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## IOF MOUNTAIN BIKE ORIENTEERING WORLD CUP ROUND 3 2020 (MTBO WCUP 3)

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### Guidance notes for applicants 2020

These Guidance Notes are meant to inform possible applicants about the application process and to support them in filling in the application form. After the introduction and some general remarks detailed instructions are given on how to prepare the application and how to complete the application form.

### Introduction

The IOF MTB Orienteering World Cup has 3 rounds every year. This application is for the third world cup round which is normally the final round and takes place during the September-October period. It is usually held in conjunction with the World Masters MTB Orienteering Championships (WMMTBOC), which have a separate application.

Any Federation that is a member of the IOF may apply to organise this MTBO WCup round and is hereby invited to submit to the IOF an application to host the event in the year 2020. Applications shall reach the IOF Office by 31 March 2018.

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 [IOF Organiser Agreement](#)
- the [Application Form](#)
- the [IOF Policy on Conflicting dates](#)
- the [IOF Events Application Overview 2018 – 2022](#)
- the [IOF MTBO Organiser Guidelines](#)
- the [Competition Rules for IOF MTB Orienteering Events](#):

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

### Embargo requirements

At the time of event application, all possible competition terrains that form part of the application must be embargoed.

- All terrains shall be drawn onto an interactive internet document, such as Google Maps.
- This document will then be freely available.
- Follow the [Guide on embargoed areas for IOF events](#).

- Use the template: [Template](#)

As possible terrains are added or removed, the interactive document shall be updated immediately. Four years shall be the minimum period for a terrain to remain unused for competition. This means a terrain should be unused for 1-2 years prior to application.

Further details on embargo requirements are listed under Appendix 8 of the *IOF MTBO Competition Rules*.

## TV/Arena Production

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

**TV Rights:** See *Organiser Agreement* document, appendix 4.

## Event management services (Eventor)

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

- Basic event information service - IOF Eventor
- Entries and services management – IOF Eventor
- Accreditation service – IOF Eventor and Accreditation Card Production Tool (Optional)
- 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 website for the event is maintained for a minimum period of 24 months following the event. The event website shall, in any case, not be closed until all relevant event information is transferred to IOF Eventor.

## How to apply

The national orienteering federation completes the application form and sends it by email – together with all required appendices/enclosures – to the IOF Office by 31 March 2018.

Email: [applications@orienteering.org](mailto:applications@orienteering.org).

Please send also a copy to the MTBO Commission: [mtbo.commission@gmail.com](mailto:mtbo.commission@gmail.com).

The application consists of the following documents/enclosures:

1. The filled in and signed official application form. This form is the minimum of information. It can have added information and sections. Please see below how to create a signed PDF application form.
2. Overview map showing the event centre, accommodation sites, competition areas, airport(s), railway station(s), and main roads. Either add this map to the application form or enclose as a separate PDF document.
3. If MTBO or other 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, please provide the best available map of the areas (PDF).
5. Other material such as promotional brochures and movies may be referenced and sent along with the application. It should be mentioned on the application form that this material is part of your application.

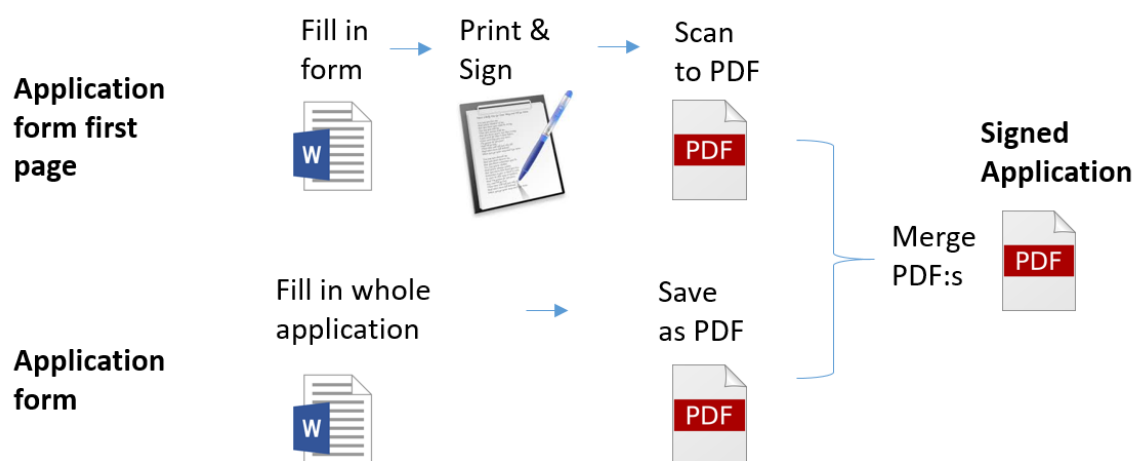
#### Linking to detailed map information or multimedia

The main format of the application should be PDF documents. Sometimes it is good to set a link to more detailed on-line information that could be useful for the evaluation.

Linking to very detailed information such 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, i.e. until the appointment.

If the application holds multimedia such 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 is 31 March 2018.
- II. Review of the applications by the IOF Office and MTBO Commission.
- III. It is planned that organisers will be appointed and announced at the latest in connection with the IOF General Assembly in October 2018.
- IV. A 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.

## Evaluation criteria

In the evaluation of the applications, the IOF MTBO Commission will pay attention to the below aspects. The order is alphabetical and does not reflect the weightings in the assessment.

Area	Aspect
Accommodation	<ul style="list-style-type: none"> <li>• Good range of quality and price</li> </ul>
Administration	<ul style="list-style-type: none"> <li>• quality of application (complete, detailed, etc.)</li> <li>• date of receipt of application (in time)</li> </ul>
Climate	<ul style="list-style-type: none"> <li>• consideration of excessively hot temperatures</li> </ul>
Cost	<ul style="list-style-type: none"> <li>• participation fees (entry and accreditation)</li> <li>• general cost level of the applicant country</li> <li>• cost for accommodation and meals, banquet</li> <li>• sponsors</li> <li>• organiser's plans to make the event as inexpensive as possible for the participants</li> </ul>
Organiser	<ul style="list-style-type: none"> <li>• recent major events</li> <li>• new country (positive for development)</li> <li>• feedback on last events</li> <li>• flexibility re dates and event programme</li> <li>• experience of the proposed team</li> <li>• second application</li> </ul>
Safety, security and health risks	<ul style="list-style-type: none"> <li>• political stability</li> <li>• disease risk, unsafe drinking water, etc.</li> <li>• safety measures for sprint in urban areas</li> </ul>
Terrains/competition areas	<ul style="list-style-type: none"> <li>• network of tracks (dense, different rideabilities)</li> <li>• suitability for different formats</li> <li>• topography</li> <li>• new areas (not used previously)</li> <li>• size</li> </ul>
Travel/transport	<ul style="list-style-type: none"> <li>• geographical situation of the country</li> <li>• distance between EC and accommodation</li> <li>• ease of access to venue (event centre)</li> <li>• distance between EC and competitions</li> </ul>
Various	<ul style="list-style-type: none"> <li>• concept / vision</li> <li>• training opportunities</li> <li>• progress of preparatory work</li> <li>• local tourism</li> </ul>
Visibility and opportunities for socializing	<ul style="list-style-type: none"> <li>• arenas</li> <li>• central accommodation</li> <li>• media: live TV broadcasting planned, etc.</li> <li>• open competitions</li> </ul>

## Further information and advice

Documents such as competition rules and guidelines are available on the IOF website. The links are mentioned on page 1 of this document.

If you have any questions regarding applications, please contact the IOF or the MTBO Commission.

<b>Matter</b>	<b>Contact</b>	<b>Email</b>
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.)	Ursula Häusermann, MTBO Commission Chair	uhamu@bluewin.ch

## Instructions on how to complete the application form

The numbers in the following paragraphs refer to the numbers of the sections in the application form.

### Section 4: Event dates and the international MTBO event period calendar

The possible periods and the conflicting dates are described below. Use this information together with the *IOF Policy on Conflicting dates* and the *IOF Events Application Overview 2018 – 2022*. The event dates are proposed by the organiser and approved by the IOF Council. Dates for IOF events are decided according to the priority orders identified in the *IOF Policy on Conflicting dates*.

The IOF envisions the following structure of international events for the season 2020 and onwards, but is happy to consider alternatives proposed by strong applications:

May/June	July/August	September/October
World Cup round 1 EMTBOC	World Cup round 2 WMTBOC + JWMTBOC	World Cup round 3 Final
WMMTBOC preferably with EJMTBOC and EYMTBOC		

- There should be at least 6 weeks between two World Cup rounds.
- The third World Cup round is usually held in conjunction with the World Masters MTB Orienteering Championships (WMMTBOC), but it is not a requirement.
- The WMMTBOC organisers are also expected to organise the EJMTBOC and the EYMTBOC if the event takes place in Europe.

#### Known conflicting dates

For currently set event dates, see event dates in IOF Eventor.

## Section 5: Event programme

World Cup Round 3 normally consists of 3 competition days and includes 3 of the following competition formats:

- Sprint
- Middle distance
- Long distance
- Mass start
- Mixed Relay (3 legs; relay teams must include at least one woman)

Indicate in your application which competition formats you intend to organise. The programme should be coordinated with the IOF MTBO Commission and finally fixed together with the special rules for World Cup at the latest.

In addition to three competitions the programme includes ceremonies (opening, medal and closing ceremonies), adequate model events and resting time. The event programme will have to be approved by the IOF Council.

Combination with WMMTBOC: Please tick the appropriate box to indicate how important it is for you to organise the WMMTBOC together with this World Cup round.

## Section 7/8: Vision and event concept

The objective is to stage the MTBO WCup 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 general IOF principles:

The event shall

- provide worthy competitions of high technical quality 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 competitors and member countries as possible to take part.

## Section 9/10: Combined and public events plan

A World Cup round should preferably be organised in conjunction with another event, e.g. national championships.

Furthermore, the organiser is expected to provide open international races for individuals not included in the national teams.

## Section 14: Accommodation

Organisers are expected to offer different standards of accommodation and food, allowing teams a choice of price groups. Organisers should therefore make arrangements with possible accommodation providers.

Examples for accommodation:

- A: business hotel
- B: budget hotel
- C: hostel, student residence or any other place with dormitories, hard floor (gym)

## Section 15: Terrains

How to describe the terrains:

Type	forest, urban, semi-open grass land, vineyards, former military terrain, etc.
Topography (land forms)	flat, hilly, generally flat with some steep sections, etc.
Track density	high or low, a lot of tracks or few tracks; tracks and/or paths, etc.
Rideability of tracks	fast, medium, slow or difficult riding; different kinds of rideability, etc.
Off-track riding allowed	yes or no
Ground	sandy, rocky, soft or hard, dry or wet, etc.
Vegetation/visibility	dense or sparse, undergrowth, type of trees, etc.
Approx. size in km <sup>2</sup>	plus if possible also length and width in km
Any special features	special man-made or vegetation features, etc.

## Section 17: Arenas

When choosing an arena, make sure to check the suitability for competitors/teams, spectators, GPS tracking, sponsors and external partners regarding arena components like: Transport, power, internet and telecommunication, commentator zones, media zones.

If any Arena-, Web Stream or TV production will be produced, please consider that in the Arena choices.

## Section 18: Fees and cost for participants

Participation fees must be kept as low as possible. Entry fees must include possible obligatory transportation and the model event is included in the accreditation fee. The information about the entry and accreditation fees on the application form is binding. This means, unless there is a valid reason, the actual fees for entry and accreditation must not be higher than indicated in the application form.

The cost for accommodation and meals should be adapted to the level of the applicant country.

## Section 19: Finances

### Application processing fee

In MTBO, applicants do not have to pay an application processing fee.

### Sanction fees

The IOF Council has taken the decision to impose a levy on its championships. This compulsory sanction fee shall be paid to the IOF to obtain the organising rights for the event.

The sanction fee for an individual World Cup competition in 2020 is set at 1,200 EUR. The sanction fee for a team World Cup competition (any relay) in 2020 is set at 600 EUR. A World Cup round consisting of 2 individual competitions plus a relay will have a sanction fee of 3,000 EUR (1,200\*2 + 600); a World Cup round consisting of 3 individual competitions will have a sanction fee of 3,600 (1,200\*3).

Included in the sanction fee are the IOF event management services (Eventor) and also the support and training for the organiser in these IOF services.

### Anti-Doping Contribution

The MTBO WCup round organisers contribute to the Anti-Doping fund with 1,650 EUR (550 EUR per competition).

### Finances comment

The costs of organising an event are the responsibility of the organiser. However, entry and accreditation fees must NOT be a means for the organiser to recoup all costs of the hosting of the event. The organisers must recover costs through other means such as the hosting of public events and sponsorship agreements.

## Section 20: Permissions and partnership agreements

### Advertising and sponsor partnerships

See *Organiser Agreement*, appendix 5.

### Webcasting rights and internet website

See *Organiser Agreement*, appendix 4.