Guidelines for World Ranking Events (WRE)

2010 Edition

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Foreword

World Ranking Events were established by IOF Council in 1998 to replace the previous IOF Elite Events. At the same time, the IOF World Ranking scheme was created, this being the main feature which distinguished WREs from the previous IOFE Events. The main functions of these events are

- to provide high quality international events in each Federation
- to award rankings points which contribute to the World Rankings scheme
- to harmonise event quality in different Federations
- to provide a means for establishing qualification criteria for major IOF events
- to promote and develop orienteering in all Federations by providing a "stepping stone" between National Events and major IOF Events such as the World Cup and World Championships

The essential rules for WREs can be found in the "Competition Rules for IOF Events – 2009 edition" and it is vital to appreciate that they take priority over local rules. Every WRE Organiser is assumed to know these rules and to have prior experience in organising orienteering events. The current version of these rules is that kept on the IOF web site (http://www.orienteering.org).

The guidelines which follow will help Organisers to achieve the aims of the WRE. They are not a complete set of instructions for organising the competition but they aim to cover most of the special features of the WRE instead.

Text in bold which follows has mandatory status and shall be followed by event officials. Other content refers to material provided for guidance and for information. These Guidelines shall be read in conjunction with the IOF Competition Rules and have the same authority. They shall be considered as their extension.

Note should also be made of the *Leibnitz Convention* agreed at the XXth IOF Congress in Austria in August 2000, which laid down principles for raising the profiles of all IOF Events in the future. A copy of the *Leibnitz Convention* is appended to these Guidelines (see Appendix 1).

Each Federation is allocated a maximum of three WREs per year (more, under certain conditions – see Appendix 2) and it is anticipated that the vast majority will take full advantage of this opportunity. Indeed, it is in the interests of every Federation to do so as the World Ranking list is used for World elite qualification purposes.

These Guidelines are also meant to reassure Federations that most of their top quality events will already meet the standards of the WRE without great investment of extra effort. Indeed, many will meet the standards without any extra work being involved at all! However, there is still an essential need for quality control to check that IOF standards are being made, and this is where the role of the IOF Event Adviser is so essential.

The event formula is normally that of individual orienteering races, one for elite men and one for elite women, held at one of the standard IOF race distances (Sprint, Middle or Long). Any Organiser wishing to depart from this pattern will need to discuss this with the IOF Event Adviser and the IOF Foot-O Commission (via its member responsible for the WRE).

These guidelines are based on experience with past WREs. They will be changed and improved on the basis of further experience. Comments and proposals therefore are welcome and should be sent to the IOF Foot-O Commission or to the IOF Secretariat.

Some definitions:

- "shall" refers to statements which are mandatory, i.e. must be followed
- "should" refers to statements where it is strongly advised that they are followed

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Important changes made for the 2010 edition are denoted by a vertical line in the margin

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1. Application and Allocation

The invitation to apply for a WRE is sent out by the IOF Secretariat towards the end of the second year before the year of the planned event, e.g. end of 2009 (or early in 2010) for events in 2011.In addition, invitations for the following two years are also sent out so that Federations may bid for three years in a row if they wish to plan such events well in advance.

Any country and any Organiser may apply to organise a WRE if the following conditions are fulfilled:

* **The Federation is a full member of the IOF.**
* **The application is supported by the Federation and sent by the Federation to the IOF Secretariat.**
* **The application contains all the required information and reaches the IOF Secretariat on the official form by 30 September of the year before the WRE, e.g. by 30 September 2010 for a WRE in 2011.**

The applications are approved by the IOF Foot-O Commission in the period up to the end of October of the year before the WRE year, e.g. by October 31st 2010 for the 2011 event.

However, past experience suggests that some Federations plan their programmes rather later than others and applications have occasionally been accepted and approved by the IOF right up to the end of the year before the proposed WRE. This is not to suggest that the IOF approves of such late submissions however and applications made less than six months before the date of the event are most unlikely to be approved!

In approving a WRE, the most important considerations for the IOF are as follows:

* High quality of the event in every respect: terrain, maps, organisation and (where appropriate) media service.
* Potential benefits for development of orienteering in the organising Federation
* The timing of the event; for example, it ought not to clash with another WRE in a nearby Federation on the same day

The following factors should help an application to succeed:

* The proposed terrain is well suited for an international competition of high standard.
* The Organisers and their Federation are able to demonstrate that they can organise an event worthy of international standards (including maps, courses, media, spectators).
* The event must appoint a top level Controller responsible, amongst other things, for checking the fairness of the course setting and that controls are sited correctly on the day of the event.

Approval of proposed WREs is usually confirmed by the IOF by the publication of the WRE programme on the IOF website.

<u>Rule Deviations</u>: any requests for rule deviations shall be included in the application to host the relevant event. Only in very exceptional cases will a rule deviation be granted at a later stage and, in all cases, the Council or the General Assembly is the decisive body.

Rule 2.11 states "the IOF Council may allow deviations from these rules and norms. Requests for permission to deviate from them shall be sent to the IOF Secretariat at least 6 months prior to the event." The consent of the IOF Event Adviser is needed too.

2. World Ranking Events Criteria

* **shall be Open Events**
* **shall provide one men's race and one women's race; these are normally of Long, Middle or Sprint length, defined in accordance with the IOF Competition Rules, Appendix 6. For example, a Long WRE course shall have a winning time of 70 – 80 minutes for women and 90 – 100 minutes for men, and a map scale of 1:15000 also.**
* **IOF Competition Rules 2.11 and 2.12 apply if any other race format is proposed as a WRE; any application for a rule deviation should accompany the WRE application form**
* should not normally be mass start events nor should they have chasing starts; however, requests to select mass start events as WREs should be made to the Secretariat and, in some cases, may be considered favourably by the Foot-O Commission

- **where a multi-day event is selected, the WRE shall be chosen as one of the days**
- **at events with a large entry where the organiser splits elite runners into two courses, it may be possible to submit the results of both courses for World Ranking purposes. In this case, it is essential that the organisers seek IOF permission to do so well in advance.**
- Each Federation is allowed to stage up the three WREs per calendar year
    - One or more World Cup (or WOC) events may be staged in addition
    - Regional Championships which rotate on an annual basis between two or more Federations (e.g. Nordic Championships) can be WREs in addition to the host Federation's normal allocation of three WREs
    - In a year where an IOF Region has no Regional Championships the Region as a whole is allowed to stage three extra WREs over and above the normal allocation. Bids for all such extra events should be made by the officially recognised Regional co-ordinating body. There is no restriction on whether the events are staged by different Federations or not.

3. World Cup and WOC

- All World Cup A/B Finals (Sprint, Middle and Long) count for ranking
- World Games (WG) individual races count for ranking purposes
- WOC Qualifier races and Finals, Sprint, Middle and Long count for ranking
- Bonus points are awarded at WOC, World Games and World Cup races (see Points formula section)

4. Start lists

The start draw for each (Men and Women) elite course should be based on the World Rankings as at a date determined by the organisers. The best ranked runner should start last on each elite course.

Where numbers enforce an elite class to be split into two, then the World Rankings should be used to determine how the entry is divided, the best going to the top elite class, etc.

5. General Information and Invitation (Bulletin 1/2)

"Bulletin 1/2" contains general information about the event together with the application form. It is published by the Organiser well before the event. Paper copies should be distributed as widely as possible. The event website (see 6 below) shall give similar information. The Bulletin shall give prominence to the WRE status of the event, using the IOF logo to emphasise this.

The minimum information to be included is given in the IOF Competition Rules (8.12).

6. Website

It is now normal for all major orienteering events to host an event website as a way of (a) promoting the event, and (b) taking entries for the event. A WRE is no exception to this!

As a minimum, the WRE website should:-

- contain all Bulletin information (see Guideline sections **2** and **5** and the IOF Competition Rules 8.12) as and when it becomes available
- provide a secure method of paying for and entering the event, either as an individual or as a group; however, it is recognised that this is not always practicable
- contain relevant accommodation information, perhaps also including online booking for accommodation
- publish all race results as soon as possible after they are known; IOF Rules now state that this shall be on the day of the event.

7. Entries

There is little point in having an early closing date for entries: it could be no earlier than three weeks before the event for example and every effort should also be made to accept entries later than this.

It would be very useful to ask competitors to put e-mail addresses on their entry forms; the Organiser can then make a database of competitor details which includes these addresses.

Organisers should allow easy entry by individuals as well as by groups as it is recognised that entries are usually made by clubs/groups in some countries and by individuals in others. Provision should be made for entry by both methods.

It is essential that the entry form shall request that all M/W21 elite entrants include their IOF Ranking ID (where they are already ranked – some may not be) along with the more usual details. These IDs can be obtained from the IOF website (three alternative methods):-

- http://iof.6prog.org/list_m.csv for men, and http://iof.6prog.org/list_w.csv for women
- or in XML format http://iof.6prog.org/list_m.xml and http://iof.6prog.org/list_w.xml
- or researched via the athlete search page http://iof.6prog.org/WR_AthFind.aspx

Where a runner omits this information, the organiser shall take necessary steps to discover the IOF Ranking ID and include it with the final race results. The reason for this is that every runner needs a unique identifier so that they may be recognised by the rankings software. Many runners have the same (or similar) names and cannot be identified by name alone.

Please note that all runners on the M/W21 elite courses will be ranked as a result of their performance in the race. No one can opt out of this.

8. Final Details (Bulletin 3)

"Bulletin 3" contains the final competition information and shall be available on the event website at least four weeks before the date of the event.

The Bulletin shall give prominence to the WRE status of the event, using the IOF logo to emphasise this.

- **It shall give at least the minimum information stated in IOF Rule 8.13.**
- **Also a reminder that IOF Competition Rules forbid the use of GPS devices unless there is "no display or audible feedback".**

9. Other Information

Only in special cases may official information be given later than in the Final Details. If this is necessary, it should be displayed and given in writing to the competitors as soon as possible (as well as being published on the event website).

10. Model Event

IOF Rule 11 gives details of how Model Events should be put on for all IOF events. However, it is recognised that a few WREs will be quite small events, even though of high quality, and the IOF will understand if the Organisers argue that it is impractical to stage a Model Event. However, if the terrain to be used is special in some way, fairness dictates that a model event giving examples of terrain types to be used should be organised. This could be achieved by the issue of small sections of map of the warm-up area beforehand. A small number of control flags would be hung in this area, each one shown and correctly described on the warm-up map.

The larger WREs will of course be expected to stage a Model Event in accordance with Rule 11.

11. Map

The map shall correspond to the "International Specification for Orienteering Maps" (ISOM2000), or the corresponding specification for Sprint maps (ISSOM 2007) and should be of good international standard. It shall not contain any major mistakes (missing features, wrong relative positions, wrong classification of objects) at least along the courses.

The map shall be surveyed in good time. A first pre-print, preferably by computer, should be available at least before the IOF Event Adviser comes for the first visit. A last field survey should be made a few months before the event.

The scale of the map is 1:15,000 for Long and 1:10,000 (enlarged from 1:15000) for Middle distance and 1:5,000 or 1:4,000 for Sprint races. The use of any other scale needs the recommendation of the IOF Event Adviser and the approval of the IOF Map Commission.

Maps should be printed using offset printing methods. If non-offset printing is to be used, the printing will have to be approved by the map commission before the event (samples must be provided).

If an orienteering map of the area or of a part of the area exists or has existed fair conditions shall be created for all competitors. A copy of the map shall therefore be available to competitors when they arrive, either in full colour or as a B&W photocopy and should be available on the event website beforehand. Note also Rule 15.5.

On the race day maps of the competition area shall be not be used by competitors or other persons until officially permitted. It should be mentioned in the Final Details that possession or use of any orienteering or other maps of the competition area is prohibited during the competition day at the race site until officially permitted. This is valid for competitors as well as for others.

Large maps should be cut to the size necessary for the course.

The IOF logo should be printed on the map and the WRE status of the event should be included either on the map or on the course overprint.

The competition map (if not waterproof) should be sealed in a transparent plastic bag of reasonable size (not much larger than the map itself) and reasonable thickness (0.20 mm or 8/1000ths of an inch). Experience has shown that thinner plastic bags are not sufficiently stable.

Alternatively, waterproof paper may be used for the maps. Some types of waterproof paper (uncoated types) do not offer the same clarity as normal paper, and some types of waterproof paper can be difficult to clean when dirty. There are also issues of drying after printing for some paper types.

For these reasons, printing on waterproof paper is not recommended by the Map Commission.

The competitors' maps are usually returned after the race. Alternatively, new clean maps may be given later on.

12. Embargo

In accordance with IOF Rule 14.3, the competition terrain shall be embargoed as soon as it has been decided in order to avoid problems resulting from especially home-nation elite runners going into WRE competition areas once these have been decided. **WRE applicants are asked to publish adequate information on embargoed areas on the national Federation's website at the time of the application.**

The information shall include the names of the areas embargoed and a map clearly showing the outer limits of each area. It should be made clear whether or not passage through the areas on public roads etc. is allowed. An accompanying statement should emphasise that the embargo extends to anyone who through their knowledge of the terrain or the events could influence the WRE results.

Embargoed areas shall include all planned competition areas and additional reserve areas. Whilst permissions are being finalised, it is wise to embargo all areas under consideration; areas not to be used, or which become available for training, can be de-embargoed later.

Embargoing rules in town areas pose a particular challenge, because the Sprint Distance that commonly uses town areas is a 'shop window' for media and spectators where we want to bring orienteering to the public.

There are three alternative solutions:

1. Strict embargo

2. Participants are allowed to be in the area without an orienteering map until the organiser starts setting out the controls and making other preparations for the competition – typically 3 – 4 hours before the competition. Training with a map and route choice testing is not allowed.

3. A mix of 1) and 2) where typically the finish area is open and most of the competition area is strictly embargoed

No fixed practice exists for Sprint races. The alternative above most suited to the area in question is adopted, in agreement with the IOF Event Adviser.

The full information and maps covering embargoed areas are published on the event website as soon as it is set up, and printed in all Bulletins.

Any alleged breach of the embargo rules shall be notified at once to the WOC Secretariat and to the IOF Event Adviser.

13. Courses

The *prime requirement* for the courses is fairness. There must be no doubtful controls, no elements of chance as regards route choice and no map errors which might influence the race. Controls where the accidental presence of another runner is a great help to other runners should be avoided, e.g. controls within a small depression or a pit. The same applies to controls where tracking may be a great help, e.g. in areas with dense ground vegetation.

In many competitions, the WRE courses will form just two courses out of very many more than this and fairness becomes harder to achieve. When this happens, the number of controls which are common to other courses must be an absolute minimum. One way of achieving this is to aim for an average of no more than two runners passing through any given control per minute.

For example, if the start interval is 2 minutes then no more than 4 courses should share any control. Of course, the ideal is that unique control sites are selected for the M/W21E courses, but this is not compulsory and there is no reason why controls on the M21E and W21E courses should all be separate either.

The *second requirement* for the courses is good orienteering. The courses shall be as difficult as the terrain permits.

The IOF "Principles for Course Planning" (Appendix 2 of the 2009 Competition Rules) shall be respected.

14. Control Descriptions

The IOF brochure "Control Descriptions" (see http://www.orienteering.org/footo/pictsymb.htm for 2004 edition) is the basis for the preparation of all control descriptions with symbols (note that many control descriptions were amended in 2004). The control descriptions for the Model Event shall be made in the same way as those for the race.

The control descriptions for all races shall be available to competitors before they start, one common method being to provide these at -1 or -2 minutes (start time = 0 minutes). They shall also be printed on the front of the map.

The definition of special symbols for the control descriptions shall be given in Bulletin 3 at the latest. Such special features shall be demonstrated in the Model Event or by photographs or drawings in Bulletin 3.

15. Start

The *Leibnitz Convention* requires that the Start and Finish be together and both be in the Assembly area. This should be adhered to wherever possible so that the event is made into as big a spectacle as possible. However, it is accepted that it is not always possible to do this when the World Ranking courses form only part of a much larger event although having the *pre-Start* near the Finish is one way of doing so.

For efficient organisation of an individual start, a *pre-Start* should be used. At the pre-Start, the following should be available:

- a quiet waiting area
- a warm-up area in the forest
- toilets
- display of official start-list and race-time
- drinks as at the refreshment controls
- a model control

The *start area* should be quiet and well separated from the pre-Start.

Media representatives may be allowed to go to the Start if it can be ensured that any information obtained about maps, terrain, race layout and route choice decisions will remain confidential until the last start.

Some media representatives want to take photographs of the competitors just after the Start. Depending on the situation this may be allowed. Bounds of access in the Start area shall be marked clearly and supervised.

Modern electronic punching allows starts to be made by "punching" at the Start control unit (popularly called a "punching start") but this is not suitable for WREs with large numbers of competitors, and the

conventional timed start (using a clock synchronised with race time) should be used. Alternatively an electronic start gate may be used.

However, a punching start may be used where the start at a WRE has only a small number of competitors leaving each minute.

16. Control Set-up and Punching Device

National peculiarities for the control set-up should be avoided.

The control code number may be on the flag or mounted vertically or horizontally on the post. Code numbers like "M1" shall not be used (see Rule 19.6). IOF Competition Rule 19 (Control set-up and equipment) should of course be observed here.

The SPORTident and Emit electronic systems are both accepted officially by the IOF and electronic punching systems have now become the norm at all major IOF events including WREs.

A backup for the electronic punch must be provided. In the case of Emit, this is automatically provided by the pin which marks the back-up label (where used). This label must be securely attached to the Emit card and made of sufficiently strong material that it will survive the conditions likely to be encountered during a competition (including immersion in water). In the case of SPORTident, the backup must be a needle punch or a second SPORTident unit.

IOF Competition Rule 20 (Punching systems) and Appendix 4 (Approved punching systems) give the latest regulations regarding the use of e-punching.

Competitors who own their own e-cards should be allowed to use them in the WRE, provided that they submit their card numbers in good time to the Organisers.

17. Refreshments During the race

Refreshments shall be available at least every 25 minutes during the race, if the estimated winning time is more than 30 minutes. This gives the following minimum numbers of refreshment points:

Expected winning time (minutes)	Number of refreshment points
35 - 50	1
55 - 70	2

The refreshment points are sometimes placed on legs which cross easily accessible linear features such as forest roads. **They shall be marked on the map with the conventional symbol and shall be as accurately sited on the ground as if they were control sites**.

However, these points are much better placed at or very near to control sites so that competitors are certain to pass by them, whatever their route choices.

It is sufficient to offer water and beakers. Helpers should fill the beakers and ensure that drinks are available to all competitors, especially to the late starters. **If the water is of doubtful quality, it shall be boiled first.**

Each refreshment point should be manned throughout the race **and shall be replenished frequently too. The situation where a late starter arrives at a drinks control to find it unmanned and without water must be avoided.**

At the Organiser's discretion, competitors may be allowed to have their own refreshments brought to the refreshment controls.

18. Finish and timekeeping

The arrangement in the Finish area should cater as much for the media representatives as for the spectators. They should be able to line the last 100 m of the course and take photographs and urge the runners on. **The boundary between the area for spectators and the running area shall be clear and supervised.**

If the last control is outside the view of the spectators, the way from the Finish to the last control must also be cordoned off and supervised continuously. Otherwise people with cameras will tend to approach the last control as the event progresses.

It is assumed that electronic punching will be used – currently this means a choice between the Emit and SPORTident[1] systems (see IOF Competition Rules Appendix 4) – and that the same system is used for race timing also. There is still a debate about whether either system completely complies with the accuracy required by IOF Rule 23.6 but if the WRE is part of an event with large numbers, the practicalities dictate that finish times recorded by either system must be taken as official race times.

With SPORTident or Emit, a punching finish may be used where the competitor finishes by punching on the finish line. It would be difficult to use any other system (e.g. an electronic gate) as the Finish officials are unlikely to be able to guarantee perfect matching of competitors' race numbers with the finish times provide by the gate – for example, there would be a problem of keeping runners in order after they had gone through the gate. However, light beam systems may be used if the numbers going through the Finish system are deemed to be manageable.

A back-up timekeeping system is recommended and should be completely independent from the main timekeeping. It should be operated by other persons and based on another power source. It need not be situated on the Finish line. It may be a few metres in advance of it. It should be operated continuously, not only when problems with the main timekeeping system arise.

Video recording at the Finish line is recommended. If a big digital clock is in the range of the video camera and if it is used for all competitors, , or if some other means of displaying race time along with the video record is used, the video record may be used as a back-up timekeeping system. Ensure in that case that the race numbers are legible on the video screen.

There should be drinks (water being the minimum standard) available at the Finish for all competitors.

The performance of the speaker (commentator) is most important for the atmosphere at the Finish. The progress of the WRE race should be the central concern.

19. Results

There are two important aspects to WRE results, those displayed on the day, and those sent to the IOF for WR points calculation purposes.

The first stage in satisfying these demands is that the Organiser must appoint someone (ideally English-speaking) to be responsible for the WRE results. This will probably be the contact person whose name has been given to the IOF when the application was first made. If not, the new name should be given to the IOF as soon as possible.

Two or three weeks before the event the Results Official shall:-

- **confirm that IOF Ranking IDs supplied by competitors on the M/W21E courses agree with those quoted on the IOF website**

- **report to IOF_WRE@6prog.org athletes with a new name for an existing ID (e.g. changed through marriage or having an ID for a different Federation) when this is known to be correct**

- **look up and supply IOF Ranking IDs for competitors who have failed to supply them on their entry forms**

- **supply Federation details for all competitors, i.e. indicate Norwegian competitors by NOR, New Zealanders by NZL, etc**

- **contact the IOF via Ray Barnes at IOF_WRE@6prog.org if there are any questions regarding the transfer of results data**

Immediately the results are confirmed the event the Results Official shall:-

- **E-mail a separate set of results to the IOF at wr_results@6prog.org on the day of the event. This shall contain the data needed for the calculation of World Rankings points. Full details of the simple formatting needed can be found at http://iof.6prog.org/wre_format.htm**

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[1] *Sportident Advice for Event Advisers and Controllers* and *Emit Advice for Event Advisers and Controllers* are documents giving advice on the use of the SPORTIdent and Emit punching systems. They are on the IOF web site under *Document Library-Forms for download-Event Advisers*, They are particularly aimed at Event Advisers and controllers.

In the Finish area, a results display shall give the final times of all runners continuously throughout the race. A competitor's final time should be displayed as soon as possible after finishing.

The final results list should include:

- **name of the event, date,** Organiser**, name of the map, type of the event**
- **class, distance, climb, number of controls**
- **for each competitor position, first name, name, Federation**, split times, **final time and IOF ranking ID**
- **All competitors who appeared on the start list shall be included. When competitors are not placed, the reason shall be given, e.g. did not start, mispunched or retired.**

20. Complaints

In the first instance, a potential problem should be taken to the Organiser as a complaint. This avoids trivial points where the decision is obvious from being brought immediately to the Jury.

Complaints can be made by anybody in writing. **They shall be made as "soon as possible" after the problem is recognised. The Organiser decides whether a complaint has been made in time or not. During the event, "as soon as possible" usually means within 15 minutes of the last result being displayed.** This should be made known to the competitors beforehand and an announcement to this effect should be made at the close of the competition also.

The Organisers investigate the case, seeking appropriate advice from quarters (including the Event Adviser) other than that of the Jury. These may be the organising committee, the event leader, another group or another person, and it may depend on the special case. **When the Organisers have collected all the necessary information and heard all people involved, they then make their decision. The Organisers shall inform the complainant about the decision**. If the case is of general interest, e.g. in case of a disqualification, the decision should be made known generally by the speaker (commentator) or with the result list.

A typical example for a complaint is by a competitor disqualified for mispunching who believes they have been to the right control. When this is displayed on the result board, the competitor can make a complaint. This gives the Organiser the opportunity to check the mispunch and to submit his arguments for disqualification (if this appears to be the correct decision). Usually such cases are settled after this discussion. If the Organisers stick to their opinion and if the competitor cannot accept this, a protest to the Jury may be made.

The Organiser should provide a complaints/queries point (could be a small tent near the Finish) where competitors can submit any complaints or query other aspects of the event. The Organiser should prepare a special form for this purpose[2] with spaces for competitor name, age class, Federation, other ID (e.g. competitor number) and contact details (e.g. hotel name, mobile phone number), as well as for details of the complaint or protest.

The Planners should provide maps with all controls marked on so that disqualifications can be explained to competitors who seek clarification.

21. Protests

A protest can only be made after a complaint. The Jury (see section 18 below) acts as a court of second instance and bases its final decision on the Organiser's investigations and its reflections about the case

A protest is made in writing to the IOF Event Adviser or another member of the Jury. A protest can be made by anybody having an interest in the case, e.g. competitors, event officials. If a protest is made without a previous complaint, it should normally be transferred from the Jury to the Organiser and first handled as a complaint.

Protests are to be made "as soon as possible" after the decision about a complaint is known. The Jury decides for each case whether the protest was made in time or not. During the event,

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[2] A *Complaint Protest* form is also available on the IOF website (see under *Document Library-Forms for download-Complaint & Protest*) which should be available on the day of the event to help ensure that Complaints/Protests are properly recorded.

"as soon as possible" means no later than an hour after the organiser has announced the decision about a complaint.

There is no fee for protests in WRE events. Even if the rules of the organising Federation mention a protest fee, this is not applicable to the WRE as the IOF Rules take priority over the local ones.

During the event the decision about a protest is usually taken within a few hours. **The decision is made known orally immediately to the protester and to the other parties involved.** If the case is of general interest, e.g. in case of disqualification, the decision should be made known generally by the speaker (commentator). **Later on it is given in writing to all parties**.

The IOF Event Adviser annexes the written decision to his report. The IOF Rules Commission will collect the Jury decisions for instructional purposes and for the development of the Rules.

22. Jury

The Jury of a WRE event shall consist of 3 voting members together with the IOF Event Adviser as chairman who has no vote. They should be IOF licensed Event Advisers if possible, preferably from different Federations. Where this is not possible, they should be as experienced as possible. In many cases, they will be the same Jury members as have already been appointed for any non-WRE races being held at the same time as the WRE. **The only difference being that the IOF Event Adviser now chairs the Jury.**

The IOF Event Adviser and all voting Jury members shall be present at the race and at all Jury meetings. Jury member should be familiar with all major activities during the event, e.g. Model Event, Start, Finish.

The presence of an Organiser's representative on the Jury is not necessary, although the Jury may require him or her to attend. The representative's task is to present the Organiser's view of the case and the local and national customs.

The Organiser shall ensure that copies of all the necessary regulatory texts are available:

- **Competition Rules for IOF Events**
- **IOF Anti-Doping Code**
- **IOF Control Descriptions**
- **International Specification for Orienteering Maps (or ISSOM for Sprint events)**

The Organiser shall ensure that the Jury has a suitable room (or equivalent) for its meetings preferably with computer and printer for its decisions.

Since the Jury's decisions are final, the Jury should examine a case very carefully, consult all regulations necessary and hear from all those involved. No special procedure is fixed for the Jury. The hearings and discussions are usually not public. If the Jury feels uncertain it may ask other experienced persons for help and advice, e.g. IOF officials, licensed Event Advisers. They may be able to give an interpretation of the rules or to remember similar cases.

The Organiser shall not ask the Jury or any voting Jury member about its opinion on a special case.

A Jury member being consulted by the Organiser or anybody else should not give their opinion on the special case before a protest has been made. This avoids compromising decisions taken later. The Jury shall not give directions to the Organisers as long as there is no protest.

23. IOF Event Adviser

The IOF Foot-O Commission approves the IOF Event Adviser selected by the host Federation for the WRE. This task is delegated to the National Federation. **IOF Event Advisers must hold an IOF licence**. If possible, an IOF Event Adviser from a neighbouring country understanding the Organiser's language is appointed in order to facilitate contact and reduce travelling costs. In many cases, however, the Event Adviser may come from the same Federation as the Organiser. The IOF Event Adviser's name should be given to the IOF at the time of WRE application.

NB A list of IOF Event Advisers is available on the IOF website in the *Document library* section at http://www.orienteering.org/i3/index.php?/iof2006/document_library/list_of_event_advisers/foot_orient eering.

The IOF Event Adviser is above all a helper and adviser of the Organiser. It is not for the IOF Event Adviser to organise the WRE, but to support the Organiser as far as is necessary and possible. The

IOF Event Adviser shares with the Organiser the responsibility for the outcome of a WRE in all respects. This includes terrain, maps, courses, media service, etc. Therefore the IOF Event Adviser can give instructions and orders to the Organiser in any respect if the successful conduct of the event is endangered or if the rules are not followed. If the IOF Event Adviser and the Organiser cannot settle a dispute, the case shall be brought to the IOF.

Some special tasks of the IOF Event Adviser are:

- **to advise the Organiser and Controller, in particular on the special features of a WRE**
- **to ensure that the M/W21E results are sent to the IOF (in appropriate file format) on the day of the event**
- **to advise the Organiser and Controller on the IOF Rules and the Guidelines if necessary**
- **to oversee the whole event, identifying weak points and risks of failure and bringing them to the Organiser's attention**
- **to chair the Jury**
- **to approve terrain, maps, courses and their planning (M/W21E only)**
- **to approve all Bulletins**
- **to approve all fees**
- **to notify IOF_WRE@6prog.org if there will be a delay in sending finalising results, stating when results are expected to become available.**

The following points do not form part of the IOF Event Adviser's compulsory duties

- **Course planning**
- **Contact with national and local authorities, land owners, etc.**
- **Contact with sponsors**

However, the IOF Event Adviser may support the Organiser, Planner and Controller in these matters also if he/she sees fit to do so.

The IOF Event Advisers are not police nor are they spies! Their relations with the Organiser should be based on confidence and the consciousness of a shared objective. **The Organiser shall keep the IOF Event Adviser in touch with the progress of the preparations and with all essential decisions. The Organiser shall give to the IOF Event Adviser all requested information.**

The IOF Event Adviser keeps mainly in the background and leaves the Organiser as free as possible, only intervening if the rules are not respected or if the successful conduct of the event is endangered.

The IOF Event Adviser and the Organiser shall get in touch with each other immediately after appointment. Usually the IOF Event Adviser visits the Organiser twice: firstly about one year before the event, mainly for approving the terrain and courses. The second visit will take place just before the event, for final approval and to be present during the event too. Depending on the Organiser's experience, the problems arising and the travel distances, more or fewer visits may be necessary.

The IOF Event Advisers work in an honorary capacity. The Organisers cover the costs of the IOF Event Adviser's accommodation, meals and transport during visits and during the event.

The IOF Event Adviser is required not to divulge any information about the event in so far as that information is not generally known. This applies in particular to the competitors of the IOF Event Adviser's country. The IOF Event Adviser may report freely only to the IOF Foot-O Commission.

24. Controller

The WRE shall have a Controller whose major responsibility is to confirm that the event is organised fairly and in accordance with the IOF Rules and these Guidelines. The role of the Controller for local events can vary from Federation to Federation thus it is necessary to define some of the duties which are essential for the Controller of an IOF event.

In particular, the Controller:-

- **Shall approve the planned courses, ensuring that they are fair**
- **Shall approve every control site and control description by visiting each in the terrain**
- **Shall approve the hanging of control flags and the siting of each general control assembly**

- **Shall approve the production of control description sheets**
- **Shall be present throughout the event**

The roles of Controller and Event Adviser may be combined.

NB Final approval of these matters rests with the IOF Event Adviser.

25. Reports

IOF Rule number 32 does not normally apply to WREs. **Reports to the IOF from either the Organiser and/or the IOF Event Adviser shall only be made if there are unusual circumstances, for example if the Jury has had to meet, the event has had to be cancelled or if a course is voided**.

NB Documents relevant to Event Advisers are available from the IOF website in the *Forms for download* part of the *Document library* section at http://www.orienteering.org/i3/index.php?/iof2006/document_library/forms_for_download/event_advisers. These include the following report templates:-

- Template IOF Event Adviser Visit Report.doc
- Template IOF Event Adviser Final Report.doc

Appendix 1 – The Leibnitz Convention

EVENT QUALITY IMPROVEMENT AND ORIENTEERING ON TV AND INTERNET

We, the Members of the IOF, attending the 20th IOF General Assembly in Leibnitz, Austria, on the 4 August 2000, hereby declare that

> "It is of decisive importance to raise the profile of the sport to further the spread of orienteering to more people and new areas, and to get orienteering into the Olympic Games. The main vehicles to achieve this are:
>
> - to organise attractive and exciting orienteering events which are of high quality for competitors, officials, media, spectators, sponsors, and external partners
>
> - to make IOF events attractive for TV and Internet
>
> We shall aim to:
>
> - increase the visibility of our sport by organising our events closer to where people are
>
> - make our event centres more attractive by giving increased attention to the design and quality of installations
>
> - improve the event centre atmosphere, and the excitement, by having both Start and Finish at the centre
>
> - increase television and other media coverage by ensuring that our events provide more and better opportunities for producing thrilling sports programmes
>
> - improve media service by better catering for the needs of media representatives (in terms of communication facilities, access to runners at Start/Finish and in the forest, continuous intermediate time information, food and beverages, etc)
>
> - pay more attention to promoting our sponsors and external partners in connection with our IOF events
>
> We, the Members of the IOF, expect that these measures shall be considered by all future Organisers of IOF events."
>
> Leibnitz, Austria, 4 August 2000

Appendix 2 – General Information about World Rankings

Brief History

- IOF Council asked the IOF Foot-O Commission to start the scheme early in 1997
- N3Sport appointed to run the scheme in Autumn 1997
- 1998 was an experimental year; the first official list appeared in January 1999
- 2001: Ray Barnes (GBR) is appointed to take over from N3Sport

Points formula

$$RP = (MP + SP * (MT - RT)/ST) * IP$$

- $(MT - RT)/ST$ gives number of standard deviations of runner's time RT above or below race mean time MT (ST is the standard deviation of the ranked runners' times)
- Multiplying by SP, the standard deviation of the ranked runners' points, converts this to points
- This difference is added to MP, the average points for the runners in the race and this gives the runner's points RP
- IP is usually 1.00, but equals 1.10 for WOC Finals, 1.05 for WOC Qualification races, World Games Finals and World Cup A Finals
- a modified formula is used for small events

Example

- Suppose X comes 4th in a race in a time of 88 minutes (RT); the average time for the ranked runners in the race is 100 minutes (MT) and the standard deviation of their times is 10 minutes (ST)
- Thus $(MT - RT)/ST$ = 12/10, or 1.2 standard deviations above the average time for the ranked runners in the race
- Suppose the quality of the runners is high (mean points (MP) = 1100 and standard deviation (SP) = 100)
- So X gets more points than the average runner, this given by 1.2 x 100 = 120
- Thus final points = 1100 + 120 = 1220

Purpose of Rankings Scheme

- to provide a valid way of comparing runners from very different nations on a common scale
- to aid seeding and selection at international events
- as motivation for runners, including those outside national squads
- as an incentive for Federations to put on high quality elite events
- to promote and develop orienteering in all Federations by providing a "stepping stone" between National Events and major IOF Events such as the World Cup and WOC
- the world of sport expects it!

Other uses of the Rankings Scheme

- to allocate national quotas for World Cup events
- to help establish how many runners per Federation can be accepted for the World Games

Application form to host a WRE

- in order to co-ordinate allocation of WREs within each country, Federations must apply on behalf of their organising clubs to host WREs; applications from individual clubs which do not have approval from their Federation cannot be accepted.
- every WRE must have an IOF licensed Event Adviser to control the M/W21E races; this Event Adviser may be the same as the overall event controller or may be entirely separate - they

may be a member of the same Federation as that hosting the WRE but should not come from the same club as that organising the WRE.

- a copy of the application form can be obtained at http://www.orienteering.org/i3/index.php?/iof2006/document_library/forms_for_download/event_applications/foot_orienteering

How WRE results should be submitted

- in order to simplify the ranking points calculation routine, results should be sent in the correct format, details of which can be found http://iof.6prog.org/wre_format.htm
- a most important aspect of this format is that it must be easy to identify each runner by a unique identifier
- organisers will therefore need competitors to supply IOF Ranking ID information on event entry forms

Notes for runners

- please supply all information requested by the organisers
- if you already have a ranking ID of the form AUS824, please supply this too; a full list of these IDs can be found at http://iof.6prog.org/WR_AthFind.aspx
- please keep to the same spelling of your name for every WRE you enter
- if you change name (e.g. by marrying) or Federation, please inform IOF_WRE@6prog.org of this change