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# IOF EUROPEAN SKI ORIENTEERING CHAMPIONSHIPS AND WORLD CUP ROUND 2020 (ESOC)

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## Guidance notes for applicants 2020

These Guidance Notes are meant to inform 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.

The *Guidance Notes* provide the basics of the event concept, framework, organiser rights and obligations as well as IOF rights and obligations. 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.

These notes should be read together with:

- the Organiser Agreement and its appendices
- the Application Form
- the IOF Policy on Conflicting dates
- the IOF Events Application Overview 2018 – 2022
- the Competition Rules for IOF Ski Orienteering Events

All the documents can be found on the Event Application page on [orienteering.org](http://orienteering.org):  
<http://orienteering.org/ski-orienteering/event-organising/event-application-forms/>

## Introduction

The IOF European Ski Orienteering Championships is an annual championship. Normally, it is an IOF Ski Orienteering World Cup Round and IOF assumes that the ESOC will be part of a World Cup Round in 2020. ESOC may also be held in conjunction with other IOF Events as Junior World Championships (JWSOC), European Youth Championships (EYSOC) or World Masters Ski Orienteering Championships (WMSOC). WMSOC, JWSOC and EYSOC have a separate application.





The best ski orienteers of each European Federation shall be offered competitions of the highest technical quality and the event shall have a social atmosphere, letting people exchange experience and find new friends. The costs of participation shall be kept low and accommodation of different standard and prices shall be offered.

Any Federation that is a member of the IOF may apply to organise this SkiO 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.

## Embargo requirements

Normally, there are no direct restrictions to re-use a recently used area. Consider the Guidelines for embargoes areas that can be found in appendix 8 of *the Competition Rules for IOF Ski Orienteering Events*. The proposed competition areas, including the reserve area, shall normally be embargoed within 2 weeks after the organiser has appointed by IOF Council. To publish the embargoed areas, please follow the practical [Guide on embargoed areas for IOF events](#) and use the [Template](#).

## Live productions and digital footprint

IOF are working towards raising the profiles of IOF Events by improving the TV and Web productions as well as the digital footprint. IOF have invested in the LIVE Orienteering platform to be able to unite and present a common live orienteering platform for orienteering fans and media to follow our events through Livestream, GPS Tracking and live results as well as news and social media. IOF will make the LIVE Orienteering webpage available free-of-charge.

The organiser for a SkiO WCup Round shall deliver:

- live results
- split times from radio controls
- GPS tracking

The live deliveries above shall be delivered 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.

## 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).

### 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 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.

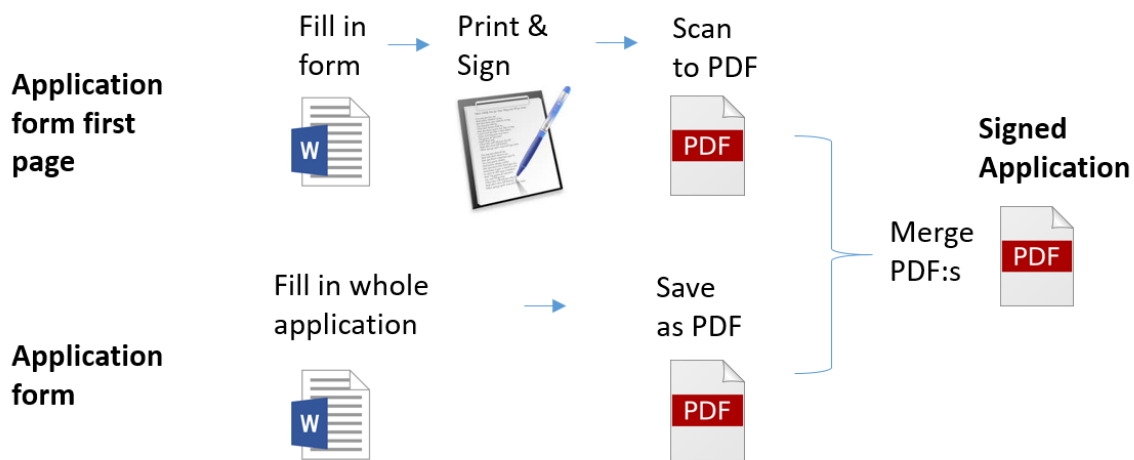
### Linking to detailed map information or multimedia

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 SkiO 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 SkiO Commission will pay attention to the below aspects. The order does not reflect the weightings in the assessment.

The IOF Ski Orienteering Commission uses the following set of criteria to evaluate SkiO WCup bids:

- The applicant's vision of the World Cup Round and the outlined event concept
- Centralised accommodation of athletes, officials, media representatives etc. as possible, the aim of which is to create an 'Olympic Village' atmosphere.
- Suitable terrain for each of the competitions included in the programme
- Good maps, track system and courses
- Start and finish in the assembly area
- The assembly area is sited close to a built-up area, with good press facilities and access to phone, fax and internet.
- Opportunities for possible TV/Arena production coverage

## Further information and advice

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

<p><b>Matter</b> TV rights, contracts, etc. Practical administration matters, IT and System requirements</p>	<p><b>Contact</b> Tom Hollowell, IOF CEO David Wästlund, IOF Sports Administrator</p>	<p><b>Email</b> tom.hollowell@orienteering.org david.wastlund@orienteering.org</p>
<p>Orienteering-related matters (terrains, arenas, technical requirements, etc.)</p>	<p>Tatiana Kalenderoglu, SkiO Commission Chair</p>	<p>tatiana@maceraakademisi.com</p>
<p>Organising experiences</p>	<p>Previous organisers and/or Senior Event Advisers or Federations with WSOC experience</p>	<p>Contact IOF-office on iof@orienteering.org and request contact details for previous organisers/SEA:s./Federations</p>

## 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 SkiO event period calendar

IOF SkiO Commission have produced a SkiO Event period calendar with event combinations. The IOF may approve/appoint other combinations.

The periods and event combinations should be used as a guide when applying for events and when deciding on event combinations and event dates. 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:

Sensible event combinations				
	Dec/Jan	Jan /Feb	Feb/Mar	Mar
Combination A	<p><b>WCup round 1</b></p> <p>SOT can be Wcup round 1</p>	<p><b>RSOC (ESOC)</b> <b>WCup round 2</b></p>	<p>JWSOC / EYSOC WMSOC</p>	<p><b>WSOC</b> <b>WCup round 3</b></p>
Combination B	<p><b>WCup round 1</b></p> <p>SOT can be Wcup round 1</p>	<p><b>RSOC (ESOC)</b> <b>WCup round 2</b> WMSOC</p>	<p><b>WSOC</b></p>	<p><b>WCup round 3</b> JWSOC / EYSOC</p>
Combination C	<p><b>WCup round 1</b></p> <p>SOT can be Wcup round 1</p>	<p><b>RSOC (ESOC)</b> <b>WCup round 2</b> JWSOC / EYSOC</p>	<p><b>WSOC</b></p>	<p><b>WCup round 3</b> WMSOC</p>

Dec /January	February	March	April
			CISM
	Universiades		

### Known conflicting dates

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

Other Events to plan against 2018 to 2022:

- Winter Olympic Games 2018, 2022
- FIS Nordic World Ski Championships 2019, 2021
- FISU Winter Universiade 2019, 2021
- FISU World Championships 2018, 2020, 2022

## Section 5: Event Programme and Combination with another IOF Event

The programme shall normally include Sprint, Middle and Long distance competitions, a Sprint Relay and a normal Relay as well as an opening ceremony, a closing ceremony and adequate model events and rest. The Sprint, Middle and Long distance competitions are single race competitions. Either the Long distance competition or the Middle distance competition should have a mass start. The programme shall be no longer than 7 days. The dates of the ESOC shall be coordinated with other international events by the IOF.

Formats:

- Sprint
- Middle distance (individual or mass start)
- Long distance (individual or mass start)
- Sprint Relay (2 Athletes, relay teams must include at least one woman)
- Relay (Men and Women, 3 athletes per gender)

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

The event programme will have to be approved by the IOF Council.

Please indicate in the application if you intend to combine the Event with other IOF Events.

## Section 7/8: Vision and event concept

The objective is to stage the ESOC/SkiO 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.

The ESOC championship shall be organised in accordance with the following principles:

- The best ski orienteers of each European Federation shall be offered competitions of the highest technical quality.
- The event shall have a social atmosphere, letting people exchange experience and find new friends.
- The costs of participation shall be kept low and accommodation of different standard and prices shall be offered.

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

ESOC and a World Cup round can be organised in conjunction with:

- another International IOF event
- national events as national championships
- IOF World Ranking Events, weekend before or after the World Cup Round
- Spectator races

## 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 17: Arenas

When choosing an arena, make sure to check the suitability for all stakeholders: competitors/teams, spectators, sponsors, media and external partners.

If an TV/arena production will be considered, please describe arena suitability in these areas: power, internet and telecommunication, TV zones, arena production zones, commentator zones.

## 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

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 (and ESOC competitions) in 2020 is set at 1,200 EUR. The sanction fee for a team World Cup competition (any relay in ESOC) in 2020 is set at 600 EUR. ESOC, consisting of 3 individual competitions plus 2 relays will have a sanction fee of 4,800 EUR (1,200\*3 + 600\*2).

### Anti-Doping Contribution

The ESOC/SkiO World Cup round organisers (5 competitions) contribute to the Anti-Doping fund with 2,750 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.