



## WORLD MASTERS ORIENTEERING CHAMPIONSHIPS IN THE YEAR 2020

### Guidance notes for WMOC applicants

#### I. Introduction

The World Masters Orienteering Championships (WMOC) are organised each year.

All IOF member Federations are hereby invited to submit to the IOF an application to host the World Masters Orienteering Championships in the year 2020. Applications for WMOC 2020 shall reach the IOF Office by 1 January 2017.

#### II. General information

The World Masters Orienteering Championships programme includes the following five races\*: one qualification race for the Long and Middle Distance, a Middle Distance Final, a Long Distance Final, a Sprint qualification and a Sprint Final.

The applicants are asked to acquaint themselves with the World Masters Orienteering Championships Guidelines and the WMOC sections in the Competition Rules for IOF Foot Orienteering Events. Both documents can be found on the IOF website, [www.orienteering.org](http://www.orienteering.org).

\*The exact qualification process for the WMOC Middle and Long Distance finals is not yet decided. This will either be a single qualification race which means the event programme will consist of five races (two qualifications and three finals) or it will be two separate qualification races which will mean the event programme will consist of six races (three qualifications and three finals). The whole event will, with either programme, last a maximum of 8 days. A decision for the qualification process for the WMOC Middle and Long Distance is expected to be made in the beginning of 2017. Please indicate in the application if you will be happy to organise a third qualification race if this is added to the programme and what effect this will have (if any) on the entry fee.

#### III. Event dates

Dates for IOF events are decided according to the priority orders identified in the IOF policy on conflicting event dates document (available on the IOF website). Notice that the following event will take precedence over WMOC 2020 when dates for season 2020 events are approved:

- World Orienteering Championships 2020 (Denmark)

It is also strongly recommended that World Masters Orienteering Championships are not organised during or less than 2 days before/after major traditional multiday events (O-Ringen and FIN5).

#### IV. Sanction fee to be paid for the WMOC organising rights

As decided by the IOF Council, the applicants pay an application fee of 2,000 EUR. This fee applies to all WMOC 2020 bids (not only those shortlisted) and goes towards the evaluation of the bids. The fee shall be paid by the application deadline 1 January 2017.

In accordance with the Competition Rules for IOF Foot Orienteering Events, the IOF Council has taken the decision to impose a levy on the event. This compulsory fee shall be paid to the IOF to obtain the organising rights for the event. The fee applicable to the 2020 WMOC is 65,000 EUR + 12 EUR per participant. The fee includes full sponsorship rights.



The fee pays for services provided by the IOF such as registration and administration tools, access to the IOF LiveCenter and assistance from the IOF in organising the event. The fee also includes rights to sell advertisement space to sponsors.

The IOF sanction fee shall be paid by the due date as agreed in the contract drawn up between the organiser and the IOF. An interest of 10 % will be added to all sanction fees that remain unpaid after this date. The IOF Council also reserves the right to impose restrictions on the IOF membership privileges of the respective national Federation (e.g. the right to organise IOF events or to enter teams to IOF competitions) should the sanction fee not be paid. Questions related to the payment of the sanction fee can be addressed to the IOF Office

#### V. How to apply for the WMOC in 2020

The application (in English) shall be submitted to the IOF Office by the national orienteering Federation, not by the local organiser. The application form can be found on the IOF website, [www.orienteering.org](http://www.orienteering.org). The application deadline is 1 January 2017.

The schedule is as follows:

October 2016	Application forms are distributed to the national orienteering Federations and potential venues
1 January 2017	Applications to host the WMOC in 2020 shall reach the IOF Office and the application fee shall be paid to the IOF bank account.
1 January 2017 onwards	Review of the applications, evaluation visits, preliminary organiser's agreement to be signed by shortlisted applicants

#### VI. Evaluation and appointment

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 the first half of 2017, 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.

The provisional appointment of organisers or organising Federations is made by the IOF Council by 31 October 2017. Each appointment must be confirmed by the signing, within 6 months, of a contract to organise the event, else Council may make an alternative appointment. The preliminary event dates will be decided in conjunction with the appointment.

#### VII. Further information and advice

The IOF Foot Orienteering Commission (FOC) and the IOF Office are prepared to offer guidance on all aspects of organising a WMOC. The WMOC Guidelines can be found on the IOF website. For specific questions the follow are the appropriate contacts:

Matter	Contact	Email
TV rights, contracts, etc.	Tom Hollowell, IOF CEO	<a href="mailto:tom.hollowell@orienteering.org">tom.hollowell@orienteering.org</a>
Practical administration matters	IOF Office	<a href="mailto:iof@orienteering.org">iof@orienteering.org</a>
Orienteering-related matters (terrains, arenas, technical requirements, etc.)	Aron Less, FootO Commission Chair	<a href="mailto:aron.less@orienteering.org">aron.less@orienteering.org</a>

#### Appendices:

- APPENDIX 1: IOF Foot Orienteering Commission's evaluation criteria for WMOC bids
- APPENDIX 2: WMOC candidate evaluation report form



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 suitabilities	The suitability of proposed arenas is evaluated with regard to 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 has to 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 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	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. 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 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.



**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>
"Forest" Q2*:	<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
•  •  •  •  •  •  •	•  •  •  •  •  •  •

Date and times of visit:

Evaluation made by:

The following persons from the applicant acted as hosts: