



INTERNATIONAL ORIENTEERING FEDERATION

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# WORLD MASTERS ORIENTEERING CHAMPIONSHIPS 2021 (WMOC 2021)

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Guidance notes for applicants for WMOC 2021

## Introduction

The World Masters Orienteering Championships is organised every year. From 2018 onwards the WMOC has a new programme with 3 medal awarding competitions (finals) determined by 5 races.

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

The application shall be submitted by an IOF member Federation.

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 WMOC Organiser Agreement* and its appendices.
- *the Standard Application Form*
- *The IOF Policy on Conflicting dates*
- *WMOC 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 has appointed the organiser.

## 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, the organiser agrees to stage The Event in accordance with the following 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;
- provide reasonable entry fees and accommodation and transport charges to enable as many runners and member countries as possible to take part.

The Objectives and the Concept of the Event are explained in detailed the *WMOC Guidelines*

## Event Dates

All dates periods and conflicts can be found in *The IOF Policy on Conflicting dates*.

WMOC **should** be organised in during week 26-29 or week 32-33.

From the Conflicting dates policy:

**Prohibited periods are:**

**WMOC: WOC + 2 days before/after**

**Listed multiday events + 2 days before/after**

**World Masters Games + 2 weeks before/after\***

*\*Does not apply where the events are organised by the same organiser in the same place.*

WOC 2021 has the current preliminary dates of 2021-07-05 to 2021-07-18. For Event dates, see event dates in IOF Eventor.

## Programme

The World Masters Orienteering Championships programme holds three medal awarding competitions determined by the following five races:

- Day 1 Sprint qualification,
- Day 2 Sprint final,
- Day 3 rest day,
- Day 4 Middle/Long qualification,
- Day 5 Middle distance final
- Day 6 rest day,
- Day 7 Long distance final.

For information on the **competition formats**, please consult the Competition Rules for IOF Foot Orienteering Events or the IOF FootO Commission contacts.

## Competition Arenas

See *WMOC Guidelines* document for more info.

## TV/Arena Production

There are no formal requirements for TV Arena production for WMOC. The organiser shall deliver live results and split times from radio controls to IOF LIVE Orienteering for free. If the organiser produces any GPS-tracking production, arena production or other live production it shall be delivered to IOF LIVE Orienteering for free.

## Media Aspects

See *WMOC Guidelines* document for more info.

## Evaluation criteria

For more information about the set of criteria used to evaluate WMOC bids, please see Appendix 1 and 2.

## Finance aspects

### Application processing fee

As decided by the IOF Council, a fee of 2000 EUR must accompany the application. This fee goes towards the evaluation of the bids. The fee shall be paid by the application deadline 31 March 2018

## Sanction fee

The IOF Council imposes a levy on its championships. This compulsory sanction fee shall be paid to the IOF to obtain the organising rights for the event. The fixed part of the sanction fee shall be invoiced by the IOF 6 months prior to The Event, see Payment plan in appendix 2 *the Standard WMOC Organiser Agreement*.

The sanction fee for WMOC 2021 is set at 65,000 EUR + 12 EUR per participant.

## Anti-Doping Contribution

There is no anti-doping contribution for WMOC organisers.

## 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

n/a

## Advertising and Sponsor Partnerships

See *Organiser agreement* document, appendix 5.

## Webcasting rights and Internet website

See *Organiser agreement* document.

## 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 (including all race results) 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 utilise 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 completed 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](mailto:applications@orienteering.org)

## The application must be accompanied by the following enclosures

1. A completed and signed official application form. **Note!** The form can have added information and sections. The form contains the minimum of the required information. Scan signed original as PDF.
2. Overview map showing the event Centre, accommodation sites, competition areas, airports, railway station, and main roads. Either paste it into the application document or enclose as a PDF document.
3. If orienteering maps of the planned competition areas exist, please provide high quality 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.

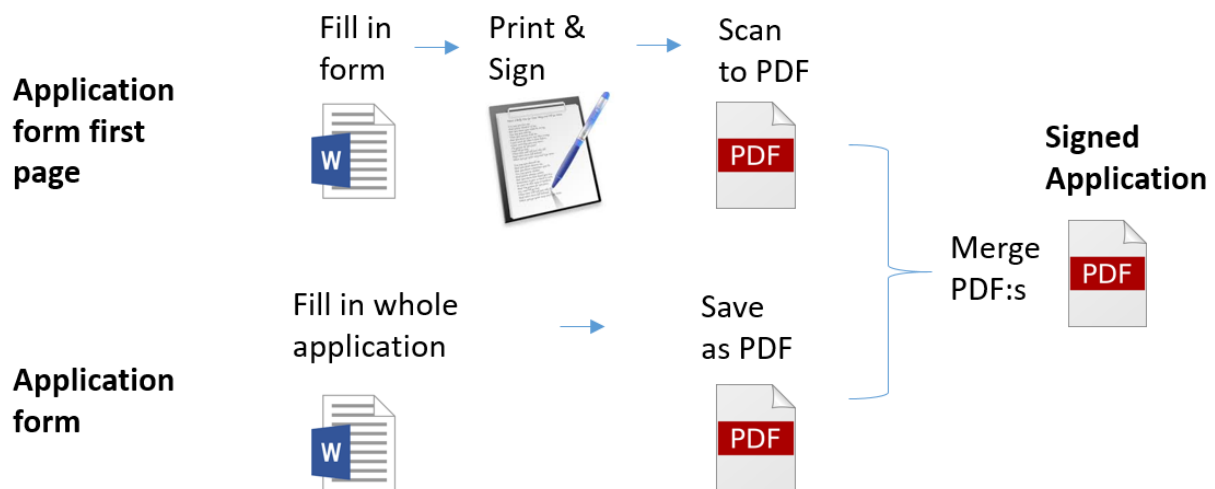
## Linking to detailed map information or multimedia

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 includes multimedia 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 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 via an IOF assessment visit during which all aspects of the application will be inspected. 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 at the Autumn 2018 meeting.
- 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
		David May, FootO Commission (WMOC responsible)	david@themays.org.uk

APPENDIX 1: IOF Foot Orienteering Commission's evaluation criteria for WMOC 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	WMOC has 3 forest races*: one qualification and two final races for the long and middle distance events. Please bear in mind that an area which is physically difficult but technically challenging (e.g. the WOC 2011 long distance terrain in France) is more suitable for a WOC than for a WMOC, where 'technical but enjoyable' terrain is optimal.
Sprint terrain	WMOC currently has 2 sprint races: sprint qualification and final. Access to high quality sprint areas is critically important to WMOC. With up to 5.000 competitors expected, crowd management and competitor safety should also be taken into account. The terrain should be as technical as possible.
Arena suitability	The suitability of proposed arenas is evaluated regarding size, location, accessibility, etc. WMOC requires either a large capacity for parking near the arena or a good public transport/shuttle system.
Accommodation	The applicant should be able to accommodate up to 5,000 people within an hour's drive from the venues. The applicant should have access to different standards of accommodation in a wide price range – from 4-5 star hotels to very basic accommodation. Rough prices of different standards of accommodation should be provided.
Local tourism	WMOC competitors put terrain and competition as their top priority, but tourism is next on the list. There should be a good variety of activities and tourism interests in the locality
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 can communicate effectively with the SEA and other IOF representatives
English spoken (general population)	General ability of the population to communicate in English.
Broadcasting and communications	The availability of communications at proposed arena locations is an important matter. This includes mobile phone coverage and the ability to produce online results (internet access at the arena).
Safety, security and health risks	While it is highly unlikely that an orienteering event has sufficient profile to present a specific security risk in the way that, for example, an 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. NB 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.
Transport to event centre and to venues	Good transport links to the event centre and from the event centre to each race arena are important. The organiser should be prepared to offer transport (at the expense of users) to participants and spectators, although experience suggests that uptake may be low at WMOC. This is important at events held in countries where road conditions are such that participants may be reluctant to drive.
Entry procedures/ visas	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.





APPENDIX 2: WMOC candidate evaluation report form

**WMOC [year] candidate: [city, nation]  
Evaluation report**

This report is based on a visit to [city] on [dates]

**Federation:**

Name and title of responsible English-speaking contact person:

Address:

Phone:

Email:

**Organiser's experience**

The applicant's recent experience in organising major orienteering events:

**Date**

Preferred date or period:

Reason for proposing this period:

**Venue**

Proposed host town for Event Centre: *Short description*

	Name	Means of transport to event centre	Distance and time of transport to event centre
Nearest international airport			
Nearest railway station			

**Programme**

Description:

Assessment:

### **Local Distances**

Distances between Event Centre and planned competition arenas:

Sprint Q:	<i>Name, distance, travel time from Event Centre, parking areas and parking capacity</i>
Sprint F:	<i>As above</i>
"Forest" Q:	<i>As above</i>
Middle F:	<i>As above</i>
Long F:	<i>As above</i>
Model events:	<i>As above</i>

### **Accommodation**

Description of accommodation concept:

- *Assessment of locations in relation to Event Centre, communications.*
- *Assessment of options in different categories (capacity, price levels).*
- *Assessment of room standards (size and standards) in different categories.*
- *Other accommodation possibilities, e.g. camp sites, floor space*

### **Tourism**

What tourism possibilities are there?

Will the organisers provide tourism packages?

### **Places for ceremonies**

Description of concept:

- *Opening ceremony, eventual prize-giving ceremonies, banquet.*

### **Transportation**

How will competitors get to the race arenas?

- *Assessment of price levels and accessibility*

### **Terrains and Maps**

Description of concept:

- *Detailed description per proposed terrain with assessment of relevance for intended discipline format*
- *Land access situation and land ownership structure*
- *Description of plans for mapping per terrain*

### **Arenas**

Description of concept:

*Description of each proposed arena with assessment of*

- *Capacity*
- *Spectator friendliness*
- *Ground structure*



- *Location in relation to surrounding terrain*
- *Course planning aspects]*

**Media service**

Description of concept:

**Supporting events**

Description of concept:

- *Plans for spectator races etc.*

**Support**

State authorities:

Regional and local authorities:

Other support:

Sponsor- and partnerships:

Names and roles of persons present at the presentation meeting:

**Economy, budget**

- *Budget outline, turnover*

**Evaluation**

Positive Aspects	Weak Points / Potential Problems
<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

Date and times of visit:

Evaluation made by:



The following persons from the applicant acted as hosts: