



# IOF MTB Orienteering Event Advisers' **Handbook**

for

World MTB Orienteering Championships (WMTBOC)  
MTB Orienteering World Cup (WCup)  
Junior World MTB Orienteering Championships (JWMTBOC)  
World Masters MTB Orienteering Championships (WMMTBOC)  
Regional MTB Orienteering Championships  
World Ranking Events (WRE)

**This handbook is based on the Competition Rules for IOF MTB Orienteering Events and will be updated regularly.**

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All documents mentioned in this handbook are linked to the IOF website.

The numbers on the right refer to the [IOF MTBO Competition Rules](#) valid from 1 February 2020.

## 1 ABOUT THE IOF EVENT ADVISER

### 1.1 Definition

- The IOF Event Adviser (EA) is the person appointed to control an IOF event. 1.15
- In the case of World Championships, Junior World Championships, World Masters Championships, World Cup and Regional Championships events (e.g. European Championships) the title *IOF Senior Event Adviser (SEA)* is used. 1.15

### 1.2 Appointment

- The EA is appointed within 3 months of the appointment of the organiser. 31.1
- For high-level events, the IOF appoints the event adviser (SEA). 31.2
- SEAs are proposed for appointment by the MTBO Commission together with the Rules Commission and approved by the Event Supervisory Board (ESB).
- For WREs, the federation of the organiser normally appoints an independent national controller. He/she will be the IOF EA. 31.4
- All EAs of IOF MTBO events must hold the MTBO EA's licence. 31.5

### 1.3 Role

- If the EA is appointed by the IOF, he/she is the official representative of the IOF. 31.3
- The EA is above all a helper and adviser of the organiser.
- SEAs relate to the IOF Council respectively to the IOF Office and to the IOF MTBO Commission on matters concerning their events. Final decisions are made by the IOF Council.
- The EA must ensure that the organisation of an event follows IOF regulations and he/she must seek to find solutions when problems occur. 31.6  
Should the EA not be able to resolve the situation, he/she must bring the matter to the attention of the IOF MTBO Commission.
- The EA has the authority to require adjustments to be made. 31.6
- The EA works in close collaboration with the organiser and is given all relevant information. 31.7
- All EAs must abide by the *IOF Code of Ethics* and declare any and all potential conflict of interest.

#### Related documents:

- [IOF Code of Ethics](#) \*
- [IOF Conflict of Interest Policy and Registration of Interests](#) \*
- [Working within the IOF](#)

(\* also accessible via *Working within the IOF*)

## 1.4 Responsibilities

- The EA ensures that rules are followed, mistakes are avoided and that fairness is paramount. 31.6
- The EA shares with the organiser responsibility for the outcome of the event in all respects.
- The EA makes as many controlling visits as necessary (→ 8 Visits). 31.9
- After each visit the EA sends a brief written report to the IOF Event Adviser appointing body with a copy to the organiser. SEAs are asked to send their reports in 3 copies, one each to the MTBO Commission, the organiser and the IOF Office (→ 9 Reports). 31.9
- Appointed SEAs report back to the Commission. The SEA is subordinate to the IOF Council and communicates via the IOF Office. 31.3
- If there is an assistant (→ 1.7), the EA usually takes care of the out-of-forest business.
- The EA ensures that the results will be published on the internet and electronically submitted to the IOF on the day of the competition. → 6.26 24.12

## 1.5 Skills

The requirements to become a licensed EA are listed in the *Event Adviser Accreditation Form*. For a particular event it is useful to have the following skills:

- knowledge of the country
- history, political and economic situation
- knowledge of orienteering and MTBO development
- knowledge of strengths and weaknesses of local organiser

### Related document:

- [Event Adviser Accreditation Form MTBO](#)

## 1.6 Accreditation and re-accreditation process

Detailed information on how to become and remain an IOF MTBO Event Adviser is available on the IOF website: <https://orienteering.sport/mtbo/internal/event-advising/how-to-become-an-iof-mtbo-event-adviser/>

## 1.7 Assistants

- The federation of the organiser always appoints a national controller. This controller assists the EA. 31.4
- The national controller usually takes care of the in-forest business unless he/she is also the EA (→ 1.2 Appointment).
- One or more assistants may be appointed to help the EA with a particular aspect of the event advising work, e.g. IT-matters, mapping, courses, financing etc. 31.10

## 2 TYPES OF IOF MTBO EVENTS

The following MTBO events are organised under the authority of the IOF:

- |  |         |
|--|---------|
| <b>2.1 World MTBO Championships (WMTBOC)</b>   | 1.8     |
| <b>2.2 World Cup in MTBO (WCup)</b>  | 1.9     |
| • <a href="#">Special Rules MTBO WCup</a>  |         |
| <b>2.3 Junior World MTBO Championships (JWMTBOC)</b>   | 1.10    |
| • They are usually organised in conjunction with the WMTBOC.   |         |
| <b>2.4 World Masters MTBO Championships (WMMTBOC)</b>  | 1.11    |
| • The WMMTBOC may be organised together with a World Cup round or as a stand-alone event.  |         |
| <b>2.5 Regional Orienteering Championships (ROC)</b>   | 1.12    |
| • Currently Europe is the only region where ROC in MTBO are held.  |         |
| • European MTBO Championships are conducted for the Elite (classes M21 and W21), the Juniors (M20 and W20) and the Youth (M17 and W17):                  |         |
| - European MTBO Championships (EMTBOC)   | App. 9  |
| The EMTBOC are organised every year as part of a World Cup Round.  |         |
| - European Junior MTBO Championships (EJMTBOC)   | App. 10 |
| The EJMTBOC are organised annually and should be arranged in conjunction with another major international MTBO event, usually combined with the EYMTBOC. |         |
| - European Youth MTBO Championships (EYMTBOC)  | App. 11 |
| The EYMTBOC are organised annually and should be arranged in conjunction with another major international MTBO event, usually combined with the EJMTBOC. |         |
| <b>2.6 World Ranking Events (WREs)</b>   | 1.13    |
| • <a href="#">World Ranking Scheme Rules</a>   |         |
| • <a href="#">Guidelines MTBO WREs</a>   |         |

For all these events, an Event Adviser will be appointed and the [Competition Rules for MTBO](#) apply. → 10 Rules

### 3 EVENT ADVISING WORK – OVERVIEW

#### 3.1 Getting started

- When the SEA has been formally appointed by the IOF Council (ESB), the IOF Office will do the official communication to the organiser and the SEA.
- The MTBO Commission will also contact the SEA to make sure that he/she has the most recent information about the event (e.g. application documents) and to inform about the person in the MTBOC who is responsible for the work of the SEAs.
- The SEA will then get in touch with the organiser and the national controller in order to have the first visit scheduled.

#### 3.2 Long-term planning (first visit)

- embargoed areas → 6.8
- agree on a realistic event plan with the organiser (→ 4 Event plan)
- harmonise visits with publication dates of bulletins (→ 5 Bulletins)
- approve the venue and the terrains for the event (→ 6.25 Terrains) 31.8
- look into the event organisation and assess the suitability of the proposed accommodation, food, transport, programme, budget and training possibilities 31.8
- approve the fees for participants (entry fee and accreditation fee) → 6.2 Budget 7.1
- assess arrangements to fulfil the *Leibnitz Convention* (→ 6.13)
- write report of first visit (→ 9 Reports)

#### 3.3 Event preparation

- approve all official information, such as bulletins or invitations 31.7
- approve the organisation and layout of start, finish arena and changeover areas 31.8
- assess reliability and accuracy of the timekeeping and results producing systems
- check that the map conforms with the IOF standards ([International Specification for MTB Orienteering Maps ISMTBOM](#)) 31.8
- approve the courses after assessing their quality, including degree of difficulty, control locations and equipment, chance factors and map correctness 31.8
- approve a possible start interval of 1 minute for the sprint → 6.21 12.14
- check any course splitting method and course combinations 31.8
- assess arrangements and facilities for the media 31.8
- assess arrangements and facilities for doping tests 31.8
- assess any planned ceremonies 31.8
- assess emergency plans 31.8
- teach start procedures details 31.8
- teach disqualification procedures
- send reports of visit(s) → 9 Reports 31.9

Some of these tasks may be done during the last visit as on-event preparation → 3.4.



### 3.4 During the event and on the competition days

- lead or supervise team officials' meetings 13.1
- communicate with event office
- check transports
- approve starting order 12.2
- supervise the heat allocation of each competitor in qualification races 12.13
- check the allocation of the various course combinations to start numbers in the relay and mass start
- survey first starts
- survey manned radio controls
- survey finish organisation
- check result posting frequency
- check presence of jury members
- assess possible disqualifications
- help to solve complaints
- call the jury and lead the session (if needed) → 11 Jury system 29.3
- participate in ceremonies
- approve the official results 31.8

In cooperation with the organiser, the EA should draw up a detailed timetable of his/her activities and locations during the competition day. Furthermore, the EA should ensure that he/she can be contacted at all times - either by mobile phone or radio. Good practice is to get a dedicated local mobile phone for the event from the organisers.

In order to fix times for quarantine, deadline for complaints, prize-giving ceremony etc., it may be helpful to make a time schedule for the whole competition day (→ example in appendix 1).

### 3.5 Post-event work

- Remind the organiser to forward a short report (organiser's report) and two sets of maps with course details to the IOF Office within three weeks after the event (for WMMTBOC, see rule 32.4). 32.2  
32.4
- Ask the organiser to send you a copy of the organiser's report too within three weeks after the event. Thus, the organiser's report can be used for the EA's final report.
- Send your final report to the MTBO Commission with a copy to the appointing body → 9 Reports. 32.1
- Make proposals to change/improve competition rules or guidelines.
- Give feedback to the organiser.
- **Related documents:**
  - [Organiser's Report](#), *ideas*

## 4 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. SEAs may request the event agreement from the IOF Office.
- The Event Plan is a binding agreement between the IOF (or national federation for WREs), represented by the EA, and the organiser. It can only be changed with mutual agreement between both parties.
- It is useful if the EA sends the template of the Event Plan to the organiser before the first visit → 8 Visits.
- The Event Plan should be updated regularly as the event progresses. Ideally, the organiser and the EA sign both the initial Event Plan and any later updated versions, but in practice it is usually the bulletins (→ 5) that can work as “agreements”.
- Besides the *Event Adviser’s Report Form with checklist*, which is an aid for the EA himself/herself, the Event Plan is a useful tool for the EA to keep track of the event progress.
- **Related documents:**
  - [\*Event Plan for MTBO Events, template\*](#)
  - [\*Event Adviser’s Report Form with checklist\*](#)

## 5 BULLETINS

### 5.1 General

- At major events information from the organiser or the EA is given in the form of bulletins. Bulletins are therefore an important part of a successful event. 8.2
  - Bulletins must be published in IOF Eventor (→ 15). It should be checked that the bulletins are really published there and not only on the organiser’s website. 8.2
  - All bulletins must be checked and approved by the EA. → 5.4 31.7
  - Contents of the bulletins and deadlines for publication dates are mentioned in detail in the *Competition Rules* and outlined in the next chapter 5.2. 8.3 - 8.10
  - There are no templates for bulletins yet. It is best to look at bulletins of past events. There are standard texts for anti-doping and the athlete licence. → 5.3
- Please note:
- The event is organised under the authority of the IOF, but the IOF is not organiser of an event!
  - Although Event Advisers and Controllers work in close collaboration with the organisers, they are not part of the organising team. They should be listed under a separate heading (e.g. ‘event control’).
- Please pay special attention to language, official event names and acronyms, structure and general layout. The IOF Office or the MTBO Commission are ready to help with proof reading of bulletins if they get a word copy of the final draft and a pre-warning a couple of days in advance.
  - The main heading on the cover page of a bulletin for a World Cup should read “IOF MTB Orienteering World Cup 20xx Round 1” or similar and the local event logo should be combined with the IOF World Cup logo. Logos can be downloaded from the [IOF website](#) (communication).
  - **Related documents:**
    - [IOF Brand book](#)
    - [List of Acronyms used within the IOF](#)

### 5.2 Contents and publication dates

Bulletin	Contents	Event	Publication date	
Bulletin 1: preliminary information	→ rule 8.3	WMTBOC/JWMTBOC	24 months before event	8.7
	→ rule 8.3	World Cup	12 months before event	8.8
	→ rule 8.3+8.4	WMMTBOC	12 months before event	8.8
	→ rule 8.3+8.4	WRE	4 months before event	8.10
Bulletin 2: invitation	→ rule 8.4	WMTBOC/JWMTBOC	12 months before event	8.7
	→ rule 8.4	World Cup	12 months before event	8.8
	→ rule 8.3+8.4	WMMTBOC	12 months before event	8.8
	→ rule 8.3+8.4	WRE	4 months before event	8.10
Bulletin 3: event information	→ rule 8.5	WMTBOC/JWMTBOC	2 months before event	8.7
	→ rule 8.5	World Cup	2 months before event	8.8
	→ rule 8.5	WMMTBOC	2 months before event	8.8
	→ rule 8.5	WRE	2 weeks before event	8.10

Bulletin 4: additional event info	→ rule 8.6	It must be available in printed form on arrival of the competitors (except WREs).	8.6 8.9
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#### Tips:

- The more information the last bulletin contains, the shorter the team officials' meetings (→ 6.24) can be.
- If Bulletin 4 is available online a few days before the event start, the participants have the possibility to print or download it before they leave home. That way it may not be necessary to provide a print copy for everybody (→ rules 8.6 and 8.9).

### 5.3 Standard texts

- For **Anti-doping**:  
Doping is strictly forbidden and the organizers of [event] are dedicated to supporting the anti-doping authorities in their work. Doping tests are always carried out in accordance with the procedures described in the WADA International Standard for Testing. The IOF Anti-Doping Rules and the World Anti-Doping Code apply. Athletes who are selected for the doping tests must bring an official identification (with photo) to the doping test area. The athlete should also bring along their therapeutic use exemption (TUE) if applicable. In general, it is advisable that the athletes bring along their ID to all the competitions and events.  
For more information and anti-doping documents, please consult:  
<https://orienteering.sport/iof/anti-doping>
- For the **Athlete Licence** (only for World championships and World Cup events):  
All participants need a valid IOF Athlete Licence. To have a valid licence, the athlete needs to sign an athlete licence form and pay an annual fee of 30 EURO. If the athlete has signed the form in previous years they don't need to sign a new form. Payments of the annual licence fee is done in IOF Eventor, please consult the proper IOF Eventor Guide for this. To find the rules and forms and more information, please consult:  
<https://orienteering.sport/iof/for-athletes/athletes-licence/>
- **Related documents**:
  - [IOF Anti-Doping Rules and World Anti-Doping Code](#)
  - [IOF Eventor Guides](#)

### 5.4 Checking of bulletins

- The EA must check that the necessary information according to rules 8.3 – 8.6 is sufficient and correct in all bulletins. Particular attention should be paid to the following points (see also 5.1): 31.7
  - Embargoed areas (→ 6.8)
  - Entry deadlines (→ 6.6): not earlier than according to rules!
  - Entry is made in IOF Eventor (→ 15.2).
  - Entry and accreditation fees: not higher than on application form (→ 3.1), model event is included in accreditation fee.

## 6 EVENT ADVISING WORK - DETAILS (in alphabetical order)

Although some event advising work involves visits to the organisers, much of it can also be done electronically.

The different organisational areas are outlined in the [IOF MTB Orienteering Rules](#) (Competition Rules) and explained in the [Guidelines for Organisers of MTBO Events](#). The following paragraphs only list the points which belong to the EA's tasks or which need the EA's special attention. Some of them may only refer to high-level events and not to World Ranking Events.

### 6.1 Accommodation and food

- The EA assesses the suitability of the proposed accommodation and food. 31.8
- At WMTBOC and JWMTBOC, different standards of accommodation and food must be offered (unless there is good standard accommodation and food at a low price). 7.8
- It is not obligatory to use the accommodation arranged by the organiser. 7.8
- There should be secure bike storage at the event centre, and at the competition area (finish arena) if appropriate, and ideally at the official accommodation(s). 10.5
- Bike repair service (mechanic on site, bike shop nearby etc.) is much appreciated by the competitors.
- The cost for accommodation and meals should be adapted to the level of the applicant country.

### 6.2 Budget

- The costs of organising an event are the responsibility of the organiser. The entry fee for competitors and the accreditation fee for non-competitors must be kept as low as possible and be approved by the EA. 7.1
- Entry fees must include possible obligatory transportation and the model event is included in the accreditation fee (mentioned on application documents). 7.5
- The information about the entry and accreditation fees on the application form is binding. This means, unless there is a valid reason, the actual fees for entry and accreditation must not be higher than indicated in the application form.
- The indicated entry fee refers to the fee that has to be paid by the time limit according to the Competition Rules → 6.6 Deadlines. If the organiser offers earlier entry and payment deadlines, the fees for those must be lower.
- For late entries an additional fee can be charged. This is also approved by the EA. 7.3
- The additional fees (surcharges) for late entries and name changes at major events are listed in rule 7.4. It is up to the organiser whether to impose these fees or not. 7.4
- The fees for competitions, food and accommodation must be shown as three separate amounts. 7.8
- The organising federation has to pay a sanction fee to the IOF to obtain the organising rights for the event. The document *IOF Event fees* informs about the fees. The fees are also mentioned in the application documents for each event.
- Besides the sanction fee, organisers have to make a contribution to the anti-doping fund. The fee is listed in the *Guidance Notes* (for the application).

- General remark about the budget: Entry and accreditation fees must not and cannot be a means for the organiser to recoup all costs of the hosting of the event. These costs must be recovered through other means such as the hosting of public competitions and sponsorship agreements. The EA should make sure that the fees for the participants are not higher than usual. → *Overview entry fees of past events*
- **Related documents:**
  - [IOF Event fees](#)
  - [Overview entry fees of past events](#)
  - [Guidance Notes](#) (application)

### 6.3 Ceremonies and prizes

- The organiser must arrange a dignified prize-giving ceremony. 25.1
- The EA assesses any planned ceremonies. 31.8
- Medals, diplomas and prizes are provided as follows:
  - WMTBOC + JWMTBOC: medals and diplomas by the IOF 25.7
  - each competition of prizes provided by organiser for first 3 competitors 25.11
  - World Cup: resp. for first 3 teams; diplomas provided by the IOF for the first 6 competitors resp. first 6 teams.
  - overall Individual trophy provided by the IOF for the winner; medals 25.12
  - World Cup: provided by the IOF for first 3 competitors; diplo- mas provided by the IOF for first 6 competitors.
  - overall Relay WCup: trophy provided by the IOF for the winning team 25.12
  - each competition of medals provided by the IOF for first 3 competitors in 25.13
  - WMMTBOC: each class in each competition
- The IOF normally sends the medals to the organiser no later than one month before the event.  
Medals for the WMTBOC, the JWMTBOC and the WMMTBOC are provided without a hanger (ribbon) i.e. the organiser must provide the hangers.  
Traditionally the ribbons bear the national colours of the organising federation.  
Medals for the overall individual World Cup come with a standard IOF hanger.
- Diplomas must be completed as follows (in **blue** = to be filled in):  
The [1st] place in [Sprint] has been won by [name of athlete], [place and date].  
Diplomas can be prepared well in advance so that on the competition day only the names of the athletes have to be filled in, preferably by the same person with a nice handwriting using the same pen.
- Prize-giving ceremonies are performed by the organiser and a representative of the IOF. Whether this is the EA or not, the EA should in any case attend the ceremony. 25.8
- The prize-giving of the overall World Cup (individual and team) takes place together with the final World Cup round. The EA of this event should check with the organiser and IOF Eventor (→ 15.4) that the point calculation can be done quickly after the last competition. A fast handling of results is important for a correct and dignified World Cup prize-giving! Special Rules WCup
- Place and time of ceremonies should fit well into the competitors' schedule.

- As soon as the results are declared official, a provisional ceremony (flower ceremony) should be held in the arena if the medal ceremony takes place later at the event venue (town/city).
- **Related document:**
  - [IOF Protocol Guide](#)

## 6.4 Controls

- The controls must be clearly marked on the ground. 19.1
- All controls must be situated on paths shown on the competition map unless specified otherwise in Bulletin 2 (see rule 8.4). 19.3
- Any off-path controls must be set so as not to require control descriptions. 18.1
- Controls must not be sited within 50 m of each other. 19.4
- Code numbers shall be clearly visible to competitors approaching the control from both directions. 19.6
- It is very important that the code and control numbers are well visible on the map but that they do not cover (hide) the network of tracks or other essential features:
  - Move code number to neutral position but make sure that it is obvious which control they belong to.
  - Use upper purple for the code numbers and lower purple for the control circles (→ *ISMTBOM*).
- Horizontally-displayed code numbers must be underlined if they could be misinterpreted by being read upside down (e.g. 161). 19.5
- A focus point (point in the centre of the control circle) can be used when it is necessary to clarify the exact position of a control. For example in a dense track network, a focus point helps to specify the exact track where a control is situated. However, the focus point should only be used when the exact position of a control is not clear (→ *ISMTBOM*).
- The flag must be visible to competitors when they ride at high speed → 7.6 (eliminate chance, preserve fairness).
- All controls for which there are security concerns must be guarded, but the guards must be positioned not to draw attention to the control. 19.11
- A backup punching method must be provided. In practice this means that each control must be equipped with pin punches. 20.7
- **Related document:**
  - [International Specification for MTBO Maps](#) (*ISMTBOM*)

## 6.5 Courses

- Depending on the format (long, middle, sprint, mass start, relay) the requirements are different → format specifications in Appendix 7 of the *Competition Rules*. 16.1
- The course lengths must be given as the shortest sensible route. The distance as the crow flies may be added. 16.3

- The courses must be set to give the winning times. These are more difficult to estimate than in foot orienteering as the rideability of tracks becomes worse in wet conditions. 16.8, 16.9, App. 10-11
- No parts with free order are allowed, i.e. only courses with controls that have to be visited in a specific order are suitable at high-level events. 16.10
- Safety is an important issue and should be considered carefully while setting the courses (counter flow, zig-zag, blind corners, different speed etc.) → 7.1
- Planners should design the courses so as not to provoke the competitors to leave the tracks (unless off-track riding is allowed). → 7.3 Shortcutting 17.4
- If off-track riding is forbidden, the EA may require the organiser to enforce this rule by the use of marshals. 17.4
- When designing the courses, the objectives of the *Leibnitz Convention* (→ 6.13) must be considered. 14.1
- The EA approves the courses, any course splitting methods and course combinations. 31.8
- In mass start competitions, the forking must not be obvious to the participants. It is therefore best to give a least two different maps so that competitors cannot see their whole course, recognise the forking system and deduce where their rivals' controls are (→ 7.5).
- **Related documents:**
  - *Appendix 7* (competition formats) of the *Competition Rules*
  - *Course Planning Manual* (not yet available)

## 6.6 Deadlines

- General: “before the event” means before the “first race of the event” 9.7
- Entry deadlines:
  - Team size deadline: not earlier than 2 months before the event 9.6
  - Team names deadline: not earlier than 10 days before the first race of the event 9.7
  - Competition entry deadline: not earlier than 12 noon on the day before the competition 9.8
- Deadline for paying the entry fee: not earlier than 6 weeks before the event 7.2
- The EA should carefully check (→ 5.4) that the deadlines for entry and payment are not set earlier – organisers have the tendency to do so. It is possible to have earlier deadlines with lower participation fees, but the deadlines for the regular entry fee must be according to the rules. → 6.2 Budget, entry fee
- For the WMMTBOC, there are no entry deadlines defined in the rules. If the WMMTBOC are organised in conjunction with an elite event, it is recommended to have the same entry deadlines as for the elite event. If the WMMTBOC are organised as a stand-alone event, it is advisable to have the entry deadline with the regular entry fee as late as possible to attract a lot of participants.
- Deadlines for publishing bulletins → 5.2



## 6.7 Doping tests

- Doping is forbidden. The anti-doping rules apply to all IOF events. 26.4
- The EA assesses arrangements and facilities for doping tests. 31.8
- **Related document:**
  - [IOF Anti-Doping Rules and World Anti-Doping Code](#)

## 6.8 Embargoed areas

- The competition terrain will normally be embargoed as soon as it is decided, which can be at the time of appointment of an event or later. In any case, arrangements for access to the terrain must be published as soon as possible. Embargoed areas are preferably presented, maintained and communicated according to the guide *Embargoed Areas for IOF Events*. 14.3  
There is a basic embargoed areas management module in IOF Eventor → 15.2. App. 8
- **Related document:**
  - [Embargoed Areas for IOF Events Guide](#)

## 6.9 Emergency plans

- Medical facilities and personnel, who are also equipped to work in the terrain, must be at the finish. 23.10
- There is a separate section about safety in MTBO in this handbook → 7.1. Medical services and also safety are described in the *Organisers Guidelines*.

## 6.10 Event centre (EC)

- The EC is the event's central meeting location and serves as an information source like a tourist centre.
- It is important that the EC of a high-level event is professional and well-organised because it is here that all participants, including the media, make their first appearance. The EC is a good place to make the event visible.
- Requirements for a good EC of a high-level event:
  - Building complex (sports centre, school etc.) with various spacious rooms
  - Central or easily accessible location with parking nearby – also for larger vehicles and trailers.
  - Internet access (free WiFi)
  - Large room/s for the event office (secretariat)
  - Hall able to seat up to 50-60 people for the team officials' meeting → 6.24. If a room of this size is not available at the EC, it is also possible to have the team officials' meeting in another location nearby.
  - Room for the media / press centre
  - Working space and meeting room for organisers
  - Room for the storage of material
  - Dedicated secure location for the competition maps (if they are to be stored at the EC)

- If the accommodation is not at the EC: space and maybe infrastructure giving participants the opportunity to socialise
- Notice board for individual messages and a place where teams can pick up material (e.g. a set of 'pigeon-holes')
- Area for displaying start lists and results
- Bike wash facilities
- First and foremost, the EC is the location for the registration of all participants on arrival, for handing out material, for payments etc. It is therefore the logical location for the event office (secretariat).
- It is important that the office staff are knowledgeable, good English speakers and confident in dealing with strangers. In the best case they have been involved in the pre-event administration.
- Ideally the accommodation for the participants is also at the EC or nearby.

### 6.11 Finish and finish arena

- The last 50 m of the course before the finish should be as straight as possible and at least 5 m wide. 23.2
- A safe ride-in is very important! If necessary, the riders can be "slowed down" with a control. → 7.1 Safety
- In competitions with mass or chasing starts, finish judges rule on the final placings and a jury member must be present at the finish line. → 11.3 Tasks of the jury members 23.8
- A finish arena for a high-level event needs to:
  - have adequate capacity for the facilities such as shelter, toilets and water, doping tests, refreshments etc. and for the expected number of participants and spectators (but the arena shouldn't be so big that all atmosphere is lost);
  - have a well-draining surface which does not get too muddy in wet conditions;
  - be easily accessible and have a possibility for a parking area nearby with good road access (also suitable for large vehicles and trailers);
  - be sited so that good and interesting courses with a safe ride-in can be planned;
  - allow spectators to have good viewing conditions, e.g. spectator controls and/or view point(s) such as a hill, slope, terrace, platform, bridge to observe the competitors during the race or in the ride-in;
  - have a suitable display of results;
  - suit the speaker's needs;
  - have, or be provided with, good and reliable telecommunication contact for mobile phones and internet connection;
  - have adequate facilities for the media.
- The finish arena is an important place to achieve the aims of the *Leibnitz Convention* → 6.13
- Quarantine → 6.18

<b>6.12 Information</b>	8
<ul style="list-style-type: none"> <li>• All information must be given at least in English and in writing. It is given in the form of bulletins (→ 5.1) and – for high-level events – at the team officials’ meetings (→ 6.24). 8.1</li> <li>• If the WMMTBOC are organised in conjunction with a high-level event for the elite, the organiser must make sure that <u>all</u> WMMTBOC participants get the relevant information, including any changes to information published in the last bulletin, and not only those Masters who attended the team officials’ meeting in their function as an official for an elite team (→ 6.24).</li> </ul>	
<b>6.13 Leibnitz Convention</b>	App. 4
<ul style="list-style-type: none"> <li>• In this declaration the members of the IOF commit themselves to raising the profile of orienteering by organising exciting events of high quality and by making these events attractive for TV and Internet.</li> <li>• The objectives of the Leibnitz Convention must be considered when choosing the terrain and event arena, and in designing the courses. 14.1</li> <li>• <b>Related document:</b> <ul style="list-style-type: none"> <li>- <i>Competition Rules, Appendix 4, The Leibnitz Convention</i></li> </ul> </li> </ul>	
<b>6.14 Maps and mapping</b>	
<ul style="list-style-type: none"> <li>• Maps, course markings and additional overprinting must be drawn and printed according to the IOF <i>International Specification for MTB Orienteering Maps</i> (ISMTBOM) → 10.7. 15.1</li> <li>• It is the EA’s task to check that the map conforms to the IOF standards. 31.8</li> <li>• Deviations need approval by the IOF Council. The EA should make sure that deviations are clearly communicated to the competitors, e.g. in the bulletin or at the team officials’ meeting → 6.24. 15.1</li> <li>• The map must have a scale which is appropriate for the format or adapted to the age group (Masters). Recommended scales are listed in rule 15.2. If another scale (e.g. 1:4000 in sprint, or 1:10000 for older Masters in Long distance) makes more sense, it is not necessary to ask for a deviation from the rules (→ 10.5). 15.2</li> <li>• Maps must be printed on water-resistant paper. 15.4</li> <li>• The different colours must be easily distinguishable and high-print quality must be used.</li> <li>• A high-resolution colour copy of the most recent edition of any previous orienteering map(s) of the embargoed areas must be made available for all competitors online when Bulletin 1 is published. 15.5 8.3</li> <li>• On the day of the competition, the use of <u>any</u> map of the competition area by competitors or team officials is prohibited until permitted by the organiser. This also refers to old maps without any courses or maps on electronic devices. (→ 7.2 Fair Play) 15.6</li> <li>• If required by the organiser, competitors must hand in their competition map after crossing the finish line. 23.4</li> </ul>	

- The competition map must not be larger than required by a competitor to complete the course. Details on the map size for the different formats are given in Appendix 7 of the *Competition Rules*.
- In MTBO the speed is normally high and reading a map while cycling is very demanding. Good legibility of the map is therefore crucial. It must always be clear to the competitors where it is allowed to cycle, and where it is forbidden to pass. Particular attention must be paid to the following points:
  - To ensure a good legibility, cartographic generalisation must be employed:
    - Selective generalisation: Only the features that are strictly necessary for route choice and navigation should be shown. Too many irrelevant details on the map deteriorate the legibility.
    - Graphic generalisation can greatly affect the clarity of the map. Simplification, displacement and exaggeration are used to this end. An example is the exaggeration of spacing between tracks for clarity.
  - Good graphical implementation of the path network must be used for connected/unconnected tracks (distinct/indistinct junctions), serpentine etc.
  - The right directions of tracks (especially at junctions) must be defined with precision.
  - It must always be clear - also when riding at high speed - where it is allowed to pass and where not. For example, the difference between indistinct junctions and tracks that do not connect – and where it is therefore not allowed to pass – must be highly visible. If two tracks or paths almost meet, but the situation is not obvious on the map, the symbol *Uncrossable barrier* can be used to indicate that crossing is forbidden.
  - Crossing points through or over a fence or wall, or across a road or railway, or through a tunnel or an out-of-bounds area must be highly visible and drawn on the map with the correct symbol.
  - Fences or walls, or other man-made features that are forbidden to cross (e.g. a pipeline) must be well visible on the map. If necessary, mark forbidden routes, line features that must not be crossed and similar on the map.
  - It must be ensured that the correct colours are used for out-of-bounds areas (forbidden to cross) and open land permitted to ride.
  - Any barriers and other hindrances to cycling must be clearly shown on the map to ensure fair route choice.
- Overprinting symbols / course planning symbols:
  - Course overprinting symbols (e.g. control circles, control numbers) must not obscure important features such as junctions or parts of tracks. Interrupt control circles or lines if they cover important detail, but do not cut circles unless necessary (e.g. just because they cross a path).
  - Use the correct colour (lower purple = under black or upper purple = on top of black) for overprinting symbols.
- A Guide on MTBO maps is planned. It is to be an addition to the ISMTBOM with advice on how to produce MTBO maps.

- **Related documents:**
  - [International Specification for MTB Orienteering Maps \(ISMTBOM\)](#) → 10.7
  - [Common mapping errors and solutions](#)
  - [EA's checklist for controlling maps](#) (FootO)
  - *Guide on MTBO maps* (not yet available)

## 6.15 Media

- The organiser must offer the media representatives attractive working conditions. 34.1
- The EA assesses the arrangements and facilities for the media. 31.8
- In rule 34.2 there is a list of what the organiser must make available to media representatives. There may also be other services offered such as guides for journalists. 34.2
- Media coverage is very important but it must not jeopardise the fairness of the event! 34.3
- Media people, in particular photographers, should be made aware of the competitors' needs (quiet at start, no blocking vehicles or people standing in the way etc.).

## 6.16 Programme

- The event dates and programme are proposed by the organiser and approved by the IOF Council. 3.1
- The EA assesses the suitability of the proposed programme. 31.8
- Changes need the approval of the IOF Council.
- Careful planning is needed when events are combined with the WMMTBOC.
- **Related document:**
  - [IOF Policy on conflicting event dates](#)

## 6.17 Quarantine

- The organiser may define one or more quarantine zones in order to prevent those who have not started gaining information about the courses. 22.17
- Quarantine should be designed to minimise the time spent in quarantine while ensuring fairness. A combined start and finish quarantine arrangement is often an optimal solution.
- It is essential to make a time schedule to fix the times for quarantine. → 18.1, appendix 1, time schedule competition days
- **Related document:**
  - [Guidelines Quarantine Zones](#)

## 6.18 Relays

- In relay competitions, the controls must be combined differently for the teams, but all teams must cycle the same overall course. 16.6
- The changeover between the members of each relay team takes place by touch. Maps for outgoing riders shall be placed at least 50 m after the change-over zone for safety reasons. 22.11
- Correct and timely relay changeover is the responsibility of the competitors, even when the organiser arranges an advanced warning of incoming teams. 22.12
- With the approval of the EA the organiser may arrange mass starts for the later legs for relay teams that have not changed over. 22.13
- Once a relay team has accepted its disqualification no further members of that team are allowed to start. 22.14
- If a federation is represented by two or more teams in a relay class, only the team with the better result is considered in determining the placings. 24.10
- Teams taking part in mass starts for later legs are placed after all teams which have changed over and finished in the ordinary way. 24.7
- Starting order in relays → 6.23 12.11
- **Related document:**
  - [Guidelines Start for mass start & relay competitions](#)

## 6.19 Start

### 6.19.1 General

- It is crucial that the start is well-organised:
  - The start may be organised with a pre-start before the time start. If there is a pre-start, a clock showing the call-up time to team officials and competitors must be displayed there, and the competitors' names must be called or displayed. Beyond the pre-start, only starting competitors and media representatives guided by the organiser are allowed. 22.4
  - At the start, a clock showing the competition time to the competitors must be displayed. If there is no pre-start, competitors' names must be called or displayed. 22.5
  - Later competitors and other persons must not see the map, courses, route choices or the direction to the first control. If necessary, there must be a marked route from the time start to the map start, the point where orienteering begins (shown on the map with a start triangle). 22.6
- The EA approves organisation and layout of the start. On the competition day, before the first competitors start, the EA must check that everything is in order and that the start officials know their job. 31.8
- Competitors must have time for undisturbed preparation and warm-up at the start area. Especially at the start of a race with interval start, it must be quiet. It is therefore not ideal to have the start near a busy road, and chatting start officials are a no go. 22.3
- The bike must be stationary with the whole bike behind the start line and competitors must keep at least one foot on the ground at the moment of the start signal. 22.7 and 22.16

- The EA should make sure that the start officials know about the correct procedure for competitors who are late for their start time (see rules 22.9 and 22.10).
- Quarantine → 6.17
- Starting order → 6.23

### 6.19.2 Interval start 1.5

- In individual competitions, with the exception of the format mass start, the start is normally an interval start. 22.1
- Competitors take their map 1 minute before their start time. 22.7
- The competitor is responsible for taking the right map. 22.7

### 6.19.3 Mass start 1.5

- Apart from mass start races, mass start is normally also used in relay competitions. 22.1
- The start area must be sufficiently wide and long to provide a fair and safe start for the riders. 22.16
- Competitors line up standing over their bikes in rows of 4 to 10, as allowed by the start area. Detailed information → *Guidelines start* 22.16
- Competitors receive their maps at their bikes 15 seconds before the start. In practice this means that competitors may look at their maps 15 seconds before the start; they may have received the maps (face down or covered) earlier. 22.16
- **Related document:**
  - [Guidelines Start for mass start & relay competitions](#)

### 6.19.4 Chasing start 1.5

- Competitors start singly at start times and intervals determined by their previous results. 12.1
- Competitors take their maps at their start time. 22.7

## 6.20 Start groups

For high-level events, the starting order is drawn in start groups. 12.5

- Each federation/team allocates its competitors to the start groups. If a federation/team fails to do so by the announced deadline or does not do it at all, the organiser decides the allocation. 9.13
- For single-race competitions, for both women and men, there are 5 start groups: early, middle, late, orange and red. 12.5
- The *Red Start Group* starts last and it consists of the following competitors: 12.17
  - the reigning World Champion of the format 12.15
  - the 9 top-ranked competitors in the IOF World Ranking list as published 10 days before the event. In the case of a tie, all competitors concerned will be included in the Red Start Group.
- If the above rules provide less than 10 riders, the Red Start Group will be increased to comprise 10 riders by adding the next-best ranked competitors from the IOF World Ranking list (in the case of a tie, all competitors concerned will be included in the Red Start Group). 12.15

- The *Orange Start Group* starts immediately before the Red Start Group and it consists of the 10 highest-ranked competitors in the IOF World Ranking list as published 10 days before the event who are not in the Red Start Group. In the case of a tie, all competitors concerned will be included in the Orange Start Group. 12.16  
12.17
- For the last individual race of the WCup Final, unless it is also a competition of the WMTBOC, there will be just four start groups. There is no Orange Start Group so the Red Start Group is the fourth start group. 12.16  
12.15  
In this case the Red Start Group consists of the 10 entered riders with the highest current World Cup ranking who must start strictly in the reverse order of their World Cup ranking. 12.15
- The Orange and Red Start Groups are compulsory for competitors who qualify for them. 12.17
- A list of the members of the Red and Orange Start Groups for each competition, based on the entries received, must be published before each competition. These lists are usually published in the last bulletin. 12.17
- If an entry is subsequently received for a competitor who would have qualified for the Red or Orange Start Group, this competitor must be added to the respective group. However, vacant places occurring because competitors subsequently are withdrawn from a competition are not filled. 12.17
- The IOF MTBO Commission may provide up to three “wild cards” (→ 6.29 Wild card) per class to add further top athletes without a sufficient number of ranking points into the Orange or Red Start Groups. The MTBO Commission determines the start position of such wild cards within the start group. 12.18

## 6.21 Start intervals

- The start intervals are as follows: 12.14
  - Sprint = 2 minutes  
It can be reduced to 1 minute if the EA approves. However, as the EA, do only allow an interval of 1 minute if there are very good reasons! Such a short start interval is usually quite unfair (competitors catch each other) and not safe (too many competitors in the terrain).
  - Middle = 2 minutes
  - Long = 3 minutes
- Other changes (such as reducing the start interval in the Long from 3 to 2 minutes) would be a deviation from the rules and thus the approval of the IOF Council is necessary. → 10.5 Deviations from rules 2.11

## 6.22 Start numbers and number bibs

- Start numbers must reflect the starting order in each race. 21.5
- They must be clearly visible and fixed as prescribed by the organiser. The bibs must not be larger than 25 cm x 25 cm with figures at least 7 cm high. 21.5
- The number bibs may not be folded or cut. 21.5
- The start number bibs are usually given to the teams at the team officials' meeting, together with the start list.



## 6.23 Starting order and start list

- The starting order, which in practice means the start list, is approved by the EA. 12.2  
Tip: Making the start list resp. getting the starting order right, can be quite challenging! It is best to have it checked by several people before handing out the list (and the number bibs) to the teams.
- The start list must be published before the team official's meeting (→ 6.24), i.e. 12.3  
on the day before the competition.
- The starting order is drawn at random. For high-level events, the draw is made in 12.5  
start groups (→ 6.20), but the starting order within the groups is drawn at 12.17  
random too.
- For an interval start, competitors from the same federation may not start 12.7  
consecutively.
- In an individual Mass start race, the order of competitors in the start rows is 12.11  
determined by the IOF World Ranking list as published 10 days before the event.  
Reigning World Champions are always given the first start position, irrespective  
of their World Ranking. If no World Ranking is available for a category (juniors,  
masters), the order is determined by the results of the last competition of that  
type, while the order of remaining participants is drawn at random.
- In relays, the order of competitors in the start rows (and their start numbers) is 12.11  
determined by the results of the last relay of the same type in the previous event  
of the same level. Where more than one team per nation is allowed to start, the  
order is first determined by order of teams within the same nation, then by the  
order of nations. (e.g. CZE-1, FRA-1, FIN-1, etc, CZE-2, FRA-2, etc.). Those not  
being placed in the last respective event are given the subsequent start numbers  
in alphabetical order of federation abbreviation.
- For the Long distance competition at the WMTBOC, there is a qualification 12.11  
procedure for allocating the start slots. This procedure is explained in a  
document which is published specifically for the WMTBOC of that year.
- **Related documents and link:**
  - [Start list creation forms](#)
  - [Start Group Allocation Forms, templates](#)
  - [Procedure for allocating WMTBOC Long distance start slots](#)
  - [IOF World Ranking](#)

## 6.24 Team officials' meetings

- In addition to the bulletins, the team officials' meetings provide competitors and 13.1  
officials with important information. They must be held on the day before the  
competition and must start no later than 19.00 hours.
- The EA leads or supervises the team officials' meeting. 13.1
- A maximum of 2 team officials per federation may take part in the meeting. No 13.2  
other people (e.g. WMMTBOC participants) are allowed at the meeting.
- The competition material (e.g. start number bibs, start lists) must be handed out 13.3  
before the meeting starts.
- Team officials must have the opportunity to ask questions during the meeting. If 13.4  
there are any changes decided at the meeting, they must be published on the  
organiser's website by 22.00 hours.

It is most efficient if agreed changes are added to the meeting presentation which is then uploaded to the organiser's website, but any change to previously published information should be highlighted for the benefit of those teams who could not attend the meeting.

- The meeting should be as short as possible. It does not make sense to repeat everything which is already explained in detail in Bulletin 4.
- Unless it is relevant for the next competition, discussing past incidents or organisational shortcomings should be avoided at the meeting. The athletes want to focus on the competition on the next day.
- There are no team officials' meetings for the WMMTBOC, but Master participants might welcome an information session at the beginning of the event when they may also ask questions for clarification. In any case, all relevant information, including any changes to information published in the last bulletin, must be available to all WMMTBOC participants, preferably in written form or on the organiser's website. → 6.12 Information 13.5
- **Related document:**
  - Appendix 5 of the *Competition Rules* (Agenda for team officials' meetings) App. 5

## 6.25 Terrains

- The EA approves the venue and terrains for the event. 31.8
- The terrains must be suitable for setting competitive MTB orienteering courses: 14.1
  - a comprehensive network of tracks
  - paths of differing qualities
- The suitability of a terrain depends also on the competition format. → Appendix 7 of the Competition Rules
- When choosing the terrain, the objectives of the *Leibnitz Convention* (→ 6.13) must be considered. 14.1
- The longer terrains have not been used for foot or MTB orienteering before a competition, the better. 14.2
- Riding off the track or trail is only allowed if specifically agreed by the organiser and the EA. 17.4
- It must be announced in Bulletin 2 whether riding off the tracks is allowed and whether there are any controls not situated on paths. 8.4
- The terrain of each competition must be described in Bulletin 2. 8.4
- Riding outside the mapped area is not allowed. 14.8

## 6.26 Timekeeping, punching systems and results

- Only IOF approved (electronic or other) punching systems may be used, as per Appendix 3 of the *Competition Rules*. 20.1
- For major MTBO events it is compulsory to use an electronic punching system with a working range of 1.5 - 1.8 m. Currently, *SPORTident Air+* is the only approved system that fulfils this requirement. → *Approved Electronic Punching Systems* App. 3
- Information about the punching system to be used must be in bulletin 2. → 5.2 8.4

- Competitors of major events must have the possibility of practising with the electronic punching system at the model event. 20.2
- A backup punching method (e.g. pin punches at the control) must be provided to allow competitors to record their visit in the case of a failure of either the electronic control card or of the electronic control station. 20.7
- If the punching system SPORTident Air+ (contactless) is used, the MTBO Commission recommends to provide the competitors with a second control card (backup SIAC) at major events. → *Guidelines backup SIAC*  
Please note: The backup SIAC does not replace the backup punching method according to rule 20.7. This must be provided in any case.
- Two independent timekeeping systems must be used throughout the competition. 23.7
- With the approval of the EA, the organiser may set maximum times for each class. Competitors or teams who exceed the maximum time will not be placed. 23.9
- The results must be based on competitors' times for the whole course. No changes may be made to these times on the basis of split times. 24.8
- The results must be based on competitors' times for the whole course. No changes may be made to these times on the basis of split times. 24.9
- Provisional results must be announced and displayed in the finish area. 24.1
- If off-track riding was not allowed, the organiser must check before the medal ceremony if at least the top athletes did not make any short cuts. → 7.3 Shortcutting
- The EA approves the official results. 31.8
- Results must be published on the internet and electronically submitted to the IOF / IOF Eventor (→ 15.2) on the day of the race. Detailed information on how to provide the results can be found in the *IOF Result Reporting Instruction*. 24.12
- The SEA should make sure well in advance that the organiser is able to upload the results into IOF Eventor either in XML format (3.0) or by using the Excel template available in IOF Eventor. For support, the organisers or the SEA can contact [eventor@orienteering.sport](mailto:eventor@orienteering.sport).
- The IT Commission wants to collect information and statistics about the systems in use in orienteering today. Organisers are asked to complete the *Timing and Punching System Report* online form.
- **Related documents and information on the IOF website:**
  - [Guidelines backup SIAC](#)
  - Appendix 3 of the *Competition Rules*: Approved punching systems
  - [Approved Electronic Punching Systems](#)
  - [Instructions from punching system suppliers](#)
  - [IOF Result Reporting Instruction](#)
  - [Technical description how to use IOF XML in communication with IOF Eventor](#)
  - [Timing and Punching System Report form](#) (online submission)

## 6.27 Training and model event

- The EA assesses the suitability of the proposed training possibilities. 31.8
- If requested, training opportunities must be offered before the competition. 11.1
- If the EA finds it necessary, further model events must be organised. 11.4
- The model event may be organised on the day of the competition, if the EA finds it appropriate. 11.5
- There is no fee for the model event. It is included in the accreditation fee. (This information is in the *Guidance Notes* to the application.)
- Competitors of major events must have the possibility of practising with the electronic punching system (→ 6.25 and 7.7) at the model event. 20.2

## 6.28 Transport

- The EA assesses the suitability of the proposed transport. 31.8
- On request, the organiser must arrange transport of people and bikes from the nearest airport or railway station to the event centre or accommodation and/or all necessary transport during the event. 10.2  
10.3
- How to get to the competitions is one of the most frequent topics at the event secretariat or at team officials' meetings. Competitors need to know
  - how (means of transport) they can get to the finish arena/start,
  - how long it will take them to get there.
- Competitors usually get to the finish arena / parking by private transport (car, team bus/coach or bike). The following is important:
  - The route must be clearly signposted – at least close to the competition area/ finish arena – or the competitors are given clear directions (e.g. a detailed map) on how to get there. Just informing about the GPS coordinates of the finish arena is not sufficient!
  - Access to the finish arena must be on good roads which are also suitable for larger vehicles.
  - There should be sufficient space for parking, also for larger vehicles and trailers.
- It is crucial that the official route from the event centre to the finish arena does not lead through the competition area or through the embargoed area of a future competition, particularly if the arena is close to the event centre and some competitors might want to get to the competition by bike.
- Possible obligatory transportation is included in the entry fee. 7.5

## 6.29 Wild card

- The IOF MTBO Commission may provide up to three “wild cards” per class to add further top athletes without a sufficient number of ranking points into the Orange or Red Start Groups (→ 6.20). The IOF MTBO Commission determines the start position of such wild cards within the start group. 12.18
- **Related document:**
  - [Guidelines Wild Card](#)

## 7 CHARACTERISTICS OF A HIGH-LEVEL MTBO EVENT

### 7.1 Safety

- Compulsory gear: rigid safety helmet 21.1
- All competitors must ensure that their equipment (bicycle with accessories and other devices fitted, headgear, clothing, etc.) does not, by virtue of its quality, materials or design, constitute any danger to themselves or to others. 21.3  
For example, competitors must make sure that the handlebar of their bikes have bar-end plugs to prevent serious injury (to themselves or others) in the case of a fall or crash.
- Competitor safety must be considered when designing the courses (→ 6.5), the ride-in and the finish arena (→ 6.11). 16.2
- Dangerous areas must be marked on the map and, if necessary, also in the terrain. 17.2
- Any crossing point over a vehicular road must be clearly signed to warn motorists and competitors, and should be marshalled if appropriate. 17.5
- In the relay, the map issue for outgoing riders must be at least 50 m from the changeover zone. 22.11
- The EA may approve additions or changes to the *MTBO Competitors Code* to improve safety. App. 6
- It is recommended to remind the participants in the last bulletin of the most important points of the MTBO Competitors Code and to inform about the national traffic rules.
- If circumstances arise which make a race dangerous, the organiser must stop, postpone or cancel the race. 26.13
- There is more on safety in the *Organisers Guidelines*.
- **Related documents:**
  - [Cancelling a competition](#)

### 7.2 Fair Play

- One of the most important tasks of the EA is to ensure that fairness is paramount. 31.6
- Especially when riding off the track is not allowed, the following points are crucial:
  - Map correctness → 6.14: It must be absolutely clear where competitors may ride or pass and where not.
  - The courses should be designed in a way that shortcuts from one track to another will not give competitive advantage. If this is not possible, marshals in the terrain should be used. → 6.5 Courses, → 7.3 Shortcutting
- Riding outside the mapped area is not allowed. 14.8
- All competitors must be given the same amount of information. Organisers should be aware that participants of the WMMTBOC (Masters) do not attend team officials' meetings. It must therefore be ensured that Masters, who are not part of a team, get all the relevant information too. → 6.12 Information

- High risks with an impact on fair play:
  - Entering embargoed areas:  
The competition terrain must be embargoed as soon as it is decided. If that is not possible, then arrangements for access to the terrain must be published as soon as possible. → 6.8 Embargoed areas 14.3  
App. 8
  - Bringing a communication device into the quarantine → 6.17:  
In MTBO this is forbidden. 21.11
  - Cutting (i.e. not staying on trail network or crossing non-rideable areas) → 7.3 Shortcutting:  
Off-track riding is forbidden unless specifically agreed by the organiser and the EA. 17.4
  - Passing through a forbidden area on the course to gain time advantage:  
Such areas are forbidden to enter. 17.2
  - Sharing the competition map with teammates before the race is over:  
The use of any map of the competition is prohibited on the race day until permitted by the organiser. (→ 6.14 Maps and mapping) 15.6  
If required by the organiser, competitors must hand in their competition map after crossing the finish line. 23.4
- Low risks with an impact on fair play:
  - Having a mechanical help hidden inside the bike:  
The organiser has the right to inspect the competitors' bikes at any time to ensure compliance. 21.2
  - Carrying a GPS-enabled device (watch, cycle computer etc.) with a map display or telecommunication ability:  
Carrying such devices is forbidden although their use does not really facilitate navigation. The organiser can either completely forbid the use of such equipment or consult the GNSS list which provides guidance about legal and illegal GNSS devices. 21.11
- Riding outside the mapped area is not allowed. 14.8
- Non-compliant competitors or competitors who break any rule can be disqualified. 26.11
- If circumstances arise which make a competition significantly unfair, the race must be voided. 26.14
- **Related documents:**
  - [Cancelling a competition](#)
  - [IOF Anti-Doping Rules and World Anti-Doping Code](#)
  - [Guidelines Quarantine Zones](#)
  - [Embargoed Areas for IOF Events Guide](#)
  - *Guidelines Shortcutting* (not yet available)
  - [GNSS / GPS list](#)

### 7.3 Shortcutting

- As riding off the track or trail is normally not allowed, shortcutting can become an issue in MTBO. The only applicable rule is 26.11 in the section about Fair Play: *A competitor who breaks any rule, or who benefits from the breaking of any rule, may be disqualified.* 26.11

Cutting definitely has to be checked by the organiser before the medal ceremony based on GPS tracks and marshal reports. Top 6 is sufficient at first, the rest can be done later before the official results are released in the evening. The role of the SEA is to remind the organisers of this task, and that there should be a dedicated person to deal with it.

- **Related document:**
  - *Guidelines Shortcutting* (available later)

#### 7.4 Equipment and equipment zone

- Wearing a helmet is compulsory. 21.1
- Competitors must stay with their bike throughout a race from start to finish. 21.7
- Competitors must use the same bike frame from start to finish. 21.10
- Bicycles with electric or other assistance are not allowed. 21.2
- The organiser has the right to inspect the competitors' bikes at any time to ensure compliance. 21.2
- The organiser may define a zone where teams may place equipment such as spare parts and tools. 21.8
- Competitors may only use tools or spare parts carried by themselves or another competitor (except in an equipment zone). 21.9
- No assistance (e.g. from a coach) is permitted in the equipment zone or during the competition. 21.8
- Competitors may not use or carry telecommunication equipment. 21.11
- GPS-enabled devices can be carried if they have no map display or telecommunication ability and if they are not used for navigation purposes. However, the organiser has the right to forbid such equipment. 21.11
- **Related document:**
  - [GNSS / GPS list](#)

#### 7.5 Map

→ also 6.14 Maps and mapping

- The map must also be legible when cycling at high speed. The track and path network on MTBO maps is therefore exaggerated whereas only those details which are important for route choice or navigation are shown.
- Competitors take their map 1 minute before their start time in an interval start race. In a chasing start race, competitors take their map at their start time. 22.7
- In the relay, the map issue for outgoing riders must be at least 50 m from the changeover zone. 22.11
- Competitors are responsible for taking the right map. 22.7
- In MTBO it may be necessary to use second or third maps to complete the course. This is especially the case on small competition areas or in mass start competitions (→ 6.5). It is best to hand out all the maps at the start (maybe stapled). 15.8

## 7.6 Control flags

Control flags must be visible to competitors when they ride at high speed (no hidden flags). The challenge in MTBO is how to get to the control and not to find the control itself (→ 6.4).

## 7.7 Punching system

- For reasons of safety and fairness, a punching system with a working range of 1.5 – 1.8 m is essential at major events, but generally advised for all MTBO events. → 6.26 Timekeeping, punching system and results

## 7.8 Refreshments

- If the estimated winning time is more than 60 minutes, there should be at least one refreshment point. 19.9
- The refreshment point is preferable at the control, not on the leg.
- Choose a suitable control as refreshment point. The refreshment point must be well visible for the competitors.
- At least pure water of suitable temperature must be offered. Drinks containers (e.g. bottles) should be open. 19.10
- Some organisers may offer the delivery of the competitors' own bottles to the refreshment point. Clear information about this possible service must be given at the team officials' meeting (→ 6.24).

## 7.9 Infrastructure and logistics

- There needs to be an event centre (→ 6.10) which has enough space for all the required services (including secure bike storage).
- Possible transport from the nearest airport or railway station to the event centre and/or to the finish arenas (→ 6.27) does not only include people but also mountain bikes.
- Organisers should provide a secure compound for the storage of cycles at the event centre. At the finish arenas it is a good idea to provide some sort of rack or similar where the bikes can be "parked", especially if there is not a lot of space in the arena. 10.5
- A bike repair service (a mechanic on site, or a nearby bike shop that is open every day) is vital for competitors at high-level events.
- Bike wash facilities should be available at the event centre and possibly also at the finish arenas. Just one wash station or a few hoses with very low water pressure are not sufficient.

## 7.10 Differences between international elite events and common national events

- Number of participants and classes (e.g. at a World Championship there are two classes and about 160 - 200 riders).
- Extraordinarily demanding and experienced participants; elite riders are professionals that require professional conditions.
- High demand on facilities and environment.



- Media-friendliness is important, so the finish arena has to be designed accordingly and there must be appropriate facilities for media and VIPs.
- Costs are of course much higher, therefore sponsoring plays an important role.

## 8 VISITS

### 8.1 General

- The EA makes as many controlling visits as he/she sees necessary. Nowadays the majority of the EA's work is done electronically between the visits. 31.9
- A SEA makes 3 visits as a minimum: one at an early stage, one a year before the event and one 3-4 months before the event. 31.12
- Visits shall be planned in agreement with the appointing body (IOF for SEAs) and the organiser. It makes sense to conduct a visit ahead of the release of bulletins. 31.9
- Extra visits (due to problems or lack of experience of the organiser) are normally paid by the organiser (→ 12 Expenses).
- The EA must inform and brief the organiser in advance of the main objectives for a visit. EA and organiser should agree on the programme of the visit.
- It is useful if the EA sends the template of the event plan to the organiser before the first visit → 4 Event plan.

### 8.2 Key points of visits

#### First visit:

- event plan
- base for all work
- general concept (including terrain)
- agree on bulletin 1

#### Second visit:

- concept of particular races
- facilities, transport, economy
- agree on bulletin 2

#### Third visit:

- courses
- layout of arenas
- event office
- ceremonies
- agree on bulletin 3

## 9 REPORTS

- Immediately after each visit, the EA must write a short report. 31.9
- SEAs send their reports via the IOF Office to the Council. The IOF Office circulates the reports to all relevant people.
- SEAs are asked to send their report also to the IOF MTBO Commission.
- SEAs submit a final report within 4 weeks after the event. 32.1
- When writing the final report, it may be helpful for the EA to have the *Organiser's Report*, which the organiser must submit to the IOF Office no more than 3 weeks after the event. 32.2
- The following templates are available to write reports:
  - *Event Adviser's Report Form MTBO with checklist*  
This template can be filled in easily. After each visit the EA adds any new information to the template which then gives a good base for the final report. It is also a useful checklist and helps the EA to follow the event progress.
  - *Event Adviser Visit Report (FootO)*
  - *Event Adviser Final Report (FootO)*
- For all events, including WREs, organisers are asked to complete an *IOF Timing and Punching System Report*. → 6.26 Timekeeping and results
- For events where no IOF EA has been appointed by the IOF (→ 1.2 Appointment) such as WREs, the EA agrees with the federation on how to report on the event. A report to the IOF from a WRE is only necessary if there were unusual circumstances, e.g. if the jury had to meet, the competition had to be cancelled or if a course was voided. 31.9
- **Related documents:**
  - [Event Adviser's Report Form MTBO with checklist](#) (visits and final report)
  - [Organiser's Report MTBO](#) (ideas)
  - [Event Adviser Visit Report](#) (FootO)
  - [Event Adviser Final Report](#) (FootO)

## 10 RULES

### 10.1 Competition Rules for IOF MTB Orienteering Events

- The *IOF Competition Rules*, together with the appendices, are binding at WMTBOC, World Cup, JWMTBOC, WMMTBOC and for W21 and M21 elite classes at WREs. 2.1
- Every rule point with no event abbreviation (e.g. WCup) before its number is valid for all these events.
- Event-type specific versions of the *Competition Rules* are available. For example, all rules specific for the JWMTBOC are in one document. However, for MTBO, where almost all major events are a combination of several events, separate rulebooks may bring no benefit, but in return increase the likelihood of mistakes and confusion. Only for the WMMTBOC, when they are organised as a stand-alone event, could it make sense to use the WMMTBOC-specific rules.
- Additional regulations which do not conflict with the *Competition Rules* may be determined by the organiser. They need the approval of the EA. 2.5

### 10.2 Types of rules

- Definitions: 1.1 Mountain Bike Orienteering is a sport in which ... 1-3
- Recommendations: These rules are recommended as ... 2.3
- Absolute requirements: Bulletin 1 shall include ... (shall = must!) 8.3
- Guidelines on how to do things: The organising federation is appointed by ... 4.7  
Note: *The Guidelines for Organisers of IOF MTB Orienteering Events* must be followed! 2.12
- Responsibilities assignments: If deemed necessary by the IOF EA, ... 11.4

### 10.3 Special Rules World Cup

- The IOF Council determines the number and types of World Cup events and any necessary special rules. 3.4
- The Special Rules for the World Cup are published annually – usually by 1<sup>st</sup> January – for the coming season. They define the programme (dates and competition formats), the participation/entries and the point calculation/scoring of the Individual World Cup and the Team World Cup.

### 10.4 Guidelines for Organisers of MTBO Events

- Guidelines are based on the competition rules. Although they are no formal rules but rather suggestions and possible solutions, they should be followed. The *Guidelines for Organisers of MTBO Events* must be followed as much as reasonable. Significant deviations require the consent of the EA. 2.12  
Deviations from rules → 10.5
- The most important guidelines are the *Guidelines for Organisers of MTBO Events*. They include the *IOF Competition Rules* and help organisers to achieve the aims of the events. The *Guidelines for Organisers of MTBO Events* cover the most important features of an event, but they are not a complete set of instructions and they do not replace the EA's guidance! 2.12

- There are guidelines about other areas: mass start, quarantine, wild card etc.
- The guidelines will be revised regularly - input from practice (through EAs) is appreciated.

### 10.5 Deviations from rules

- The IOF Council may decide special rules or norms which must be followed, e.g. *World Cup Special Rules*, *Anti-Doping Rules* etc.
- The IOF Council may allow deviations from rules and norms. Requests for permission to deviate from rules must be sent to the IOF Office at least 6 months before the event. Rule deviations are generally not encouraged. 2.11
- Rule deviations are dealt with by the Event Supervisory Board (→ 14.2).
- Significant deviations from the *Guidelines* or any other published documents require the EA's consent. 2.12

### 10.6 Related documents

- [Competition Rules for IOF MTB Orienteering Events](#)
- [Guidelines for Organisers of MTBO Events](#) (including the Competition Rules)  
Please note: The guidelines date from January 2012, and they are based on the competition rules from then. It may therefore not make sense to strictly follow the Guidelines in all areas at the moment. The Competition Rules are binding, and the EA's Handbook gives some guidance. Use your common sense and when in doubt, please ask the MTBOC.  
The Guidelines are being updated in 2021. This reviewed version will be published on the IOF website as soon as it is available and all MTBO EAs will be notified.
- [World Cup Special Rules](#)
- [Anti-Doping Rules](#)
- [Guidelines for various areas](#)

### 10.7 International Specification for MTB Orienteering Maps (ISMTBOM)

- Maps, course markings and additional overprinting must be drawn and printed according to the IOF [International Specification for MTB Orienteering Maps](#) (ISMTBOM). 15.1
- The currently valid version dates from 2010. It is being updated in 2021 and the MTBOC hopes that the reviewed ISMTBOM can become valid from January 2022.
- References to the ISMTBOM in this version of the EA's Handbook (February 2021) are based on the ISMTBOM 2010.

## 11 JURY SYSTEM

### 11.1 Jury appointment and composition

- All events organised under the umbrella of the *IOF Competition Rules* have a jury. This jury rules on protests. 29.1
- The jury is appointed by the IOF or the federation. 29.2
- The jury consists of 3 members. 29.10/11
- The organiser can participate in jury meetings but has no vote. 29.4
- Jury members must declare if they are conflicted in a decision. The EA makes the final decision regarding any potential conflict-of-interest. 29.7

### 11.2 Tasks of the Event Adviser

- The EA leads the jury. However, as the EA will be involved in most aspects of the event and will very often have been involved in some way in the problem that led to a protest, he/she has no vote. 29.3
- The EA should brief the jury about their roles and responsibilities and ensure that the jury members are aware of the *Jury Guidelines* too.
- The EA checks the presence of the jury members and ensures that the jury members can be summoned quickly.
- The EA nominates a substitute if a jury member cannot fulfil his/her task. 29.7
- The EA makes the final decision regarding any potential conflict-of-interest. 29.7
- The EA should ensure that copies of the rules and the final bulletin are available at the jury meeting.
- The EA should act as the spokesperson of the jury if details of the jury decision are requested.
- The EA should include details of any protests and the jury decision in the final report (→ 9 Reports). 32.1

### 11.3 Tasks of the jury members

- The tasks of the jury members are explained in the *Jury Guidelines*.
- Generally, jury members may be asked to observe key areas of the event, e.g. start or finish, but they should not take over the job of officials or act as judges or marshals at the event.
- In competitions with mass or chasing starts, a jury member must be present at the finish line. However, this does not mean that this jury member is a finish judge. Finish judges are officials from the organising team. 23.8

## 11.4 Complaints, protests and appeals

	<b>Complaint</b> (rule 27)	<b>Protest</b> (rule 28)	<b>Appeal</b> (rule 30)
made by	- team officials - competitors	- team officials - competitors	federations
what about	- infringements of rules - organiser's directions	organiser's decision about complaint	infringements of rules if jury is not available or serious procedural error by the jury
form	in writing	in writing	in writing
made to	organiser	organiser	IOF Office
when	as soon as possible (organiser may set a time limit for this)	no later than 15 min. after organiser has announced decision about the complaint	as soon as possible
adjudicated by	organiser (or EA if organiser is not available)	jury	IOF Council
fee *	none	€ 50.00 (none for WRE)	none
decisions	complainant must be informed about decision immediately	decisions are final	decisions are final

\* The protest fee must be paid to the EA in cash when making a protest.  
The fee will be returned if the protest is accepted by the jury.  
If the protest was rejected, the fee must be paid to the IOF.

28.4

## 11.5 Related documents

- [Jury Guidelines](#)
- [Complaint protest form](#)
- [Cancelling a competition](#)

## 12 EXPENSES OF THE EVENT ADVISER

- The travelling costs of the IOF appointed EA and assistant/s, to and from the venue, are paid by the IOF. 7.6
- For SEAs appointed for an IOF Event, the IOF reimburses the travel costs related to the planned control visits in exchange for the appropriate receipts.
- Travel reimbursement is paid according to the cost of the most affordable way of travel in accordance with the *IOF Travel Policy*.
- Should there be a specific need to travel by private car, please contact the IOF Office in advance (the reimbursement rate for private car transport is SEK 1.85/km, or equivalent in other currency).
- SEAs are asked to fill in the *IOF Expenses Claim form* and to return it to the IOF Office within one month after the visit accompanied by the appropriate visit report.
- The IOF may defer payment of expenses until the relevant report (visit report or final report) has been submitted.
- Local costs (accommodation, food, transport) during controlling visits and the event days are paid by the organiser or the organiser's federation according to national agreements. 7.6  
The EA should check before the first visit that the organiser is aware of this.
- The EA should be prepared to accept similar standards of accommodation and travel as the competitors will experience when participating in the event.
- All costs of EAs and assistants appointed by a federation are paid by the organiser or the organiser's federation according to national agreements. 7.7
- If an organiser fails to deliver agreed results and extra visits are necessary, the organiser has to pay all costs for these extra visits. Such visits must be coordinated with the IOF MTB Orienteering Commission and the IOF Office.
- The EA must keep a careful account of the expenses.
- **Related documents:**
  - [Expenses Claim Form](#) for Event Advisers
  - [Travel Policy](#) (can also be accessed from the document *Working with the IOF*)
  - [Working within the IOF](#)

## 13 RECOMMENDATIONS AND TIPS

- The schedule is the first priority – to be in time and on the right track.
- Remind the organiser well in advance of deadlines.
- The right concept is important.
- Be more of an adviser than a controller.
- You are mostly more experienced than the organisers, but we are all volunteers.
- Inform the MTBO Commission in time if you anticipate possible problems or if you need support or advice.
- Don't try to substitute for the organisers during the event. Let the organisers do their job!
- Be present on the competition day, but do only interfere when absolutely necessary!
- Try not only to warn and criticise, but also to appreciate good work.
- Be impartial and do not favour a participating team.

## 14 PROCEDURE IN CASE OF PROBLEMS

### 14.1 General

- Generally, the IOF contact with the organiser always goes via the EA.
- Try to find a solution for the problem. If necessary require adjustments. 31.6
- Look for an agreement with the organiser.
- Report to the IOF MTB Orienteering Commission if no agreement can be found.
- If the problem still cannot be solved, the MTBO Commission or the EA can call upon the ESB → 14.2.

### 14.2 Event Supervisory Board (ESB)

- The ESB is a sub group of the IOF Council consisting of 3 Council members and the IOF CEO.
- It can be called upon by EAs or the MTBO Commission and serves as a first level escalation body. Among others, it initiates measures to resolve event quality related problems.
- On behalf of the Council, the ESB also deals with Special Rules, requests for rule deviations (→ 10.5) of a technical nature, decisions on the dates of IOF events, appointment of EAs etc.
- If the ESB is unable to make a decision about a particular matter, it is referred to the full Council for decision.
- **Related document:**
  - [Working within the IOF](#)



## 15 IOF EVENTOR

### 15.1 General

- IOF Eventor is the event management system that supports some parts of the event administrative processes for IOF events. The system also serves as the digital archive of event information to be kept for the records after the event has been closed. IOF Eventor is being continuously developed.
- All entries to events and result lists are handled through IOF Eventor.
- For organisers of IOF events it is obligatory to use these IOF management services. They are included in the sanction fee paid by the organiser.
- The organiser has the responsibility to make sure that all mandatory information is archived in IOF Eventor before closing the event and that a website for the event is maintained for a minimum period of 24 months following the event.

### 15.2 Event management

IOF Eventor manages the following parts of event administration:

- Event calendar  
Events are registered in IOF Eventor by the IOF Office. The organiser then provides the event with all necessary information (e.g. event website, contact details).
- Bulletins and other official information  
All bulletins must be uploaded to IOF Eventor. Other documents can be added too.
- Entries management
  - All entries for IOF events are made in IOF Eventor. The EA must check that this is communicated clearly in the bulletin (→ 5.4).
  - Entry fees and deadlines are also managed in IOF Eventor. The system does not support payments but it summarizes the entries done and accumulated costs.
- Start lists  
They can be uploaded from an external event management system through IOF XML, but IOF Eventor does not support start list creation.
- Results database  
IOF Eventor is the IOF's official results database. Results must be uploaded in IOF Eventor either in XML format (3.0) or by using the Excel template available in IOF Eventor. → 6.25  
It is important that the results are uploaded to Eventor correctly (just adding a PDF file is not sufficient) and in time as they are also needed for the point calculation of the World Cup and the World Ranking.
- Embargoed areas → 6.8  
There is a basic embargoed areas management module where an area can be pinpointed as embargoed on a global map. More complex embargoed areas need to be managed outside the system.

### 15.3 IOF Eventor database

- Event advisers  
All EAs have an IOF Eventor profile (in “athletes”), which is used for re-accreditation. → 1.6
- Athletes
  - IOF ID and IOF Eventor user account:  
All athletes who want to take part in an IOF event need an Eventor user account with an IOF ID. Once athletes have created this account, they can enter for an event. For major events (e.g. WMTBOC and World Cup) entries are made by the federation. For other entries (e.g. WREs and WMMTBOC) the entries can be made by the athlete.
  - IOF Athlete Licence:  
To be able to participate in the WMTBOC or a World Cup event the athletes need a valid IOF Athlete Licence. These licences are managed in Eventor.  
[Information on the IOF website for athletes](#) (and about the Athletes Licence)
- Federations  
[Information](#) (e.g. contact details) about the IOF federations can be found in IOF Eventor.

### 15.4 IOF Eventor support

- The IOF has a dedicated support team to help the organiser with the system management. It can be contacted at [eventor@orienteering.sport](mailto:eventor@orienteering.sport).
- The following tasks are done by the IOF support team:
  - First setup of the event in the calendar
  - Changing the event name, time and event adviser
  - Setting up / configuration of the entry settings
- Note for organisers and EA of the last World Cup round: The Eventor support team will do the World Cup point calculation for the prize-giving (→ 6.3) of the overall World Cup if notified in advance. It is recommended that the organiser and SEA of the 3<sup>rd</sup> World Cup round profit from this offer; it can be quite time-consuming and also complicated to make this ranking by hand.

#### Information and support material

- [On the IOF website](#)
- [In IOF Eventor](#) (user guides, FAQs, how-to-do help etc.)

## 16 OVERVIEW OF DOCUMENTS AND LINKS

The IOF has published a number of topic-specific manuals and guidelines for the different functional areas – and more will follow in the future. Below you will find a list of these documents with their links to the IOF website.

ORGANISING	4	Planning	<a href="#"><i>Event Plan for MTBO Events, template</i></a>
	4		<a href="#"><i>Event Adviser's Report Form with checklist</i></a>
	6.16		<a href="#"><i>IOF Policy on conflicting event dates</i></a>
	6.2	Finances	<a href="#"><i>IOF Event fees</i></a>
	6.2		<a href="#"><i>Overview entry fees of past events</i></a>
	6.2		<a href="#"><i>Guidance Notes</i></a> (application)
	5.1	Communication	<a href="#"><i>IOF Brand book</i></a>
	5.1		<a href="#"><i>Logos on IOF website</i></a>
	5.1		<a href="#"><i>List of Acronyms used within the IOF</i></a> <a href="#"><i>Bulletins templates</i></a> (not yet available)
	5.3	Administration	<a href="#"><i>IOF Eventor Guides</i></a>
	6.23		<a href="#"><i>Start group allocation forms</i></a> , templates
	6.23		<a href="#"><i>Start list creation forms</i></a>
	6.23		<a href="#"><i>Procedure for allocating WMTBOC Long distance start slots</i></a>
	6.23		<a href="#"><i>IOF World Ranking</i></a>
6.26	<a href="#"><i>Guidelines backup SIAC</i></a>		
6.29	<a href="#"><i>Guidelines Wild Card</i></a>		
15.3	<a href="#"><i>Information on IOF website for athletes</i></a> (incl. Athletes Licence)		
LOGISTICS	6.18	Quarantine & Start	<a href="#"><i>Guidelines Quarantine Zones</i></a>
	6.19		<a href="#"><i>Guidelines Start for mass start &amp; relay competitions</i></a>
TECHNICAL	6.8	Terrain	<a href="#"><i>Embargoed Areas for IOF Events Guide</i></a>
	6.14	Maps	<a href="#"><i>International Specification for MTBO Maps</i></a> (ISMTBOM) <sup>1</sup>
	6.14		<a href="#"><i>Common mapping errors and solutions</i></a>
	6.14		<a href="#"><i>EA's checklist for controlling maps (FootO)</i></a> <a href="#"><i>Guide MTBO Maps</i></a> (not yet available)
	6.5	Courses & Arena	<a href="#"><i>Course Planning Manual</i></a> (not yet available) Leibnitz Convention → <a href="#"><i>Competition Rules</i></a> , Appendix 4
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	6.26		<a href="#"><i>Approved Electronic Punching Systems</i></a>
	6.26		<a href="#"><i>Instructions from punching system suppliers</i></a>
	6.26		<a href="#"><i>Technical description how to use IOF XML with IOF Eventor</i></a>
	6.26		<a href="#"><i>IOF Result Reporting Instruction</i></a>
	6.26		<a href="#"><i>Timing and Punching System Report form</i></a>
	6.3	Ceremonies	<a href="#"><i>IOF Protocol Guide</i></a>

RISK MANAGEMENT	7.1	Safety and Fair Play	<a href="#"><u>Canceling a competition</u></a>
	7.2		<a href="#"><u>IOF Anti-Doping Rules and World Anti-Doping Code Guidelines Quarantine Zones</u></a> <a href="#"><u>Embargoed Areas for IOF Events Guide</u></a>
	7.3	Shortcutting Equipment	<a href="#"><u>Guidelines Shortcutting</u></a> (not yet available)
	7.4		<a href="#"><u>GNSS / GPS list</u></a>
	11	Complaints, Protests & Jury	<a href="#"><u>Jury Guidelines</u></a>
	11		<a href="#"><u>Complaint protest form</u></a>
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	1.3		<a href="#"><u>IOF Conflict of Interest Policy and Registration of Interests</u></a> <sup>2</sup>
	1.5	Accreditation	<a href="#"><u>Event Adviser Accreditation Form MTBO</u></a>
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	9	Visits & Reporting	<a href="#"><u>Event Adviser's Report Form with checklist</u></a>
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	2.6		<a href="#"><u>Guidelines for World Ranking Events</u></a> <a href="#"><u>IOF MTBO Rules WRE</u></a> <a href="#"><u>World Ranking Scheme Rules</u></a>
	6.7		<a href="#"><u>Anti-Doping Rules</u></a>

<sup>1</sup> References to the ISMTBOM in this version of the EA's Handbook (January 2021) are based on the ISMTBOM 2010. Some symbol numbers will be different in the new ISMTBOM 2022.

<sup>2</sup> also accessible via [Working within the IOF](#)

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## 18 APPENDICES

### 18.1 Appendix 1: Time schedule competition days

#### Example for time schedule competition days

	Middle Friday		Sprint Saturday		Long Sunday	
	<i>men</i>	<i>women</i>	<i>men</i>	<i>women</i>	<i>men</i>	<i>women</i>
Competitors	80	50	80	50	80	50
Start interval	2 min.	2 min.	2 min.	2 min.	3 min.	3 min.
Winning time	55 min.		20 min.		110 min.	
First start	10:00	10:45	11:00	11:50	9:00	9:45
Last start	12:40	12:25	13:40	13:30	13:00	12:15
First arrival	11:00	11:45	11:25	12:15	10:55	11:40
Last arrival	13:35	13:20	14:00	13:50	14:50	14:05
Quarantine at start registration	12:00 – 12:40 11:45 – 12:00		13.00 – 13.40 12.45 – 13.00		12:15 – 13:00 12:00 – 12:15	
max. time in Q	40 min.	25 min.	40 min.	30 min.	45 min.	0 min.
max. athletes in Q	20	12	20	15	15	0
Quarantine at finish	11:00 – 12:00		11:25 – 13:00		10:55 – 12:15	
max. time in Q	60 min.	15 min.	95 min.	45 min.	80 min.	35 min.
max. athletes in Q	30	8	48	23	29	14
Time limit for complaints *	13:50		14:15		15:05	
Flower ceremony * (if there is any)	14:00		14:30		15:15	
Maximum time	100 min.		60 min.		200 min.	
End of competition	as soon as all competitors are in finish or maximum time is up					

\* approximate times – definite times will have to be announced on the competition day