INTERNATIONAL ORIENTEERING FEDERATION

Organisers' Guidelines for the European Youth Orienteering Championships (EYOC)

A handbook for EYOC officials

[Version 1.2, 26th February 2018]

Issued by: IOF Foot Orienteering Commission

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Foreword

The European Youth Orienteering Championship (in short EYOC) is the official event to award the titles of European Youth Champion in Foot Orienteering. The event is organised under the authority of the IOF and the appointed Federation.

According to Appendix 8, section 1 of the IOF Competition Rules, EYOC shall be organised with the following principles:

- the best junior / youth orienteers of each federation shall be offered competitions of high technical quality
- the event shall have a social, rather than a competitive atmosphere, accentuating exchange of experience
- the cost of participating shall be kept low

The essential rules for EYOC can be found in the "Competition Rules for IOF Foot Orienteering Events", where Appendix 8 is dedicated to EYOC. EYOC shall follow the IOF Competition Rules for the Junior World Orienteering Championship (JWOC) unless otherwise stated in the Rules and these Guidelines.

An EYOC Organiser is assumed to know these Rules and the general practice of orienteering, and to have prior experience in organising orienteering events. The official version of these Rules is the one kept at the IOF website (http://orienteering.org/foot-orienteering/rules/).

The Guidelines which follow, will help Organisers to achieve the aims and principles of the EYOC. They are not a complete set of instructions for organising the competition but they aim to cover most of the special features of EYOC.

The European Youth Orienteering Championships are organised annually and rotates around Federations all over Europe. All applications will be considered on their merit and with emphasis on meeting the three requirements mentioned above. The IOF tries to allocate EYOC to Organisers from larger and smaller Federations on a fair basis as well.

These guidelines are based on experience from past EYOCs and past JWOCs. It is a living document, so it will be changed and improved on the basis of further experience. Comments and proposals are therefore welcome and should be sent to the IOF Foot Orienteering Commission or to the IOF Office.

Some definitions:

- "shall" refers to statements which are mandatory, i.e. **must** be followed. **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. In the

- extreme case when there is a discrepancy between these Guidelines and the Rules, the instructions listed in the Rules have higher priority.
- "should" refers to statements where it is strongly advised that they are followed.

All references to "the Rules" refer to the "Competition Rules for IOF Foot Orienteering Events – 2018", unless these have been superseded by a more up to date version. In each of the chapters that follow, the numbers of the relevant Rules are given at the beginning. The chapters are in general arranged in the same order as in IOF Rules.

In accordance with IOF Competition Rule 2.12, significant deviations from the Rules require the consent of the IOF Event Adviser.

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February 2018

1 Event programme, classes

The programme shall include a sprint distance final, a long distance final and a relay for national teams with 3 legs as well as an opening ceremony, a closing ceremony and adequate model events. The programme shall be kept within 3 days (Friday-Sunday). The dates of the EYOC shall be co-ordinated with other international junior events. Normally the event shall be organised in the last part of June or first week of July.

The recommended programme for EYOC is as follows:

	Standard programme	Variant
Day 0 (Thu)	Arrival, model event(s)	Arrival, model event(s)
Day 1 (Fri)	**Sprint competition** (final only), Opening Ceremony	**Long Distance competition** (final only), Opening Ceremony
Day 2 (Sat)	**Long Distance competition** (final only)	**Relay competition**
Day 3 (Sun)	**Relay competition**, Closing Ceremony, Departure	**Sprint competition** (final only), Closing Ceremony, Departure

Prospective organisers considering deviations from the above mentioned formats are advised to discuss their ideas informally with the IOF FootO Commission before submitting their application. Appointed organisers must discuss deviations from these formats with the IOF Event Adviser and FOC.

Appendix 8 of the IOF Competition Rules provide detailed information on the classes offered at EYOC, the number of competitors that can be entered per country, and the organisation of the various competitions. Some clarifications:

- non-European Federations may compete at EYOC, but shall not be placed in the official EYOC result list
- each Federation may only enter 1 (one) relay team in each class
- in the relay competition, mixed teams consisting of individuals from several Federations may only start in the "MIX" class

2 Application and Allocation

The invitation to apply for an EYOC is sent out by the IOF Office towards the end of the third year before the year of the planned event, e.g. at the end of 2018 for EYOC 2021. Any country and any organiser may apply to organise an EYOC if the following conditions are fulfilled:

- The Federation must be a member of the IOF, defined by the International Olympic Committee as belonging to the European continent.
- The application must be supported by the Federation and sent by the Federation to the IOF Office.
- The application shall be written in English and must contain all the required information and shall reach the IOF Office in the official form by 1st January of the second year before the EYOC, e.g. by 1st January 2019 for EYOC 2021.

It is normal to supplement the official form with a detailed proposal document, which sets out all aspects of the proposed arrangements and any preliminary agreements made with media, funding bodies, potential sponsors and local Councils. **Existing orienteering maps of the proposed terrain areas, or topographical maps if there is no orienteering map, must be included with the application.**

The applications are worked on by the IOF Foot Orienteering Commission (FOC) in the period up to August of the second year before the EYOC year, e.g. up to August 2019 for EYOC 2021. Shortlisted candidates will be informed during the early part of the year and may be asked to make a presentation to the FOC during the summer meeting of the Commission (usually coincident with WOC). The final appointment is made by the IOF Council by October 31st of the same year. In practice, the appointment is usually made by the IOF Council in the Council meetings during the WOC week.

In allocating the EYOC, the most important considerations for the IOF are as follows:
- High quality of the events in every respect: terrain, maps, organisation and media service
- Low costs for participants
- Potential benefits for development of orienteering in the organising Federation
- Time of year: last weekend of June or first weekend of July is strongly preferred (provided that these dates do not coincide with JWOC and/or WOC).

The following factors should help an application to succeed:
- The proposed terrain is well suited for an international competition of high standard, and is within easy reach of the Event Centre. It should not have been used so recently that "home" competitors have an unfair advantage. Use of the same event arena more than once is acceptable as it can help in saving costs
- The event venue is easy to reach by plane and other public means of transport
- There is suitable accommodation nearby, at reasonable cost
- The Organisers and their Federation are able to demonstrate that they can organise an event worthy of a European Championship (including maps, courses, accommodation, transport, media, spectators), e.g. through experience from races organised in the past, special education of main organisers through IOF and other clinics, etc.

Work should also be done:

- to plan a draft budget which shows anticipated income and expenditure under major headings
- to obtain provisional letters of support from governmental and regional funding organisations and relevant local community representatives
- to identify suitably skilled and experienced people willing to undertake key tasks such as course planning, national controller, mapping co-ordinator, event secretary, etc.
- to embargo the proposed terrain areas and possible alternatives, and place relevant information on the national Federation's website no later than the final date for receipt of applications by the IOF

3 Partnership Agreement with the IOF

The provisional appointment of the *Organiser* must be confirmed by the signing of a contract to organise the event. The contracting partners are the IOF and the relevant national Federation. The contract is to be signed within 6 months after the allocation of the event, otherwise the Council may make an alternative appointment.

The partnership agreement contains clear statements of the rights and responsibilities of each party and the agreed IOF sanction fee for the event. In return for payment of the sanction fee, the IOF transfers to the organising Federation the full sponsorship rights for the event, including advertising space on the competitors' number bibs and the start and finish banners. This implies the right to engage sponsors of all kinds with the exception of producers and distributors of hard liquor and/or tobacco.

Notwithstanding the transfer of the full sponsorship rights, the IOF reserves the right of any main sponsor (maximum 3) with whom the IOF has a running contract at the time of the event, to display, free of charge, four banners each the size of 1m x 4m, in the finish chute of the EYOC course, within 75 m from the finishing line. In case of more than three main sponsors, the said rights will be subject to separate negotiations between the IOF and the organising Federation. The IOF shall inform the organising Federation about main sponsors, if any, six (6) months before the EYOC.

The partnership agreement is valid from the day of signature until three months after the conclusion of the EYOC, or until all terms and conditions of the agreement have been fulfilled, whichever is the later.

4 IOF Office

The IOF Office have a support function to organisers in all aspects. Please contact the IOF Office if you have questions and they will make sure your question will be handled or

they will redirect you to the right instance. Contact details are found here: http://orient-eering.org/about-the-iof/office/

5 IOF Material, Medals and diploma

The IOF Office will provide an IOF Flag, Championship Medals and Diplomas to the Event. The organiser shall provide a shipping address (and named person that should have the material) to the IOF Office, 12 months before the event.

The European Youth Championship medals are "closed loop medals" which means that the organiser need to sew the ribbon on the loop. The organiser shall design, purchase and attach ribbons for the medals.

Regional Championships
- Wide closed loop
- 25 mm wide hole
- The neck ribbon is sewn on the loop by the organiser

Example of ribbon connection:

25 mm

6 Event Plan

The Event Plan is an official document setting out the key features of the event. It is subordinate to the Event Agreement signed by the IOF and the organising Federation. It is a binding agreement between the IOF represented by the SEA, and the organiser. It can only be changed with mutual agreement between both parties.

A template, available from the IOF website, should be sent by the SEA to the Organiser as soon as the SEA has been appointed. It shall be drawn up by the Organiser and the SEA during the first controlling visit. Where any key features have not been prepared and approved, the timetable for finalising them must be noted in the plan.

The finished document must be signed and dated by the Organiser and the SEA. It is important to update the Event Plan after each visit. The revised plan shall be signed by the Event Director and the SEA, normally at the end of the Event Advising visit, and included as part of the SEA visit report.

7 Organisation, Secretariat

At the application stage, the national Federation will set up a suitable internal process for deciding on the organising group or clubs, the Event Centre venue and the terrain that will be put forward. A Bid Director will be appointed, together with a *Steering Group* which will prepare the application. If the application is successful, the Steering Group may well form the core of the *Organising Committee* which will then be set up as the peak of a pyramidal organisational structure covering all aspects of the event.

Some previous EYOCs have appointed a *Presidium* with members representing regional and local authority and grant-awarding bodies as well as orienteers. The Presidium meets only occasionally and takes an overview of the event and can sometimes assist with hurdles which are proving difficult to overcome, e.g. a tricky land permission.

The Organising Committee will consist of the leaders of all the main organisation sections and representatives of the clubs involved. It will make all the key decisions about how EYOC will be planned and carried out. The National Federation will probably require it to present a progress report from time to time. Section leaders will form sub-sections and set up small planning groups in the long-term process of moving from initial planning to realisation. **It is essential that within the organisational structure, every function has its own team and team leader with clearly-defined tasks and responsibilities.**

As EYOC approaches and personnel numbers for the various tasks have been decided, a crew recruitment process is needed with a person given the job of ensuring that all crew members are registered and that all tasks become covered. A good team spirit amongst helpers can be built up if they are kept well informed and involved in the build-up to EYOC, and in connection with their work on race days have access to crew food and drink. EYOC Officials need to be easily recognised as such, and all should wear a distinctive 'uniform' (normally a specially designed T-shirt) and ID-card.

The secretarial side of an EYOC is hugely time-consuming. It is recommended that Organisers appoint a paid Secretary General for a long period, a person who is able to act as an Executive Officer and organise people to deal with bookings and accreditation. This workload and its follow-up in the EYOC reception office have often been underestimated. It is the case that the majority of teams make a number of alterations to their bookings, or have difficulty in processing the necessary payments, or have a number of special requests which are difficult to deal with, fail to meet the advertised deadlines, etc. The same is true of accredited media representatives and guests. At the peak of activity the Secretariat may well have to respond to up to 50 e-mails per day.

Experience has shown that the organisation of public races, including entry processing and other secretarial tasks, is best handled by an entirely separate team and is not integrated with EYOC.

8 Budget and Accounts

Every national situation is different, so it is not possible to provide definitive guidelines on levels of expenditure for specific items. Because of the relative complexity of an EYOC coupled with the standards expected, costs will be high in areas such as arena materials and equipment, IT infrastructure, maps, secretariat and travel and administrative costs for EYOC officials (where applicable). On the other hand, there should be more opportunities for negotiating grants from local and national bodies, and perhaps for negotiating sponsorship (especially if TV coverage is assured), than with other events.

At the outset, i.e. prior to applying to stage an EYOC, the Federation will need to decide what level of facilities, professional support etc. can be afforded, and an outline budget prepared for discussion with the national, regional and local government grant-awarding bodies. In some countries, it may also be possible to get agreement for possible further payment to cover any deficit, up to an agreed figure. These discussions should seek provisional agreements, and maybe with a national body a specific agreement to support the cost of the application itself.

It is important not to be too optimistic. Obtaining sponsorship for orienteering is a very challenging task, and sponsors may not be forthcoming even with the help of an agency. Some agencies may work on a no results-no fee basis, however. It is most unlikely that a sponsor will make an agreement until after the country has been appointed to stage the EYOC. Expenditure in many areas will be much higher than for a 'normal' event. It is also easy to over-estimate the number of competitors who will enter the associated public races, when every year there are so many multiday events to choose from.

Local sponsors to support the event can best be found through personal contacts. The budgets for such actions are usually drawn up 6 to 12 months before the event, so timely approaches are useful. In return, the Organiser can offer the sponsors the right to advertise on documents (Bulletins, programme booklet, number bibs, results lists) or in the Finish area.

It will be necessary at an early stage to appoint a competent and experienced finance officer (treasurer) who will keep both the budget and actual income and expenditure under regular review. Once the preparation for EYOC is under way, budget itemisation should become ever more detailed, and specific people responsible for the different budget areas should be identified.

The Organising Committee will require an updated budget and income/expenditure statement at regular intervals, and it is likely that the National Federation will require financial progress reports from time to time.

To a greater extent than for most events, arrangements will be needed to transfer funds (grants or loans from the National Federation and other bodies) into the EYOC bank accounts to enable work to proceed and bills to be paid long before any significant level of income from EYOC and public-race competitors is received. It is likely that there will be

significant early expenditure in areas such as production of base-map material, mapping costs and training map prints, and administration costs.

The travelling costs of the IOF-appointed Event Adviser (EA) and any assistants to and from the venue are paid by the IOF. Local costs (accommodation, food, transport) during controlling visits and on the event days are paid for by the Organiser or the Organiser's Federation according to national agreements. The costs of the National Controller and any assistants are paid by the Organiser or the Federation.

It is desirable to employ electronic systems to the greatest extent possible in administering the budget and accounts, and income and payments. Public races should use an on-line entry system incorporating on-line payment by credit card; it is recommended that an online payment service is also made available for payment for the entry fees and accommodation and board for teams and all other accredited personnel.

Instructions for other methods of payment need to be coupled with clear statements that entries will not be valid until the fees plus a fixed bank charge fee have been paid into the appropriate EYOC bank account. It is important to ensure that all income is received 'up-front' and that no services are promised against payment on arrival; arrangements of this kind, followed by inability to pay or non-arrival of entered participants, have caused considerable problems on occasions in the past.

Before and after EYOC, every effort should be made to get bills and expenditure claims submitted as quickly as possible. Some companies are remarkably slow in sending out bills. Experience shows that it will take far longer than expected to finalise the accounts, and there will be several unexpected claims for costs during the final sorting out process.

9 Entry fees and service fees

As stated in the Competition rules and in the foreword of this document, low costs of participation are essential for EYOC.

The costs of organising an event are the responsibility of the Organiser. To cover the costs of the competitions, the Organiser may charge an entry fee. This fee shall be kept as low as possible and shall be approved by the EA. For EYOC, it is common that the Organiser establishes an entry fee structure which includes not only the competitor entry fee, but also the accommodation (different for different kinds of accommodation levels), full board and compulsory transport for the competitions. However, this is not compulsory and some teams would like to see services being offered and charged separately.

The entry fee is not a means for the Organiser to recoup costs of the hosting of EYOC. The Organisers have to recover costs through other means such as the hosting of public events and sponsorships.

Each Federation is responsible for defraying the expenses of travel to the event for their own competitors and officials.

There is no need to provide high-standard accommodation and most teams will not be able to pay for it. Normally, three kinds of packages are offered, each containing a full package:

- package A: accommodation and full board (Thu dinner – Sun lunch) in a **/*** hotel, entry fee and transport for all competitions, model event maps and competitors' party
- package B: accommodation and full board (Thu dinner – Sun lunch) in a */** hotel or student homes, entry fee and transport for all competitions, model event maps and competitors' party
- package C: accommodation on hard floor (Thu – Sun) with a possibility for cooking, entry fee and compulsory transport for all competitions, model event maps and competitors' party.

This means e.g. accommodation in student homes with 2-4 persons per room. Toilets and showers must be available, but could be shared between several rooms. For food/catering, this means e.g. access to a canteen where participants serve themselves with the food of their choice.

10 Deadlines

Long-term planning of an EYOC needs to incorporate a set of deadlines by which specific organisational tasks must be completed. This is primarily to ensure high quality and reliability, with the deadline for a particular item set so as to ensure that there is adequate time for checks, corrections, staff training, rehearsals etc. to be undertaken.

It is also a safeguard against overload or under-manning, because the lack of understanding of the scale of the task is the biggest problem of all for an EYOC Organiser. Even when a number of members of the organising team have attended the previous EYOC (which is highly recommended!) and studied its systems and the scale of the operation, and EYOC Organisers' Reports have been read and Guidelines studied, the amount of work doesn't really sink in until one is in the middle of it oneself. Moreover, the vast majority of the EYOC organising team, even many team leaders, may never have experienced an event of this scale.

Maps: A print of the first complete edition of all race maps should optimally be available 1 year in advance. This is to enable course planners, controllers and the EA, as well as the mappers themselves, to work with and update the maps when vegetation is exactly as it is expected to be at the time of EYOC. Revised versions with changes to the vegetation and other corrections and improvements should be available 3 months before EYOC.

Deadlines for the absolutely final versions to be available for the course planners, controller and the EA (excluding unforeseen changes in the terrain) need to be agreed by all parties well in advance. As a rule of thumb, everything should be ready by the time Bulletin 2 is published. NB: Sprint terrain is notoriously prone to last-minute changes and this should be taken into account in both map and printing timetables. Good liaison with local authorities and relevant land managers regarding potential construction work etc. is important. See the Event Adviser checklist for map making in the Foot O Event Advising section of the IOF web pages.

Courses: Draft courses need to be planned and tested by the course planners to produce a provisional version at least 1 year in advance. This implies that all major decisions concerning the placement of any radio controls, TV cameras in the forest (where applicable) and all arena designs (last control, run-in, spectator control and sight passage) have also been planned by this time.

Final versions of the courses will be approved by the EA to a set timetable (written into the Event Plan) incorporating checking, printing of the maps and courses and sorting. Deadlines need to have some flexibility wherever possible to cope with any late changes caused by new forest works, etc.

Start and finish timing, IT system, processing of punching system, use of commentary software: Contracts need to be drawn up and signed with all suppliers of hardware, software or systems to be used. Such agreements should be seen by the EA.

Even if tried and tested, the hardware and software that is to be used during EYOC, should be used by the same team in a race situation before EYOC in order to provide sufficient training for the team, which is to set up and operate it at EYOC. This should cover all possible eventualities. A race about 2 months before EYOC should be used for training, followed by a rehearsal about 2 weeks beforehand. If a professional speaker (commentator) is being employed who knows the software, only the appointed national speaker needs to be involved during the tests. See also articles 23 and 37 of these guidelines.

Entries, bookings, accreditation and accommodation: Although the deadlines for EYOC will be clearly stated in the Bulletins and in the online entries, experience shows that most nations either forget or disregard them. It is therefore sensible to ensure the maximum possible flexibility both in internal processing and in working with accommodation venues etc., and to be prepared for a significant workload after the deadline dates.

Entry lists and details of nations' teams should be scrutinised at deadline times for any obvious omissions, and these nations should be sent a reminder. This is especially important in the final stages of preparations (see Rules 9.6. – 9.9.).

Deadlines for many actions which take place at EYOC are set down in the Rules and referred to in other articles of these Guidelines.

11 Event website and internal communication

The EYOC website is one of the most important and the official medium for publicising and giving information about the event, both in advance (various stages of detail), during the event and a few years afterwards. The other medium is IOF Eventor. The event website should stay accessible online until 24 months after the event.

Studying the websites of previous EYOCs and other international orienteering events can provide inspiration for the design and scope of the website.

It is expected that an event website designed to professional standards, with quick and reliable access to all functions and files, will be created immediately after the EYOC application has been approved. From the very beginning, it shall provide the (preliminary, then approved) dates, the outline programme and a list and area plan of embargoed areas, with the boundaries of each area clearly delineated (usually on larger-scale individual plans). The website should also incorporate RSS feeds, which enable subscribers to receive updates when they are made. An e-mail address for further information should be included.

The EYOC logo should also have been created by this time. It will form the icon for linking to the website from the IOF website, and should appear prominently on the website itself and on the front pages of Bulletins and other promotional material.

The text within the directly accessed website shall be in good English throughout. If high-quality English is a problem for an organiser, free help can be provided from within IOF. It is common for an EYOC website to have much of the content also in the home language, accessed from the home page as a separate section of the website.

The website should be straightforward in design, not overburdened with large graphics and capable of being displayed with basic browsers on all well-recognised platforms (both desktop and mobile). **Reliability, especially at peak usage times during and after EYOC races, is essential;** the server must be able to cope with a very large number of 'hits' at these times.

All official output from EYOC (Bulletins etc.) shall be downloadable from the website. The most recent version of old orienteering maps of the competition areas need to be easily accessed and downloadable. As much additional information as possible about EYOC and the associated public races, transport to the venue, and visitor accommodation and attractions should appear on the website whenever it becomes available. There are several good websites from previous EYOCs – for example http://www.eyoc2017.com/ – and elsewhere which can be examined as sources of inspiration.

IOF Eventor: This is a service that provides the sole entry point for entries to IOF Events and World Ranking Events (WREs), for start lists, competition information and results, as well as for rankings and the World Cup. IOF Eventor also serves as a register of Athletes and provides the IOF Calendar with events and details.

As an organiser of EYOC you will be able to:
- publish bulletins, embargoed areas etc.
- edit the contact details for your event
- collect entries
- collect accommodation & services bookings
- export participant lists
- import start lists and result lists

What are IOF Event organisers required to do in IOF Eventor? It is mandatory to have the entry to all EYOC classes via IOF Eventor, to upload bulletins in IOF Eventor, and to import results into IOF Eventor right after the race. The IOF Office also recommends all organisers to make sure that the details of their respective event are up-to-date, especially the contact details and the URL for the event website. It is free for the organiser to choose which of the other functionalities you wish to use.

How do you start using IOF Eventor? You can access IOF Eventor through the links on the IOF website, or directly via https://eventor.orienteering.org. To get started, all persons need to create a personal user account, which can then be connected to their role in a club. The connection will be made by the person holding the administrator role for the respective club. The role you will need in order to edit an IOF Event in IOF Eventor is the Event Organiser role.

When you have your user account ready and have been allocated Event Organiser role in your club, please contact your National Federation and ask them to add your club as organiser of your respective IOF Event in IOF Eventor. After this you can log in and start editing the event details through *Administration / Events / Club's events*.

The Organiser's guide to IOF Eventor can be downloaded from http://eventor.orienteering.org/Home/HelpAndSupport

Entries

It is mandatory to enter for EYOC through IOF Eventor. National teams are entered by a person holding National Team Manager role in the respective National Federation. More information regarding the entry process can also be found in the National Team Manager Guide available at http://eventor.orienteering.org/Home/HelpAndSupport.

Results

The primary format for importing results into IOF Eventor is the IOF XML 3.0 format, further details of which can be found at http://orienteering.org/resources/it/data-standard-3-0/. In order to test compatibility with your result system, please download a test file from here. Organisers who are not able to produce an XML file will be able to import results using an XLS template acquired from the IOF Office.

The IOF Office would be very happy if you could report possible bugs / problems / questions to eventor@orienteering.org. Notice that there is also a Help and Support page with a link to Frequently Asked Questions in IOF Eventor here.

After preliminary entries have closed, a list of the countries entered and the numbers of male and female competitors and officials from each country should be posted on the website. Name entries for national teams should also be posted when available. The more news and regular fresh material on the website, the better!

There should be a clear link to detailed information about public races, which will have an independent online entry facility.

An EYOC website shall provide a sophisticated and reliable live internet service. This shall include at least:

- Live results
- Audio stream from the arena commentary
- Newsfeed
- Video stream, preferably that also shown on the arena screen (where applicable)
- Live split-time data
- Live tracking, if GPS tracking is used

After each race, as well as the official results, the website should provide:

- Comparative split time information
- Competition maps, with leading runners' routes
- Race report and news, and possibly recorded interviews
- Photographs
- Comparative tracking records
- Software (e.g. RouteGadget) to enable runners to draw up their routes and post them on the site, unless GPS tracking from all runners is already available.

The official results need to be posted in a section of the website dedicated for this purpose, directly accessible from the home page, and not in the 'live' section. Official results should be posted on the internet as soon as possible after the results have been declared official.

The production of a video stream on the internet requires either a dedicated production for this purpose or co-operation with a TV company working on site.

For how you should make use of the IOF Live Orienteering website, please contact the IOF Office at iof@orienteering.org.

A password-protected part of the website may be created for administrative use and access at different levels by EYOC officials. This will contain a database with contact details and job names for all helpers, minutes of meetings of the various committees and task groups, internal information for helpers and so on.

Helpers should be made to feel that they are a part of the organisation! This can be aided by regular e-mails from the secretariat, pre-EYOC meetings and so on.

Easy communication between officials during EYOC is essential – usually best by mobile phone. At certain events in the past, all main officials were loaned a mobile phone for the event, which could be used only to contact other officials, sponsored by a mobile phone company, for example.

It is important that the organising team has direct control over the website at all times so that selected organisers can update the site without having to do so via an external party. One way of doing this is if the webmaster is a member of the central organising team.

12 Entries and registration

It is highly recommended to publish 3 bulletins for EYOC. Normally bulletin 1 should be available one year before the event, published and distributed at the previous EYOC. It should include the same information as Bulletin 2 for JWOC (see Rules 8.4.). Bulletin 2 should be published two months before the event and it should include the same information as Bulletin 3 for JWOC (see Rules 8.5.). Bulletin 3 should be published a few days prior to the event with the same information as JWOC Bulletin 4 (see Rules 8.6.). Only bulletin 3 should be published in print.

The information should be laid out in an attractive way and the Bulletins' pages and cover should have a design style worthy of a Championship information brochure. **The Bulletins need to be written in good English**; if this is a problem for an Organiser, help can be provided from within the IOF.

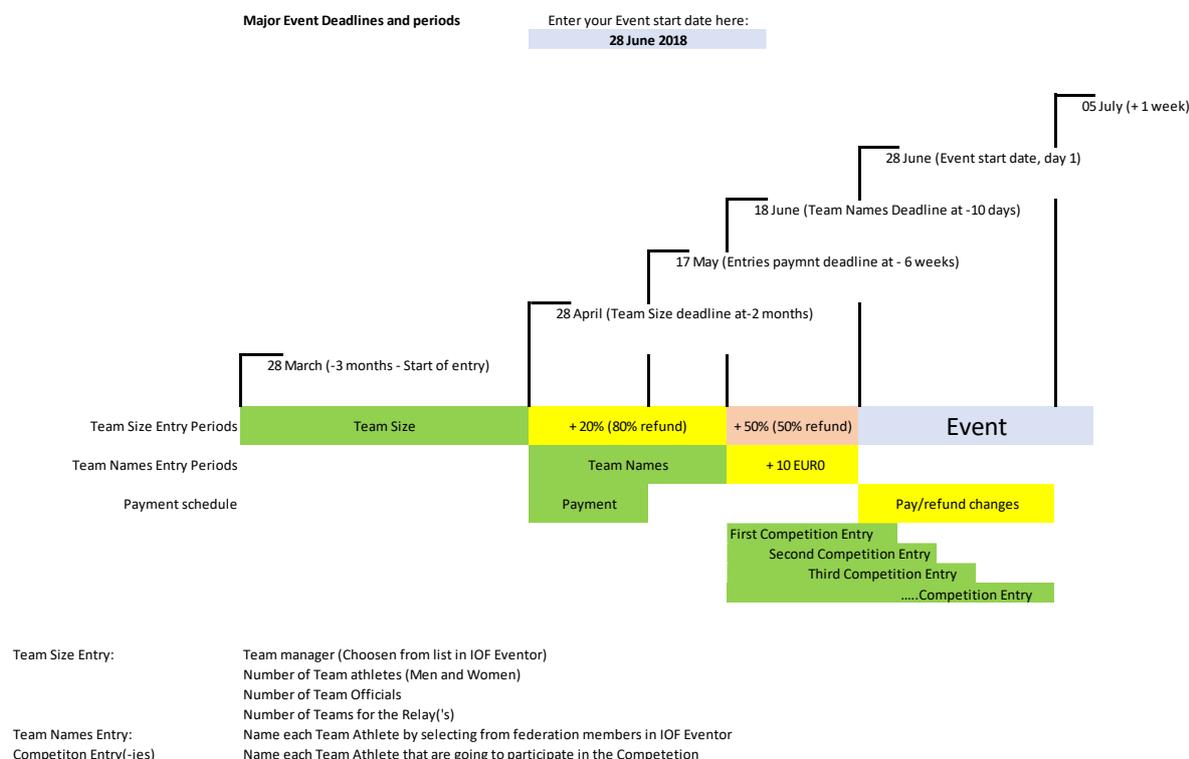**The SEA must check and approve the content of each Bulletin before it is published. Bulletins must always be sent to the IOF Office before publication.** Note that the Event Adviser team must be listed under a separate heading and not as part of the organising team. Acronyms used in Bulletins shall only be those published in the official list on the IOF website at http://orienteering.org/resources/list-of-acronyms/.

Information about pre-EYOC training camps, other training opportunities and embargoed areas should be published in as much detail as possible in the first Bulletin.

The Bulletins are published as PDF files on IOF Eventor and the event website. Printed versions of Bulletin 3 shall be handed out to team representatives (enough copies for at least one team official per nation), IOF officials, guests and media personnel and all members of the Jury when they register on arrival at the Event Centre. A well-written and informative Bulletin 3 will save a lot of time at the Team Officials' Meetings.

Numbers of competitors and team officials shall be entered in IOF Eventor by Federations at least 2 months before EYOC (JWOC Rule 9.6); names and other personal details are required 10 days beforehand (JWOC Rule 9.7). It is normal to have to chase up some Federations who fail to keep to the deadlines. Disqualification because of late notification should be avoided except in extreme circumstances. **The relevant dates need to be stated clearly already in Bulletin 1**. This Bulletin should contain information about entry fees and what they cover, and – as links to IOF Eventor – the entry methods for competitors, team officials, media representatives and other guests.

It is recommended to use the JWOC entries, deadlines, refund and payments scheme. Below you can see an example of an event that has the event start date as 28 June 2018. It is recommended to approve late entries if possible according to the schedule.

Major Event Deadlines and periods	Enter your Event start date here: **28 June 2018**		

05 July (+ 1 week)

28 June (Event start date, day 1)

18 June (Team Names Deadline at -10 days)

17 May (Entries paymnt deadline at - 6 weeks)

28 April (Team Size deadline at-2 months)

28 March (-3 months - Start of entry)

Team Size Entry Periods	Team Size	+ 20% (80% refund)	+ 50% (50% refund)	Event	
Team Names Entry Periods		Team Names	+ 10 EUR0		
Payment schedule		Payment		Pay/refund changes	
			First Competition Entry		
			Second Competition Entry		
			Third Competition Entry		
			…..Competition Entry		

Team Size Entry:	Team manager (Choosen from list in IOF Eventor)
	Number of Team athletes (Men and Women)
	Number of Team Officials
	Number of Teams for the Relay('s)
Team Names Entry:	Name each Team Athlete by selecting from federation members in IOF Eventor
Competiton Entry(-ies)	Name each Team Athlete that are going to participate in the Competetion

National Federations range from being well-organised with professional staff, through those with administration undertaken partly or wholly voluntarily, to single-person operations. The method and level of efficiency of response is therefore very varied. It is important to identify a contact person for each team entered (Rule 9.6) at the stage of

preliminary entry. All subsequent communications should be sent to these persons as well as to their Federations.

Payments for start fees, accommodation and other services may, for one Federation, come as several separate instalments. It is strongly recommended to have a separate bank account for payments, with a defined system for identification of each payment. In cases where payment is still incomplete shortly before EYOC, emails should be sent to both the contact person and the National Federation with full details of the payment still required.

It should be recognised that several nations are unable to make payments electronically or by bank transfer due to restrictions in their home country.

For various reasons, some national teams arrive at EYOC without all fees having been paid. It is recommended to have a three-station registration process where teams and their leaders go through, in sequence:

1. Registration – identification of those present
2. Financial settlement
3. Accreditation.

At station 2, all financial matters must be settled before the team moves on to station 3. The person in charge needs to have detailed information of the payments that have been received and what is still owed. It is advisable to remind all teams to have their bank transaction documents with them when they come to register to speed up accreditation.

Problems have arisen with teams arriving at EYOC unaware that their fees are unpaid or incompletely paid. These are usually the smallest and least organised teams, with athletes who are paying their own fees to attend. Some teams have also tried to negotiate a reduction in the fee when the number of team members was less than that stated in their preliminary entry. Some of these issues can take time to resolve and in individual cases some flexibility may be necessary. It is advisable to clearly state, on the webpage and in Bulletins, the principles of a refund for entries who do not show up.

13 Event Centre

At EYOC an Event Centre can house many functions. It is important that the size of EYOC is fully appreciated, so that adequate space is available for the various functions. It is common for the amount of work carried out, and therefore space needed, to be underestimated. **Road signs and signs for the car parks, entrances and building need to be clear and distinctive, and all the functions which are available to visitors (as opposed to Organisers only) need to be well-signposted from the main entrances using distinctive EYOC signs.**

First and foremost, the Event Centre is the location for registration of all participants (national teams) on arrival. It is also the logical location for the Event Office.

A good amount of desk space is required, because at peak times it is necessary to have several members of staff on duty at the reception to ensure that waiting time is minimum for applicants. There needs also to be plenty of space behind the counter to house the material to be handed out at registration, and for desks with computers dedicated to administration of different items.

Nearby there needs to be a site for the production of identity cards. Here, passport-style photos of those registering (where not transmitted online in advance) have to be taken, printed and sealed (laminated) on the pre-printed individualised card.

A lot of material has to be stored at the Secretariat, and there are many on-going office functions throughout EYOC, so one or more good-sized rooms are needed close to the reception area. If competition maps are to be stored here (**which is certainly not advised**), they need to be kept in a dedicated secure location with access limited to one or two people only. A safe is needed for other confidential material and for money and other kinds of payment taken at the reception.

The Secretariat also acts as a general information bureau for EYOC. It is important that those on reception duty are knowledgeable, confident in dealing with strangers and are good English speakers. A tabled area should be made available for placing handouts for future events etc. for people to pick up, and a noticeboard for individual notices and messages is also a useful facility.

The Secretariat counter is a distribution and sales point for sets of start lists, results, training and model maps and for competition maps after the relevant races.

It is recommended that the location of the Team Officials' Meetings is as close as possible to the Secretariat and information desk, preferably in the same building. It should be a hall with the possibility to seat up to 60 people, fully equipped with electronic display equipment.

Adjacent to the information desk (but not accessible to the public at large) there should be a set of 'pigeonholes' (office paper organizers with a slot for each federation) for facilitating distribution of information material to the teams.

It is strongly recommended that the Secretariat and information desk for the EYOC public races is set up in a separate location from the EYOC Secretariat.

It is advised that a set of meeting rooms is available, with a booking and payment system administered by the Secretariat. These will be used by various Organiser groups and the Event Adviser and national teams. A facility for showing films and videos, e.g. the big-screen output from earlier in the day, to sizeable audiences is also desirable.

Decent internet access in the Event Centre is essential. It is likely that the event web-master will be based here. **An additional WiFi facility free of charge should also be available** – often the bandwidth at the accommodation sites makes it impossible for the team officials to carry out their work.

It might also be appropriate to store and sort forest and arena equipment, signposts etc. in the Event Centre and to use it as the base for the Organiser's race computer systems. Locations other than the reception and Secretariat should be dedicated for these operations.

14 Accommodation and Catering

The accommodation place is of utmost importance during EYOC. It shall allow for the social atmosphere mentioned earlier. It should offer cheap accommodation at reasonable quality (good youth hostel or student home standard) as well as facilities for recreation (alternative sports, disco, meeting rooms, etc.). The Organiser can expect around 400 competitors and 80 team officials.

Optimally, all teams are accommodated at the same place, which also hosts the Event Centre. Nevertheless, a few requirements should be addressed carefully:

- There should not be too many people sleeping in the same room
- There must be enough rooms for women and men to sleep separately
- Orienteers need more than just a bed (the participants have a lot of luggage and material to store)
- Orienteers need plenty of toilets and showers and possibly access to laundry facilities
- Any one national team must be accommodated entirely in one place
- It must be possible for each national team to meet together separately from other teams
- Team leaders should have the possibility of sleeping in separate rooms (double or single)

It is very desirable to have good WiFi internet service throughout all the accommodations. 100% of the competitors will be looking to use the internet, while resting for the next competition.

There should be a central catering facility offering plentiful wholesome food available for use by all competitors and officials.

The dietary requirements of different nations vary considerably, and individual nations should be advised to inspect and preferably test out their chosen accommodation at a training camp to ensure that the provider can meet the nation's requirements. National teams are happy to give advice to Organisers on accommodation and catering issues! In general, **it is important to ensure that all accommodation providers are fully aware of the**

requirements of elite orienteers in terms of type and quantity of food, variety in the menus, special diets, flexibility of meal times, quick service and so on.

Special attention must be paid to the needs for food at specific times. It shall be possible to eat 3 hours before the competitor's start time. This is especially critical for breakfast, where early starters may require breakfast well before normal service times. It is also an experience from earlier EYOCs that caterers have underestimated the quantity of food needed by an international athlete.

A cold meal service shall be provided at the arenas for all competitors after the race. It must be served separately from the public cafeteria facilities and the 'crew' food facility must be in an area not open to the public, although the food supply source can of course be the same.

Make sure to provide fruits to competitors at all meals (and after finishing) and enough drinking water (also before and after the races).

15 Travel and transport

Bulletins and the website need to include clear information on the various means of travel to the event venue.

Most teams will provide their own transport which they would like to use to and from race venues wherever this is allowed. Some teams will wish to hire a minibus for the duration of EYOC, and it is usually possible to negotiate special rates with a vehicle hire company which may be advertised in Bulletins and on the website.

In most previous EYOCs however, organisers have used compulsory bus transport from the competitors' accommodation to the pre-start areas. Compulsory transportation has often proven to be the Achilles heel of previous EYOCs and it certainly needs special care. Practice shows, that a total of 10 modern buses in good mechanical condition will cover this service (less if a bus can be used multiple times).

Time- and journey-plans for each race day need to ensure that competitors and designated team officials get to the quarantine in good time for the deadlines – 60 minutes before competitors' start is recommended and in any case at least 30 minutes before competitors' start (see Rule 22.3), and that team officials can get to the arena shortly after their duties at the start/quarantine are completed or that team officials can travel/walk directly to the arena. These arrangements have always proven to be complex, and they have to be agreed with the EA.

One of the main challenges is that it seems difficult to predict when the coaches would like to get into the quarantine / pre-start area. In general, a 1:1 coach / competitor ratio should be counted for the first 2 buses (50 competitors); a 1:3 coach / competitor ratio

should be counted for the next 2 buses (75 competitors); and a 1:8 coach / competitor ratio should be counted for the remaining buses.

It is essential that there is an Organisers' representative on board all official transport from the Event Centre to race venues, equipped with mobile phone, who knows exactly where the vehicle has to go to and by which route, even if this is very straightforward. These officials will also be able to verify a situation where a delayed official transport vehicle causes a late arrival to the quarantine missing the deadline or even worse, missing a start time. It is desirable to have emergency plans for such incidents.

Transport back to the accommodations should start as the soon as the medal winners are decided. It is usually not desirable to combine transport for EYOC competitors with that for public race participants, after the races.

A team of 2-3 dedicated (and preferably English-speaking) people is usually adequate to co-ordinate all the various transport requirements during EYOC.

16 Pre-EYOC training

There is some demand for training on terrain similar to that to be encountered at EYOC from up to 12 months in advance. Quite a number of nations (10-15) will want to assess the terrain, accommodation, travel times and so the autumn and spring before EYOC. Training visits and camps and related services are also a good source of income for the Organisers, but also carry a very heavy workload.

For all enquiries and bookings for training, purchases of maps, map files and other training related requests, there should be a single contact person whose name, address, telephone number and e-mail address can readily be found in Bulletins and on the EYOC website. It is desirable that the training maps are up-to-date and made by the same map-makers as are producing the EYOC maps. Terrain should be chosen which resembles the EYOC terrain as far as possible, giving the opportunity for potential EYOC team members to run in all the different types of terrain that will be encountered during EYOC. At least two examples of each terrain type need to be available.

Training camps should be arranged with courses planned and set out in the training terrain, which resemble those that will be experienced at EYOC.

Some nations will prefer to arrange independent training. Optional offers in connection with independent training include setting and printing courses, and control hanging and timing, with suitable charges attached. Many training courses and camps end more like competitions, and preparing invitations, information, and even start lists can help things run more smoothly.

It is useful also to be able to provide the training maps as image files such as JPEG, PDF, etc. or OCAD files, with a suitable charge, so that course planning software can be used at home to prepare and print courses.

Most nations will accept youth hostel standard accommodation for training camps, and special arrangements with accommodation providers of this kind can be useful for visiting nations.

Other high-quality events being held in the country in the 12 months leading up to EYOC should be well publicised; many nations like to combine a training camp with one or more competitions.

17 Model Event(s)

The Model Events form part of the EYOC programme and their provision shall be included within the EYOC entry fee. They shall use similar terrain, control features and mapping style to the main competitions. Therefore, the following elements shall be demonstrated in the Model Events in the way they will occur in the race:

- terrain
- style of mapping (field work, drawing)
- map scale, contour interval
- overprinting of courses
- typical and special control features
- special symbols on the map or on the control description sheet
- control descriptions
- at least one control with exactly the same set-up as in the race

The terrain for the Model Event should be as similar as possible to that of the race. It may be small in extent, e.g. 0.5 square kilometres. It might be a part of the race terrain not used by the EYOC courses. In this case, the limits of the Model Event terrain shall be made very clear on the map and if necessary in the terrain, in order to avoid contact of any participant in the Model Event with the race terrain.

If the terrain for one race is significantly different from that of the other races, the Organisers may decide in conjunction with the EA to hold a second Model Event.

If the terrain or the maps for the Model Events are not representative in any respect for the races, the differences shall be explained in Bulletins 2 and 3. Such differences can be special features on the map and in the terrain, a different style of printing, special types of vegetation, etc.

For the Model Event, 8 to 12 controls shall be placed at features typical of those, which occur in the long distance competition. They can be given on the map as a control network or as a proposed course. The proposed course should not be longer than 4 km (1.5 km for sprint). If no specific course is proposed, it should be possible to visit most of the controls in less than 4 km / 1.5 km (as the crow flies).

Control descriptions for the Model Event shall be given in the same way as for the race, e.g. on a separate sheet and printed on the map.

A *Technical Model Event* shall also be held. It can be sited on a small area of land in a very convenient location (e.g. beside the Event Centre) and only open for a short period (approximately 2 hours). Here, technical features such as the starting procedure using a start gate (if applicable) in a Sprint race, the finish set-up, refreshment stations (with the cups and drinks to be provided), marked routes using markers the same type and colour as will be used in the competition, tracking device with harness etc. can be seen and practised. The Technical Model Event may be the same – time and location wise – as the (forest) Model Event.

On the whole, the Model Event should give competitors a clear picture about the races, especially regarding the terrain and map. The Organiser should not put too much effort into the organisation of the Model Event (which can be informal in nature), but should concentrate on the main races. However, it has frequently been the case that the model event maps are not up-to-date regarding paths, vegetation, etc. so this causes frustration among competitors and complaints / comments from the team officials. Therefore, it is suggested that maps used for model events are as high quality regarding both mapping and in printing.

Optional: several recent EYOC organisers have printed small "warm-up" maps of areas, maybe 250m square, which are accessible on the way to each competition Start. The maps may contain three or four control sites which are flagged in the terrain, and are distributed to competitors as they enter the start quarantine, so that competitors can "get into the map" before their run (see article 20 for more details). The maps are corners of the main competition map, which are not being used for any of the courses. Provision of such maps should not, however, be regarded as being a replacement for the Model Events. Warm-up maps are an optional addition and should only be used if the terrain offered is similar to the respective competition terrain.

18 Starting orders, start list

Rule 12 provides most essential details on this complex topic. Start draws and heat allocations are conducted by the Organiser using a method approved in advance with the EA.

The start interval in the Long distance competition is 2 minutes and in the Sprint distance is 1 minute.

Starting time is drawn randomly in 4 starting groups (1 – early, 4 – late). Each Federation may allocate a maximum of 1 athlete in each starting group. Competitors from the same Federation shall not start consecutively.

In the Relay competition, all teams in the same class start together. It is advised to have the mass start for the different classes separately (e.g. M16 – 00; W16 – 05; M18 – 10; W18 – 15; Mix – 20). Only teams representing the same Federation may compete in

M/W 16/18. All kinds of mixed teams may compete in the Mix class (which should have a course similar to W16). It is a common practice to announce a deadline for coaches to assemble mixed teams from redundant competitors from different Federations – e.g. 2 hours before the Team Officials' Meeting for the relay competition.

The start lists shall include: start number, first name, family name, Federation (using the standard IOF abbreviation) and start time (e.g. 10:34). The practice of replacing the country abbreviation by an image of the national flag is **not** recommended.

Once a start list has been created, checked and approved, prompt availability is much appreciated by team officials. Start lists need to be published on the website and in Eventor and made available free of charge as hard copies for team officials. Spectators may also be offered start lists for a small fee.

19 Team Officials' Meetings (TOMs)

These meetings must be held no later than 19.00 hours on the day prior to each competition (Rule 13.1.). Their purpose is to transmit additional information in writing not previously available in the Bulletins, e.g. weather forecasts, and to clarify any uncertainties expressed by Team Officials through questions at the meeting.

All relevant race material – start lists, number bibs, control descriptions, bus schedules etc. – shall be distributed prior to the start of the meeting. The meetings shall be attended by at least two knowledgeable representatives of the Organisers, the EA and assistant and the National Controller, representatives of the EYOC jury and a representative from each team. The Chairman of the meeting should be a key member of the Organising team with a good command of English; the EA's role is to supervise and help where necessary. Other people may attend but not take part in the meetings, which are always conducted in English throughout, with interpretation if necessary.

The agenda usually contains as a minimum the following items:
- Verification that all teams are represented
- Arrangements for transmitting information to any team not represented
- Presentation of the Organisers and other members of the 'platform party'
- Presentation of latest information given to teams (in writing) with any useful extra explanations etc. – to keep the meeting brief, only extra information that is not in Bulletin 3 should be presented.
- Unforeseen urgent information given by the Organisers verbally
- Questions and answers: In order to minimize questions during the meeting the key is to have a very informative Bulletin 3 and also to ask team officials to submit their questions in advance to an e-mail address given. In this way, the organisation can include the required information in the presentation during the meeting. Any additional questions posed during the meeting should be repeated from the platform and the questions and answers keyed in on a laptop linked to a screen display, to ensure clarity of understanding.

A well-organised team officials' meeting lasts no more than about 30 minutes – 10 minutes of presentations and 20 minutes of questions. Answers to questions should be brief and to the point. The final form of the presentation, including all additional questions and the relevant answers should be available on the website at most 30 minutes after the meeting closes.

Some typical questions that might pop up at meetings:
- Is the model event fully representative of the actual competition? (e.g. type of control, height construction or orientation of the punch stand, control features, map symbols, map printing).
- How many mapmakers have worked on the actual competition map? Was the model event map made by the same mapmaker?
- Can breakfast start earlier than stated in the schedule?
- May private cars be used as we need to leave immediately after the competition and must take all our bags with us?
- How far is it to the pre-start, finish area etc.?
- How far must we walk from the drop-off point to the start/finish area?
- Can coaches stand at spectator controls?
- Can we use mobile phones in the start/finish area?
- Can competitors who are waiting to start talk to finishers?
- Can runners who have already finished go to the start area?
- Can we take the maps given to us in the information package to the finish area?
- Are cultivated areas that are not crossable specially marked as such on the map?
- How large are boulders in order for them to appear on the map? How large are cliffs?
- Are there any out-of-bounds or restricted areas marked on the map? Are these also marked in the terrain?
- Will media equipment be encountered along parts of the course?
- Will participants in the public races be in the terrain during the event?
- What is the weather forecast?
- How is the quarantine set up?

It is advised to consider if the answers to any of these questions should be made available in Bulletin 3.

Those responding must be clear beforehand, from consultation with the EA and National Controller, what information may be released. Some questions may be designed to elicit extra information about the terrain, control features or courses – beware! Everyone has had the same chance to experience these at the model event. **Responses in this kind of situation must not be spontaneous – take time to discuss all circumstances with the responsible Organising Committee member and the EA.** This practice helps to prevent unnecessary leaking of critical information.

Asking questions are ways for team leaders to express their nervousness and/or elicit as much information from the Organisers as possible. On occasion it will sound as if some teams are relatively new to the sport which can in fact be quite possible. Many team leaders that ask questions at such meetings may be attending their very first international event. These individuals should be treated with respect and given clear answers. Teams that have experienced difficulties in travel, arrangements or accommodation will use the meeting as an opportunity to vent their frustrations. These individuals also need clear answers and their difficult attitudes should be ignored.

It is not necessary to answer all questions, especially the ones that try to obtain information about the terrain and courses that are part of the competition spirit.

If particular teams have problems which require further discussion, a separate meeting with these teams should be held afterwards.

As some of the Team Officials don't speak proper English, it is *strongly* advised to upload the presentation slides from the Team Official's Meeting along with answers to questions asked at the meeting to the event website as soon as possible. This way, most of the information is directly available for the competitors also, if necessary. It also opens the option of using online translation tools if needed.

20 Terrain and maps

When applying for EYOC, applicants will need to demonstrate that there exist competition, reserve and training areas of sufficient number and quality within reasonable travelling distance of the proposed EYOC venue, and that significant difficulty in gaining access for orienteering is unlikely.

It is important that forest and open terrain is not over-detailed and/or too rugged, thus requiring a larger scale than IOF specifications in order to show the detail clearly. If a larger scale is deemed necessary, the terrain is almost certainly unsuitable for EYOC. Deviations from the map scales and other specifications laid down in the Rules and IOF Map Specifications would be granted only in quite exceptional circumstances at EYOC. Please note that the map scale for Long distance may be 1:10.000.

The same amount of attention should be given to identifying suitable sites for the major arenas, adjacent to or within the proposed competition areas, as to identifying the competition areas themselves (see article 28). Easy spectator access, interesting and picturesque surroundings, along with suitability for creating a challenging orienteering competition, are major factors in the choice of terrain.

A high priority after an EYOC application has been approved is to seek or finalise permissions for the use of all the identified areas and arena sites. The EA should have the opportunity to look at the planned competition areas and arenas on the first visit. **Agreements with landowners, which should include any access restrictions for mappers, planners and controllers (to allow for hunting, forest work etc.), outline plans for prohibited areas, and the amount of any payment, need to be in writing and signed by both parties.**

If it is deemed necessary for safety reasons to close any public roads, written agreements for this need to be obtained in good time before the competition. The EA should see all written agreements related to land use.

Training maps should be newly drawn or revised and of high quality, and it is advantageous if at least some are made by the same mapper(s) as will be drawing the EYOC competition maps in the same competition format. At least two training maps per competition format (Sprint, Long, Relay) should be available throughout a 12-month period prior to EYOC.

A first pre-print of all competition maps shall be available one year before EYOC. Later work will include revision in the light of the EA's comments, and because of on-going forest work or storms etc. The most common differences of opinion on mapping standards concern 'generalisation'; it is a requirement for all EYOC maps that IOF mapping norms are adhered to rigidly. This may mean the removal of features which would commonly appear on the country's orienteering maps but are too small to include according to IOF mapping standards. On the other hand, inclusion of more vegetation detail than would normally be shown may be necessary.

Printing shall be of the best possible quality on high quality paper that does not deteriorate much with rough handling in all conditions. This means spot colour offset printing on good quality paper that is well proven for orienteering. Sprint maps may be printed digitally, see Guidelines for using non-offset printed maps. Maps must be sealed in high quality non-reflective plastic bags.

At present printing on synthetic paper is not permitted at EYOC, but organisers should be in touch with the latest technological developments in this area. There are a number of other specialist technical considerations relating to the production of maps, which are beyond the scope of these Guidelines; the chief mapper needs to be fully aware of all the latest developments in mapping resources, techniques and equipment, internationally as well as on home ground.

Where an orienteering map of a competition area or part of the area exists or has existed in the past, fair conditions shall be created for all competitors. Colour copies of all such maps shall therefore be published in Bulletin 1 and also published on the event website and on Eventor.

Used or new race maps are made available to team officials, media representatives and VIPs after the last runner has passed the coaching zone (if there is one), or otherwise after the last start time. The times and places of map distribution should be given in Bulletin 3.

Strict deadlines need to be set for the whole mapping process, from initial survey to first edition, subsequent checking and revision, final version for final course planning, plotting of courses and control descriptions, through to final printing. Print numbers must

allow for the competition itself, maps for official and speaker use, new maps for competitors and team officials, maps for media representatives and VIPs, maps for sale etc.

Whilst the same printing company would of course be used, it is strongly recommended that the printing of maps and courses for public races is handled by a different team of Organisers, even when exactly the same forest and map is being used as for EYOC – and in this situation there are also additional security considerations.

21 Courses

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

For Sprint races, courses need to be tested on the same day of the week and time of day as in the EYOC programme, to check for any possibility that moving traffic, parked vehicles or large numbers of pedestrians could interfere with route execution. Any possible illegal shortcuts need to be identified, appropriately mapped and also possibly taped or otherwise barred and closely supervised during the competition to reduce the risk of disqualification. The symbols used which indicate forbidden access should be highlighted in Bulletin 3.

When Sprint races take place in town centres and urban areas, it is likely that some traffic regulation will be needed, requiring written agreement long before the date of the race. The use of crowd barriers, and police for traffic direction etc., must also be agreed in full detail, together with any payment involved, well in advance. There also needs to be an advance check on any possible construction or demolition work, or major road works, which could affect the courses on the day.

All possible alternative routes on a long leg need to be pre-run and timed, to ensure that competitors can fairly assess the alternative choices and make the right choice appropriate for their physical and technical abilities. It is essential that the map gives a fair indication of runnability and visibility in appropriate areas.

If any of the special symbols are used on maps, the nature of the objects indicated by each symbol shall be described in Bulletin 3 as well as being shown as a special map legend on the map. Use of any of these objects as control sites must also be noted. Details of road crossings, spectator controls, map exchange or turn-over, maximum running time and any other special instructions and information related to the courses shall also be included in Bulletin 3.

According to rule 23.12, maximum running times may be set in Bulletin 3 at the latest – this is to help the organiser to be able to wrap up the competition at some point. Upon

previous experience, the following maximum running times may be set: sprint – 40 minutes, long distance – 150 minutes, relay – 240 minutes for the whole team.

The *second requirement* for the courses is good orienteering. The courses shall abide by the Appendix "Competition formats" in the Rules.

The *third requirement* for the courses is to reach the expected winning time as closely as possible. **Every effort needs to be made to plan courses that reach the expected winning times as stated in the Rules,** due consideration being given to the nature of the terrain, expected temperature and humidity levels, etc.; both over-long and over-short courses are widely regarded as unsatisfactory. The Long courses are almost always over-long, because the planner works on the basis of an error-free race; as this is never achieved, a reduction in the 'optimum' length by about 5% should be made to allow for minimum errors. **All proposed courses need to be thoroughly test-run by competent elite-level orienteers.** In general, the winning speed of W16 is 25% slower than that of M18. In slower terrain this ratio might be even bigger, while in faster terrain the ratio is slightly smaller.

Courses need to be pre-run before the first start on the day of competition, in order to verify that everything is in order and functioning properly. At EYOC all controls shall be are supervised (or a group of controls close together shall be is supervised by one person), and competitors should be informed that there will be control personnel sited in the vicinity of controls. The personnel need to be positioned 'out of sight', such that they do not give away the precise locations of the controls.

The IOF Guidelines for Course Planning – World Class Events and the Rules Appendix headed "Competition Formats" are compulsory reading for all EYOC course planners.

Winning times:

Class	Sprint	Long	Relay
W16	10-12 min	35-40 min	75 min
W18	10-12 min	40-45 min	90 min
M16	10-12 min	40-45 min	90 min
M18	10-12 min	45-50 min	105 min
Mix	-	-	75 min

22 Quarantine Zones, Warm-up and Start

To ensure fairness it is now a requirement to have a quarantine zone, usually but not necessarily close to the pre-start, to which competitors and accompanying coaches must report before a stated deadline. In certain situations, e.g. when the start and finish are close together, a quarantine zone may also be sited at the Finish.

The quarantine zone contains a check-in point at the entrance, toilets, tents for competitors and tents for leaving personal belongings for transport to the arena (or equivalent indoor facilities). Eight toilets is the minimum for a quarantine. A team may set up its own tents. **A part of the quarantine zone, or alternatively an area near the pre-start, must be provided for warm-up (see Rule 22.3.).** If appropriate, a map of the warm-up area can be provided. This warm-up map serves mostly for getting familiar with the scale of the map, not for getting familiar with the terrain, so it can be totally different from the competition area. Even if the warm-up map contains e.g. only a road and clean forest is better than nothing. The boundaries of the warm-up area need to be delineated in the terrain by tapes and/or tags, if they are not clear.

Providing fairness in the quarantine zone is essential. A good example was JWOC 2013, where Bulletin 4 and the first Team Official's Meeting paid special attention to fairness. The following was written in the Bulletin:

- It is not allowed (and not fair) to gain any unofficial information about the race, especially about courses, maps, location of pre-start etc.
- Except for the relay, team members heading to pre-start are not allowed to visit the arenas before the respective competitions. It is also not allowed (and not fair) to gain any unofficial information about the arenas from other persons.
- When staying in the quarantine, mobile phones must be completely turned off. (There may be random checks).
- It is allowed to use music players without any built-in connectivity. Inside the quarantine, athletes with headphones on might be randomly asked to display their players for checking.
- All tents inside the quarantine must stay open so that it is possible to have a look inside.
- It is strictly forbidden to bring any electronic devices (except for watches) to toilets or any other private room – no matter if the device is on or off.
- It is not allowed to use any old maps of competition areas after getting on board the EYOC shuttle buses.
- Violations of these rules should be immediately reported to quarantine staff to preserve fairness.
- Violation of these rules may result in the disqualification of the whole team.

Competitors must enter the quarantine zone before the deadline, otherwise they will not be allowed to participate in the race. Up to the check-in deadline it is allowed to leave the quarantine zone via the check-in point, e.g. to go to the bus stop and back. Those doing so must re-enter the quarantine zone before the check-in deadline.

Check-in deadlines must be agreed with the EA before publication. Transport schedules must ensure that all competitors can be at the quarantine zone well before the deadline time-limit. The start arrangements for individual races (pre-start to start line) with the call-up times (number of minutes before start time) and how they are displayed, the number of boxes and the range of lengths of the boxes, and the points at which control descriptions are issued and electronic punching devices checked need to be fully described and drawn in schematic form in Bulletin 3. The nature of the start line (e.g. push-

open start gate) used in each individual race must be described, together with the positioning of the competitor's map and the marking to the start point. Sample start procedures covering all types of start line used should be demonstrated and be available for practice at the Technical Model Event.

Competitors who are late for their start time because of their own fault are permitted to start, but are timed as if they had started at their allocated start time. Competitors who are late because of a fault by the Organisers are given a new start time. In both cases the following procedure must be used at the start: **A late competitor must report at the call-up point in the quarantine zone. If the Organiser decides that a runner has enough time to start at the allocated start time, she/he can continue through the start lanes followed by a guide. If it is not possible for the competitor to start at the allocated start time, she/he will be allowed to start one minute before the next competitor on that course (30 seconds in the Sprint). However, competitors from the same Federation are not allowed to start consecutively. These arrangements must be described in Bulletin 3 (Rule 22.9. & 22.10.).**

As the EYOC long distance competition is very long in its own nature, it is advised to try to reduce the waiting time in the quarantine. It is a tested method to apply the quarantine when people board the transporting buses. If there is no live-coverage from the competition until 40 minutes after the first start (which is usually a low-key period anyway), the last bus can leave from the accommodations at the same time. The Organiser should, however, be prepared that the fairness related to quarantine closing times is of great importance to some teams.

The coaches are very grateful, if they are supplied with coffee in the quarantine area.

The EA or assistant should be stationed around the quarantine area as the check-in deadline approaches, to supervise over any problems that may arise.

23 Timekeeping

It is important to note that normally at IOF major events, timing and punching systems are two different systems that are not to be confused. The timing system is used to record the time from the start of the competitors until they cross the finish line. The punching system is used to verify that the competitor has visited the correct controls. Although the punching system usually contains means of recording times, these do not fulfil the timing requirements for IOF major events.

The Rules state the following: *"An electronic finish timing shall be used"* (Rule 23.7.)*; "two independent timekeeping systems, a primary and a secondary, shall be used"* (Rule 23.10.)*.* In practice it is recommended that the same time-keeping systems are used for all races.

For EYOC, the latest (2018) SPORTident Air+ and EMIT Touch-Free systems are both sufficient. If you intend to use another type of system, please contact the IOF Office. It is not mandatory to use a touch-free punching system.

When using a photocell finish, there must be a photocell at the finish automatically recording the exact time of the runner when passing the finish line. The exact position of the finish line must be obvious to the runner (Rule 23.3). In order to ensure that the finish time is triggered when the competitor's body (not when an outstretched arm) crosses the finish line, it is recommended to use a photo cell with two beams, located at approx. 70 and 100 cm above the ground, connected in a way so that both beams must be broken simultaneously to trigger the finish clock. An official is needed at the Finish line who ensures that when more than one runner crosses the Finish line almost simultaneously, they punch the finish unit in the correct order. The finish time-taking may also be assisted by a high-speed photo-finish system.

A minimum precision of 0.5 second is required for all races. At the start, a manual start procedure can be used. A start official ensures that the competitor does not start early; a hand on the competitor's shoulder should be used. The start official must ensure that all competitors start at their correct start times.

In the sprint competition, times **may** be rounded down to whole tenths of a second if suitable equipment, approved by the IOF, and suitable procedures are used (Rule 23.9.). This means that the timing units at the start and at the finish have to be synchronised with a reliable source of time as often as possible to achieve an accuracy of 0.05 seconds over the whole competition. The clock drift in each timing unit must not be more than 0.05 seconds.

Synchronisation can be done by radio, GPS or internet. GPS seems to be the most precise and reliable method. The start and finish times have to be triggered automatically, typically with a gate or photocell at the start and a photocell at the finish. The triggered start time and finish time are used for calculation of the running time in the event administration software. The transfer of this data from the start to the competition administration centre can be done by radio or internet.

Two independent timing systems must be used throughout. They must have the same accuracy, but they can use different technology. The backup timekeeping system must be fully operational throughout the competition, operated by other persons and based on another power source. Both systems must be continually monitored. When a malfunction is detected in the primary system, the secondary system takes over. To satisfy the requirement of all competitors being timed using the same clock, all times taken by the primary system must be discarded when the secondary system takes over.

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, the videotape may be used as the back-up timekeeping system. Ensure in that case that the race numbers are legible on

the video screen. Additionally, a finish official should record back-up finish time manually, and another official should note the start numbers of each runner crossing the finish line.

24 Finish procedures

The run-in from the last control to the Finish line is the focal point of activity in the arena. The site of the last control and the Finish need to be chosen carefully to give maximum viewing opportunities for spectators and optimum visibility in video pictures. The course planner needs to work closely with the arena design team from the beginning to ensure that the arena area as a whole is being utilised to its maximum potential.

If the last control is out of view of the spectators or beyond the arena spectator limits, the area between the spectator boundary and the control needs to be supervised continuously throughout the competition. Only organisers and approved accredited press photographers should be allowed controlled access.

After crossing the Finish line, the following order of actions for the runners is strongly recommended:

- Runner registers e-card
- Access to team officials and refreshment, for an adequate recovery period
- Access to TV media
- Finish officials collect any GPS harness
- Access to other media
- Access to other team members and spectators

25 Results

Results should be displayed in the arena preferably using a traditional result board. The traditional display boards are usually constructed of wood to a design enabling easy erection and dismantling. It is necessary to prepare in advance a wood or plastic rectangular board for every team member of all the competing teams, showing name and country. The boards are sorted into competitor start order before each competition, so that individual boards can be found quickly when results are being put up.

Setting up and operating this display of results requires significant manpower and preparation time. **The display system shall be sited such that it can easily be read from the main spectator area.**

As smartphones and tablets are now common, it is strongly advised to offer also a wireless result service in the arena via local WiFi, which doesn't require an internet connection.

After all competitors have finished the race (or in the case of the Relay, at least 10 teams) and all provisional results are displayed, the EA announces, via the arena Speaker, the location of the provisional results and the start of a 15-minute period in which any complaints against the validity of the results must be made. At the end of this period, if there have been no complaints, the EA declares the results to be Official – and this should be announced by the arena Speaker.

Results shall be posted 'live' on the EYOC website, shown as provisional. Official final results, clearly labelled as such, shall be posted as soon as possible after the results are declared to be Official.

The Organiser should ensure that:

- Hard copy results are promptly and freely available for all media representatives
- Hard copy results are made available for every team official
- Official results in electronic form are saved in the IOF standard format and up-loaded to IOF Eventor as quickly as possible on the same day.
- Split times and other forms of post-race analytical information are posted on the website as soon as possible after results are declared official. For better post-race analysis, it is advised to upload all the split times to WinSplits at the same time as the official results are published.

The Organiser must appoint someone (ideally English-speaking) to be responsible for uploading the results to IOF Eventor.

- **The Results Official must contact the [IOF Eventor support team](#) well in advance if there are any questions regarding the transfer of results data.**
- The primary format for importing results into IOF Eventor is IOF XML 3.0 format, further details of which can be found [here](#). Organisers can test compatibility with their result systems by downloading a test file from [here](#). Organisers who are not able to produce XML files will be able to import results using the XLS template available for download [here](#).
- The official results in IOF Eventor shall be cleaned from athletes not belonging to European Federations and from mixed teams in the relays.

EYOC Organisers should note in particular Appendix 8, section 8: team scores. The team score results should be made available after each competition and particularly after the last competition as soon as possible:

The team score is calculated as sum of points of three competitions in all classes (M/W 16/18) according to the following rules:

Individual Competitions:

- In Sprint: 2 best result (in points) in each class.
- In Long: 2 best result (in points) in each class.
- All competitors having a position below 55th place get 1 point.
- Competitors who are not placed get no points.

Points Table:

Place	Points	Place	Points	Place	Points	Place	Points	Place	Points
1	70	12	44	23	33	34	22	45	11
2	63	13	43	24	32	35	21	46	10
3	58	14	42	25	31	36	20	47	9
4	55	15	41	26	30	37	19	48	8
5	53	16	40	27	29	38	18	49	7
6	51	17	39	28	28	39	17	50	6
7	49	18	38	29	27	40	16	51	5
8	48	19	37	30	26	41	15	52	4
9	47	20	36	31	25	42	14	53	3
10	46	21	35	32	24	43	13	54	2
11	45	22	34	33	23	44	12	55+	1

Relay Competition

- Team points in each competitive class (M/W 16/18).
- All relay teams with position below 20th place get 5 points.
- Teams with no placing get no points.

Points Table:

Place	Points	Place	Points	Place	Points	Place	Points
1	130	7	70	13	40	19	10
2	110	8	65	14	35	20	5
3	95	9	60	15	30	21	5
4	85	10	55	16	25	etc.	5
5	80	11	50	17	20		
6	75	12	45	18	15		

26 Ceremonies and Protocol

IOF has produced a Protocol Guide covering all aspects of ceremonies. This should be adhered to closely, and any problems in its implementation discussed with the SEA. The Protocol Guide is available on the IOF website, in the FootO Organisers Guidelines section.

The *Opening Ceremony* should be held at a site where plenty of spectators can be attracted – for example, in the central square of the host town. Traditionally, teams parade into the opening ceremony area with national flags behind a local young person carrying a sign showing the name of the nation. The ceremony should not last too long, with a minimum of speeches. The entertainment should be as original, modern and lively as possible. One current practice is to hold the ceremony in conjunction with the Sprint competition.

Medals should be presented either as soon as possible after each race, at the competition site, or – for individual races – during the subsequent evening at a ceremony in the town. In the latter case, a 'flower ceremony' should be held at the race venue to enable the race spectators to hail the medal-winners. The medal ceremony is organised for the six best athletes or relay teams. In the flower ceremony, the three best athletes or the three best relay teams gets flowers. In order to assist in meeting media deadlines, it is recommended that a set of medals is kept available for a photo session with the medal-winners immediately after the Flower Ceremony.

The IOF supplies the Gold, Silver and Bronze medals and blank certificates in advance, with two of each as spares in case of competitors tying for a medal or certificated place.

Representatives of the main sponsors or a local dignitary or celebrity should be asked to present the medals, assisted by the IOF representative.

The winning nation in the overall team competition should receive the prize at the last prize-giving ceremony, which usually serves also as the Closing Ceremony.

In recent years the Closing Ceremony has proved to be a low-key affair with very few spectators. Most spectators drift away quickly once the final-race award ceremony is over. **When the Closing Ceremony is scheduled to follow the final-race award ceremony, there must be no break in the proceedings.**

27 Embargoed Areas

To avoid problems resulting from especially home-nation youth runners entering EYOC competition areas, once these have been decided, EYOC applicants are asked to publish adequate information on embargoed areas on the national Federation's website as soon as possible.

The information should 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 all potential team officials, and to anyone else who, through their knowledge of the terrain or the events, could influence the EYOC results. As soon as the event is awarded, information about the embargoed areas should be uploaded to Eventor, using this guideline and this template.

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.

For embargoing sprint terrains in urban areas, there are three alternatives:

- Strict embargo (use this, whenever possible)
- 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 – practically 24 hours before the competition. Training with a map and route-choice testing is not allowed.
- A mix of the previous two where some frequently visited areas are open and most of the competition area is strictly embargoed.

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

No fixed practice exists for Sprint races. The alternative among those listed above which most suits the area in question is adopted, in agreement with the EA. The full information and maps covering embargoed areas are published on the EYOC website as soon as it is set up, and printed in Bulletin 1, all subsequent Bulletins and on IOF Eventor.

Any alleged breach of the embargo rules shall be notified at once to the EYOC Secretariat and to the EA.

28 Complaints, protests, jury

As the first step, the potential problem should be taken to the organiser in the form of a complaint. This avoids trivial points where the decision is obvious, from being brought before the Jury. Should the decision of the organiser not convince the complainant, then the matter is brought to the Jury in the form of a protest.

Complaints shall be made in writing to the Event Office and shall be made as soon as possible after the problem is recognised. The Organiser decides whether the complaint has been made in time or not, which usually means within an hour of the activity in question (e.g. start list distribution), or within 15 minutes of full preliminary results being posted. Details of deadlines for specific types of complaints should be given in Bulletin

3. Up to a few days is acceptable in certain circumstances (see Rule 27.5). Only team members can make a complaint or a protest.

The Organiser investigates the case, seeking appropriate advice from people other than the Jury members. When the Organisers have collected all the relevant information and heard all people involved, they make a decision. **The Organisers shall inform the complainant and the Jury about the decision. If the case is of general interest, e.g. in the case of a disqualification, the decision shall be made public via the Speaker (commentator) and the result lists shall be modified as appropriate.** A typical example of such a complaint is the incorrect posting of a result.

If the Organiser's decision is deemed unsatisfactory by the complainant, then the complainant or a team official may submit a formal protest to the Jury.

A Protest is made in writing to the Event Office. A protest can be made only by team officials or competitors. **A Protest lodged without a previous complaint shall be presented to the Organiser as a complaint first.**

A Protest shall be made as soon as possible and no more than one hour after a decision for a complaint has been made known.

The Jury acts as a court of evaluating the protest, basing its final decision on the Organiser's investigations and its own reflections about the case. If necessary, the complainant may be asked to give more detailed information to the Jury.

Since the Jury's decisions are final, the Jury members should examine a case very carefully, consult all necessary regulations and hear the views of all people involved. No special procedure is fixed for the Jury. The hearings and discussions are held in private. If the Jury feels uncertain about its opinion on a case, they may ask the opinion of other licensed IOF Event Advisers or IOF officials in order to relate this case to similar cases from the past.

The Organiser shall not ask the Jury as a whole or any voting member about its opinion on a special case. A Jury member being consulted by the Organiser or anybody else should not give an opinion on the case before a protest has been made. This avoids compromising later decisions. **The Jury shall not give directions to the Organisers as long as there is no Protest.**

There is a Protest fee of 50 EUR (or the equivalent in local currency). The fee shall be paid to the IOF Event Adviser in cash when handing in the Protest. The fee will be returned if the Protest is accepted by the jury. Should a Protest be signed by more than one participant, each of these shall pay the Protest fee. There is no fee attached to a Complaint.

During the event, the decision on a Protest is made as quickly as possible. The decision is made known orally immediately and in writing later to the protester and to any other

parties involved. It is presented publicly via the Speaker and/or by a posted written state-ment in the Event Centre. **The numbers of votes for, against or abstaining cast by the members of the Jury shall not be made public. The EA shall act as the Jury spokesperson; no other member of the Jury shall make statements on behalf of the Jury or publicly comment on the Jury deliberations.** The EA shall annex the written decision to his post-event report.

The Jury for EYOC is proposed by the Organiser, shall consist of three voting members from different Federations (see Rules 29.11, 29.12) appointed by the IOF Council (or, usually, by the Rules Commission on the Council's behalf), with the EA as chairperson without a vote.

A representative of the Organiser may participate in the Jury meetings but has no vote. Their purpose is to present the side of the Organiser in case of any questions or disputes. All Jury members need to be able to speak English. **The names of all Jury members shall be given in Bulletin 3.**

The EA and all voting Jury members shall be present at the competition and at all Jury meetings. At least one Jury member is normally present at all major activities during the event period. This includes all meetings, model events, start, finish, spectator controls and ceremonies. A Jury member is always present at Team Officials' Meetings and at the change-over in the Relay. It is recommended that all Jury members are able to be in touch with each other by mobile phone throughout the EYOC period.

Rule 29.7 specifies how a Jury member is to be replaced if the member cannot fulfil his/her duties. A replacement is required if the Jury member is unable to get to the event itself for whatever reason or has a conflict of interest, and is not meant to temporarily replace a Jury member who is temporarily unavailable at an event activity. It is the EA who shall nominate a substitute. Notably, no Jury member shall come from the organis-ing nation.

See also the document *Jury Guidelines*, downloadable from the IOF website.

The Organiser shall ensure that all regulatory texts are available:
- Competition Rules for IOF Foot Orienteering Events
- IOF Control Descriptions
- International Specifications for Orienteering Maps and Sprint Orienteering Maps
- EYOC Organiser Guidelines (this document)

The Organiser shall ensure that a suitable meeting room is available with a word proces-sor and printer to enable the Jury to document its decisions. The first meeting of the Jury is usually held prior to the first Team Officials' Meeting. At this meeting, tasks are as-signed and further meetings arranged.

29 Event Control

The IOF Council (or the Event Supervisory Board) appoints an Event Adviser (EA) proposed by the IOF FootO Commission. Current practice is that in many cases an Assistant Event Adviser (Assistant EA) is also appointed. A National Controller (NC) is appointed by the organising federation. The division of responsibility of the individual members within this *EA Team* are given, and supervised, by the SEA.

The EA represents the IOF during EYOC. The EA must hold an IOF licence and should be an experienced Organiser and controller and come from outside the Organiser's country. If possible, an EA from a neighbouring country understanding the Organiser's language is appointed. This facilitates contact and reduces travelling costs. The EA's name is given to the Organiser usually during the second year before the EYOC, e.g. in late 2019 or early 2020 for EYOC 2021.

The EA Team is above all a helper and adviser to the Organiser. The EA Team supports the Organiser as far as necessary and possible. Relations with the Organiser should be based on confidence and the consciousness of a shared objective. The EA Team shares with the Organiser the responsibility for the outcome of an EYOC in all respects, working to the agreed Event Plan and discussing and negotiating any proposed amendments to it. This shared responsibility includes terrain, maps, courses, ceremonies, accommodation, media service, etc. **The Organiser shall keep the EA in touch with the progress of the preparations and with all essential decisions, and shall give the EA all requested information.** The EA has the duty to intervene if the Rules are not respected or if the successful conduct of the event is endangered; she/he can in such circumstances give instructions to the Organiser on how to rectify the problem. **If the EA and the Organiser cannot settle a dispute, the case shall be brought to the IOF.**

Tasks of the EA are set out in Rule 31.8. Some special tasks of the EA are:
- to advise the Organiser, in particular on the special features of an EYOC
- to act as a link from the Organiser to the IOF FootO Commission, transmitting information in both directions. Each EA nominated for an EYOC liaises with the contact person from the IOF FootO Commission for this purpose.
- to represent the IOF officially, if the IOF has not appointed any other representative
- to advise the Organiser on the 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 all Bulletins
- to approve all fees
- to approve terrain, maps, courses (and their planning) and controls
- to check accommodation and transport
- to check the plans for ceremonies and guests
- to check the services for media and the public

- to advise on matters of design, staffing levels and competencies, etc. based on previous EYOC experience
- **to ensure that the results are uploaded to IOF Eventor (in appropriate file format) on the day of the event**

The following points do not form part of the EA team's compulsory duties
- Course planning
- Contact with national and local authorities, landowners, etc.
- Contact with sponsors

However, the EA team may support the Organiser in these matters also if it sees fit to do so.

Traditionally, most EAs have concentrated on terrain, maps, courses, and controls. All the other problems related to an EYOC have been regarded as second order. Experience shows that this style of working may not produce a good EYOC in every respect. Most EYOC Organisers are familiar with the technical part of the organisation; most problems arise in other fields. The EA therefore should supervise all parts of the organisation carefully. The "out of forest control" needs about as much time and energy as checking of maps, controls and courses. Important fields for "out of forest control" are:
- Media services
- Arena design
- Event Centre
- Ceremonies

The EA shall get in touch with the Organiser immediately after having been appointed by the IOF. Usually the EA visits the Organiser twice before the event takes place: a first time one year before the event, mainly for checking the terrain, map and accommodation; a second time about 6-10 weeks before the event, mainly for checking the courses and other details. Depending on the Organiser's experience, the problems arising and the travel distances, more or fewer visits may be necessary.

The EA Team works in an honorary capacity. The travel costs of the EA and the Assistant EA are paid by the IOF. The Organisers cover the costs of their accommodation, meals and transport during visits and during the event. A simple hotel room of the same quality as for the competitors and the same meals are sufficient. The EA should be called on as little as possible for representational purposes and social events.

The EA 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 EA's country. The EA may report freely only to the IOF FootO Commission. Members of the EA Team must not be considered to be part of the organising team, and should be listed under a separate heading in Bulletins and other documents.

A National Controller (NC) shall be nominated by the Organiser's National Federation (see Rule 31.4). The NC should hold an IOF Event Adviser licence. **She/he shall have competitive, planning and organising experience at the highest level.** The NC acts as the local assistant to the EA and usually does much of the work in the terrain, e.g. supervision of course and control checking. The NC helps and advises the Organiser in many details, but remains independent of the organisation. The NC is not subordinate to the National Federation or to the Organiser. Their expenses are paid by the National Federation or by the Organiser, according to the national agreements.

The NC shall be present throughout the event. During the event the NC acts according to the EA's instructions. The NC is required not to divulge any information about the event. She/he reports freely only to the EA.

The NC may, under the guidance of the EA:
- give preliminary approval to the planned courses
- approve control sites and control descriptions by visiting each site in the terrain
- approve the hanging of control flags and the siting of each general control assembly
- approve the individual competitor map units for each race
- approve the production of control description sheets

Final approval rests of course with the EA.

30 Arena design and facilities

The IOF expects Organisers to attach high priority to creating colourful and attractive arenas with a lively atmosphere. The quality of the arena is critical for the enjoyment of spectators on site. Consideration of a block of terrain for an EYOC race, be it forest, open countryside or urban area, must include consideration of possible arena venues within or beside the proposed area.

An EYOC race arena needs to:
- have adequate capacity for the facilities appropriate for the race in question and the numbers of spectators expected, but not so big that all atmosphere is lost;
- have a well-drained surface which is easy and pleasant to walk on;
- be readily accessible by large vehicles – including mobile catering outlets
- be sited such that good courses can be planned in relation to it using the competition terrain to best potential and, in the Long Distance and the Relay competitions, including a spectator control or arena passage;
- have, or be provided with, good and reliable telecommunication contact for mobile phones and internet communication;
- have good road and/or track access, closely adjacent parking space for transport buses, team vehicles, VIPs and media personnel, and large parking areas for spectators' vehicles within a reasonable walking distance. It is strongly recommended that there is more than one access route, one used for entry and

> the other for exit; if this is not possible, then the access road or track and arena entrance should be such that large vehicles can easily pass each other.

The lack of an area where these requirements can be achieved may well mean that the proposed competition terrain cannot be used.

Planning and building an arena and installing all the tents, equipment and services can take up to a whole day. **It is important to have an Arena Manager who first ensures that the design plan is being precisely adhered to**; it is remarkable how often the Speaker position is not exactly where planned and the Speaker has to suffer an interrupted view of the runners! The Arena Manager works to ensure that everything gets up and running as envisaged, and deals with all site issues that arise before, on and after the race day.

The slopes of the arena shall be used in such a way as to maximise spectator viewing opportunities. Significant flat areas are needed however, for the race administration (Finish, IT tent etc.) and media facilities, and for VIP hospitality, shops and competitor and spectator refreshment provision. Completely flat arena sites, and sites where the race terrain is along one side (25% of the perimeter) only, should normally be avoided if possible, but where unavoidable, the exposed nature of the site can be reduced by building stands and setting up marquees and tents to form an enclosure.

Because of fair play and course planning considerations, it is normal to have the race Start in the arena only for the Sprint competition. When this is done, competitors have to be assembled some distance away and allowed into the arena only in the minute prior to their start time. Throughout the pre-start period they must not be able to see the big screen (where available) or any competitors running in the terrain or who have completed their course.

In the early stages of the design process, the arena designer needs to work closely with the course planner. The location of the last control, the line of the run-in and the exact position of the finish line should be determined first. Ideally these should be sited so that there is space for a bank of spectators looking down on the last control and run-in along most, if not all, of its length. These spectators should also, without moving or turning around, be able to see the big results board or screen. Other considerations include having adequate space behind the Finish, and not having the sun directly behind incoming competitors considering the requirements for press photographers.

Ideally, the spectator control or sight passage and the Relay mass start and change-over zone should also be in sight of the main block of spectators. But ideal locations rarely arise, and the skill of the arena designer is to utilise the maximum possible potential of the chosen site. The designer should consult widely and seek comment and advice from others in the organising team and, of course, the EA.

It is useful to have a standard layout at all race arenas for the area behind the Finish, incorporating the accommodation for Finish officials and IT provision and the competitor recovery area. The media tent and facilities need to be adjacent.

The speaker platform must be placed so that the Speakers have a completely uninterrupted view of the whole of the run-in from the last control, with competitor numbers visible, and ideally the spectator control and sight passages also. If the Start is within the arena, this must also be clearly visible to all. Spectators, press photographers or officials and other equipment cannot be allowed under any circumstances to block this view. One way this is commonly solved is to erect a gantry over the Finish line for the speaker service, but there are alternative solutions using carefully positioned raised platforms.

Again at an early stage, the positioning of services needs careful consideration. If there is no main electricity supply on site, a powerful generator needs to be sited so that cabling can be made to all necessary locations without the need for extensive channelling below the ground surface. **The generator must be sited well away from the working areas of the Finish and IT personnel, the Speaker and related services and the media area; these people require a relatively quiet working environment.**

It may be necessary to have a high mast put up for the communication equipment requiring efficient mobile phone coverage and internet connection. Toilets should be sited close to spectator areas but not too close. In addition to the main block of toilets provided for spectators, toilets need to be provided close to the VIP enclosure, officials' and media working areas and the area allocated to runners and team officials. And there is also water supply and drainage, rubbish collection and disposal to be planned.

A prominent results board and a lively and well-informed commentary are necessary features of the arena. The main commentary language shall be English. The home language will be used mainly when runners from the home nation are running through or into the arena or have good split times. Otherwise the commentary is normally about 75% English and 25% home language, with the home Speaker mainly giving summaries. Experienced orienteering commentators are required, preferably people who have worked as such at an international elite event before. The IOF Office can advise on possible English-speaking commentators if no such person with suitable experience is available within the organising nation. It is important that the commentary is neutral, i.e. does not over-favour the home nation's runners.

Start lists must be continually available at a clearly signed information and sales stall, free or for a small charge. Maps and results for previous days should also be available for sale.

The arena as a whole needs to be well-constructed using attractive and robust materials. Flimsy plastic tape strung between stakes far apart, blowing in the wind is not an adequate standard in the heart of the arena. **In particular, spectator barriers must prevent**

any form of encroachment onto the run-in area, which should itself be a narrower corridor, some 1-2 metres in from the barriers. It is possible to have a 'photographer lane' along one side of the run-in and a fair-sized photographers' area close behind the Finish line, with controlled access for accredited photographers only. Sponsors' banners and logos and other advertisement banners should be displayed along the run-in.

The precise construction and position of spectator controls and sight passages, and the associated coaching zones and refreshments, must be agreed with the EA. Additional space for sponsors' banners may be provided.

At the arenas it is normal to bring in mobile food outlets to provide for spectators and to provide arena lunches for runners and team officials, and VIP refreshment. It is usual for the Organisers to provide a small canteen or self-service food facility for all arena helpers.

It is helpful to print detailed diagrams of the arena layout for each competition day in Bulletin 3. Any peculiarities which might surprise competitors when they reach the arena at the end of a race must be drawn attention to at the appropriate Team Official's Meeting.

Last but certainly not least: the arena needs to be well-signposted from the Event Centre with large and clear signs, ideally carrying the EYOC logo.

31 Medical services and Safety

Medical hazards in previous IOF High Level Events illustrate and confirm the need for high-quality, instant medical provision at all EYOC competitions. This is best provided by a professional organisation, which should liaise with a member of the EYOC organising team – the EYOC Safety Officer – who is appointed for the task on the basis of knowledge and appreciation of medical hazards that may arise in an orienteering race, and of site-safety.

Medical personnel must be prepared to attend to several injuries/cases at any time, and must include at least one physician who is fully trained to deal with medical emergency. The physician needs to be assisted by other personnel fully trained in first-aid procedures, and by personnel used to driving in the terrain and on very rough tracks and roads.

All members of the medical team need to be dressed in distinctive clothing appropriate for the job. They must have no other tasks allocated to them for the duration of the competitions. The team and its vehicles must be situated in a clearly visible location within or beside the arena, which has clear vehicle access at all times.

Vehicles in attendance should include an ambulance and a 4WD rough terrain vehicle – or a vehicle appropriate for the terrain in use. There will also be an equipment vehicle and other support vehicles.

Equipment and drugs on site must be adequate to deal with many types of injury, including also potentially life-threatening situations such as heart-stop and vein intrusion.

The nearest hospital with a fully equipped casualty department should be informed of the dates and times of all EYOC races. It is necessary to check whether the hospital will have English-speaking trained staff in attendance at these times. The Safety Officer and the medical team need to know how to seek extra specialist assistance, e.g. a helicopter for evacuation, if it is required.

Safety

IOF requires that EYOC Organisers give top priority to all health and safety considerations. The EYOC Safety Officer takes an overview of all safety considerations, discussing relevant aspects with the appropriate Team Leaders.

It is to be expected that the usual precautions covering potentially dangerous situations in the terrain – for example, taping high crags on, or close to fast descent routes, marking dangerous marshes with the appropriate symbol on the map – will apply in EYOC races.

Wherever possible – for both safety and fairness reasons – the movement of vehicles in competition terrain should be stopped. In areas of countryside, an agreement should be made wherever possible with local authorities and the Police to close any public roads in the race area for the duration of the race. Where public roads in use in such areas have to be crossed, an arrangement must be made for traffic to be stopped at a designated crossing point by the Police when needed. An orienteering marshal should also be present to give warning to the Police of runners approaching.

All potential race hazards – vehicle movements, dangerous terrain, exceptionally unpleasant vegetation etc. – should be described in Bulletin 3. In particular, when urban or city terrain is being used for Sprint races, Bulletin 3 should give an indication of the numbers of vehicles and members of the public likely to be encountered by runners.

Local authorities may have their own safety requirements, which must be adhered to. Depending on the country, the legal requirements applying to an event of the size of EYOC may be more stringent than those, which apply to smaller scale events.

32 Media Services

Before the Event

EYOC is a prestigious event, and one of its aims is to raise the profile of orienteering in the home country. Therefore, a serious effort should be made to raise interest among national and local media representatives, highlighting the potential of the home coun-

try's participants, and persuade them to be present. But there is also considerable interest in the achievements of the best orienteers in all the strongest orienteering nations, and around 5-10 international journalists can be expected to attend.

Invitations to the media of the host country should be handled according to local practice. Invitations to foreign media should be sent out with Bulletin 2. The invitation should contain:

- information about EYOC media services and facilities
- information about hotels, transport and prices for media representatives
- an entry application form for media representatives
- the address (including e-mail) and mobile phone number of the EYOC Media Director.

Note that it is customary for 'hobby journalists' and non-journalists (especially amateur photographers) to apply for media accreditation, in order to take advantage of the greater access and information. A strict line should be taken to restrict media accreditation to media professionals and bona-fide representatives of mainstream established orienteering magazines and internet sites. It should be made known that appropriate documentation (Press ID or similar) will have to be shown on accreditation.

Shortly before the event, additional documentation should be e-mailed to the media representatives who have applied. Possible contents are:

- details of accommodation booked
- a press release giving details of EYOC entries, e.g. number of countries represented + numbers from each country, and interesting information about newsworthy competitors
- information about media services at the competition sites, especially regarding internet access and e-mail facilities and photography opportunities
- invitations to the Opening Ceremony
- invitation to any pre-EYOC press conferences, as applicable

Reference and a link should also be made to the EYOC website, with emphasis on the forms of live coverage that will be available.

Upon accreditation, media representatives are given a press folder containing at least:

- Bulletin 3 (the detailed programme)
- complete lists of entered teams
- information about newsworthy competitors and other general EYOC information
- details about the media services at the Event Centre and for the competitions (official transport, directions to the arenas if not clear in Bulletin 3, media controls, places to take photographs, telecommunication, etc.)
- personalised media pass for access to restricted areas at race sites
- media car park pass
- other local press and tourist information

During the Event

A Media Director – working within the Event Office – should be responsible for Media during the Event. She/he shall be clearly listed on the website and should serve as the sole contact point for all media activities. What is offered (allowed) to particular media depends on the organiser.

The Media Director needs to ensure that the host country's sporting news agencies receive the results immediately after the race, and that results in the required format, immediately they are declared official, are transmitted to IOF Eventor.

Good photo opportunities at the Flower and Medal Ceremonies are a 'must'. When a Flower Ceremony is held at the race venue and the Medal Ceremony in another place later in the day or on a subsequent day, it is important that the medals are brought to the Flower Ceremony so that media photographers get 'medal ceremony' photos and can transmit them immediately after the race.

33 Publicity and Marketing

A marketing plan should be created with the aim of attracting sponsorship from national and regional enterprises and grants from local, regional and national authorities. This is a specialised task and the event's Marketing Group should include people with some experience in this area. The plan should include clear statements of the positive elements of orienteering in general and EYOC in particular which a sponsor could wish to be associated with, of the ways in which the event and its sponsors will gain publicity and exposure in the media, with the local public etc., and what sponsors at different levels of input will get in return for their money. One can create 3-4 categories of sponsor, with specific returns for each category.

Grants can be sought from national and regional organisations supporting sports development, and from the regional and local authorities administering the area where EYOC is being held. The work to seek support will usually start when the application to stage the EYOC is being put together, since some support is often forthcoming to help with the application itself, e.g. sponsoring an attractive multi-coloured leaflet. The support body may well at an early stage be prepared to indicate the approximate level of support which it can offer once EYOC has been awarded. Following the award, firm agreements should be negotiated as early as possible. Careful and skilled preparation is always needed before arranging meetings with representatives of grant-awarding organisations.

Support for EYOC itself from local authorities will often be 'in kind', e.g. free loan of crowd control barriers, scaffolding, tents etc. or improvement of access to parking areas or provision of free food, rather than financial support. In many countries, the army or 'home guard' may well also be prepared to help with equipment and personnel.

Publicity should be aimed at (a) making local people aware of EYOC and interested in attending the races as spectators and (b) getting more people in the nation as a whole interested in orienteering and trying it out.

This also means, that no one should be in doubt that they are entering the area where an EYOC is organised. If the venue is a small town, banners and posters should welcome participants and spectators at all entry roads. In larger cities, at least the area around the Event Centre should have visible displays telling about what is going on.

A strong effort should be put into making firm contacts with individual media personnel, both from the local area and at national level, to try to ensure continued and good quality coverage of EYOC on radio and in the national and local press. Members of the national team should be brought into to help in producing feature material prior to EYOC; they should also be prepared to contribute extensively, in interviews etc., during and after EYOC.

34 Accreditation and Rights

The purpose of accreditation is to identify people and their roles at EYOC and allow them necessary access to perform their duties.

Accreditation is not an external sign of status but is a necessary working tool to manage people participating in EYOC, facilitating their movement.

Accreditation

- ensures that only the appropriately qualified and eligible people are entitled to participate in, or perform official functions at EYOC
- limits participants' access to areas necessary to perform their official functions and keeps unauthorised people out of secure zones
- ensures that participants reach relevant areas in a timely manner

It is common to designate areas of access in the form of different colours on the accreditation card. This facilitates control by officials in attempts of access into critical areas.

35 VIP hospitality

Invitations to and reception of guests should be dealt with according to local practice. It is usual to invite local dignitaries, landowners etc. to the opening ceremony and/or the competitions.

Normally the IOF Council sends an official IOF representative to the competition. The Organiser will be informed about this in good time. Sometimes the IOF Event Adviser takes on the function of the official IOF representative. Even when this is the case, it

should be remembered that the IOF EA is not a guest but a helper and will not make greater demands than the competitors.

VIP accommodation for guests and IOF representatives should be made available in the Finish arena, usually in the form of tent space plus display boards (if requested), tables and chairs, and light refreshments. Officers of the National Federation usually act as hosts.

It is also usual to allocate resources for organisers of future EYOCs to hold suitable displays.

36 EYOC Friendship Party

To support one of EYOC's main principals, that the event shall have a social, rather than a competitive atmosphere, accentuating exchange of experience, the programme includes an EYOC Friendship Party. It is common to organise this on the evening of the penultimate competition day, so that everyone will attend.

Best practices show that the party can be organised in two different ways:
- A common party for competitors and coaches. In this case, alcohol should not be provided even for the coaches. Here, the coaches are responsible for the competitors. Since coaches prefer to discuss ideas instead of listening to music, it is advisable to provide them a somewhat detached room, where they can talk and socialize together.
- A separate party for the coaches (e.g. in the local Town Hall with local government representatives or an excursion) and another for competitors. This format better supports establishing social contacts between different teams, which is one of the goals of this event. However, the competitors must be securely guarded and supervised by the organisers.

The programme should start after dinner and end by 22:00 at latest. It is enough to have a disco as the programme for competitors. It is better to perform international music, which is well known worldwide instead of local themes. There is no need to serve light refreshments. It is absolutely prohibited to sell any kind of alcohol at the party.

Because of incidents on previous occasions, it is necessary to stress that proper security measures must be in force to ensure that only those invited are able to gain entry. At the end of the night, care should be taken to ensure that all participants have appropriate means of transport back to their accommodation, or that they leave in groups.

37 Public races

It is normal to arrange 2-3 public races in conjunction with EYOC, organised and run by a dedicated team of people who have no direct responsibilities with EYOC itself. Ideally, public races should not clash with EYOC races. These races should be held at venues and times which maximise spectator opportunity at the EYOC races. Thus, use of an EYOC area immediately after the EYOC race itself is over, or an adjacent area immediately before an EYOC race with the Finish close to the main EYOC spectator area, are recommended. When a public race is held after an EYOC race, the public race should start as soon as possible after the end of the EYOC race.

The public races are mainly entered by people who have come to EYOC to support their national teams. They include children and 'casual' orienteers as well as 'experts'. A suitable range of courses needs to be provided. In some years, the races have been held as a package and called an 'EYOC Tour', with overall winners based on performance in some or all races.

Entrants should be given plenty of opportunity to follow in the footsteps of Europe's best youth orienteers through appropriate course planning and the use of as much EYOC terrain as possible. Using EYOC terrain immediately after an EYOC race does, however, put a lot of pressure on the public race organisers with respect to putting out controls and getting organised. During the EYOC race, all public race controls and punching equipment should preferably be laid on the ground near their intended site, but covered completely to avoid any misinterpretation.

When an EYOC award ceremony is held in a town centre location, It is a good idea to hold the prize-giving for the public races immediately after the one for EYOC to maximise the number of spectator.

The public races can provide a significant source of income for EYOC, and to get the highest possible entry levels, attention should be given to providing an attractive programme of races at reasonable prices, ensuring good publicity for these, and an entry deadline very close to the start of EYOC with an on-line entry facility with credit card payment. Entry on each day should also be enabled, at least for a small number of courses covering the full range of length and ability.

It should be obvious that where there is any conflict between the public races and EYOC, the latter shall take priority.

38 IT and related equipment requirements

The requirements for IT and related technical equipment are extensive. They can be grouped under six different headings which together cover most requirements:

- IT systems
- Power supply
- Communication networks

- Timekeeping (see article 21)
- Punching (see [Punching, Timing and IT System Checklist](#))
- Tracking (no detailed description is given in these guidelines)

Further specialist advice on these topics can be obtained from the IOF IT Commission.

IT systems

The EYOC IT system needs to be able to cover all aspects of event administration, punching information processing, results production and presentation and much more. **It must be designed by people well experienced in designing and running heavy-use computer operations, taking into account firstly the important main systems (event administration, etc.) and then the support systems (writing and printing information, etc.). All features must be able to cope more than adequately with the predicted workloads.** Capacity data from the most recent EYOCs (website hit rates, consumed broadband capacity and so on) should be combined with known trends in information transmission processes in assessing the requirements.

Full back-up systems need to be set up, and operators must be trained in switching over to these systems in case the main systems fail. Back-ups of processed data need to be created as often as possible. Every back-up process needs to be set up and tested in advance of use and also on each day of competition. It must always be possible to start the back-up system instantly with the data in the last back-up.

Power supply

The power supply is an important part of the infrastructure in a competition area. **Continuous power supply has to be guaranteed for all IT Systems.** To ensure this, a UPS – Uninterruptible Power Supply – is needed for the most important systems. A UPS buffers a specific amount of energy which can be used by the systems connected to it when the main power supply is out of order. Be careful with the set-up – it is important to connect only the most important systems to the UPS, in order that you can survive a power failure for up to an hour. Notebook computers have their own UPS - the computer battery. Remember to connect network switches to the UPS, otherwise the computers are running well but without a communication network.

Never connect IT systems through the same cabling used to connect to external users, for example the spectators' food outlets.

Large generators with UPS provision will be needed in rural arenas with no main electricity supply. These must be sited well away from working areas.

Professional standard cables, cable laying and safety provisions must be applied for all cabling used for power supplies and IT links, with all relevant regulations adhered to.

When plugging different devices together, always think of what will happen if the power supply breaks down – even if only for a split second – is the combination of devices still able to function? This check needs to include, for example, external hard disks, USB hubs and network switches connected to the computer systems.

Communication networks in and from EYOC arenas

- IT networks

Wired networks provide maximum safety of operations and security. Additionally, one or more connections to the internet is necessary. A separated link for the press is recommended (it will be saturated), and the Organisers' internet presentation. A further separate link may be needed for upload of the video stream.

The IT and communication network at an EYOC arena needs to incorporate:

- timing of competitors at the Start and Finish (see article 21)
- recording and transmission of times at intermediate controls
- transfer of competitor elapsed times to the big screen and computer screens in various locations within an instant of the competitor crossing the Finish line
- confirmation of a 'clean' run, or otherwise, immediately on download
- deployment of Speaker software on the speaker platform
- high-speed internet connection for links to website (on-line text, sound and video) and for media use
- connection to tracking system website

- Voice communication

Phone and radio signal quality between the arenas and the world at large and radio transmission points in the forest needs to be tested exhaustively in all weather conditions well before EYOC. Radio masts and other related equipment must be set up robustly. Signal transmission in and around forests is always problematic and has caused many difficulties at EYOCs in the past, with lack of radio control information for the commentators or inability to transmit to the internet from the arena Media Centre.

- Mobile phone network

During the races, large numbers of spectators with mobile phones will be present in the area. Additionally, the Organisers need to be able to rely on mobile phones for their own communication, and the tracking devices are likely to use the mobile phone network. This means that the capacity of the existing mobile phone network in the area will probably be exhausted. To deal with this situation, an agreement needs to be reached with a major telecom provider in the area to provide extra capacity. It is better to over-provide

with masts and transmission equipment than to take a risk with a 'just OK' situation. Note also that performance can vary considerably in different weather conditions.

Testing of IT systems

It is absolutely necessary to test and de-bug all aspects of the IT systems, individually as well as fully set up and interactive, well before EYOC. Testing should start in the winter before the event, with successful full-scale tests completed 2 months beforehand. **The full IT system incorporating punch control, timing, service to the speaker platform etc. must be tested at an event prior to EYOC, using the same teams of operators that will be working at EYOC.**

39 Reports and evaluation

During the preparation of the event, the contact between the Organiser, the IOF EA, the IOF FootO Commission and the IOF Office is informal. **The IOF EA reports after each visit to the IOF Office, with a copy to the Organiser, about their activities and the preparations of the event, and makes request for assistance, interpretation of the Rules, etc. when necessary.** The IOF may defer payment of expenses until the relevant report (visit report or final report) has been submitted.

A template for this report is available from the IOF website. In addition, the report must include the current version of the Event Plan.

NB: Documents relevant to all Event Advisers are available from the IOF website in the *Event Advising* part of the *Foot Orienteering* section at http://orienteering.org/foot-orienteering/event-advising/documents-for-event-advisers/. These include the following report templates:

- Template Event Plan for IOF Events
- Template IOF Event Adviser Visit Report
- Template IOF Event Adviser Final Report

Within three weeks after the event, the Organiser shall send a short report to the EA along with complete confirmation and check of the official result lists in IOF Eventor. The EA and the Organiser should agree in advance what will be required in order to help the EA write the Final EA report. **An Organiser report and competition maps needs to be sent to the IOF Office three weeks after EYOC.** Note that the maps should be 'hard copy' maps (not just electronic versions). You don't need to provide all competition maps, choose maps from two different courses each competition day and send two copies.

The Organisers are free to decide the contents of their report. It is not necessary to include information which can be taken from the Bulletins, from the start list or from the result list. Possible points of interest for the Organiser's report are:

- New ideas or practices used: description and evaluation
- Problems and difficulties encountered: description and evaluation
- Organisational structure and staffing levels – before and during EYOC
- Areas where the workload was greater than anticipated
- Technical matters – e.g. arena design, materials used, IT and tracking experience etc.
- Comments about the process and timelines of map making
- Comments about aspects of course planning, e.g. 'butterflies', forking in the Relay
- Number, function and country of the media representatives
- Experience with the media
- Presentation of the event in the media (before, during, after)
- Marketing efforts
- Associated events (public races) and co-operation with the organisers of those events
- Comments from competitors and officials
- Sponsors and grant awards: contributions, feedback
- Finances
- Comments about the Rules, the Guidelines, the co-operation with the IOF and the IOF EA
- Suggestions and ideas for coming Organisers and future EYOCs
- The IOF EA submits an official report to IOF no more than 4 weeks after the event (Rule 32.2) which will include the following points:
- a short description of the work
- an opinion about the event in all respects
- problems, weak and strong points
- complaints and protests and their decision
- ideas and suggestions

An IOF Timing and Punching System report should also be completed shortly after JWOC. See http://bit.ly/iofpunching

One of the roles of the IOF FootO Commission is to evaluate all IOF events in order to monitor their good as well as their (hopefully few) less successful aspects. Information gained this way can then be fed back to future Organisers by appropriate means, one of which is these Guidelines. As well as receiving the reports mentioned above, the FootO Commission welcomes specific comments on the contents of these Guidelines so that they can be improved and updated on a regular basis.

Feedback on events is also sought by the IOF FootO Commission from coaches at EYOC.