

IOF WORLD SKI ORIENTEERING CHAMPIONSHIPS (WSOC)

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](#)

Introduction



The World Ski Orienteering Championships (WSOC) are organised every year from 2020 onwards with alternating short distance, sprint based competitions and long distance competitions.

	WSOC 2020	WSOC 2021 -
Event characteristics:	“Stadium formats”, Shorter and faster. All competitions are intended to be organised in the surroundings of a cross country ski- or biathlon stadium.	More long distance and demanding competitions. Choose suitable arenas for the competitions.

	WSOC 2020	WSOC 2021 -
Competition 1	Sprint competition	Middle distance
Competition 2	Pursuit competition (based on the Sprint competition)	Long distance
Competition 3	Middle distance mass start competition	Extra long distance mass start competition
Competition 4	Sprint relay (6 legs/2 persons, minimum 1 women per team)	Relay (Men and Women, 3 legs)

The WSOC is normally also part of the IOF Ski Orienteering World Cup. The goal of the IOF is to achieve better media coverage and sponsorship support for the WSOC to make IOF events more attractive and exciting, and of better quality for competitors, spectators, the media (including TV and the Internet), and sponsors.

The WSOC is the most important senior elite event of the year when comes to:

- Athlete and Teams – high status medals and treasure of sponsorship and visibility
- Media interest
- IOF Spreading of the Ski Orienteering sport to new fans, sponsors and media through TV and Web broadcasts.
- Organiser and IOF Sponsorship value



All IOF member federations are hereby invited to submit to the IOF an application to host the WSOC and in the year 2020 and 2021. 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 WSOC shall deliver:

- live results
- split times from radio controls
- GPS tracking
- arena production
- web quality livestream production (can be the same as the arena production)

The live deliveries above shall be delivered to IOF LIVE Orienteering for free. A web quality arena/livestream production is of lower quality than a full TV-production but have most of the components as commentators, live cameras, live results graphics and live GPS tracking graphics.

A 26-minute highlights program from each competition shall be produced to be offered to TV companies and other media partners.

The organiser shall aim to maximize the provision of GPS units to as many athletes as is financially viable.

Read more about live productions 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
- 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.

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 SkiO 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.

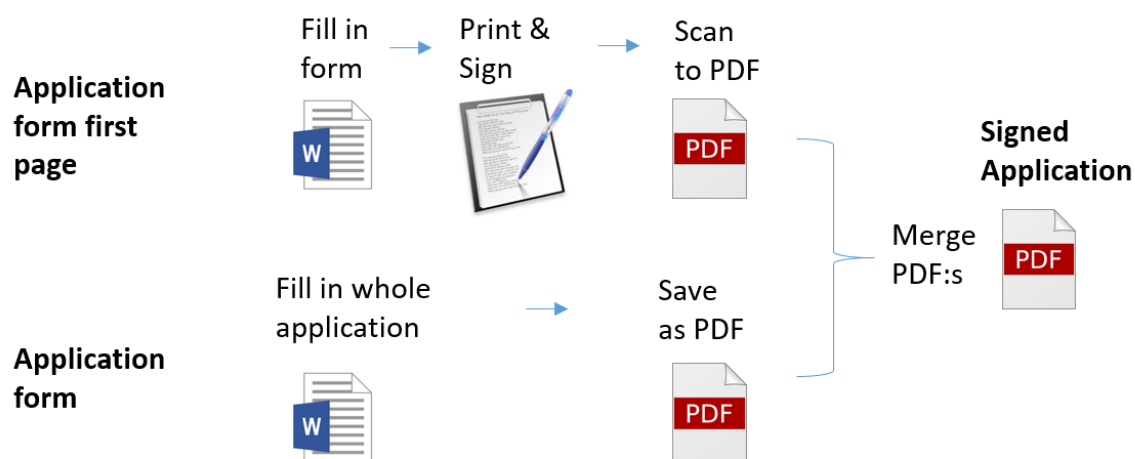
Linking to detailed map information or multimedia

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 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 WSOC bids:

- The applicant's vision of the World Ski Orienteering Championships 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 organisers/federation have good access to TV coverage
- The event is planned to ensure the possibility for good TV/Web livestream coverage
- The assembly area is sited close to a built-up area, with good press facilities and access to phone, fax and internet.

Further information and advice

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

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

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

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	WCup round 1 SOT can be Wcup round 1	RSOC (ESOC) WCup round 2	JWSOC / EYSOC WMSOC	WSOC WCup round 3
Combination B	WCup round 1 SOT can be Wcup round 1	RSOC (ESOC) WCup round 2 WMSOC	WSOC	WCup round 3 JWSOC / EYSOC
Combination C	WCup round 1 SOT can be Wcup round 1	RSOC (ESOC) WCup round 2 JWSOC / EYSOC	WSOC	WCup round 3 WMSOC

Dec /January	February	March	April
			CISM
	Universiades		

Known conflicting dates

For currently set event dates for IOF events and IOF partner Events, 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 Combination with another IOF Event

The event programme for WSOC 2020 1nd 2021 consists of the following competitions:

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The Applicant can propose a preferred programme and order of competitions. In addition to the competitions above the program includes ceremonies (opening, medal and closing ceremonies), adequate model events and rest. The total WSOC program is not expected to be longer than 6 days. Furthermore, the organiser is expected to provide open international races for individuals not included in the national teams.

Please note that the event program will have to be approved by the IOF Council.

Please specify if would you like to organise another IOF Event in conjunction with WSOC.

Section 7/8: Vision and event concept

The objective is to stage the event 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 13: Venue and Event Centre

Event Centre

For the team officials' meeting a room with a seating capacity of 30 to 50 is required (max. two representatives per federation are allowed at the meeting).

The IOF SkiO Commission usually has its meeting during the WSOC. The organiser should provide for free a suitable room for this meeting (from about 8 am to about 5 pm).

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.

Please describe arena suitability for the TV/Arena production 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 total sanction fee for a WSOC 2020 will be 8000 EUR (2,000*4 competitions)

The total sanction fee for a WSOC 2021 will be 8000 EUR (2,000*4 competitions)

Anti-Doping Contribution

The WSOC 2020 organisers contribute to the Anti-Doping fund with 4,800 EUR (1,200 EUR per competition).

The WSOC 2021 organisers contribute to the Anti-Doping fund with 5,000 EUR (1,250 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.