IOF representatives.
English spoken (general population)	General ability of the population to communicate in English.

<p>Criterion</p>	<p>Commentary (please bear in mind that different criteria have different weightings in the assessment)</p>
<p>Broadcasting and communications</p>	<p>For JWOC, TV coverage is rare (although not unknown), but online coverage is important. Mobile phone coverage of the competition area is important for WOC and JWOC in order to support GPS tracking. Some of these factors are difficult to include in a bid assessment – for example, it is highly unlikely that plans will be sufficiently well developed to include camera locations – but the availability of communications to proposed arena locations is still an important matter.</p>
<p>Safety, security and health risks</p>	<p>While it is highly unlikely that an orienteering event has sufficient profile to present a specific security risk in the way that, for example, the Olympic Games or FIFA World Cup does, those associated with the event are still exposed to risks which exist generally in the region where the event is taking place (e.g. crime, political instability). Health risks (e.g. disease risk, unsafe drinking water) may also be considerations. It should also be noted that the safety/security situation may change significantly (either positively or negatively) between the allocation of the event and the date of the event taking place.</p>
<p>Transport to event centre and to venues</p>	<p>Good transport links to the event centre are important – existing guidance suggests that events should be close to international airports, but this may not be so important if there are good internal transport links. Any major event centre should be accessible by some form of public transport – this is especially important for JWOC as some participants may be travelling without team officials and will be too young (in most countries) to hire vehicles. The organiser should be prepared to offer transport (at the expense of users) to participants, officials and spectators. Nowadays compulsory transport – included in the entry fee – is the model used for all JWOC races.</p>
<p>Entry procedures/ visas</p>	<p>Any IOF event should be able to be accessed by participants from any IOF member country. Visa procedures which make it difficult or impossible for competitors for some countries to attend, or which require unacceptably long lead times for applications, are a significant negative for the event. This should be viewed from the perspectives of all likely participant countries.</p>