



INTERNATIONAL ORIENTEERING FEDERATION

WORLD ORIENTEERING CHAMPIONSHIPS 2022 - SPRINT (WOC 2022)

Guidance notes for applicants for WOC 2022

Introduction

The World Orienteering Championships is organised every year. From 2019 and on the WOC is a classic forest event in odd years and a sprint based event in even years. All IOF member federations are hereby invited to submit to the IOF an application to host a Sprint WOC in the year 2022. Applications for WOC 2022 shall reach the IOF Office by 31 March 2018. The WOC 2022 will normally not be part of the fixed World Cup program.

In accordance with the above, all IOF member federations are hereby invited to submit to the IOF an application/bid to host the WOC in the year 2022 (sprint formats). The application shall be submitted by an IOF member federation. The application deadline is 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 WOC Organiser Agreement and its appendices.

- the Standard Application Form
- The IOF Policy on Conflicting dates

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 a WOC as a prominent world elite orienteering event, assisting in 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 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 goal of the IOF is to achieve extensive TV/Media coverage and sponsorship support for the WOC. **The Leibnitz Convention**, the **WOC Guidelines**, the **Protocol Guide** and the **Sponsor Guide** (all available on the IOF website, www.orienteering.org) are guiding documents to make IOF events more attractive and exciting, and of better quality for competitors, spectators, media (including TV and the Internet), and sponsors.

Dates

WOC **should** be organised in July during week 27 or 28. That will be between 4th July and 17th July 2022. See the International Foot Orienteering Calendar in appendix 1.

Start date	End date	Event type	Status comments
2022/01/01	2022/12/31	IPE - CISM WMOC	
2022/02/04	2022/02/20	MISE - Olympic Winter	
2022/04/25	2022/05/08	MISE - Tiomila	
2022/05/23	2022/06/05	WCup1	
2022/06/13	2022/06/19	MISE - Jukola	
2022/06/27	2022/07/24	JWOC	
2022/06/27	2022/08/21	WMOC	
2022/07/04	2022/07/17	WOC	Sprint
2022/07/25	2022/07/31	WCup2	
2022/08/29	2022/10/16	WCup3*	
2022/11/21	2022/12/18	MISE - FIFA World Cup	

*Not during week 36-38.

Table 1: Preliminary Major FootO Event Schedule 2022 based on The IOF International Foot Orienteering Calendar.

Program

WOC 2022 is a Sprint WOC. The daily schedule is not fixed yet due to the new sprint competition that is under development.

- Sprint qualification
- Sprint final
- Another Sprint-type competition that is tested during 2017-2019 that will be decided later.
- Sprint Relay.

In addition to the competitions above the program includes ceremonies (opening, medal and closing ceremonies), adequate model events and rest.

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

Competition Arenas

The quality of the competition experience depends significantly on the location and the nature of the competition arena, the layout and quality of its facilities, and the extent to which it is possible to see the athletes in action. Wherever possible in the context of providing a fair and suitably challenging competition, arenas should be attractive, easily accessible and provide opportunities for building a good spectator experience. The arena may use existing facilities or be temporarily built for the occasion.

The organiser should consider the spectator aspect also in their marketing of the event, to an internal orienteering fan base as well as the public. The organisation of the event should be done in such a way as to maximize the number of on-site spectators and enhance their experience and TV consumers.

TV/Arena Production

WOC shall be organized with live TV coverage of all finals. The IOF has a strong ambition to raise the visibility of orienteering in the world of sports and within the orienteering community. The World Orienteering Championships is the prime showcase and the applicant is therefore expected to share this ambition and to be ready to invest in the presentation of the event to achieve the highest possible number of spectators, both in the physical arena and following from home.

From 2019, IOF will centrally purchase the TV Productions.

The following aspects must be part of TV/Arena Production for the organiser:

- Carefully planned arenas and infrastructure that will facilitate the Production

Media Aspects

The main event centre and each competition Arena should have well equipped media centres providing good infrastructure facilities and easy means of communication for reporters and photographers. There shall be no accreditation or use fees charged for media representatives.

For details, see Organiser Agreement.

Evaluation criteria

In the evaluation of the applications, the IOF will pay attention to the below aspects:

- The applicant's vision of the WOC and the outlined event concept
- Preferably a centralised accommodation of athletes, officials, media representatives etc., the aim of which is to create an 'Olympic Village' atmosphere.
- Suitable areas for each of the event formats
- Attractiveness for spectators
- Cooperation agreement with venue, local authorities and the potential for sponsorships
- The organiser shall be committed to a top-class TV/Media production
- The event is planned to ensure the possibility for excellent TV/Media Production
- The arena and competition area facilities, with good press facilities and good access to phone (GPS-Tracking) and internet.
- Spectators' races in connection with the WOC
- Meeting facilities
- The overall budget and financial package proposed

A Sprint WOC involves about 250 athletes, 100 team officials and 150 media representatives.

In addition, many other activities such as the IOF Council and Commission meetings and seminars are organised in conjunction with the WOC. This means that approximately another 100 national delegates are present during the WOC.

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

Finance aspects

Application processing fee

As decided by the IOF Council, the applicants pay an application fee of 1500 EUR. 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 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.

For WOC the sanction fee is set at a minimum of 60,000 EUR but is also influenced by many components such as contributions from the Venue, the TV production and distribution solution offered and potential sponsorship contributions. The sanction fee will be finally negotiated prior to contract signature. The applicant shall describe in the bid their proposal for sanction fee contributions to the IOF.

Anti-Doping Contribution

The Anti-Doping contribution is part of the IOF Anti-Doping testing program. All IOF Events have a fixed contribution.

The Contribution for WOC event is:

	Anti-Doping Contribution	Number
Per Competition	1250	3
		Total: 3750 EURO

Entry Fee

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

Meetings, Seminars

The Organiser should host several IOF Meetings, see Organiser Agreement

Other costs

See Organiser agreement.

TV Rights

See Organiser agreement.

Advertising and Sponsor Partnerships

The main objective in relation to advertising and sponsor partnerships for The Event is to achieve the optimal possible result for the Organiser and the IOF. See details in the Organiser Agreement.

Webcasting rights and Internet website

The IOF retains the right to provide Internet viewers with on-line tracking and on-line results service, live audio and video, and to display the entire results lists, maps with courses, and any other material related to The Event on its Internet homepage.

The IOF will make available the IOF LIVE Orienteering webpage free-of-charge to the Organiser.

In addition to the IOF LIVE Orienteering webpage, the Organiser is entitled to display all event information on the home page of The Event.

See details in the Organiser Agreement.

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.

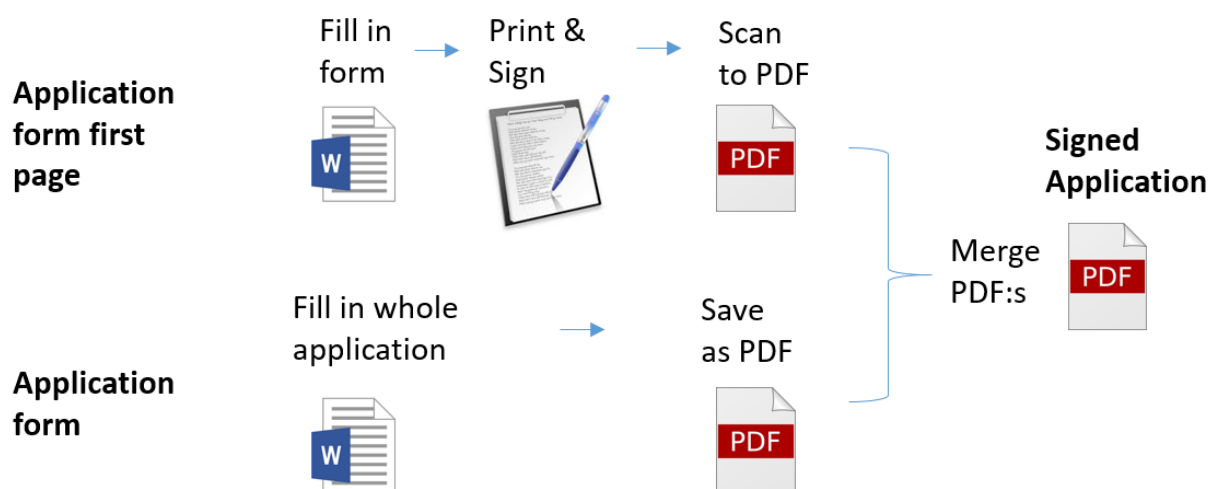
Linking to detailed map information or multimedia

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. IOF target a decision by IOF Council on meeting in Autumn 2018.
- IV. 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.

Further information and advice

Rules and Guidelines are available on the IOF website. Especially important for this Event is:

- [Competition Rules for IOF Foot Orienteering Events](#)
- [WOC Guidelines](#)

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

*terrains, arenas, technical requirements, etc.

Appendix 1: International Foot Orienteering Calendar

Month	Week	Global TV-events	IOF elite events	Intl O-events	Other major intl FootO	National	
Apr	14						
Apr	15						
Apr	16						
Apr	17						
May	18			Tiomila			
May	19						
May	20					National period	
May	21						
May/Jun	22		Intl period 1 World Cup		CISM		
Jun	23						
Jun	24	FIFA/UEFA		Jukola			
Jun	25	FIFA/UEFA				National period	
Jun/Jul	26	FIFA/UEFA/TdF			JWOC WMOC		
Jul	27	FIFA/UEFA/TdF	Intl period 2 WOC	Other multi-day			
Jul	28	TdF/World Games					
Jul	29	World Games					
Jul	30	Olympics/World Games	Intl period 3 World Cup	O-Ringen			
Aug	31	Olympics		Other multi-day	WUOC		
Aug	32	Olympics				WUOC / WMOC	
Aug	33	Olympics					
Aug	34		Intl period 4 World Cup / EOC				
Aug/Sep	35						
Sep	36					National period	
Sep	37						
Sep	38						
Sep	39						
Oct	40		Intl period 5 World Cup / EOC				
Oct	41						
Oct	42					National period	
Oct	43				CISM		

APPENDIX 2: IOF Foot Orienteering Commission's evaluation criteria for WOC 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).
Competition areas	WOC 2021 will have 4 competitions, all in a forested environment: Different competitions have slightly different priorities with regards to area usage and the application should reflect this.
Arena suitability	The suitability of proposed arenas is evaluated with regard to size, available facilities, available transport options, accessibility, facilities for media, spectator experience
Accommodation	The ability to offer centralised accommodation for most/all teams in a restricted number of venues is a positive for WOC. A good range of quality and price is extremely important. Accommodation venues should be not too far from each other. The applicant should have access to different standards of accommodation in a wide price range (please indicate).
Local tourism	Important to attract tourists for the WOC Tour races, which is important for venue economic impact and brings spectators to the arena.
Organisational ability	The applicant Federations' 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
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.
Broadcasting and communications	Suitability of venues for TV (e.g. camera locations) is especially important for WOC. Mobile phone coverage of the competition area is critical for WOC in order to support GPS tracking. A reliable internet connection, both for the use of the organiser and spectators, should also be available.
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, 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.
Transport to event centre and to venues	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. The organiser should be prepared to offer transport (at the expense of users) to participants, officials and spectators.