

GUIDELINES

for Organisers of

IOF MTB ORIENTEERING EVENTS

(including the MTBO Competition Rules)

January 2012

IOF MTB ORIENTEERING COMMISSION

Guidelines for Organisers of IOF MTBO Events (including the Competition Rules)

	Foreword	4
1.	Definitions.....	5
2.	General provisions	6
3.	Event programme.....	7
4.	Event applications	7
5.	Classes.....	10
6.	Participation.....	10
7.	Costs	11
8.	Information about the Event	12
9.	Entries	16
10.	Travel, transport and secure cycle storage.....	17
11.	Training and model event.....	18
12.	Starting order.....	20
13.	Team officials' meeting.....	23
14.	Terrain and care of the environment.....	25
15.	Maps	25
16.	Courses	27
17.	Restricted areas and routes	30
18.	Control descriptions.....	30
19.	Control set-up and equipment.....	30
20.	Punching systems	31
21.	Equipment	32
22.	Start.....	32
23.	Finish and time-keeping	34
24.	Results.....	36
25.	Prizes and Ceremonies	37
26.	Fair play.....	38
27.	Complaints	40
28.	Protests	40
29.	Jury.....	41
30.	Appeals.....	42
31.	Event control	42
32.	Event reports	45
33.	Advertising and sponsorship	46
34.	Media and media service	46
35.	Environmental Mandate	48
36.	General Organisation	48
37.	Event Centre	51
38.	Meals and Accommodation.....	52

39.	Competition Arena.....	53
40.	Implementation of Doping Tests at IOF MTBO Events.....	55
41.	Press/Media Centre.....	56
42.	Speaker (Commentary) Services at IOF MTBO Events	57
43.	TV and video production	59
44.	Marketing/Sponsorship.....	59
45.	Medical Services and Safety	60
46.	VIP hospitality.....	61
47.	Banquet	61
48.	Public races	61
49.	IT and other special equipment requirements.....	62
50.	Ceremonies	62
51.	GPS tracking	63
	Appendix 1: General Competition Classes	64
	Appendix 2: IOF resolution on good environmental practice	65
	Appendix 3: Approved punching systems.....	66
	Appendix 4: The Leibnitz Convention	67
	Appendix 5: Agenda for team officials' meeting	68
	Appendix 6: The MTBO Competitors Code	69
	Appendix 7: Competition formats.....	70
	Appendix 8: the European Mountain Bike Orienteering Championships.....	74
	Appendix 9: IOF Protocol Guide	75
	Appendix 10: Security of Data and Information. Example: WOC (foot) 2006, Denmark	81
	Appendix 11: Confidentiality Declaration. Example: WOC (foot) 2006, Denmark.....	83
	Appendix 12: WMTBOC Secretariat staffing. Example: WOC (foot) 2008, Czech Republic.....	84
	Appendix 13: Event Office. Example: Instructions for WOC (foot) 2008, Czech Republic.....	85
	Appendix 14: WMTBOC Identity card and start number specifications.....	87
	Appendix 15: Templates and specialist notes.....	89
	INDEX	90

Foreword

Layout of this document

To give organisers a coherent reference document these guidelines are laid out as follows:

- **Chapters 1 to 35** and **Appendices 1 to 8** are the IOF competition rules with, where appropriate, guidelines for their application. The rules are shown for reference only; the official rule booklet takes precedence in the event of conflicting texts.
- **Chapter 36 and onward** and **Appendices 9 and onward** give guidelines on all other aspects of the organisation.

Rules and guidelines are distinguishable in the text as follows:

- Rules are in tabular form, are numbered and are printed in the Times font
- Guidelines are in the Arial font. Those guidelines more specifically applicable to World Championships are shown in *italics*.

Some definitions:

- A statement containing "shall", "must" or "needs to be" is mandatory, i.e. must be followed
- A statement containing "should" is one where it is strongly advised that it is followed.

These Guidelines are designed to help Organisers of all International Mountain Bike Orienteering (MTBO) events, held under the auspices of the IOF, to interpret the Rules and be well prepared for the scale and complexity of the work involved. These events aim to:

- offer top-level competitions to member federations
- provide a platform for presenting MTBO as an exciting elite sport for media coverage.

The guidelines are not a complete set of instructions for organising competitions, but they aim to cover the special features of organising events and should be followed as closely as possible. Note should also be made of the Leibnitz Convention, which lays down principles for raising the profiles of all IOF Events. The Leibnitz Convention appears here as Appendix 4.

The guidelines are applicable to all International MTBO events, however, particular attention to them must be taken for World Mountain Bike Orienteering Championships (WMTBOC) as these are the most important and challenging series of events a national Federation will ever undertake. The task as a whole is of a degree of complexity that requires considerable pre-planning and structuring, right from the point when the application to stage the WMTBOC begins to be prepared.

These guidelines are based on past experience. They will be completed, updated and improved on the basis of further experience. The date of the latest version appears on the title page.

IOF MTBO Commission

1. Definitions

	1.1	Mountain Bike Orienteering is a sport in which the competitors, using cycles, navigate independently through the terrain. Competitors must visit a number of control points marked on the ground in the shortest possible time aided only by map and compass. The course, defined by the location of the controls, is not revealed to competitors until they start. Mountain biking and navigational skills shall be tested in such a way that navigational skill is the decisive element. The course shall be completed by the cyclist riding, carrying or pushing his/ her mountain bike. Riding off the track or trail will normally be disallowed unless specifically agreed by the organiser and the IOF Event Adviser.
	1.2	In individual interval start races the competitors navigate and cycle through the terrain independently.
	1.3	In mass start and chasing start races, competitors may often be cycling in close proximity to each other, but the formats still demand independent navigation.
	1.4	The term competitor means an individual of either sex or a team, as appropriate.
	1.5	Types of MTBO competition may be distinguished by: <ul style="list-style-type: none"> – the nature of the competition: <ul style="list-style-type: none"> • <i>individual</i> (the individual performs independently) • <i>relay</i> (two or more team members cycle consecutive individual races) • <i>team</i> (two or more individuals collaborate) – the way of determining the competition result: <ul style="list-style-type: none"> • <i>single-race competition</i> (the result of one single race is the final result. The competitors may compete in different races: the A-race, the B-race and so on, with the placed competitors of the B-race placed after the placed competitors of the A-race and so on) • <i>multi-race competition</i> (the combined results of two or more races, held during one day or several days, form the final result) • <i>qualification race competition</i> (the competitors qualify for a final race through one or more qualification races in which they may be allocated to different heats. The results of the qualification races also determine the starting order in the final. The competition's result is that of the final only. There may be A- and B-finals and so on, with the placed competitors of the B-final placed after the placed competitors of the A-final and so on. Where there is a single heat and all competitors who are placed in the heat qualify for the final, the qualification race is called a <i>prologue</i>) – the order in which controls are to be visited: <ul style="list-style-type: none"> • <i>Specific order</i>: the sequence is prescribed • <i>Free Order</i>: <i>all controls must be visited but in no specific order</i> (the competitor is free to choose the order) • <i>Score</i>: <i>controls are allocated values</i> (the competitor is free to choose the order and which they visit, within a specified time limit) – the length of the race: <ul style="list-style-type: none"> • <i>Long distance</i> • <i>Middle distance</i> • <i>Sprint</i>
	1.6	The term <i>Federation</i> means a member Federation of the IOF.
	1.7	The term <i>event</i> embraces all aspects of an MTBO meeting including organisational matters such as start draws, team officials' meetings and ceremonies. An event, e.g. the World MTBO Championships, may include more than one competition.
WMTBOC	1.8	<i>The World MTBO Championships (WMTBOC)</i> is the official event to award the titles of World MTBO Champions. It is organised under the authority of the IOF and the appointed Federation.
WCup	1.9	<i>The World Cup in MTBO (WCup)</i> is the official series of events to find the World's best MTB orienteers, based on all formats, over a season. The different events are organised under the authority of the IOF and the Federations of the organisers.

JWMTBOC	1.10	<i>The Junior World MTBO Championships (JWMTBOC)</i> is the official event to award the titles of Junior World MTBO Champions. It is organised under the authority of the IOF and the appointed Federation.
WMMTBOC	1.11	<i>The World Masters MTB Orienteering Championships (WMMTBOC)</i> is the official event to find the World's best veteran MTB orienteers. It is organised under the authority of the IOF and the Federation of the organiser.
ROC	1.12	<i>The Regional Orienteering Championships (ROC)</i> is the official events to award the titles of Regional Champions in MTB Orienteering for each IOF Region. They are organised under the authority of the IOF and the appointed Federation. The IOF Regions are Africa, Asia, Europe, North America, Oceania and South America.
WRE	1.13	<i>IOF World Ranking Events (WRE)</i> are international events which are accepted by the IOF Council into the official IOF Calendar. They are organised under the authority of the IOF and the Federations of the organisers.
	1.14	The IOF World Ranking Scheme is a system to rank the World's Elite MTB Orienteers based on their performances in the World Orienteering Championships, World Cups, regional Championships and World Ranking Events.
	1.15	<i>The IOF Event Adviser</i> is the person appointed to control an IOF event. In the case of World Championship, Junior World Championship, World Masters Championship, World Cup and Regional Championship events the title <i>IOF Senior Event Adviser</i> is used.

2. General provisions

	2.1	These rules, together with the Appendices, shall be binding at the <i>MTBO Championships</i> and all other <i>IOF MTBO Events</i> . Every rules point with no event abbreviation before its number is valid for all these events. A rules point valid only for one or more of these events is marked with the specific abbreviation(s) in the margin beside the rules point number. Such specific rules take precedence over any general rules with which they conflict.
	2.2	Where an event is of two types (e.g. the World Championships may also form part of the World Cup) the rules for the higher level event (as defined by the order in 1.5-1.10) shall take precedence.
	2.3	These rules are recommended as a basis for national rules.
	2.4	If not otherwise mentioned these rules are valid for individual day orienteering competitions on any pedal-powered cycle – normally mountain bikes.
	2.5	Additional regulations which do not conflict with these rules may be determined by the organiser. They need the approval of the IOF Event Adviser.
	2.6	These rules and any additional regulations shall be binding for all competitors, team officials and other persons connected with the organisation or in contact with the competitors.
	2.7	Sporting fairness shall be the guiding principle in the interpretation of these rules by competitors, organisers and the jury.
	2.8	The English text of these rules shall be taken as decisive in any dispute arising from a translation into any other language.
	2.9	In relays the rules for individual competitions are valid, unless otherwise stated.
	2.10	The IOF Council may decide special rules or norms which shall be followed, e.g. <i>IOF Anti-Doping Rules</i> , <i>International Specification for Orienteering Maps</i> , <i>Principles for MTBO Course Planning</i> and the <i>Leibnitz Convention</i> .
	2.11	The IOF Council may allow deviations from these rules and norms. Requests for permission to deviate from them shall be sent to the IOF Secretariat at least 6 months prior to the event.
	2.12	<i>The IOF MTBO Organisers Guidelines</i> and any other published documents should be followed. Significant deviations require the consent of the IOF Event Adviser.

JWMTBOC	2.13	<p>The championships shall be organised in accordance with the following principles:</p> <ul style="list-style-type: none"> • The best junior orienteers of each Federation shall be offered competitions of high technical quality. • The event shall have a social, rather than a competitive atmosphere, accentuating exchange of experience. • The costs of participating shall be kept low.
---------	------	---

3. Event programme

	3.1	The event dates and programme are proposed by the organiser and approved by the IOF Council.
WMTBOC	3.2	The World Orienteering Championships is organised every year. The programme shall include Sprint, Middle distance and Long distance competitions, and a Relay as well as an opening ceremony, a closing ceremony and adequate model events and rest. The Long distance competition shall include a qualification race and a final. Organisers are expected to provide Open International Events for spectators, and other competitors not in the national teams.
WCup	3.3	The World Cup is organised every year. The individual and relay World Cups consist of a number of events.
WCup	3.4	The IOF Council determines the number and types of World Cup events and any necessary special rules.
WCup	3.5	A World Cup event should preferably be organised in conjunction with another event (e.g. national championships, etc.).
WMTBOC	3.6	In the Long Distance competition, no qualification race heat may have more than 100 riders. If there are more than 100 riders entered, then more heats will be required.
JWMTBOC	3.7	The Junior World Orienteering Championships is organised every year and is held in conjunction with the World Orienteering Championships. The programme shall include Sprint, Middle distance and Long distance competitions, and a Relay as well as an opening ceremony, a closing ceremony and adequate model events and rest.
WMMTBOC	3.8	The World Masters MTB Orienteering Championships is an annual event. The programme shall include Sprint, Middle distance and Long distance competitions.
ROC	3.9	Regional MTB Orienteering Championships take place every two years.
WRE	3.10	The events which are selected to be IOF World Ranking Events are chosen by Federations.

4. Event applications

	4.1	Any Federation may apply to organise an IOF MTBO event.
	4.2	Applications shall be forwarded by the Federation to the IOF Secretariat. The official application form shall be used, and the applications shall contain all requested information and guarantees.
	4.3	The IOF Council may impose a levy on any IOF event. The amount of the levy shall be announced at least six months before the closing date for applications for that event.
	4.4	The IOF Council can void the sanctioning of an event if the organiser fails to comply with the rules, the norms, the IOF Event Adviser's directions or the information submitted in the application. The organiser cannot claim damages in this case.
WMTBOC JWMTBOC	4.5	Applications shall be received no later than January 1st three years prior to the championship year. The organising Federation is appointed by October 31st the same year. The appointment must be confirmed by the signing, within 6 months, of a contract to organise the event, else Council may make an alternative appointment.
WCup	4.6	Applications to organise World Cup competitions shall be received no later than 1 st January two years prior to the competition year.

WMMTBOC	4.7	Applications shall be received no later than January 1st two years prior to the championship year. The organising Federation is appointed by the IOF Council by October 31st the same year. The appointment must be confirmed by the signing, within 6 months, of a contract to organise the event, else Council may make an alternative appointment.
WRE	4.8	The IOF Council shall indicate the criteria these events must meet. Applications shall be due no later than 30 September in the year prior to the event year and shall be approved or rejected by the IOF Council by 31 October of the same year.

Entry forms

For each level of event entry forms are available on the IOF website; they give all the details necessary for making applications. Prospective applicants should plan their applications with reference to the details below which are more specifically laid down for WMTBOC but are good guidelines for all other events.

Time Schedule for WMTBOC:

The following standard time schedule is set down for World Championships:

- *October 31, 4 years before the event, IOF sends out application forms*
- *January 1, 3 years before the event, final application date for event*
- *March 31, 3 years before the event, MTBOC reviews the applications and visits the sites*
- *April, 3 years before the event, MTBOC presents the IOF Council with its recommendation*
- *July/August, 3 years before the event, the IOF General Assembly or Council makes appointment of organiser (rule 4.56)*
- *3 years before the MTBO event, IOF MTBO Event Adviser appointed*
- *2 years before the event, IOF Event Adviser makes visit 1 - terrain check*

Planning

A forward-thinking national Federation will have decided to put forward an application up to 2 years before the application year, i.e. a full 5 years before WMTBOC itself.

The national Federation has to decide which areas of terrain will be allocated for WMTBOC and which people and clubs will be responsible for staging it. The outcome of the discussions at national level can be the appointment by the Federation of an Event Director and an organising group of people, or of clubs; other models may be adopted. An agreement between the Federation and a group or clubs would include an outline of how WMTBOC would be funded and how this would affect the clubs and other organisations having a stake in the agreement.

The national Federation also needs to allocate funds to prepare the application, including all the expenses involved in visiting and assessing potential terrain and arenas, organiser-group meetings, printing costs and so on.

*It is very useful for the organising group at an early stage to formulate a **vision** for the proposed championships. This is a set of aims and objectives linked with a framework made up of the facilities and potential of the town and region proposed for the event centre and the types of terrain within its reach. The vision may well encompass community and environmental objectives as well as those directly concerning the competitions themselves, the welfare of competitors, officials and other visitors, and PR and media ambitions.*

Application and Appointment for WMTBOC

The invitation to apply for a WMTBOC is sent out by the IOF Secretariat. Any member of the IOF may apply to organise a WMTBOC, but it is normally expected that applicant nations will have a good track-record in organising major IOF Events and other elite-level races to a high standard. Application forms and Guidance Notes for WMTBOC Applicants can be downloaded from the Document Library on the IOF website. The notes include details of the application fee and the sanction fee to be paid for the year of application, and the relationship between the Organisers and the IOF regarding sponsorship rights.

The application by the national Federation containing all the required information on the official form, plus the application fee, must reach the IOF Secretariat by 1st January 3 years prior to the event., e.g. by 1st January 2011 for 2014. It is normal to supplement the official form with a detailed proposal document which sets out all aspects of the proposed arrangements and any preliminary agreements made with TV, funding bodies, potential sponsors and local Councils. Existing orienteering maps of the proposed terrain areas, or topographical maps if there is no orienteering map, must be included with the application.

Decisions on the following should be made prior to finalising the formal application to stage a WMTBOC:

- Proposed dates. Check the dates carefully, e.g. are there any other important events taking place at the same time?
- Location of Event Centre – town, main accommodation sites
- Proposed location of terrain and arenas for all races, plus reserve/alternative areas (initial discussions with landowners should be held to ascertain that access can be negotiated)
- Nature of training opportunities and public races + possible venues
- What level of technology can be afforded – e.g. big screen in arenas, use of tracking etc.
- How much professional support should be budgeted for – e.g. paid Secretary General, professional map-making

The IOF Event Plan template, downloadable from the IOF website, is a useful aid in the early planning stages.

Work should also be done:

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

In preparing plans, it is important that the principles of the Leibnitz Convention are fully considered and incorporated into the plans. IOF is fully committed to achieving a high media profile at all WMTBOCs, with spectator-friendly arenas which as far as possible are in easily-accessible locations. It is acceptable for one arena to serve for more than one race, if the surrounding terrain enables this.

Factors which can help an application to succeed are:

- first-class terrain, technically and physically challenging and suitable for the different race formats. Wherever possible, terrain new to orienteering should be put forward; terrain which is well known to home riders should be avoided
- event venue is easy to reach by plane and other public means of transport
- event centre town has a good range of accommodation and other facilities, and there is adequate accommodation, campsites, food outlets etc
- travel times from event centre to race venues are not more than 1 hour, preferably less
- financial support agreements have already been signed

The applications are first evaluated by the MTBO Commission. A pre-planned visit may be made to each applicant nation. The visit includes inspection of the proposed event centre buildings and main terrain areas, and discussions with the proposed Event Director and other leading national officials and members of the organising group. When all the visits have been made and any supplementary questions responded to, the respective applications are fully analysed and a comparative statement is written for the information of IOF Council.

Appointments for odd years are made by the IOF General Assembly held in the year of application (e.g. in 2010 for 2013). Appointments for even years are made by the IOF Council, usually at the meeting held in association with the World Orienteering Championships held in the year of application (e.g. in 2011 for 2014).

At the General Assembly, applicants are given a few minutes in which to present their applications. Video films, power-point presentations and other visual aids are allowed.

Soon after the appointment is made, the IOF Council appoints an Event Adviser for the WMTBOC, who will make contact with the Event Director and the National Controller at an early stage in further preparations.

Partnership Agreement with IOF

All applicants for WMTBOC are expected to sign a Preliminary Partnership Agreement (PPA) prior to the General Assembly or Council meeting when the appointment will be made. A template for the agreement is sent to each applicant by the IOF Secretariat in the early half of the year. Every aspect is covered in the PPA and normally no new agreement is signed with the appointed organiser. The contract contains clear statements of the rights and responsibilities of each party and the agreed IOF sanction fee for the event.

Through the PPA, the IOF only agrees to allocate to the candidate the organising rights including partial sponsorship rights. In the PPA there is a clause stating the deadline for negotiations regarding the transfer of full sponsorship rights to the organiser. Should the Organiser want to acquire the full rights, and the IOF be willing to transfer them, a separate contract is drawn up and attached as an appendix to the main agreement.

After a Federation has been appointed, the PPA between the Federation (or the Organisers on the Federation's behalf) and IOF becomes the actual Partnership Agreement between the two parties. The Partnership Agreement is valid from the day of allocation until three months after the conclusion of the Event, or until all terms and conditions of the agreement have been fulfilled, whichever is the later.

The Partnership Agreement becomes supplemented by an Event Plan which sets out the agreed framework, management team, finances and infrastructure needed to plan and implement the WMTBOC. This has to be signed and agreed by IOF and the WMTBOC Organiser within 12 months after the allocation of the event. It is however a dynamic document; subsequent changes must be agreed between the Event Adviser and the Event Director.

5. Classes

	5.1	Competitors are divided into classes according to their gender and age. Women may compete in men's classes.
	5.2	Competitors aged 20 or younger belong to each class up to the end of the calendar year in which they reach the given age. They are entitled to compete in older classes up to and including 21.
	5.3	Competitors aged 21 or older belong to each class from the beginning of the calendar year in which they reach the given age. They are entitled to compete in younger classes down to and including 21.
WMTBOC WCup	5.4	There is one class for women and one for men. There are no age restrictions.
JWMTBOC	5.5	There is one class for women and one for men. Only competitors who are entitled to compete in the classes W20 or M20 may participate.
WMMTBOC	5.6	The following classes shall be offered: W40, M40, W50, M50, W60, M60, W70, and M70. Titles will be awarded only if there are at least 3 competitors in a class.

Details for competition classes are given in [Appendix 1](#).

6. Participation

WMTBOC WCup JWMTBOC WRE	6.1	A competitor may represent only one Federation during any one calendar year.
WMTBOC WCup JWMTBOC WRE	6.2	Competitors who are representing a Federation shall have full passport-holding citizenship of the country of that Federation.
WMTBOC JWMTBOC	6.3	Each participating Federation shall appoint a team manager to act as a contact person between the team and the organiser. It is the team manager's duty to see that the team receives all necessary information.
	6.4	Competitors participate at their own risk. Third party insurance and personal injury insurance is mandatory and shall be the responsibility of their Federation or themselves, according to national regulations.
WMTBOC	6.5	All competitors represent a Federation. Each Federation may enter a team of up to 16 competitors — up to 8 women and 8 men — and a number of team officials. The organiser shall fix the maximum number of officials per team, in accordance with the available facilities. This maximum number shall be the same for each team and shall be at least 5.

WMTBOC	6.6	In each qualification race (or final if there is no qualification race), every Federation may enter up to 6 women and 6 men and, in addition, the current World Champions for the distance may be entered by their Federation(s) provided they are members of the Federation's team. This number can be changed with the approval of the Event Adviser.
WMTBOC	6.7	In the Relay, each Federation may enter two women's team and two men's team, each consisting of 3 team members. Incomplete teams and teams with cyclists from more than one Federation are not allowed. Under no circumstances may persons other than entered competitors participate in the competition.
WMTBOC	6.8	In the long distance competition, the best competitors from each qualification race heat qualify for the final of the class. <ul style="list-style-type: none"> • The number of qualifiers from each heat to the final shall be equal and shall be calculated so that the total number of qualifiers is 60, or the lowest possible number above 60. • If two or more competitors tie for a place in a final, all of them shall qualify for that final. • Competitors who start, but are not placed, in the qualification race may not start in the final.
WCup	6.9	The number of competitors that every Federation may enter in each individual event shall be published annually.
WCup	6.10	In the Relay, each Federation may enter a maximum of 4 teams each consisting of three riders of which at least one woman.
JWMTBOC	6.11	All competitors represent a Federation. Each Federation may enter a team of up to 12 competitors — up to 6 women and 6 men — and a number of team officials. The organiser shall fix the maximum number of officials per team, in accordance with the available facilities. This maximum number shall be the same for each team and shall be at least 5.
JWMTBOC	6.12	In each competition every Federation may enter up to 6 women and 6 men.
JWMTBOC	6.13	In the Relay, each Federation may enter two women's team and two men's team, each consisting of 3 team members. Incomplete teams and teams with cyclists from more than one Federation are not allowed. Under no circumstances may persons other than entered competitors participate in the competition.
WMMTBOC	6.14	Participation in WMMTBOC is open to all competitors according to their age classes.

7. Costs

	7.1	The costs of organising an event are the responsibility of the organiser. To cover the costs of the competition(s), the organiser may charge an entry fee for competitors and an accreditation fee for non-competitors (team officials, media etc). This fee shall be kept as low as possible and shall be approved by the IOF Event Adviser. For an event with several competitions, as an alternative to a total fee for the whole event, the organiser must offer competitors the option of an accreditation fee plus a fee for each competition entered.
	7.2	Each Federation or individual competitor is responsible for paying the entry fee as specified in the invitation. The time limit for paying the entry fee shall not be earlier than 6 weeks prior to the event.
	7.3	Late entries can be charged an additional fee. The amount of the additional fee shall be approved by the IOF Event Adviser.
	7.4	Each Federation or individual competitor is responsible for defraying the expenses of travel to the event, accommodation, food and transport between the accommodation, event centre and competition sites. If the use of official transport to the competition sites is mandatory, the entry fee shall include these costs.
	7.5	The travelling costs of the IOF appointed Event Adviser and Assistant/s, to and from the venue, shall be paid by the IOF. Local costs during controlling visits and the event days are paid by the organiser or the organiser's Federation according to national agreements.
	7.6	All costs of IOF Event Advisers and Assistants appointed by a Federation shall be paid by the organiser or the Federation according to national agreements.

WMTBOC JWMTBOC	7.7	Unless there is good standard accommodation and food at a very low price, different standards of accommodation and food shall be offered, allowing competitors a choice of price groups. The fees for the competition, the food and the accommodation must be shown as three separate amounts. In any case it shall not be obligatory to use the accommodation arranged by the organiser.
	7.8	If the event (or part of the event) has to be cancelled, the organiser may retain a minimum proportion of the entry fee in order to cover committed costs.

Entry Fees and Finances

The entry fee is not a means for the organiser to recoup costs of the hosting of an IOF MTBO event. There are too few participants – and one should bear in mind that participants are already spending tremendous amounts of money just to get to the venue. The organisers have to recover costs through other means such as the hosting of public events and sponsorship.

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

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

It is important not to be too optimistic! Obtaining sponsorship for orienteering is a very challenging task, and sponsors may not be forthcoming even with the help of an agency. Some agencies may work on a no results-no fee basis, however. It is most unlikely that a sponsor will make an agreement until after the country has been appointed to stage WMTBOC, and until a clear TV coverage agreement has been reached. Expenditure in many areas will be much higher than for a 'normal' event.

The travelling costs of the IOF-appointed Event Adviser and any assistants to and from the venue are paid by the IOF. Local costs during controlling visits and during the event are paid for by the Organiser.

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

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

8. Information about the Event

	8.1	All information and ceremonies shall be at least in English. Official information shall be given in writing. It may be given simply orally only in response to questions at team officials' meetings or in urgent cases. Any changes to information published in the last Bulletin must be given in writing.
WMTBOC	8.2	Information from the organiser or the IOF Event Adviser shall be given in the form of bulletins. Bulletins shall be published on, or by being linked to, the IOF Web Site. Notification that Bulletin 3 has been published shall be sent by e-mail to all participating Federations. If further information is necessary, it shall be given to all appropriate Federations.
WMTBOC WCup JWMTBOC	8.3	Bulletin 1 (preliminary information) shall include the following information: <ul style="list-style-type: none"> • organiser and the names of the event director, Event Adviser and controller(s) • address and telephone/fax number/e-mail address/web page for information

		<ul style="list-style-type: none"> • venue • dates and types of the competitions • classes and any participation restrictions • opportunities for training • general map of the region • embargoed areas • any peculiarities of the event • a colour copy of the most recent version of any previous orienteering map(s) of the embargoed areas
WMTBOC WCup JWMTBOC	8.4	<p>Bulletin 2 (invitation) shall include the following information:</p> <ul style="list-style-type: none"> • all information given in Bulletin 1 • official entry and accommodation forms • latest date and address for entries • entry fee for competitors and team officials • latest date and address for the payment of the entry fees • types and cost of accommodation and food • latest date for reservation of official accommodation • description of any transport offered • directions for obtaining entry permits (visas) • whether riding off the tracks is allowed – see rule 14.8 • information on public transport options for carriage of competitors and cycles from the nearest airport to the event centre • details of opportunities for training • description of terrain, climate and any hazards • scales and vertical contour intervals of the maps • event programme • notes on competition clothing, if necessary • winning time and approximate length of each course • address and telephone/fax number/e-mail address of the official responsible for the media • a recent sample map showing the type of terrain • maximum number of officials per team • a colour copy of the most recent version of any previous orienteering map(s) of the embargoed areas • directions for the registration of media representatives and any extra representatives of the Federations
WMTBOC WCup JWMTBOC	8.5	<p>Bulletin 3 (event information) shall include the following information:</p> <ul style="list-style-type: none"> • latest date for sending the exact number of participants • latest date for sending the names of participants • detailed programme of the event, including timetable for final name entries and for the allocation of start groups • details of the terrain • summary of entries received • any permitted deviations from the rules • address and telephone/fax number/e-mail address of the competition office • maps and timetable information to enable teams to travel by public transport or cycle from the nearest international airport or railway station to the event centre • details of accommodation and food • transport schedule • the length, total climb, number of controls and number of refreshment controls on each individual course and, for relays, on each leg • team officials' meetings
WMTBOC WCup JWMTBOC	8.6	<p>Bulletin 4 (additional event information) shall be given on arrival of the competitors and shall include final details of event information including:</p> <ul style="list-style-type: none"> • any anti-doping requirements • all Special Rules relevant to the event • any additional regulations and any Rule Deviations that have been granted • the time limits for complaints • the location for making complaints • maximum cycling times • names and federations of jury members

WMTBOC JWMTBOC	8.7	Bulletin 1 shall be published 24 months before the event, Bulletin 2 shall be published 12 months before the event and Bulletin 3 shall be published 2 months before the event.
WCup	8.8	Bulletins 1 and 2 shall be published latest 12 months before the event. Bulletin 3 shall be published 2 months before the event.
WMMTBOC WRE	8.9	Information from the organisers shall be given in the form of two bulletins. Bulletin 1/2 shall contain the details in 8.3 and 8.4 and Bulletin 3 shall contain the information in 8.5.
WMMTBOC	8.10	Bulletin 1/2 shall be available on internet via the IOF web site latest 18 months before the event. Bulletin 3 shall be available 1 month before the event.
WRE	8.11	Bulletin 1/2 shall be available on internet via the IOF web site latest 4 months before the event.

Rule 8 is very precise about what information is required to be presented in each of the 4 Bulletins, and when the Bulletins are to be published. Organisers are advised to plan well ahead, so that information given in the Bulletins is based on firm agreements, decisions and contracts and will therefore not be subject to subsequent change. The Bulletins need to be written in good English; if this is a problem for an organiser, help can be provided from within IOF.

The information in the Bulletins should be laid out in an attractive way and the pages and cover should have a design style worthy of a World Championship information brochure. Information about pre-WMTBOC training camps, other training opportunities and embargoed areas should be published in as much detail as possible in the first two Bulletins.

Bulletin 1: Preliminary Information

- General information concerning the event is sent out by the Event Organiser to all IOF member federations two years before the event (see rule 8.7) and serves as a basis for forming plans.
- By special arrangement, Bulletin 1 may be sent out to all federations through regular IOF mailings with the organiser liable for mailing costs.
- The bulletins of several WRE events during a year may be combined into one brochure.
- Refer to rule 8.3 for minimum contents.

Bulletin 2: Invitation

- An invitation to the event is sent out by the organiser at least 12 months before the event (see rule 8.7).
- It is sent by mail to all IOF Federations, media representatives and IOF officials.
- It can additionally be distributed to participants of the World Championships the year preceding the event. The bulletins of several events during the same year may be combined into one brochure.
- Refer to rule 8.4 for minimum contents.

Bulletin 3: Event Information

- Bulletin 3 contains the event information for teams, media representatives and IOF officials.
- It is sent by the organiser to all entered teams, media representatives and IOF officials at least 2 months before the event (see rule 8.7).
- One copy per team is sufficient, but 3 copies are preferable.
- Refer to rule 8.5 for minimum contents.

Bulletin 4: Programme

- Bulletin 4 is usually handed out to the teams and media representatives upon arrival at the competition centre. A well-written and informative Bulletin 4 will save a lot of time at the Team Officials' Meetings.
- One copy per person (competitors, team officials, media representatives, IOF officials) is necessary.
- Bulletin 4 has to contain all information for the teams and the media representatives during their stay and all necessary information about the races.
- Refer to rule 8.6 for minimum contents.
- The final team entry form is normally given to team managers in the official team mailbox at the Event Centre at registration. It is returned completed to the Event Organiser.

Official Last Minute Information

- Only in special cases may official information be given later than in Bulletin 4.
- If this is necessary, it should be displayed and given in writing to team leaders as soon as possible.

- It may be given orally at the team leaders' meeting only in unforeseen circumstances.
- In such cases it should be checked that all teams have received and understood the information. The information should be confirmed in writing immediately, if possible and reasonable.
- Unofficial information may be given to the teams in other ways.
- It is recommended to have in the competition office a box for each team, media representatives and IOF officials, where notices can be deposited by anybody and picked up by the box's owner.
- It is also recommended to have in the competition office a board for display of information of general interest, e.g. maps, weather forecast, TV times, past results, WRE ranking, etc.

Event Website

It is customary for all IOF MTBO events to host an event website as a way of

- promoting the event
- updating information about the event
- receiving entries for the event
- publishing results from the event

As a minimum, the IOF MTBO event website should

- be in good English and simple in design, without large graphics and capable of being displayed with basic browsers on a wide variety of platforms
- incorporate RSS feeds which enable subscribers to receive updates when they are made. An e-mail address for further information should be included.
- contain Bulletin 1,2 and 3 information (see above and rule 8)
- display most recent versions of previous orienteering maps of the competition areas
- contain relevant accommodation information
- present downloadable forms for event entries and accommodation booking
- publish start lists
- publish race results
- give on-line coverage on the Internet of the IOF MTBO event
- make the current results continuously available from the competition data system during the competition, in order to provide on-line coverage of the event on the internet

Live sound broadcast (speaker's voice) with pictures continuously taken and published is another possibility.

All official output from WMTBOC (Bulletins etc.) shall be downloadable from the website. Old orienteering maps of the competition areas need to be easily accessed and downloadable. As much additional information as possible about WMTBOC and the associated public races, transport to the venue, and visitor accommodation and attractions should appear on the website whenever it becomes available. There are several good websites from previous WMTBOCs and elsewhere which can be looked at as sources of inspiration.

After preliminary entries have closed, a list of the countries entered and the numbers of male and female competitors and officials from each country should be posted. Information about national team selections should be posted when available. The more news and regular fresh material on the website, the better! It is desirable to have a link to a competitor information database, especially for media use.

There should be a clear link to detailed information about public races, which should have an on-line entry facility.

A sophisticated and reliable live internet service can be expected from a WMTBOC website. This should wherever possible include:

- *Live results*
- *Audio stream from the arena commentary*
- *Live text report on race progress*
- *Video stream, preferably that also shown on the arena screen*
- *Live split-time data where relevant*
- *Live tracking, where GPS tracking is in use*

After each race, apart from the official results, the website should aim to contain:

- *Comparative split time information*
- *Competition maps, with leading runners' routes*

- Race report and news, and possibly recorded interviews
- Photographs
- Comparative tracking records

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

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

The website should be kept live for some time after WMTBOC, so that items reflecting on the action can be posted and in due course also the WMTBOC Organisers' Final Report and the outline accounts. Thereafter it is recommended that the website continues to exist and be generally accessible for a further 10 years.

9. Entries

	9.1	Entries shall be submitted according to the instructions given in Bulletin 2. At least the following details shall be supplied for each competitor: family name and first name, gender, year of birth, Federation. The names of the team officials shall be supplied. Late entries can be refused.
	9.2	A competitor may only enter one class in any one competition.
	9.3	The organiser may exclude competitors or teams from starting if their entry fee is not paid and no agreement has been reached about payment.
WMTBOC WCup JWMTBOC	9.4	Reservations and reservation fees for accommodation shall reach the organiser at the times specified in Bulletin 2.
WMTBOC WCup JWMTBOC	9.5	Competitors may only be selected and entered by their Federation.
WMTBOC WCup JWMTBOC	9.6	Entries giving the number of competitors of each gender, the number of relay teams, the number of team officials and the team manager's name, address, e-mail address and phone/fax numbers shall reach the organiser no later than 3 months before the event.
WMTBOC WCup JWMTBOC	9.7	Each competitor's name and gender and the names of the team officials shall reach the organiser no later than 10 days before the event. Changes may be made to the team until 12 noon on the day before the event.
WMTBOC WCup JWMTBOC	9.8	Names of the competitors and, if required, their starting group allocation or their cycling order within a relay team shall reach the organiser no later than 12 noon on the day before the competition.
WMTBOC WCup JWMTBOC	9.9	No competitor may be replaced within one hour of the first start. In relays, this also applies to the cycling order of the team members.
WMTBOC WCup JWMTBOC	9.10	In individual competitions, between 12 noon on the day before the competition and one hour before the first start in the class, a competitor may be replaced for a valid reason (e.g. accident or illness). Change of starting group or qualification race heat is not permitted. No replacement is possible for finals of qualification race competitions or for multi-race competitions after the first race.
WMTBOC WCup JWMTBOC	9.11	In relays, changes of names of the relay team members and/or their cycling order shall reach the organiser at least one hour before the start of the relay class.
WMTBOC WCup JWMTBOC	9.12	Replacement of a competitor after 12 noon on the day before the event may only be made from within the entered team.

WMTBOC WCup JWMTBOC	9.13	In each individual competition each Federation shall allocate its competitors to 3 or 4 starting groups with a maximum of 2 competitors to each group. Before allocating a second competitor to a group, a Federation shall allocate one competitor to each group. If a Federation fails to allocate its competitors to starting groups, the organiser shall decide the allocation.
---------------------------	------	---

- Preliminary entries (expected number of competitors and officials) have to be forwarded to the organiser from an IOF member federation 3 months in advance of the event. These entries are binding on the Federation.
- The organiser is free to accept or reject late entries as they wish. A late entry fee may be charged, but requires approval by the IOF Event Adviser.
- IOF MTBO events in Europe can expect to attract 100 to 160 competitors in the men's class and 80 to 140 in the women's class with between 10 and 30 nations represented. For events outside Europe, these numbers may be lower.
- In addition to the competitors, organisers can expect between 30 to 60 officials (3-4 for large teams and 0-2 for small teams). While there is no limit to the maximum number of team officials, an organiser may set a limit of 3 or 4 officials per team. This needs approval by the IOF Event Adviser; if approval is given, teams can still house officials away from the official accommodation.
- It is normal to have to chase up some Federations who fail to keep to the deadlines. Disqualification because of late notification should be avoided except in extreme circumstances. The relevant dates need to be stated clearly in Bulletin 2. This Bulletin should contain information about entry fees and what they cover, and - as enclosures - the entry forms for competitors, team officials, media representatives and IOF delegates.

10. Travel, transport and secure cycle storage

WMTBOC WCup JWMTBOC ROC	10.1	Each Federation is responsible for organising its own travel.
WMTBOC WCup JWMTBOC ROC	10.2	On request, the organiser shall arrange to transport teams with their bicycles from the nearest international airport or railway station to the event centre or accommodation.
WMTBOC WCup JWMTBOC ROC	10.3	Transport between the accommodation, event centre, competition sites, etc may either be arranged by the organiser or by the teams. On request, the organiser shall arrange all necessary transport during the event.
	10.4	The use of official transport to a competition site may be declared mandatory by the organiser.
	10.5	Organisers should provide a secure compound for the storage of cycles at the event centre, and at the competition area if appropriate.

The following points apply to transport to and from the event centre:

- Bulletins and the website need to include clear information on the various means of travel to the event venue.
- The Event Centre should be located within a few hours' drive of one of the host nation's international airports, or at least with easy domestic travel connections.
- Most teams will provide their own transport which they will use to and from race venues wherever this is allowed. Some teams will wish to hire a minibus for the duration of the event, and it is usually possible to negotiate special rates with a vehicle hire company which can be advertised in bulletins and on the website.
- It should be easy to travel from the airport to the event venue using public transport. If this is not possible, then the organisers must be prepared to provide transport. The organiser offers transport to and from the official accommodation from the nearest airport and rail station, if applicable in Bulletin 2 (the invitation). This may be a special bus service or information on travel by train, etc. to the event venue. This transport is paid for by the teams themselves; approximate costs should be given in Bulletin 2.

- Teams which arrange their own accommodation are responsible for their own transportation. They may however, use official transportation between the event centre and the official activity sites.
- Information also has to be provided on transport between World MTBO events within the same period. In collaboration between the respective organisers, a special bus service may be offered. Experience shows that many teams prefer to make their own arrangements when travelling between World MTBO events within the same period.
- It is best not to make use of official transport obligatory during the event period; teams should have the right to travel using their own transport. However the organisers need to make available an organised transport arrangement for teams without the resources to arrange their own travel, with the costs borne by the participants.
- Teams which make their own transportation arrangements to the race site are themselves responsible for getting to the event on time.

The following points apply to official transportation to the race:

- There must be seats for all competitors and enough space for their bikes.
- All competitors need be able to arrive at the pre-start at least 45 minutes before their start.
- Transportation times of more than 60 minutes (from assembly at accommodation to assembly area at the competition arena) should be avoided. If the drive is more than 60 minutes, then toilets or a rest stop should be provided during the trip and the first start time kept at 10.00 or later.
- A precise timetable for transportation is provided in the invitation. Competitors are allocated transport according to their start time with the athletes being able to choose freely between departure times.
- Transport also has to be arranged for team officials to the pre-start, from the pre-start to the finish if these are separate, and from the accommodation directly to the finish arena - details given in the invitation. If the pre-start is located away from the arena, then a precise route description must be given for those teams arranging their own transport to the pre-start.
- Any prohibition of the use of private cars for transport to the pre-start must be properly enforced fairly for all teams.
- For the transport back to the accommodation from the finish, it is preferable to set a time when buses begin departing, after which buses depart when full. A time for the last bus must be given.
- For the transport back to the accommodation from the finish, it is preferable to set a time when buses begin departing, after which buses depart when full. A time for the last bus must be given.
- Where teams' use of their own transport is allowed, clear and unambiguous maps and directions must be provided.
- In past WMTBOCs it has been more of a rule than an exception that cases have occurred where an official transport vehicle has taken the wrong route or been delayed for other reasons. It is therefore absolutely essential that the Organiser gives high attention to all transport arrangements. Plans need to be made in fine detail, and trial runs should be undertaken on the same days of the week and at the same times as the 'real thing'.

11. Training and model event

	11.1	Training opportunities shall be offered before the competition if requested.
WMTBOC JWMTBOC ROC	11.2	On the day prior to the first competition of an event, the organiser shall put on a model event to demonstrate the terrain type, map quality, control features, control set-up, refreshment points and marked routes.
WMTBOC JWMTBOC ROC	11.3	Competitors, team officials, IOF officials and media representatives shall be offered the opportunity to participate in the model event.
	11.4	If deemed necessary by the IOF Event Adviser, further model events shall be organised.
	11.5	If deemed appropriate by the IOF Event Adviser, the model event may be organised on the day of the competition.
WMTBOC JWMTBOC ROC	11.6	Equal opportunity for training shall be offered to all Federations. The organiser shall offer training opportunities in the 18 months before the Championships. Terrain and maps should as far as possible be similar to those of the championships.

Model Events

In a model event, all aspects of the event have to be identical to those to be encountered at WMTBOC, JWMTBOC and ROC. These include terrain, style of mapping and map design, map scale and contour interval, printing of courses and special symbols on the map. At least one control needs to have exactly the same set-up (material, height, design) as in the competitions. Any necessary differences from what will happen at WMTBOC JWMTBOC and ROC must be made very clear. 5 to 10 controls should be put out. They can be shown on the map as a set of numbered controls with an optional course. The boundaries of the area being used for the model event must be clearly shown, to avoid participants unwittingly venturing into embargoed areas.

A **Technical Model Event** shall also be held. It can be sited on a very small area of land in a very convenient location (e.g. beside the Event Centre) and only open for a short period (say 3 hours). Here, technical features such as the starting procedure, the finish set-up, refreshment stations (with the cups and drinks to be provided) tracking device, etc. can be seen.

What needs to be shown

- terrain and track network
- mapping style (interpretation of the terrain)
- map scale, contour interval
- printing of courses
- typical and special control features to be used
- special symbols on the map
- at least one control with the exact same set-up as in the race
- if controls are on specially-made stands, an example of the stand is displayed

What could be shown

- transportation organisation
- start organisation and procedure
- supervised controls
- map exchange
- finish organisation, and timekeeping
- facilities at the pre-start and finish area
- numbers for bikes and start list
- style of course planning and route choice examples

Map Characteristics

- should be representative of the actual race terrain
- may be small in extent (2 sq km)
- can be part of the race terrain not used by the MTBO event courses
- show clearly the limits of the model terrain on the model event map, and in the terrain.
- is the same as the race map in respect of scale, contour interval, drawing and printing
- should have been surveyed and drawn by the same people who produced the race map
- controls are printed on the map in the same way as on the race map

Schedule

- takes place the day before the race at the same time of the day
- takes place in the first three hours of the event and should be reserved for IOF MTBO events participants (competitors, team officials, media representatives, IOF officials)
- In special cases and with the IOF Event Advisers' approval, the model event may take place on the race day just before the race. For example if the MTBO events program does not allow a full day for the model event or if there is a very long travel time from the accommodation to the terrain.
- In that case the model event course does not exceed 5 km.
- The model event opens at least 90 minutes before the first start of the main race, and is within cycling distance from the main race's pre-start.
- The cost of the model event is included in the entry fee for the MTBO event.
- The IOF Event Adviser decides if more model events are necessary, depending on the types of terrain and map scales.
- If the terrain is similar for both events with only the map scale differing, then the model event map can be printed in both scales.

Pre-WMTBOC, JWMTBOC and ROC Training

There is a demand for training on terrain similar to that to be encountered at WMTBOC, JWMTBOC or ROC from up to 12 months in advance. Quite a number of nations will want to assess the terrain, accommodation, travel times and so on at just the same time of year as WMTBOC, JWMTBOC or ROC. Training visits and camps and related services are also a good source of income for the Organisers. Details should be given in Bulletins 1 and 2. Teams normally keep their journey and residence as short as possible (2 weeks maximum).

Reasons to Stage Training Events

- unusual or new terrain is used
- terrain is located at altitude
- MTBO events program requires a lengthy stay in one location waiting for the next event
- journey between venues requires an extra day and some additional training is desired
- special attractions are combined with the training
- competition is staged outside Europe
- WRE is scheduled as a lead-up to the event

Competitor Training Expectations

- maps (usually A4 in size)
- controls (5 to 10) in the terrain
- parking place
- detailed directions on how to find the terrain

For all enquiries and bookings for training, purchases of maps and CDs (see below) and other training-related requests, there should be a single contact person whose name, address, telephone number and e-mail address can be readily found in Bulletins and on the WMTBOC, JWMTBOC or ROC websites.

It is desirable that the training maps are up-to-date and made by the same map-makers as are producing the WMTBOC maps. Terrain should be chosen which resembles the WMTBOC, JWMTBOC or ROC terrain as far as possible, giving the opportunity for potential WMTBOC, JWMTBOC or ROC team members to run in all the different types of terrain that will be encountered during WMTBOC, JWMTBOC or ROC.

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

Optional offers for independent training include setting and printing courses, control hanging and timing, with suitable charges attached, if there are the resources available to do these effectively and well. It is useful to be able to provide the training maps as JPEG files on a CD, with a suitable charge, so that course planning software can be used at home to prepare and print courses.

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

Other high-quality events being held in the country in the year before WMTBOC, JWMTBOC or ROC should be well publicised; many nations like to combine a training camp with one or more competitions.

12. Starting order

	12.1	In an <i>interval start</i> , the competitors start singly at equal start intervals. In a <i>mass start</i> , all competitors in a class start simultaneously; in relays this applies only to the team members cycling the first leg. In a <i>chasing start</i> , the competitors start singly at start times and intervals determined by their previous results.
	12.2	The starting order shall be approved by the IOF Event Adviser. The start draw may be public or private. It may be made by hand or by a computer.
	12.3	The start list shall be published on or before the day prior to the competition and before any team officials' meeting that must be held according to Rule 13.1. If a qualification race is organised on the same day as the finals, the start list for the finals shall be published at least one hour before the first start.
	12.4	The names of all competitors and teams correctly entered shall be drawn, even if a competitor has not

		arrived. Entries without names (blanks) are not considered for the draw.
WCup WMTBOC JWMTBOC	12.5	For an interval start other than finals of qualification race competitions, the starting order shall be drawn at random. The draw shall be made in three or four starting groups. The three starting groups for qualification races are early, middle and late. The four starting groups for finals or single-race competitions are early, middle, late and red (see 12.14).
WMTBOC JWMTBOC	12.6	For an interval start, competitors from the same Federation may not start consecutively. If they are drawn to start consecutively, the next competitor drawn shall be inserted between them. If this happens at the end of the draw or at the end of a starting group, the competitor before them shall be inserted between them.
WMTBOC	12.7	In qualification race competitions, the start draw for the qualification races shall be made so that each of the following requirements is satisfied: <ul style="list-style-type: none"> • as many competitors as there are parallel heats shall start at each start time, with the possible exception of the last start time • competitors from the same Federation shall not start simultaneously • as far as possible, the heats shall be equally strong • if there are not more than two heats, competitors from the same Federation shall not start at consecutive times • if there are more than two heats, competitors from the same Federation shall not start at consecutive times in the same heat • the allocation of competitors to the different heats shall be drawn so that the competitors of a Federation are distributed as equally as is mathematically possible among the heats
	12.8	In qualification race competitions, the starting order of the finals shall be the reverse of the placings in the qualification race heats; the best competitors shall start last. Ties shall be decided by drawing lots. E.g. if two competitors tie for 6th place in heat 1, a coin shall be tossed to determine who has placing 6 and who has placing 7 in heat 1 for the purposes of this rule. Competitors with the same placing in the different parallel heats shall start in the sequence of the number of their heat, i.e. 1, 2, 3...; the winner of the highest numbered heat therefore starts last.
WMTBOC JWMTBOC ROC	12.9	If competitors from the same Federation get consecutive start times in a final of a qualification race competition, the following procedure is carried out commencing at the end of the start list (i.e. at the last starter). The latest starter from a different Federation starting before two competitors from the same Federation with consecutive start times is inserted between these two competitors in the start list. If two or more competitors from the same Federation are left with consecutive start times at the start of the start list, the reverse procedure is then carried out. E.g. A ₁ , A ₂ , A ₃ , B, C, D, E ₁ , E ₂ , E ₃ → A ₁ , A ₂ , A ₃ , B, C, E ₁ , E ₂ , D, E ₃ → A ₁ , A ₂ , A ₃ , B, E ₁ , C, E ₂ , D, E ₃ → (reverse procedure) → A ₁ , B, A ₂ , A ₃ , E ₁ , C, E ₂ , D, E ₃ → A ₁ , B, A ₂ , E ₁ , A ₃ , C, E ₂ , D, E ₃ .
	12.10	Before mass start draws, each of the various course combinations shall be allocated to start numbers. The course combinations shall remain secret until after the last competitor has started.
WMTBOC JWMTBOC ROC	12.11	In qualification races, the heat allocation of each competitor shall be drawn under the supervision of the IOF Event Adviser. The heat allocation of each competitor shall not be revealed to the competitor until after the competitor's start.
WMTBOC JWMTBOC ROC	12.12	In the relay, the entered teams are given start numbers according to the sequence of their placings in the last relay championship in question. Those not being placed in the last championship are given the subsequent start numbers in alphabetical order. The allocation of the various course combinations to start numbers shall be supervised by the IOF Event Adviser. The allocation shall be kept secret until after the last competitor has started.
	12.13	For an interval start, the normal start interval is 3 minutes for Long distance, 2 minutes for Middle distance and 2 minutes for Sprint. The interval for sprint events can be reduced to 1 minute subject to the approval of the Event Adviser.
WMTBOC WCup ROC	12.14	In individual competitions with no qualification races, for both women and men a fourth Red Start Group will consist of the following competitors, provided they are members of their Federation's team (as per Competition Rule 6.6) for this competition: <ul style="list-style-type: none"> - the reigning World Champion of the format - 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. The Red Start Group is mandatory for competitors who qualify for it.

		<p>If the above rules provide less than 10 runners, the Red Start Group will be increased to comprise 10 runners 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).</p> <p>A draft list of the members of the Red Start Group shall be published with Bulletin 4 for WMTBOC. The list shall contain at least 5 reserve names according to the filling procedure described above. The final members of the Red Start Groups shall be named by the Organiser after entries have closed and at least 1 hour before the team leader's meeting for the relevant competition begins.</p> <p>The start order within the Red Start Group will be drawn at random (subject to the provisions of Competition Rule 12.6) except for the World Cup Final when the starting order within the Red Start Group shall be the reverse of their ranking (unless the starting order is decided by a qualification event).</p> <p>The Red start group starts last.</p>
WMMTBOC	12.16	The start orders are drawn at random unless specified otherwise in the special rules.

Start Draw

The start draw refers to the procedures required to fairly establish the sequence of competitors or teams on the start list and allocating start numbers. Rule 12 provides all essential details on this complex topic. Start draws and heat allocations are conducted by the Organiser using a method approved in advance with the Event Adviser. This may be done by lot or based on previous results or based on the WRE total score list. Software for automatic generation of qualification race start lists can be downloaded from the IOF website.

The start lists shall include: start number, first name, family name, Federation (using the standard IOF abbreviation) and start time in hours and minutes (e.g. 10:34). The practice of replacing the country abbreviation by an image of the national flag is not recommended. Inclusion of year of birth and World Ranking position is also interesting information for spectators..

Once a start list has been created, checked and approved, prompt availability is much appreciated by team leaders. Start lists need to be published on the website and made available without charge in paper form for media representatives (plenty of copies needed) and IOF officials and VIPs. For spectators a small charge can be made.

Time Schedule for the draw

- take place the day before the MTBO event
- be done usually between 12.00 and 17.00
- be done as early as possible in order to give the organiser sufficient preparation time for start list printing, bike number sorting, electronic card programming before the team leaders' meeting takes place
- be conducted by the Event Organiser and approved by the IOF Event Adviser
- be carefully compared against the team leader's official entry form. Someone not involved in the start draw should perform the checking of entry lists.

Checking Procedures

- all competitors entered are on the start list
- no competitors from the same federation are starting consecutively on the same course
- the start interval is the same over the entire start field and corresponds to the rules

Possible Problems

- The most frequent problem with the start draw is the start group assignment.
- Missing or incorrect names in a group require a repetition of the start draw.
- It is therefore sensible to have all start group assignments on official forms signed by the team leaders.
- If a team has not yet arrived at the time of the draw or if it has not handed in the final entry with the assignment of start groups, the Event Organiser decides on the start group assignment.
- If at the time of the start draw, a team has not entered the competitor's names, this team or these competitors will not be considered for the draw.
- No vacant spaces are permitted. No late corrections at this point are allowed.

Start List Requirements

- competitors' bike number
- competitors' first and last name
- federation
- start time in hours and minutes (e.g. 10:43). In addition, the race time of the start may be given (e.g. 1:43 for zero time of 9:00), however, the true start time must not be replaced by the race time.
- The start list should have enough space alongside to enable intermediate and final times to be written.
- Each team is given at least one start list copy per team leader plus at least one per three competitors remaining.
- Teams should receive start lists 1 hour before the team leaders' meeting.
- Copies of the start list are made available freely for the media representatives

13. Team officials' meeting

WMTBOC WCup JWMTBOC ROC	13.1	The organiser shall hold a team officials' meeting on the day prior to the competition. This meeting shall start no later than 19.00 hours. The IOF Event Adviser shall lead or supervise the meeting.
WMTBOC WCup JWMTBOC ROC	13.2	The competition material (start number bibs, start lists, transport schedule, latest information, weather forecast etc) shall be handed out before the meeting starts.
WMTBOC WCup JWMTBOC ROC	13.3	Team officials shall have the opportunity to ask questions during the meeting.
WMTBOC WCup JWMTBOC ROC	13.4	There are no team officials' meetings.

Purpose of the meeting

- transmit information not previously available, eg. weather forecasts, change in bus schedule
- clarify any uncertainties of team leaders by asking questions at the meeting
- distribute relevant written information, however all race material (e.g. competitor bike numbers, start lists, bus schedules) is normally distributed to the teams at the Event Centre at least one hour before the team leaders' meeting.

Structure

- held the day before each race at or before 19.00 hours
- chaired by the Event Organiser
- convened using English as the official language of the meeting
- conducted in no other language than English
- not a media conference or organising committee meeting

Participants

- two organising committee members, the Event Director and the course planner or the mapmaker
- IOF Event Adviser
- National Controller
- members of the jury
- one or two representative of each team (a person may represent more than one team)

Other Guests at Meeting

- other representatives of the organising committee
- competitors and other team officials
- IOF guests and officials
- media representatives
- interested persons

If possible everyone is admitted to the meeting. If space is limited, participation may be limited to the first of the above groups plus a second representative per team.

Agenda Items

A typical agenda is given in [Appendix 5](#). The main items are:

- verification that teams are represented
- arrangement for transmitting information to any team that is not present
- introduction of the organisers and the jury members
- latest information for the teams given in writing
- unforeseen urgent information from the organiser presented verbally
- questions, answers, and information of common interest about the race
 - riding off mapped tracks - permitted or not permitted
 - riding through bright yellow areas on the map - permitted or not permitted
 - out of bounds areas or dangerous areas – how are they marked on the map and in the terrain
 - compulsory routes, or crossing-points – how are they marked on the map and in the terrain
 - any path or road crossings that are dangerous – how are they marked on the map or in terrain

Possible Questions for Meeting

A well organised team leaders' meeting normally lasts less than 45 minutes. Answers are brief and to the point. Some typical questions asked at team leader meetings are:

- What is the weather forecast?
- Is the model event fully representative of the actual race? (e.g. type of control, height construction or orientation of the punch stand, control features, map symbols, map printing).
- How many mapmakers have worked on the actual race map? Was the model event map made by the same mapmaker?
- Can breakfast start earlier than stated in the schedule?
- May private cars be used as we need to leave after the race and must take our bags with us?
- How far is it to the pre-start, or the finish area from the parking area?
- How far must we walk from the bus drop-off point to the start/finish area?
- Can coaches stand at spectator controls?
- Can mobile phones be used at the start/finish area?
- Can competitors who are waiting to start talk to finishers?
- Can runners who have already finished go to the start area?
- Can we take the maps given to us in the event information package to the finish area?
- Will media equipment be present along parts of the course?
- Will public race competitors be in the terrain during the event?
- Are there any out-of-bounds or restricted areas marked on the map and marked in the terrain?

Possible Scenarios

- Team leaders questions may express nervousness and try to get as much information from the organisers as possible.
- Some teams are relatively new to the MTBO and will ask simple questions. The organisers should respond with clear, concise answers.
- Some team leaders who ask questions at such meetings may be attending their first international event. These individuals should be treated with respect and given clear answers.
- Teams that have experienced difficulties in travel, arrangements or accommodation will use the meeting as an opportunity to vent their frustrations. These individuals are also given clear answers, and their difficult attitudes should be ignored.
- It is not necessary to answer all questions, especially the ones that try to obtain extra information about the terrain and courses.

A well-organised team officials' meeting lasts no more than about 30 minutes. Answers to questions should be brief and to the point. Many of the questions may be about transport (distances, time taken, schedules), as there is always a lot of nervousness about whether transport provision will actually function as planned.

Questions may also be asked about media access to the forest, especially TV, and spectator controls. Those responding must be clear beforehand, from consultation with the Event Adviser and National Controller, what information may be released. Other questions may be designed to elicit extra information about the terrain or courses – beware! Everyone had the same chance to experience these at the model event. Responses in this kind of situation must not be spontaneous – the responder may need to consult the Event Adviser first.

It is worth emphasising that previous maps of the competition area must not be used in the arena before and during the race.

If particular teams have problems which need solution, a separate meeting with these teams should be held afterwards.

14. Terrain and care of the environment

14.1	The terrain shall be suitable for setting competitive MTBO courses. The competition area must contain a comprehensive network of tracks and paths of differing qualities. The objectives of the Leibnitz convention shall be considered when choosing the terrain and event arena, and in designing the courses.
14.2	The competition terrain shall not have been used for either foot orienteering or MTBO for as long as possible prior to the competition, so that no competitor has an unfair advantage.
14.3	The competition terrain shall normally 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.
14.4	Permission for access into embargoed terrain shall be requested from the organiser if needed.
14.5	Any rights of nature conservation, forestry, hunting, etc in the area shall be respected.
14.6	It is the responsibility of the organiser to consult with landowners and environment agencies to ensure that the competition causes the minimum disturbance to plants and wildlife.
14.7	Competitors have a responsibility to avoid damage to plants, wildlife, fences, walls and archaeology, and must keep out of any out of bounds areas.
14.8	Riding off the track or trail will normally be disallowed unless specifically agreed by the organiser and the IOF Event Adviser. This information shall be given at the latest in Bulletin 2

The terrain does not have to be large, nor does it have to be the most technically demanding terrain available.

The terrain should offer an orienteering challenge, route choice problems, a fair competition and good media coverage possibilities, then it will receive a higher evaluation ranking than a technically superior terrain located far from any facilities.

15. Maps

15.1	Maps, course markings and additional overprinting shall be drawn and printed according to the IOF <i>International Specification for MTB Orienteering Maps</i> . Deviations need approval by the IOF Council.
15.2	The maps shall be drawn specifically for MTBO at an appropriate scale which will normally be: Sprint: 1:5000, 1:7500 or 1:10000 Middle and Relay: 1:10000 or 1:15000 Long: 1:15000 or 1:20000.
15.3	Errors on the map and changes which have occurred in the terrain since the map was printed shall be overprinted on the map if they have a bearing on the event.
15.4	Maps shall be printed on water-resistant paper.
15.5	If a previous foot, MTB or ski orienteering map of the competition area exists, colour copies of the most recent edition must be displayed for all competitors on the day prior to the competition.
15.6	On the day of the competition, the use of any map of the competition area by competitors or team officials is prohibited until permitted by the organiser.
15.7	The competition map should ideally be of A4 size, but in any case must not be larger than required by a competitor to complete the course.
15.8	On small competition areas, second or third maps may be used to complete the course.

WMTBOC WCup JWMTBOC WMMTBOC	15.9	The IOF and its member Federations shall have the right to reproduce the event maps with courses in their official magazines or on their websites without having to pay a fee to the organiser.
--------------------------------------	------	---

Maps, course markings and additional overprinting have to be drawn and printed according to the **IOF International Specification for Mountain Bike Orienteering Maps** (ISMTBOM2010). Deviations (eg. the use of non-standard symbols or scales) need approval by IOF Council (rule 15.1).

If possible, the map survey should be completed one year before the event. A pre-print version is then made available for event advising purposes.

The final field survey is usually made along route choices just a few months before the event. The course planners, controller and Event Adviser must agree well in advance on the deadlines for the final versions (excluding unforeseen changes in the terrain). See the Event Adviser's check-list for maps.

Errors on the map, and changes that occur in the terrain after the map is printed, are overprinted on the map if they might have a bearing on the event.

Attention should be given to clearly mark mapping details which can be misunderstood, such as e.g. track ends which can be misread as indistinct junctions if the end is close to other tracks.

If an orienteering map of the area or part of an area selected for an IOF MTBO event already exists, then in order to ensure fair conditions for all competitors, the following procedure is followed:

- 1 A copy of the existing map is sent to all entered federations with Bulletin 2 (see rule 8.4) and should be posted on the event website.
- 2 If not enough old copies are available then colour photocopies can be distributed.
- 3 On the day before the event, the original old map in colour is displayed so that each competitor has a chance to study it. The time and place of such a display is given in Bulletin 4.
- 4 Suitable locations for display are the Competition Office or the Model Event finish area.
- 5 Competitors may wish to purchase copies for their own personal preparation beforehand.
- 6 On race day, competitors, team officials or other persons cannot use maps of the competition area, unless officially permitted.
- 7 It should be stated in Bulletin 4 that possession or use of any orienteering or other maps of the competition area is prohibited during the competition day outside the accommodation grounds unless officially permitted. This applies equally to competitors and team officials (see rule 15.6).
- 8 People who have been involved in making any previous maps of an IOF MTBO terrain cannot compete in the IOF MTBO event (see rule 26.6).
- 9 Competitors' maps are usually returned to the teams immediately after the race. As soon as the last runner has started, finishing runners may keep their race map. Clean maps may be given to the teams.
- 10 Team officials who have paid an entry fee also receive a map.

Double use of the same map for two consecutive IOF MTBO races should be avoided. If this is unavoidable, the map is given to all teams after the first race. This is to ensure that all runners have equal opportunity to see the map between races.

Double use of the same map for qualifications and finals is allowed, but not recommended. When this happens, the maps are not returned to the competitors of the qualification races and have to remain secure until after the final event.

Race Map Distribution

- Used or new race maps are given to team officials and media representatives immediately after the last start.
- Additional maps (blank and with printed courses) are made available at the finish, either freely available or at a reasonable price.
- The time and place of map distribution should be given in Bulletin 4.

When applying for a WMTBOC, applicants will need to demonstrate that there are competition, reserve and training areas of sufficient number and quality within reasonable travelling distance of the proposed WMTBOC venue, and that significant difficulty in gaining access for MTB orienteering is unlikely. Ideally, virgin orienteering terrain should be available for the WMTBOC Finals.

Deviations from the map scales and other specifications laid down in the Rules and IOF Map Specifications would be granted only in quite exceptional circumstances at a WMTBOC.

As much attention should be given to identifying suitable sites for the major arenas, adjacent to or within the proposed Finals areas, as to identifying the Finals competition areas themselves; see chapter 30. Easy spectator and TV access and interesting and picturesque surroundings, along with suitability for creating a challenging orienteering competition, are major factors in the choice of terrain.

A high priority after a WMTBOC application has been approved is to seek or finalise permissions for the use of all the identified areas and arena sites. The Event Adviser should have the opportunity to look at the planned competition areas and arenas on the first visit. Agreements with landowners, which should include any access restrictions for mappers, planners and controllers (to allow for hunting, forest work etc.), outline plans for prohibited areas, and the amount of any payment, need to be in writing and signed by both parties. If it is deemed necessary for safety reasons to close any public roads, written agreements for this need to be obtained in good time before the competition. The Event Adviser should see all written agreements related to land use.

Training maps should be newly drawn or revised and of high quality, and it is advantageous if at least some are made by the same mapper(s) as will be drawing the WMTBOC competition maps in the same race format. At least two training maps per terrain type should be available throughout a 1-year period prior to WMTBOC.

Printing shall be of the best possible quality on high quality paper that does not deteriorate much in various conditions. Print numbers must allow for the competition itself, maps for official and speaker use, new maps for competitors and team officials, maps for media representatives and VIPs, maps for sale etc..

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

16. Courses

	16.1	The valid technical specifications and standards for MTBO published by the IOF shall be followed when setting the courses. The format specifications (appendix 7) must be followed.
	16.2	The standard of the courses shall be worthy of an international orienteering event. The navigational skill, concentration and cycling ability of the competitors shall be tested. All courses shall call upon a range of different orienteering techniques. Courses shall require a high level of concentration throughout the competition, involving detailed map reading and frequent decision making. All legs should be designed to provide a variety of route choices, and shall attempt to maximise competitor safety.
	16.3	The course lengths shall be given as the shortest sensible route.
	16.4	The total climb shall be given as the climb in metres along the shortest sensible route.
	16.5	For qualification races, the courses for the parallel heats shall be as nearly as possible of the same length and standard.
	16.6	In relay competitions, the controls shall be combined differently for the teams, but all teams shall cycle the same overall course. If the terrain and the concept of the courses permit it, the lengths of the legs may be significantly different. However, the sum of the winning times of the legs shall be kept as prescribed. All teams must cycle the different length legs in the same sequence.
	16.7	In individual competitions, the controls may be combined differently for the competitors, but all competitors shall cycle the same overall course.

WMTBOC WCup WMMTBOC	16.8	The courses shall be set to give the following winning times in minutes:		
		women	men	
		85 - 95	105 -115	Long distance
		45 - 50	55 - 60	Middle distance
		20 - 25	20 - 25	Sprint
		40 - 45	45 - 50	Relay average per leg
		The winning times for WMMTBOC are the same for all age classes.		
JWMTBOC	16.9	The courses shall be set to give the following winning times in minutes:		
		women	men	
		68 - 76	84 -92	Long distance
		36 - 40	44 - 48	Middle distance
		16 - 20	16 - 20	Sprint
		32 - 36	36 - 40	Relay average per leg

Formats

At present the IOF recognises the following formats as suitable for IOF MTBO events

- Long Distance
- Middle Distance
- Sprint
- Relay (for each gender)

The specific characteristics of each format are described in [Appendix 7](#).

Organisers of World Ranking Events are encouraged to experiment with other formats subject to approval of the MTBOC.

Course Planning

General

- The purpose and requirements of the IOF MTBO event:
 - ◆ Showcase the world's elite to the media and to the public as well as determine the best in the world, at the event, or over the course of an orienteering season. With this in mind, course planners have to balance the need for a fair, challenging race with the needs of the public and media.
 - ◆ The prime requirement for a course is fairness. There must be no questionable control locations, no elements of surprise as regards symbols and no elements of luck in determining the best route choices.
 - ◆ A second requirement for the course is balanced orienteering challenges. The courses should be as difficult as the terrain allows.
 - ◆ A third requirement for the course is to allow the winners to obtain the pre-stated winning time (see rule 16.10) within 3 minutes. This can be difficult at times for new terrain. Course planners should obtain the help of elite riders to test ride parts of the course in order to determine riding speeds of the terrain. The Leibnitz Convention and the description of Competition Formats (see Appendices 4 and 8. See also rule 16.1) can be used as a guideline in order to meet the above goals.
 - ◆ Any public event should be held at a different time or at a different site than the IOF MTBO race.
- When races take place in urban areas, it is likely that some traffic regulation will be needed, requiring written agreement long before the date of the race. The use of crowd barriers, and police for traffic direction etc., must also be agreed in full detail, together with any payment involved, well in advance. There also needs to be an advance check on any possible construction or demolition work, or major road works, which could affect the courses on the day.
- The start should if possible be located within sight of the finish area in order to provide access for the public and media if at all possible. This simplifies the logistics for media, athletes, coaches and organisers and makes for a more interesting arena.
- It is good practice to have fore-riders run the courses before the event in order to verify that everything is in place and functioning. The fore-riders do not perform the duties of the event advisers but rather give the organiser a last minute check on equipment, in particular the electronic punching system.

- The riders should reach a radio point or the finish in good time to allow for any equipment to be replaced.
- Courses that involve looping have to remain fair to all competitors and provide a useful picture of the progress of the race after each loop. The expected fastest times for each loop need to be equal; a difference of more than 1 minute should be avoided.
- Need to be planned and tested by the course planners to produce a provisional version at least 6 months in advance. This implies that all major decisions concerning the placement of TV cameras in the forest and all arena designs (last control, run-in, and any coaching zone, spectator control and site passage) have also been finalised by this time.
- Final versions of the courses will be approved by the Event Adviser to a set timetable incorporating checking, printing of the maps and courses and sorting. Deadlines need to have some flexibility wherever possible to cope with any late changes caused by new forest work, etc.
- Every effort needs to be made to plan courses that reach the expected winning times as stated in IOF Rules, due consideration being given to the nature of the terrain, expected temperature and humidity levels, etc.; both over-long and over-short courses are widely regarded as unsatisfactory. All proposed courses need to be thoroughly test-ridden by competent elite-level MTB orienteers.
- *At WMTBOC all controls are supervised and competitors should be informed that there will be control personnel sited in the vicinity of controls.*

Rules concerning riding off existing tracks or trails

Though generally it is forbidden to ride off paths or tracks, it is allowed in certain countries. In this respect, the rule of the organising country applies. However, in order not to change significantly the nature of the MTBO discipline, course planners in countries allowing off-track riding must endeavour to plan courses in such a manner that the fastest routes are those along tracks.

Relay Course Planning

- The Competition Rules for IOF Events set the total winning time of a relay (see rule 16.9). Broader guidelines are given for the individual leg times. This is meant to allow for flexibility in planning the courses, but a splitting system of some type always has to be used. It is recommended to use maximum splitting on the first part of the course and less on the middle and last part of the course. On the last part of the final legs, no splitting should be used.
- The differences in leg length (ie. all 1st legs, all 2nd legs and so on) should be no more than a 1 minute difference in order to give a reasonable indication of the standing after each leg, especially if the relay is a looped setup where there are no common controls between the various combinations.
- Experience shows that differences in ability separate teams easily enough, so that a complex splitting system with hundreds of possibilities is not necessary. A splitting system with 18 or 27 (3x3x2 or 3x3x3) is quite sufficient.
- Attention should also be given to the compulsory sections within a relay course, since relay courses tend to be shorter than individual courses. Compulsory sections for the start, public control sections and the finish ride-in of a total of no more than 10% of the course length is sufficient.

Spectator Controls

- Course planners should try to incorporate at least one public control at or very near to the finish arena.
- The public should be allowed to visit the public control, the start and the finish at any time as long as they do not obstruct the riders or the media.
- It is important that the course planner is well aware of this and plans the courses from the outset with these objectives in mind.
- The public control needs to be freely accessible to riders waiting to start. Course planners should keep this in mind when deciding route choices so as to make the control fair to all runners whether they have seen early starters punching there or not.

Last Control

For safety reasons organisers should place the finish control at a slightly uphill track if possible to lower the speed of approaching finishing riders.

Media Access

- *Media photographers are allowed to have free access to the public control, the start and the finish at any time as long as they do not obstruct the progress of the race or obscure the view of the Speaker.*

- *A barrier for the media just in front of the public barrier can help control access. Photographers need locations where they can take pictures of runners with spectators in the background, and also not facing straight into the sun.*
- *Arrangements need to be made to enable accredited photographers to take photographs of riders in at least one in-forest location; these arrangements should be made known to the appropriate people in advance.*
- *A member of the organising team who ensures that competitors are not disturbed accompanies the photographers. TV camera teams expect more extensive access, which is negotiated in advance of the race day.*

TV requirements are a relatively new factor to be considered when planning courses. The TV production company will want to have two or three controls which are used by both men's and women's courses and where there is good visibility of the control from a suitable camera site. Camera sites should ideally be reachable by cable from the TV control centre.

17. Restricted areas and routes

	17.1	Rules set by the organising Federation to protect the environment and any related instructions from the organiser shall be strictly observed by all persons connected with the event.
	17.2	Out-of-bounds or dangerous areas, forbidden routes etc shall be marked on the map. If necessary, they shall also be marked on the ground. Competitors shall not enter, follow or cross such areas, routes or features.
	17.3	Compulsory routes, crossing points and passages shall be marked clearly on the map and on the ground. Competitors shall follow the entire length of any marked section of their course.
	17.4	Riding off the track or trail will normally be disallowed unless specifically agreed by the organiser and the IOF Event Adviser. Any changes to this rule, such as the permitting of carrying or walking with the bike between paths, shall be clearly stated in the event instructions. Organisers may be required by the IOF Event Adviser to enforce this rule by the use of marshals. Planners should design courses so as to minimise any benefit gained from infringement of this rule. The penalty for breaking this rule is disqualification from the event.
	17.5	Any crossing point over a vehicular road must be clearly signed to warn motorists and competitors, and should be marshalled if appropriate.

18. Control descriptions

	18.1	Control descriptions are not normally used in MTBO except where off-path controls are used.
	18.2	Control descriptions may be used to assist site identification if deemed desirable.
	18.3	Any events using off-path controls must issue control descriptions.

19. Control set-up and equipment

	19.1	The control point given on the map shall be clearly marked on the ground and be equipped to enable the competitors to prove their passage.
	19.2	Each control shall be marked by a control flag consisting of three squares, about 30 cm x 30 cm, arranged in a triangular form. Each square shall be divided diagonally, one half being white and the other orange (PMS 165).
	19.3	All controls must be situated on paths shown on the competition map unless specified otherwise in the event instructions.
	19.4	Each control shall be identified with a code number, which shall be fixed to the control so that a competitor using the marking device can clearly read the code. Numbers less than 31 may not be used. The figures shall be black on white, between 5 and 10 cm in height and have a line thickness of 5 to 10 mm. Horizontally-displayed codes shall be underlined if they could be misinterpreted by being read upside down (e.g. 161).

	19.5	The code number for each control shall be available to competitors, either by providing details before the start of the event for copying, or as an overprint on the map adjacent to the control number, at a reduced size and within brackets (..).
	19.6	To prove the passage of the competitors, there shall be a sufficient number of marking devices in the immediate vicinity of each flag.
	19.7	If the estimated winning time is more than 60 minutes, there should be at least one refreshment point..
	19.8	At least pure water of suitable temperature shall be offered as refreshment. If different refreshments are offered, they shall be clearly marked.
	19.9	All controls for which there are security concerns shall be guarded.

In Long Distance races there should be at least one refreshment point. Normally the refreshment stations are at control sites, but they can also be alongside a compulsory route.

The positions of control-site refreshment stations are marked on maps with a cup symbol. Information on the courses provided in Bulletin 4 should include the number of refreshment stations. It is common for questions about the location of refreshment stations (how long into the race do they appear ...?) to be put at Team Leaders' Meetings. These are usually put in order to try to get more information about the courses, and should not normally be answered.

Plan to allow 500ml of water for each competitor at each refreshment station. The water should be served at room temperature plus or minus a few degrees. Where flavoured sports drinks are also provided, they shall be clearly distinguished from the water cups (white) by use of coloured cups.

The refreshment control set-up, including samples of the cups and drinks, shall be demonstrated at the Technical Model Event.

20. Punching systems

	20.1	Only IOF approved (electronic or other) punching systems may be used, as per Appendix 3.
	20.2	Competitors shall have the possibility of practising with the electronic punching system at the model event.
	20.3	Control cards or electronic punches must be connected to the cycle by a zip tie or other secure device. It is not permitted to remove the control card or electronic punch from the cycle during the event.
	20.4	Competitors shall be responsible for punching their own card at each control using the punching device provided.
	20.5	The control card must clearly show that all controls have been visited.
	20.6	A competitor with a control punch missing or unidentifiable shall not be placed unless it can be established with certainty that the punch missing or unidentifiable is not the competitor's fault. In this exceptional circumstance, other evidence may be used to prove that the competitor visited the control, such as evidence from control officials or cameras or read-out from the control unit. In all other circumstances, such evidence is not acceptable and the competitor must be disqualified. In the case of SportIdent, this rule means that: <ul style="list-style-type: none"> - If one unit is not working, a competitor must use the backup provided and will be disqualified if no punch is recorded - If a competitor punches too fast and fails to receive the feedback signals, the card will not contain the punch and the competitor must be disqualified (even though the control unit may have recorded the competitor's card number)
	20.7	The organiser has the right to have the control card checked by officials at appointed controls.
	20.8	Competitors who lose their control card, omit a control or visit controls in the wrong order shall be disqualified.

- IOF-approved control units and electronic (or other) punching systems have to be used.

- The control code number may be on the flag or mounted vertically or horizontally on the stand itself. At least two punching units are placed at each control. If control locations will be seen by people not connected with the MTBO event, these controls need to be supervised by a responsible official.
- IOF ITC governs the use of electronic punching systems.
- It is the riders' responsibility to ensure that they have punched correctly such that the electronic device registers a punch signal.
- When using the SportIdent system, a traditional plastic punch is normally used at the control site as a backup in case the electronic unit fails.
- It is the runner's responsibility to note if the unit fails (no light or beep signals) and to use the plastic punch on the emergency punch strip.

21. Equipment

	21.1	Wearing a rigid safety helmet is mandatory during competitions and training sessions.
	21.2	The bicycle shall be designed to be propelled solely through a chain set, by the legs moving in a circular movement, without electric or other assistance.
	21.3	Each competitor shall ensure that his/her 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 himself or to others.
	21.4	As long as the rules of the organising Federation do not specify otherwise, the choice of clothing and footwear shall be free.
	21.5	Start numbers shall reflect the starting order in each race. Start numbers shall be clearly visible from the front and the back and fixed as prescribed by the organiser. The bibs shall not be larger than 25 cm × 25 cm with figures at least 10 cm high. The number bibs may not be folded or cut.
	21.6	During the competition the only navigational aids that competitors may use are the map and control descriptions provided by the organiser, and a compass. A cycle computer may be used provided that it does not incorporate any satellite-based navigation aid.
	21.7	Competitors shall ride, push or carry their cycles from the start via the controls to the finish.
	21.8	Competitors may carry tools and spare parts during the competition, but shall not use spares or tools other than carried by themselves or another competitor.
	21.9	Competitors must finish the competition with the same cycle frame with which they started.
	21.10	Telecommunication equipment may only be used in the competition area with the permission of the organiser.
	21.11	The organiser may require the cycles to be fitted with a silent GPS recorder in order to avoid the need to marshal the course.

22. Start

	22.1	In individual competitions, the start is normally an interval start. In relay competitions, the start is normally a mass start.
	22.2	In qualification race competitions, the first start in the finals shall be at least 2.5 hours after the last start in the qualification races.
WMTBOC WCup JWMTBOC	22.3	All competitors shall have at least 30 minutes for undisturbed preparation and warm-up at the start area. Only competitors who have not started and team officials shall be allowed into the warm-up area.
	22.4	The start may be organised with a pre-start before the time start, situated at one edge of the warm-up area. If there is a pre-start, a clock showing the competition time to team officials and competitors shall be displayed there, and the competitors' names shall be called or displayed. Beyond the pre-start, only starting competitors and media representatives guided by the organiser are allowed.
	22.5	At the start, a clock showing the competition time to the competitors shall be displayed. If there is no pre-start, competitors' names shall be called or displayed.

	22.6	The start shall be organised so that later competitors and other persons cannot see the map, courses, route choices or the direction to the first control. If necessary, there shall be a marked route from the time start to the point where orienteering begins.
	22.7	In an interval start race, competitors take their map one minute before their start time. In a mass start or chasing start race competitors take their map at their start time. The competitor is responsible for taking the right map. The competitor's start number or name or course shall be indicated on or near the map so as to be visible to the competitor before he/she starts.
	22.8	The point where orienteering begins shall be shown on the map with the start triangle and, if it is not at the time start, marked in the terrain by a control flag but no marking device.
	22.9	Competitors who are late for their start time through their own fault shall be permitted to start. The organiser will determine at which time they may start, considering the possible influence on other competitors. They shall be timed as if they had started at their original start time.
	22.10	Competitors who are late for their start time through the fault of the organiser shall be given a new start time.
	22.11	The changeover between the members of each relay team takes place by touch.
	22.12	Correct and timely relay changeover is the responsibility of the competitors, even when the organiser arranges an advanced warning of incoming teams.
	22.13	With the approval of the IOF Event Adviser the organiser may arrange mass starts for the later legs for relay teams that have not changed over.
	22.14	Once a relay team has accepted its disqualification no further members of that team shall be allowed to start.
WMTBOC WCup JWMTBOC	22.15	In the changeover area, outgoing team members shall have some advance warning of the arrival of their preceding team members
	22.16	In a mass start race the start area must be sufficiently wide to provide a fair and safe start for riders. Competitors at the mass start will line up some 50m behind their cycles, with the maps on the ground in front of them. At the start signal, they will pick up the map and run to the cycle. No spectators shall be allowed between the cycles and the competitors during a mass start.

Individual start with a fixed time interval is normally used in the IOF MTBO events, though other formats can be experimented with except at WMTBOC subject to approval by the IOF Council. The individual start consists of two parts, the pre-start and the start itself.

Facilities Available at the Pre-Start

- quiet waiting area, separated from that used by any non-World MTBO competitors
- tent area for teams
- warm-up area with a track loop
- toilets
- display of official start lists
- clock showing current race time
- water and cups
- model control unit
- English-speaking officials for problem solving

Facilities Available at the Start Location

- start grid for organising the interval start procedure
- clear and check control stands for electronic timing
- spare competitor bike numbers
- English-speaking officials to check bike numbers, helmets, drinks, attachment of punching devices
- clock showing current race time
- map boxes clearly marked for men and women

Competitors' Responsibility at the Start

- carry water/sports drink on the course

- check their bike condition and carry spare parts
- securely attach the competitor's bike number to the bike
- securely attach the time recording device to the bike
- take the correct map at the officials' signal with 1 minute before their start time
- follow the marked route to the start triangle where a control with no punch will be positioned.

Quarantine Zones, Warm-up

- To ensure fairness the start must be so organised that late starters cannot see the map, courses, route choices or direction to the first control. This will require a quarantine zone, usually but not necessarily close to the pre-start, to which competitors and accompanying coaches must report before a stated deadline and where competitors must remain until their starts. In certain situations, e.g. when the start and finish are close together, a quarantine zone may also be sited at the Finish.
- The quarantine zone contains a check-in point at the entrance, toilets, tents for competitors and tents for leaving personal belongings for transport to the arena (or equivalent indoor facilities). Six toilets is the minimum adequate number. A team may set up its own tents if permitted by the organiser. A part of the quarantine zone, or alternatively an area near the pre-start, must be provided for warm-up (see Rule 22.3). The limits of the warm-up area need to be delineated in the terrain by tapes and tags. A sample quarantine zone layout can be found in the templates folder (Appendix 15).
- The use of mobile phones, computers or any other communication devices inside the quarantine zones is strictly prohibited. It is not allowed to bring maps of competition areas into quarantine zones. Riders and coaches are not allowed to visit the finish arena before entering the quarantine zone. Competitors must enter the quarantine zone before the relevant deadline time-limit; otherwise they will not be allowed to participate in the race.
- Up to the check-in deadline it is allowed to leave the quarantine zone via the check-in point, e.g. to go to the car park and back. Those doing so must re-enter the quarantine zone before the check-in deadline.
- Check-in deadlines must be agreed with the Event Adviser before publication. Transport schedules must ensure that all competitors can be at the quarantine zone well before the deadline time-limit.

Start procedure

- The start arrangements for individual races (pre-start to start line) with the call-up times (number of minutes before start time) and how they are displayed, the number of boxes and the range of lengths of the boxes and electronic punching devices checked need to be fully described and drawn in schematic form in Bulletin 4. The start procedure used in each individual race must be described, together with the positioning of the competitor's map and the marking to the start point. A sample start layout can be found in the templates folder (Appendix 15).
- Competitors who are late for their start time because of their own fault are permitted to start, but are timed as if they had started at their allocated start time. Competitors who are late because of a fault by the Organisers are given a new start time. In both cases the following procedure must be used at the start: A late competitor must report at the call-up point in the quarantine zone. If the Organiser decides that a runner has enough time to start at the allocated start time, she/he can continue through the start lanes followed by a guide. If it is not possible for the competitor to start at the allocated start time, she/he will be allowed to start one minute before the next competitor on that course. However competitors from the same Federation are not allowed to start consecutively. These arrangements must be described in Bulletin 4.
- The Event Adviser or assistant should be stationed around the quarantine area as the check-in deadline approaches, to supervise any problems that may arise.

23. Finish and time-keeping

	23.1	The competition ends for a competitor when crossing the finishing line.
	23.2	The route to the finish from the last control shall be bounded by tape or by rope. The last 200 m of the course before the finish, and before the changeover zone in relays, should be as straight as possible and at least 5m wide.
	23.3	The finish line shall be at right angles to the direction of the finish lanes. The exact position of the finish line shall be obvious to approaching competitors.

	23.4	When a competitor has crossed the finish line, the competitor shall hand in the control card and the competition map.
	23.5	When using hand-timing, the time is taken when the competitor's front tyre crosses the finish line. When using a punching finish, the finish time is when the competitor uses an electronic punch at the finish line. When a light beam is used for finish timing, the time is taken when the contact is broken; the measuring point of the light or photo barrier should be at height of 15 cm above the ground.
	23.6	Times shall be rounded down to whole seconds. So 89 minutes 13.98 seconds becomes 89 minutes 13 seconds. Times shall be given in hours, minutes and seconds or in minutes and seconds only.
	23.7	Two independent timekeeping systems, a primary and a secondary, shall be used continuously throughout the competition. The timekeeping systems shall measure times of competitors in the same class, relative to each other, with an accuracy of 0.5 seconds.
	23.8	In competitions with mass or chasing starts, finish judges shall rule on the final placings and a jury member shall be present at the finish line.
	23.9	With the approval of the IOF Event Adviser, the organiser may set maximum times for each class.
	23.10	There shall be medical facilities and personnel at the finish, who are also equipped to work in the forest.

Finish

- The layout at the finish should cater first and foremost for safety of the riders, then the media representatives and spectators.
- The competitors need to have an area for cooling down away from the spectators.
- A Finish quarantine may be necessary to prevent riders who have finished from going back into the competition area. This may particularly be the case for a sprint event.
- The course planner needs to work closely with the arena design team from the outset to ensure that the arena area as a whole is being utilised to its maximum potential.
- The media should have unimpeded direct access to the final 100 metres of the finish ride-in. The last control should be placed in plain view of the spectators; if this is not possible, the place where competitors' enter the finish arena has to be supervised continuously to prevent spectators going into the competition area towards the last control.
- Spectators should be able to see as much of the finish run-in as possible. This can be achieved by skilful use of the contours of the finish arena.
- Remember the angle of the sun when considering visibility and sites for photography at the ceremonies.
- The ride-in for the IOF MTBO event has to be separate from that of any public race and should be slightly uphill if possible.
- After crossing the finish line, the order of access to the competitors is strongly recommended:
 1. Finish officials
 2. Team officials and refreshment, for an adequate recovery period
 3. TV media
 4. Other media
 5. Other spectators

Timing

All timing is to be to an accuracy of 1 second. Times in 1/10th second must be rounded off to the lower second.

For timekeeping two independent systems must be used, with the same accuracy. These systems must be kept separate from that of any public races. The timing systems include both start and finish timekeeping, equipment and procedures. In timekeeping there must be voice communication between the start and the finish

- clocks must be synchronised before the event, and not resynchronised during the competition
- synchronisation should be done in time to allow for assurance of the correct functionality, and in time for correcting any mistakes
- allow between 30 and 60 minutes before the first start for clock synchronisation
- When electronic timing is used at the start, the exact starting time will be recorded by the starting gate. This starting time should be printed and stored in the equipment, in addition to an electronic transmission to the result system.
- If a manual start procedure is used, the starter should ensure that the competitor does not

start early. A hand on the competitor's shoulder should be used. The starter must provide all competitors with the opportunity to start at their correct times.

- A control or photocell on the finish line should record the finish time. The finish time may be triggered manually by a button. The position of the finish line must be obvious to the rider on the ground. The finish official must be positioned so he/she sees the rider's front wheel cross the finish line, so that a rider's position is consistent when the time is taken.
- The technical aspects of time-keeping (equipment, hardware, and software, together with setting up, activation and closure procedures) are too detailed to be included here, but reference can be made to previous organisers and to members of the IOF IT Commission. *Detailed IT Guidelines for World Championships are being written by the IT Commission and will be available from the IOF Secretariat.*
- The back-up timing system has to be completely independent of the main time-keeping. It shall be operated by other persons and based on another power source and also situated on the Finish line. It shall also be operated continuously – not only when problems with the primary system arise – and has to work to the same level of accuracy as the primary system. If it is necessary to switch to the back-up timing system during the race, this system must then be used until the end of the race.
- A list of the order in which the competitors cross the finish line must be kept and the finish time of each competitor must be written down.
- Video recording of the Finish line is also recommended; it can be particularly helpful when 2 or more riders cross the Finish line together.
- Detailed testing of the timing systems should be undertaken several months before the event. At least two rehearsals with the team which will be working at the Finish (and Start) at the event should be held. At one of these, breakdown of the primary system should be simulated, with the team rehearsing the procedures for switching to the back-up system, a process which should ensure uninterrupted data communication to the main event server.
- Contracts need to be drawn up and signed with all suppliers of hardware, software or systems to be used. Such agreements should be seen by the EA.

24. Results

	24.1	Provisional results shall be announced and displayed in the finish area or the assembly area during the competition.
	24.2	The official results shall be published no more than 4 hours after the latest allowable finishing time of the last starter. They shall be handed out on the day of the competition to each team manager and to accredited media representatives.
	24.3	If the finals of a qualification race competition take place on the same day as the qualification races, the results of the qualification races shall be published no more than 30 minutes after the latest allowable finishing time of the last starter.
	24.4	The official results shall include all participating competitors. In relays, the results shall include the competitors' names in cycling order and times for their legs as well as the course combinations that each cycled.
	24.5	If an interval start is used, two or more competitors having the same time shall be given the same placing in the results list. The position(s) following the tie shall remain vacant.
	24.6	If a mass start or chasing start is used, the placings are determined by the order in which the competitors finish. In relays this will be the team member cycling the last relay leg.
	24.7	In relays where there are mass starts for later legs, the sum of the individual times of the team members shall determine the placings of the teams that have taken part in such mass starts. Teams taking part in mass starts for later legs are placed after all teams which have changed over and finished in the ordinary way.
	24.8	Competitors or teams who exceed the maximum time shall not be placed.
	24.9	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.
WMTBOC WCup JWMTBOC	24.10	If a Federation is represented by two teams in a relay class, only the team with the better result is considered in determining the placings.

WMTBOC WCup JWMTBOC	24.11	Every competitor, team official and accredited media representative shall be given an official results list and a competition map
WMTBOC WCup JWMTBOC	24.12	The results shall be published on the internet on the day of the event.

Results for the events are the responsibility of the Event Organiser who should see that

- hard copy results for every member of the press are freely available
- hard copy results and split-times are available for participants and coaches
- electronic results are maintained throughout the competition and for at least one year after the event. Electronic results are saved in the IOF standard format.
- a copy of the electronic results is sent to the IOF for updating IOF rankings within 24 hours of the last finisher, using the IOF standard format
- the current results (standings) are continuously made available from the competition data system during the competition, to provide on-line coverage of the event on the internet

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

It is desirable at WMTBOC Finals that a competitor's time is shown immediately in the arena (slower competitors may be omitted as the race progresses but must anyhow subsequently be displayed (name, country abbreviation, country flag, elapsed time) on the results display boards. At qualification races only a simple display boards is used.

Results shall be posted 'live' on the WMTBOC website, shown as provisional. Official final results, clearly labelled as such, should be posted as soon as possible after the results are declared to be official. Sample results list layouts can be found in the templates folder (Appendix 15).

25. Prizes and Ceremonies

	25.1	The organiser shall arrange a dignified prize-giving ceremony.
	25.2	Prizes for men and women shall be equivalent.
	25.3	If two or more competitors have the same placing, they shall each receive the appropriate medal and/or certificate.
WMTBOC	25.4	The title of World Champion shall be awarded in the following eight separate competitions: <ul style="list-style-type: none"> • women, Sprint • women, Middle distance • women, Long distance • women, Relay • men, Sprint • men, Middle distance • men, Long distance • men, Relay
JWMTBOC	25.5	The title of Junior World Champion shall be awarded in the following eight separate competitions: <ul style="list-style-type: none"> • women, Sprint • women, Middle distance • women, Long distance • women, Relay • men, Sprint • men, Middle distance • men, Long distance • men, Relay
ROC	25.6	The title of Regional Champion may be awarded in the following separate competitions: <ul style="list-style-type: none"> • women, Sprint • women, Middle distance • women, Long distance • women, Relay • men, Sprint • men, Middle distance • men, Long distance • men, Relay • mixed Relay

WMTBOC JWMTBOC	25.7	The following prizes shall be awarded in all competitions: <ul style="list-style-type: none"> • 1st place Gold medal (plated) and certificate • 2nd place Silver medal (plated) and certificate • 3rd place Bronze medal and certificate • 4th-6th place Certificate Medals and certificates shall be supplied by the IOF.
WMTBOC WCup JWMTBOC	25.8	The prize-giving ceremonies shall be performed by the representatives of the organising Federation and a representative of the IOF.
WMTBOC WCup JWMTBOC	25.9	In the relay, each individual member of the team shall receive the appropriate medal and/or certificate.
WMTBOC WCup JWMTBOC	25.10	During the prize-giving ceremony, the national flags of the first 3 competitors or teams shall be flown and the national anthem of the winner shall be played.
WCup	25.11	The winners of each individual competition receive medals provided by the IOF. In each competition 6 competitors per class shall receive prizes provided by the organiser.
WCup	25.12	The winners of each relay competition receive medals provided by the IOF. In each relay competition 3 teams shall receive prizes provided by the organiser.
WCup	25.13	The first 3 individual competitors in both classes in the overall Individual World Cup score lists after the last event receive medals provided by the IOF. At least the first 6 competitors in the overall score list after the last event receive prizes provided by the organiser.
WCup	25.14	The first 3 Federations in the overall Relay World Cup score list after the last event receive prizes provided by the IOF.
WMMTBOC	25.15	The first 3 competitors in each class in each competition receive medals provided by the IOF.

The IOF has produced a Protocol Guide covering all aspects of ceremonies. This should be adhered to closely, and any problems in its implementation discussed with the Event Adviser. See Appendix 4.

The Opening Ceremony should be held at a prestigious site where plenty of spectators can be attracted, e.g. the central square of the host town.

Traditionally, teams parade into the Opening Ceremony area, led by one of their number carrying their national flag, behind a local young person carrying a sign showing the name of the nation.

Entertainment at the Opening Ceremony can be either 'modern' or 'traditional' but should be lively and have the effect of 'warming up' the audience.

If a Finals race award ceremony is to be held at another venue in the evening after the race, a suitable 'flower ceremony' must be held at the race venue as soon as possible after the results are declared official. A suitable podium design is in the templates folder (Appendix 15).

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

26. Fair play

	26.1	All persons taking part in a MTBO event shall behave with fairness and honesty. They shall have a sporting attitude and a spirit of friendship. Competitors shall show respect for each other, for officials, journalists, spectators and the inhabitants of the competition area. The competitors shall be as quiet as possible in the terrain.
	26.2	In an individual interval start race, competitors are expected to navigate and ride independently.
	26.3	The provision of mechanical (spares or repairs) assistance between competitors during a competition is permitted but is not compulsory. No outside mechanical assistance is permitted. It is the duty of all competitors to help injured competitors.

	26.4	Doping is forbidden. The <i>IOF Anti-Doping Rules</i> apply to all IOF events and the IOF Council may require doping control procedures to be conducted.
	26.5	All officials shall maintain strict secrecy about the competition area and terrain before they are published. Strict secrecy about the courses must be maintained.
	26.6	Any attempt to survey or train in the competition terrain is forbidden, unless explicitly permitted by the organiser. Attempts to gain any information related to the courses, beyond that provided by the organiser, is forbidden before and during the competition.
	26.7	The organiser shall bar from the competition any competitor who is so well acquainted with the terrain or the map, that the competitor would have a substantial advantage over other competitors.
	26.8	Team officials, competitors, media representatives and spectators shall remain in the areas assigned to them.
	26.9	Control officials shall neither disturb nor detain any competitor, nor supply any information whatsoever. They shall remain quiet, wear inconspicuous clothing and shall not help competitors approaching controls. This also applies to all other persons in the terrain, e.g. media representatives.
	26.10	Having crossed the finish line, a competitor may not re-enter the competition terrain without the permission of the organiser. A competitor who retires shall announce this at the finish immediately and hand in the map. That competitor shall in no way influence the competition nor help other competitors.
	26.11	A competitor who breaks any rule, or who benefits from the breaking of any rule, may be disqualified.
	26.12	Non-competitors who break any rule are liable to disciplinary action.
	26.13	The organiser must stop, and postpone or cancel a race if at any point it becomes clear that circumstances have arisen which make the race dangerous for the competitor, officials or spectators.
	26.14	The organiser must void a race if circumstances have arisen which make the race significantly unfair.

Embargoed areas

To avoid problems resulting from especially home-nation elite riders going into competition areas once these have been decided, applicants for events are asked to publish adequate information on embargoed areas on the national Federation's website as soon as the application is submitted.

The information should include the names of the areas embargoed and a map clearly showing the outer limits of each area. It should be made clear whether or not passage through the areas on public roads etc. is allowed. An accompanying statement should emphasise that the embargo extends to all potential team officials, and to anyone else who through their knowledge of the terrain or the events could influence the results.

Embargoed areas shall include all planned competition areas and additional reserve areas. Whilst permissions are being finalised, it is wise to embargo all areas under consideration; areas not to be used, or which become available for training, can be de-embargoed later.

Areas in towns	<p>There are three alternatives:</p> <ol style="list-style-type: none"> 1) Strict embargo 2) Participants are allowed to be in the area without an orienteering map until the organiser starts setting out the controls and making other preparations for the competition – typically 3 – 4 hours or the day before the competition. Training with a map and route choice testing is not allowed. 3) A mix of 1) and 2) where typically the finish area is open and most of the competition area is strictly embargoed 	Embargoing rules in town areas pose a particular challenge, because the Sprint Distance that commonly uses town areas is a 'shop window' for media and spectators where we want to bring orienteering to the public.
-----------------------	---	--

No fixed practice exists for sprint races. The alternative above most suited to the area in question is adopted, in agreement with the Event Adviser.

The full information and maps covering embargoed areas are published on the event website as soon as reasonable, and printed in Bulletin 1 and all subsequent Bulletins.

Any alleged breach of the embargo rules shall be notified at once to the Secretariat of the organising committee and to the IOF Event Adviser.

27. Complaints

	27.1	A complaint can be made about infringements of these rules or the organiser's directions.
	27.2	Complaints can be made by team officials or competitors.
	27.3	Any complaint shall be made in writing to the organiser as soon as possible. A complaint is adjudicated by the organiser. The complainant shall be informed about the decision immediately.
	27.4	There is no fee for a complaint.
	27.5	The organiser may set a time limit for complaints. Complaints received after this time limit will only be considered if there are valid exceptional circumstances which must be explained in the complaint.

- In the first instance, a potential problem should be taken to the organiser as a complaint. This avoids trivial points, where the decision is obvious, from being brought before the jury.
- Complaints have to be made in writing (see rule 27.3). They have to be made as soon as possible after the problem is identified. The organiser decides whether a complaint has been made in time or not, which usually means within an hour of the activity in question (eg. start list distribution). However a few days is acceptable in certain circumstances (see rule 27.5).
- The organiser investigates the case, seeking appropriate advice.
- When the organisers have collected all the relevant information and heard all people involved, they make a decision.
- The organiser informs the complainant and the jury about the decision. If the case is of general interest, e.g. in the case of a disqualification, the decision is made public via the commentator or the result lists. An example of such a complaint is an alleged mistake in the results.

28. Protests

	28.1	A protest can be made against the organiser's decision about a complaint.
	28.2	Protests can be made by team officials or competitors.
	28.3	Any protest shall be made in writing to a member of the jury no later than one hour after the organiser has announced the decision about the complaint.
	28.4	There is no fee for a protest.

- A protest can be lodged only after a complaint has been made and responded to by the organiser. The jury acts as a review body and bases its final decision on the organisers' investigations and its own reflections about the case.
- A protest is made in writing to the IOF Event Adviser or another member of the jury. A protest can be made by team officials or competitors (see rule 28.2).
- A protest lodged without a previous complaint has to be presented to the organiser first as a complaint.
- A protest has to be made within an hour after a decision on a complaint has been issued. If further information comes to light after a complaint decision has been made, then a formal protest may be lodged a few days after the complaint decision and must be handled by the jury.
- There is no fee attached to a complaint or a protest (see rules 27.4 and 28.4)
- During the event, the decision on a protest is made within a few hours.
- The decision is made known orally immediately and in writing later to the protester and to any other parties involved. It is presented publicly via the speaker and/or by a posted written statement in the Event Centre.

- The voting numbers shall not be made public. The IOF Event Adviser shall act as the Jury spokesman; no other member of the Jury shall make statements on behalf of the Jury or publicly comment on the Jury deliberations. The IOF Event Adviser annexes the written decision to his post-event report.

29. Jury

	29.1	A jury shall be appointed to rule on protests.
	29.2	The IOF Council decides for which events it shall appoint the jury. If the IOF is not appointing the jury, the Federation of the organiser shall appoint the jury.
	29.3	The IOF Event Adviser shall lead the jury but has no vote.
	29.4	A representative of the organiser has the right to participate in the jury meetings but has no vote.
	29.5	The organiser shall act according to the jury's decisions, e.g. to reinstate a competitor disqualified by the organiser, to disqualify a competitor approved by the organiser, to void the results in a class approved by the organiser or to approve results declared invalid by the organiser.
	29.6	The jury is competent to rule only if all members are present. In urgent cases preliminary decisions may be taken if a majority of the jury members agree on the decision.
	29.7	If a jury member declares him- or herself prejudiced or if a jury member is unable to fulfil his or her task, the IOF Event Adviser shall nominate a substitute.
	29.8	Arising from its ruling on a protest, the jury — in addition to instructing the organiser — may recommend that the IOF Council excludes a person from some or all future IOF events in the case of a major violation of the rules.
	29.9	Decisions of the jury are final.
WMTBOC WCup JWMTBOC WMMTBOC	29.10	The jury shall consist of 3 voting members from different Federations. Two members are appointed by the IOF Council. One member is appointed by the Federation of the organiser.
WRE	29.11	The jury shall consist of 3 voting members, if possible from different Federations.

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

The Jury

- The names of all Jury members shall be given in Bulletin 4.
- For international events other than World Championships, and World Cup, the jury is appointed by the IOF Event Adviser or by the organising federation. One representative of the organiser participates in jury meetings but has no vote. The purpose of this is to present the view of the Organiser in case of any questions or disputes.
- Members should be able to speak English and ideally hold an IOF MTBO Event Advisers' licence.
- The IOF Event Adviser and all voting jury members must be present at the race and at all jury meetings.
- The Event Adviser shall ensure that at least one jury member is present at all major activities during the event period. This includes all meetings, model events, start, finish, spectator controls and ceremonies. A Jury member shall always be present at Team Leaders' Meetings and at the finish in the Relay.
- It is recommended that all Jury members are able to be in touch with each other by mobile phone throughout the events.
- IOF Rules specify how a jury member is to be replaced if the member cannot fulfil their duties. A replacement is required if the jury member is unable to get to the event or conflicted for whatever reason and is not meant to temporarily replace a jury member who is unavailable at a specific event activity.

Documents for the Jury from the Event Organiser

- Competition Rules for IOF MTBO Events
- Special Rules for the given event
- IOF Rules for the Conduct of Drug Tests
- International Specification for Orienteering Maps
- MTBO Organiser Guidelines (this document)
- Leibnitz Convention (Appendix 4 of these Guidelines)

Jury Meeting Requirements

- The organiser provides a suitable meeting room or tent.
- It is recommended that the jury meets after the first team leaders' meeting. At this meeting, tasks are assigned and the process for further meetings, if necessary, arranged.

30. Appeals

	30.1	An appeal may be made against infringements of these rules if a jury is not yet set up, or if the event is over and the jury has dispersed.
	30.2	An appeal may only be made by Federations.
	30.3	An appeal shall be made in writing to the IOF Secretariat as soon as possible.
	30.4	There is no fee for an appeal.
	30.5	Decisions about an appeal are final.
	30.6	The IOF Council shall deal with the appeal.

- Appeals are on the same level as protests, but they normally deal with different subjects.
- Appeals are mainly concerned with matters related to MTBO events in general such as the World Championship programme, qualification system, special rules, overall scoring etc. No specific jury is involved in an appeal.
- Appeals are not a way to change decisions about protests, since a jury's decision is final.
- Appeals are only made in writing by federations to the IOF Secretariat
- The IOF Secretariat will transmit the appeal to the relevant committee.
- The decision is made in writing within a few days of any meetings held to solve the issue and is sent to all parties involved.

31. Event control

	31.1	All events, for which these rules are binding, shall be controlled by an <i>IOF Event Adviser</i> . The IOF Event Adviser shall be appointed within 3 months of the appointment of an organiser.
	31.2	The IOF Council shall decide for which events it will itself appoint the IOF Event Adviser.
	31.3	If the IOF Event Adviser is appointed by the IOF, he or she is the official representative of the IOF to the organiser, is subordinate to the IOF Council and communicates with the IOF Secretariat.
	31.4	The Federation of the organiser shall always appoint a controller. This controller shall assist the IOF Event Adviser appointed by the IOF. If the IOF does not appoint an IOF Event Adviser for the event in question, the controller appointed by the Federation will be the IOF Event Adviser. The controller appointed by the Federation need not come from the same Federation.
	31.5	All IOF Event Advisers shall hold the IOF Event Adviser's licence. No IOF Event Adviser or IOF Event Adviser's Assistant may have any responsibility for a participating team.
	31.6	The IOF Event Adviser shall ensure that rules are followed, mistakes are avoided and that fairness is paramount. The IOF Event Adviser has the authority to require adjustments to be made if he or she deems them necessary to satisfy the requirements of the event.
	31.7	The IOF Event Adviser shall work in close collaboration with the organiser, and shall be given all relevant information. All official information sent to the Federations, such as bulletins, shall be approved by the IOF Event Adviser.

	31.8	As a minimum, the following tasks shall be carried out under the authority of the IOF Event Adviser: <ul style="list-style-type: none"> ● to approve the venue and the terrain for the event ● to look into the event organisation and assess the suitability of the proposed accommodation, food, transport, programme, budget and training possibilities ● to assess any planned ceremonies ● to approve the organisation and layout of start, finish and changeover areas ● to assess the reliability and accuracy of the time-keeping and results producing systems ● to check that the map conforms with the IOF standards ● to approve the courses after assessing their quality, including degree of difficulty, control sitings and equipment, chance factors and map correctness ● to check any course splitting method and course combinations ● to assess arrangements and facilities for the media ● to assess arrangements and facilities for doping tests to approve the official results
	31.9	The IOF Event Adviser shall make as many controlling visits as he or she deems necessary. The visits shall be planned in agreement with the appointing authority and the organiser. Immediately after each visit, the IOF Event Adviser shall send a brief, written report to the IOF Event Adviser appointing body with a copy to the organiser.
	31.10	One or more assistants may be appointed by the IOF Event Adviser appointing body to help the IOF Event Adviser, particularly in the fields of mapping, courses, financing, sponsoring and media.
	31.11	The IOF Event Adviser appointing body has the authority to revoke the appointment of the IOF Event Adviser.
WMTBOC	31.12	The IOF Event Adviser shall make 3 visits as a minimum: one at an early stage, one a year before the championships and one 3-4 months before the championships.

Role of the IOF Event Adviser

On recommendation of the MTBOC the IOF Council appoints Event Advisers for all international championship events (World, European and Regional MTBO Championships, World Cup events).

He/she is the IOF's representative. IOF Event Advisers must hold an IOF licence for Event Advisers and

- have experience as competitors, course planners, and organisers
- come from outside the Event Organiser's country
- if possible, understand the Event Organiser's language and communicate in that language or alternatively in English
- contact the event organiser immediately after nomination
- visit the Event Organiser three times before WMTBOCs and twice before other events. *The recommended schedule for WMTBOC is as follows:*
 - ◆ *at least 2 years before the event - to approve competition areas and timetable*
 - ◆ *1 year to 4 months before the event – to check draft maps and courses*
 - ◆ *3 weeks before and during the event – to check final maps, courses and monitor the event*
- after each visit send a brief written report (three pages or less) to the MTBOC with copy to the IOF Secretariat and the Event Organiser
- make more/fewer visits depending on the problems, the travel distance and organiser's experience (extra visits are normally paid by the organiser)
 - ◆ to act as a link from the Organiser to the IOF, transmitting information in both directions
 - ◆ supervise all parts of the organisation - 'in forest' and 'out of forest' - areas such as
 - accommodation
 - catering
 - transport of athletes and bicycles
 - media services – internet, television, radio, and newspaper
 - start draw
 - team leaders' meetings
 - timing and results systems
 - ceremonies
 - mapping standards and quality
 - control placements

- course planning, including combinations and splitting methods
- to advise the Organiser on the Rules and the Guidelines if necessary
- to oversee the whole event, identifying weak points and risks of failure and bringing them to the Organiser's attention
- to chair the Jury
- to approve all Bulletins
- to advise on all matters based on previous experience.
- work in an honorary capacity
 - ◆ with travel costs paid by the IOF
 - ◆ with accommodation, meals and transport during the visits and during the event paid for by the event organiser
- not have any function within a team – but may travel with a team to the event
- may be called on for representational purposes
- not divulge any information about the event that would give an unfair advantage
- cooperate with the IOF Anti-Doping controller (if tests are conducted) and other special advisers appointed by the IOF
- attend all team leader meetings
- report to the IOF MTBOC
- write a final report (see chapter 32 for details)

The following points do not form part of the Event Adviser's compulsory duties

- Contact with national and local authorities, land owners, etc.
- Contact with sponsors
- However, the Event Adviser may support the Organiser in these matters also if he/she sees fit to do so.

Role of the National Controller

The event organiser's national federation has to nominate a National Controller for all IOF Events. National Controllers help and advise the Organiser in many details, but should remain independent of the organisation. They are not subordinate to the national Federation or to the Organiser. Their expenses are paid by the National Federation or by the Organiser, according to the national agreements.

The National Controller should

- hold an IOF licence for Event Advisers
 - have experience as a competitor, course planner and organiser
 - be familiar with International MTBO
 - act as local assistant for the IOF Event Adviser
 - not divulge any information about the event that would give an unfair advantage
 - work mostly in the terrain checking mapping standards and courses
 - attend all team leader meetings
 - attend each event and act according to the IOF Event Adviser's instructions
 - The National Controller may, under the guidance of the Event Adviser:
 - ◆ give preliminary approval to the planned courses
 - ◆ approve control sites by visiting each site in the terrain
 - ◆ approve the hanging of control flags and the sitting of each general control assembly
 - ◆ approve the individual competitor map units for each race
- Final approval rests of course with the Event Adviser.

In summary, the IOF Event Adviser keeps mainly in the background and leaves the Event Organiser as free as possible. He is above all a helper and adviser of the Organiser. He shares with the Organiser responsibility for the outcome of the event in all respects, working to the agreed Event Plan and discussing and negotiating any proposed amendments to it. This shared responsibility includes terrain, maps, courses, ceremonies, accommodation, media service, etc. The Organiser shall keep the Event Adviser in touch with the progress of the preparations and with all essential decisions, and shall give the Event Adviser all requested information. The Event Adviser has the duty to intervene if the Rules are not respected or if the successful conduct of the event is endangered; he/she can in such circumstances give instructions to the Organiser on how to rectify the problem. If the Event Adviser and the Organiser cannot settle a dispute, the case shall be brought to the IOF. The relationship of the IOF Event Adviser, the National Controller and the Event Organiser should be based on confidence and focus on the shared objective – a successful event.

The IOF can appoint one or more assistants to the Event Adviser.

32. Event reports

	32.1	No more than 3 weeks after the event, the organiser shall submit a short report to the IOF Event Adviser along with complete result lists.
	32.2	No more than 4 weeks after the event, the IOF Event Adviser shall send a report to the IOF Event Adviser's appointing body. The report should include any significant features of the event and details of any complaints or protests.
WMTBOC WCup JWMTBOC ROC	32.3	The Organiser shall forward two sets of maps with course details and a complete results list to the IOF.
WMTBOC	32.4	One copy of every bulletin, the final programme including start lists, a plan of the organisation and a final statement of accounts shall be sent to the IOF Secretariat for the archives no more than 6 months after the event.
WMMTBOC	32.5	No more than 3 weeks after the event, the Organiser shall forward at least one of each map with course details and a complete results list to the IOF.

The IOF Event Adviser submits an official report to the IOF no more than 4 weeks after the event which will include the following points:

- ◆ a short description of the work
- ◆ an opinion about the event in all respects
- ◆ problems, weak and strong points
- ◆ complaints and protests and their decision
- ◆ ideas and suggestions

The list of items which must be submitted to IOF no more than 3 weeks after the event (Rule 32.5) is customarily accompanied by a comprehensive report covering all aspects of the organiser's experiences in hosting the event.

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

- ◆ New ideas or practices used: description and evaluation
- ◆ Problems and difficulties encountered: description and evaluation
- ◆ Organisational structure and staffing levels
- ◆ Areas where the workload was greater than anticipated
- ◆ Technical matters – e.g. arena design, materials used, IT, etc.
- ◆ Comments about aspects of course planning, e.g. forking in the Relay
- ◆ Number, function and country of the media representatives
- ◆ Experience with the media
- ◆ Presentation of the event in the media (before, during, after)
- ◆ Comments from competitors and officials
- ◆ Sponsors and grant awards: contributions, feedback
- ◆ Comments about the Rules, the Guidelines, the co-operation with the IOF and the IOF
- ◆ Suggestions and ideas for coming Organisers

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

Feedback on events is also sought by MTBO Commission from coaches and participants at international events.

33. Advertising and sponsorship

	33.1	Advertising of tobacco and hard liquor is not permitted.
	33.2	Advertising on track suits or other clothing which are worn by team members during the official ceremonies shall not exceed 300 cm ² . There is no restriction to the amount of advertising on the cyclists' competition clothing or equipment except for the start number bibs.

34. Media and media service

	34.1	The organiser shall offer the media representatives attractive working conditions and favourable opportunities to observe and report on the event.
	34.2	As a minimum, the organiser shall make available to media representatives the following: <ul style="list-style-type: none"> • hotel accommodation of medium standard, to be paid for by the users • start lists, programme booklet and other information on the day prior to the competition • opportunity to take part in the model event • weather-protected, quiet working space in the finish area • result lists and maps with courses immediately after the competition • internet access to be paid for by the users.
	34.3	The organiser shall make every effort to maximise media coverage as long as this does not jeopardise the fairness of the event.

A strong effort should be put into making firm contacts with individual media personnel, both from the local area and at national level, to try to ensure continued and good quality coverage of WMTBOC on radio and in the national and local press. Members of the national team could be brought into to help in producing feature material prior to WMTBOC.

Publicity should be aimed at (a) making local people aware of WMTBOC and interested in attending the races as spectators and (b) getting more people in the nation as a whole interested in orienteering. Posters on billboards and in other public places, sports centres etc. and leaflets which can be picked up at sports centres, libraries etc. are ways of making the public aware of what is going on, along with preview articles in local papers, slots on local radio and TV etc. It is a nice touch to have 'Welcome to WMTBOC' posters on prominent billboards on the main roads leading into the host town.

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

- Bulletin 4 (programme)
- complete lists of entered teams
- information about newsworthy competitors and other general information
- details about the media services at the event centre and for the races (official transport, directions to the arenas if not clear in Bulletin 4, media controls, places to take photographs, telecommunication, etc.).
- personalised media pass for access to restricted areas at race sites
- media car park pass
- other local press and tourist information

A Media Centre needs to be provided at the Event Centre. A small number of PCs with broadband internet access should be available for media representatives' use. All serious journalists use their own laptop and will simply require power and an internet connection; mainly they will work in the arena media tent and their hotel room.

The Centre will provide competition details, start and result lists, and competition maps as soon as they are officially available. The size and scope of the Media Centre will be related to the number and nature of media representatives accredited, but use of the Media Centre at recent WMTBOCs has been quite small.

At the races, the following shall be offered to the media representatives as a minimum:

- a large weather-protected working space in the Finish area, with fully reliable broadband internet access and plenty of chairs and tables
- many copies of official start lists, and result lists and maps with courses immediately after the end of the competition. Electronic map files should also be made available at a later time – these need to be high resolution .jpg suitable for printing
- mobile phone signal availability

- space for a post-race press conference, together with appropriate background (sponsor logos etc.; see template in Appendix 15) and sound equipment. A display map with the courses could be set up or projected on to a screen once the race is over, to enable medallists to comment on their route can be useful. The press conferences are commonly conducted by either the English speaker or the WMTBOC Media Director. Race press conferences normally take place immediately after the flower or award ceremony.
- A white marquee can prove to be too light inside for comfortable use of laptop screens; unless it is placed in a shaded location, a dark tent with minimal internal electric lighting is better.
- It is necessary to check that only those accredited get access to the media working area.

Official transport can be offered, but it will not normally be well used since most media representatives prefer to be independent and to rent cars. The media car parking area should be sited close to the Media Centre if at all possible.

In addition the following services need to be provided:

- A media control or 'sight passage', or an area accessible by the media where the competitors are visible during the race
- Good positions for accredited photographers, separate from other spectators, keeping in mind the relative positions of the sun, competitors, spectators, advertising boards and photographers. An area behind the Finish line is particularly important. In terms of access to the best positions, TV has precedence over accredited photographers
- A mixed zone for contact with the competitors after the Finish line (no public access)
- Competent staff always available for help and advice; they are often hard pressed, and some media representatives rarely seem to be fully satisfied.
- Refreshments (coffee, snacks) may be provided.

TV may want access to the Start, to film the start procedure and particular riders starting. One or two photographers may also wish to go there. Access to the area around the start area must be strictly and carefully controlled throughout, with visitors being allowed no access to the quarantine zone itself.

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

When media representatives are asked about the most important features of the media service, the answers are inevitably: quick results and good communication facilities, plus good photo opportunities on the courses within easy walking distance. All Organisers therefore should give priority to these points. Free coffee and snacks are nice, but of minor importance!

WMTBOC is a prestigious event, and one of its aims is to raise the profile of orienteering in the home country. Therefore a serious effort should be made to interest national and local media representatives in the event, highlighting the potential of the home country's participants, and persuade them to be present. But there is also considerable interest in the achievements of the best orienteers in all the strongest orienteering nations, and a number of international journalists can be expected to attend.

Invitations to the media of the host country should be handled according to local practice. Invitations to foreign media should be sent out with Bulletin 3. The invitation should contain:

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

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

- details of accommodation booked
- a press release giving details of WMTBOC entries, e.g. number of countries represented + numbers from each country, and interesting information about newsworthy competitors
- information about media services at the race sites, especially regarding internet access and e-mail facilities and photography opportunities
- invitations to Model Events and the Opening Ceremony

- invitation to any pre-WMTBOC press conferences, as applicable

35. Environmental Mandate

	35.1	<p>MTBO events take place using tracks and trails. Riding off the track or trail will normally be disallowed unless specifically agreed by the organiser and event controller.</p> <p>Event organisers, in liaison with the IOF MTBO Commission, will:</p> <ul style="list-style-type: none"> • Strive to apply the principles of sustainable use, to meet the needs of the present, without compromising the needs of future generations. • Aim to achieve the highest environment standards in the organisation of events, through informing and educating both organisers and competitors. • Aim to minimise both the use and the waste of materials, using renewable or recycled materials when appropriate. • Be committed to consulting with, and respect the wishes of the rural community in whose areas we hold events. • Take into account public transport links when locating event centres, and encourage car sharing by competitors. • Assess on a continuous basis, the environmental impact of MTBO activities on the countryside, and adopt systems and techniques which will minimise or eliminate any unacceptable adverse impacts. • Identify and avoid if possible sensitive habitats through discussion with landowners and environmental agencies.
--	------	--

36. General Organisation

Responsibilities

Role of the Event Organiser

Event Organisers are responsible for all logistical aspects of the organisation of an IOF MTBO event in accordance with the *Rules for IOF MTBO Events* and these Guidelines. In the case of World MTBO Championships this task is carried out as per the written agreement with the IOF. Event Organisers should contact and communicate with

- IOF member federations
- national and local authorities to use public land
- landowners for permission to use private land
- sponsors and media services
- accommodation and catering services
- transport of team members and their bicycles
- start and finish coordinators
- timing and result coordinators
- National Controller
- IOF Event Adviser - with regard to progress, essential decisions, all requested information

The Event Organiser for a World, European or Regional Championships will write a report (within four weeks after the event) to the IOF Event Adviser together with complete result lists and 3 copies of maps with courses. The Event Organisers are free to decide the report contents but may add

- new ideas and problems – description and outcome
- number, function and country of the media representatives
- coverage of the event in the media
- comments from competitors and officials
- contributions from sponsors
- complaints and their resolution
- comments about the Rules, Guidelines and cooperation with the IOF and IOF Event Adviser
- financial outcomes of the event – as is currently known
- suggestions for future event organisers
- The final report should be no longer than five pages.

Role of the International Orienteering Federation

In the case of World MTBO Championships, reference should be made to the Partnership Agreements between the IOF and the Event Organiser. The IOF Council makes the final decisions concerning the international MTBO calendar and the selection of international events.

Role of the IOF Mountain Bike Orienteering Commission (MTBOC)

With regard to the international events in MTBO, the MTBOC is responsible to

- establish standards for events
- evaluate event applications
- propose event organisers to the IOF Council
- plan and implement a World Ranking Event (WRE) scheme
- propose *Rules* and *Guidelines* governing International MTBO events
- identify and propose IOF Event Advisers for IOF events
- attend each championship event, including team leaders' meetings

Role of the IOF Map Commission (MC)

The MC continually monitors map standards to ensure the highest possible standards are used and maintained for international MTBO events.

Role of the IOF Information Technology Commission (ITC)

The ITC continually monitors timing systems for international MTBO events.

Organisation structure

At the application stage, the national Federation will set up a suitable internal process for deciding on the organising group or clubs, the Event Centre venue and the terrain that will be put forward – see chapter 1. An Event Director will be appointed, together with a Planning Group which will prepare the application. If the application is successful, the Planning Group may well form the core of the Organising Committee which will then be set up as the peak of a pyramidal organisational structure covering all aspects of the event.

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

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

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

The secretarial side of a WMTBOC is hugely time-consuming. It is recommended that Organisers appoint a paid Secretary General for a long period, a person who is able to act as an Executive Officer and organise people to deal with bookings and accreditation. This work load and its follow-up in the WMTBOC reception office have often been under-estimated. It is the case that the majority of teams make a number of alterations to their bookings, or have difficulty in processing the necessary payments, or have a number of special requests which are difficult to deal with, fail to meet the advertised deadlines, etc. etc. The same is true of accredited media representatives and IOF officials and guests. At the peak of activity the Secretariat may well have to respond to up to a few dozen e-mails and letters per day. For sample staffing levels (WOC 2008, CZE) and office organisation see Appendices 13 & 14.

It is normal nowadays that all organising personnel, team members and officials and accredited personnel (media, IOF, VIP) are issued with a sealed ID card incorporating photograph with appropriate access codes for parts of the race arenas and elsewhere. It is best to have an on-line facility for people to upload passport-size photos, so that cards can be fully prepared in advance wherever possible. It is necessary to have a camera and appropriate computer software working at Reception throughout the period when people are registering, for those who have not uploaded their

photo, together with lamination equipment etc. For an example of the card and sample colourings, see Appendix 14.

Security

The stakes are higher at WMTBOC than at any other international orienteering event, and many competitors work at length within the Rules to be as well prepared as possible beforehand. It is vital to ensure that competitors, through their own efforts or those of others or perhaps just inadvertently, cannot gain access to classified material which gives them some kind of advantage over others.

Security is therefore a major issue for WMTBOC organisers. A policy on security needs to be established at an early stage. All WMTBOC team leaders and all who have access to sensitive material need to know how classified information is handled within the organisation. It is advisable that they sign a declaration confirming that they are aware of the procedure and will abide by them strictly. Examples of others who should be asked to sign a similar declaration include TV personnel, commentators and their helpers, tracking company personnel and staff employed by the printing company.

An example of such a policy and the format of the declaration from WMTBOC 2006 are in Appendices 11 & 12.

Lapses leading to some knowledge of the terrain and courses are the most damaging kind of breach of security which could occur at a WMTBOC. To avoid such lapses:

- *Embargoed areas must be clearly delineated, with no possibility of ambiguity*
- *Mappers, course planners and controllers and the Event Adviser must follow very secure procedures for handling mapping and course planning material, in both paper and electronic form, and transferring it from one person to another. With electronic transmission this is very difficult to ensure, and it must be emphasised that material must never be copied to someone not on the list of approved persons.*
- *Those handling such material prior to and at WMTBOC must be restricted to the minimum possible*
- *Planning TV coverage in the forest has associated security dangers which must be recognised and guarded against*
- *All printed maps of WMTBOC competition areas must be stored in a very secure location, e.g. a safe or small locked room or in a private home location which is not widely known, with access available to one or two people only*
- *The handling of printed maps on competition days must be very carefully controlled. This includes the copies of maps to be issued to the speaker (commentary) team and later to the media etc. as well as those for the runners*
- *A procedure is needed to ensure that course pre-riders have no opportunity to communicate with competitors or team officials after their ride*
- *Care is needed to ensure that no map and course extracts, tracking or pictures which could influence route choice or control finding, etc. are shown on the big screen at a time when later-starting runners can benefit related to early starters. Quarantine deadline times for individual Finals need to be set so that it is not possible for a late starter or other team personnel to see relevant TV pictures before entering the quarantine zone.*
- *The policy for the Relay needs to be agreed between the Event Adviser and the Organisers. It is likely that some runners not yet started, e.g. the men if the women's race is first, will be able to see extracts of maps and courses from the earlier race on the big screen. The most important thing here is that all teams have the same opportunity.*

Deadlines

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

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

37. Event Centre

The Event Centre is the Event Organisers' central meeting location. The official competition office is located here. All information, team leaders' meetings and results distribution are located here. It should be centrally located within walking distance of the accommodation and press centre.

It is here that all participants, including the media make their first appearance, so it is important that the Event Centre is professional, well-organised, knowledgeable and prepared to answer any and all questions. The Centre serves as an information source like any tourist centre.

It is best to divide the Event Centre into functions:

- competition information for team officials using a bag system for communication
- information for IOF and special guests
- information and results for media
- results distribution for teams, competitors and the public
- invite the local tourist office as well as the local community to set up an information booth

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

First and foremost, the Event Centre is the location for registration of all participants on arrival – national teams, media representatives, IOF delegates and guests. It is also the logical location for the event Secretariat.

A good amount of counter space is required, because at peak times it is necessary to have several staff on reception duty to ensure that waiting time for new arrivals is short. There needs also to be plenty of space behind the counter to house the material to be handed out at registration, and for desks with computers dedicated to administration of items such as accommodation and transport bookings.

Nearby there needs to be a site for the production of identity cards. Here, passport-style photos of those registering (where not transmitted online in advance) have to be taken, printed and sealed (laminated) on the pre-printed individualised card. See also chapter 4 and Appendix 14.

A lot of material has to be stored at the Secretariat, and there are many on-going office functions, so one or more good-sized rooms are needed close to the counter area. If competition maps are to be stored here, they need to be kept in a dedicated secure location with access limited to one or two people only. A safe is needed for other confidential material and for money and other kinds of payment taken at the counter.

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

The Secretariat counter is a distribution and sales point for sets of start lists, results, training and model maps and for competition maps after the relevant races. (However teams receive theirs at Team Leader Meetings, and the media have a separate source of supply).

It is recommended that the location of the Team Officials' Meetings is as close as possible to the Secretariat and information desk, preferably in the same building. It should be a hall able to seat up to 80 people, fully equipped with electronic display equipment, and with plentiful vehicle parking nearby.

Adjacent to the information desk (but not accessible to the public at large) there should be a set of 'pigeon-holes' for facilitating distribution of information material to the teams.

If public races are organised in connection with the event, it is strongly recommended that the secretariat and information desk for these is set up in a separate location from the event Secretariat.

Internet access in the Event Centre is essential. It is likely that the event webmaster will be based here. A free WiFi facility is desirable.

38. Meals and Accommodation

Normal Food and Housing Requirements

- house the competitors within the same facility or within close proximity. Keep all activities such as ceremonies, meetings, social gatherings within a reasonable distance of the accommodation.
- apartment-style rooms with cooking facilities are the best option but not absolutely necessary as long as restaurant facilities with vegetarian menus are available.
- provide meeting rooms to be shared amongst the teams suitable for 15 to 20 people.
- Some teams have very restricted budgets and must be offered the cheapest accommodation possible such as camping or school dormitories or floor space.
- Half (breakfast and dinner) or full pension (includes a lunch packet during competition days) are offered.
- When planning the meals, organisers must remember:
 1. athletes eat more than the average person, including at banquets. A breakfast is an important meal and needs to offer food suitable for athletes. Respect different food traditions.
 2. menus should respect the principles of nutritious balanced diets as well as both vegetarian and meat diets.
 3. on race days, breakfast has to be made available 3 hours before the first start time.
 4. costs for full pension should normally not exceed 50€, or 35€ for half pension.
 5. offers made to the participants have to be approved by the IOF Event Adviser if there is one.
- When planning the accommodation, organisers must remember -
 1. There should be choice in the level of accommodation quality (different standards for teams from which to choose). University or college accommodation is acceptable to most nations provided that there are plenty of toilets and showers, good laundry and drying facilities etc. The alternatives available should be clearly set out in Bulletin 2.
 2. It is desirable that teams are together for the meals, therefore the meal has to be as inexpensive as possible.
 3. A deposit of 10 to 20% may be levied against any bookings. The deposit does not exceed the price for one person for one day.
 4. Beware of teams who enter the event, neglect to pay the deposit and eventually do not show up. Deciding on strict dates and getting agreements with the hotels is necessary to prevent losses.
 5. Some teams may have difficulty exchanging money depending on the location of the event, and the organiser should be prepared to make special arrangements in order to get reimbursements.
 6. The safest route is to communicate with individuals responsible for each team on a personal basis.

In some countries, a package of alternative accommodation sites has been offered through the services of an agent. Experience has shown that if prices within this package are deemed too high or the booking conditions lack flexibility, many individual nations make their own arrangements. If the Event Centre offers only highly priced accommodation, it is unlikely that many national teams will stay there.

It is important to ensure that all accommodation providers are fully aware of the requirements of top level orienteers in terms of type and quantity of food, variety in the menus, special diets, flexibility of meal times, quick service and so on. The Event Adviser should meet with the responsible Organiser and the caterers to go through and approve the arrangements.

Special attention should be paid to the needs for food at specific times. This is especially critical for breakfast, where early starters may require breakfast well before normal service times. It is also an experience from earlier events that the kitchens have underestimated the quantity of food needed by a world class athlete.

A cold meal service has to be provided at the arenas for all competitors after the race.

Good-quality hotel accommodation should be offered to media representatives, IOF officials and VIPs.

39. Competition Arena

The competition arena is where the actual events take place. It is here that the sponsors are given space. It is here that the organiser needs to plan at length and with vision so that the event looks like a large, exciting international event. Visit some other international events before taking on this challenge!

At the Competition Arena it is desirable to have:

- start preferably located near or within sight of the finish
- presentation of the runners at their start over the public address system
- spectator controls near the finish area
- large scoreboard such that results are visible from 50 metres away or more (video screens are highly recommended which also allows sponsor advertising which can help defray the cost, but there also needs to be a permanently visible complete results display)
- winners' stand in front of or immediately beside the results board
- full awards ceremony at the competition arena, or alternatively a short ceremony at the competition arena (no medals, no prizes, but can be flowers) followed up by a ceremony in the evening at the Event Centre in the town.
- tall flag poles with flags for every participating nation
- professionally produced signs to clearly show all locations
- Media Centre located at the Competition Arena
- VIP Centre located at the Competition Arena:
 - VIP officer accessible to the sponsors and other VIPs as necessary
 - Refreshments (possibly shared with the media centre) provided at user's expense
 - Shelter in the form of a large tent provided with tables and chairs

The IOF expects Organisers to attach very high priority to creating colourful and attractive arenas with lots of atmosphere. The quality of the arena is critical both for the enjoyment of spectators on site and the impression of a major orienteering event given to the viewing public on TV. (The IOF is producing a style guide and an arena dressing guide for Organisers; these will be included as appendices and should be read in conjunction with the main guidelines).

A race arena needs to:

- have adequate capacity for the facilities appropriate for the race in question and the numbers of spectators expected, but not so big that all atmosphere is lost;
- have a well-drained surface which is easy and pleasant to walk on;
- *be readily accessible by very large vehicles – including at Finals TV lorries, heavy and large generator units, mobile catering outlets and a 'big screen' which may be vehicle-mounted;*
- be sited such that good courses can be planned in relation to it using the race terrain to best potential and, in Finals and the Relay, including a spectator control or arena passage;
- have, or be provided with, good and reliable telecommunication contact for mobile phones, internet connection and TV transmission;
- have good road and/or track access, closely adjacent parking space for team vehicles, VIPs and media personnel, and large parking areas for spectators' vehicles within a reasonable walking distance. It is strongly recommended that there is more than one access route, one used for entry and the other for exit; if this is not possible, then the access road or track and arena entrance should be such that large vehicles can easily pass each other.

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

The arena's contours shall be used in such a way as to maximise spectator viewing opportunities. Significant flat areas are needed, however, for the race administration (Finish, IT tent etc.) and media facilities, and for VIP hospitality, shops and competitor and spectator refreshment provision.

When the race start is in the arena, competitors have to be assembled some distance away and allowed into the arena only in the minute prior to their start time. Throughout the pre-start period they must not be able to see the big screen or any competitors riding in the terrain or who have completed their course.

In the early stages of the design process, the arena designer needs to work closely with the course planner, *and in the case of Finals and the Relay, a representative of the TV company*. The location of the last control, the line of the ride-in and the exact position of the Finish should be determined first.

Ideally they should be sited so that there is space for a bank of spectators looking down on the last control and ride-in along most if not all of its length. *These spectators should also, without moving or turning round, be able to see the big screen (at Finals) and the main results board. At Finals, a VIP area shall be provided, ideally with similar viewing facilities (see also chapter 38). Other considerations include having adequate space behind the Finish, and not having the sun directly behind incoming competitors for press photographers.*

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

It is useful to have a standard layout at all race arenas for the area behind the Finish, incorporating the accommodation for Finish officials and IT provision and the competitor recovery area. The media tent and facilities need to be adjacent (see also template in Appendix 15).

Correct siting of the big screen and the speaker platform are critical elements in arena design. The big screen must be visible from the main spectator and VIP areas in the same direction as the riders on the ride-in, i.e. somewhere behind the ride-in. Alternatively, a small TV screen could be supplied in the VIP area. Depending on the nature of the site, it can be close to the run-in or quite some distance behind. The speaker platform must be placed so that the speakers have a completely uninterrupted view of the whole of the ride-in from the last control, with competitor numbers visible, and ideally also the spectator control or sight passage. If the Start is within the arena, this also must be clearly visible. Spectators, press photographers or officials and other equipment cannot be allowed under any circumstances to come in line with this view. One way this is commonly solved is to erect a gantry over the Finish line for the speaker service, but there are alternative solutions using carefully positioned raised platforms. The arena designer, TV link person and chief speaker should come together to agree the siting of these items at all the race arenas (screen only at the Finals and Relay).

At an early stage, the siting of services needs careful consideration. If there is no mains electricity supply on site, a powerful generator needs to be sited so that cabling can be taken from it to all necessary locations without the need for extensive channelling below the ground surface. However it must be sited well away from the working areas of the Finish and IT personnel, the speaker and related services, and the media area; these people require a relatively quiet working environment. It may be necessary to have a high mast put up, for the communication equipment needed to ensure mobile phone and internet contact (the TV company will provide only for their own requirements). Toilets should be sited close to spectator areas but not too close. And then there is water supply and disposal and rubbish collection and disposal also to be planned.

A booth or tent should be sited within the main spectator area for the sale of start lists for the day's race and maps and results from previous days, and to serve as an information point.

The arena as a whole needs to be well constructed using attractive and robust materials. Flimsy plastic tape strung between well-separated stakes and blowing in the wind is not an adequate standard in the heart of the arena. In particular, spectator barriers must prevent any form of encroachment onto the ride-in area, which should itself be a narrower corridor, some 1-2 metres in from the barriers. It is common to have a 'photographer lane' along one side of the ride-in and a fair-sized photographers' area close to the Finish line, with controlled access for accredited photographers only. Sponsors' banners and logos and other advertisement banners should be displayed along the ride-in and in any fixed interview area so that they will feature as background in media photos and TV pictures.

The precise construction and siting of spectator controls and sight passages, and the associated coaching zones and refreshments, must be agreed with the EA. They provide additional places for sponsors' banners

At the arenas it is normal to bring in specialist mobile food outlets to provide for spectators. A specialist company will normally also be brought in to provide arena lunches for riders and team officials, and VIP refreshment. It is normal for the Organisers to provide a small canteen or self-service food facility for all arena helpers.

It is normal to print quite detailed diagrams of the arena layout for each race day in Bulletin 4. Any peculiarities which might surprise competitors when they reach the arena at the end of a race must be drawn attention to at the appropriate Team Leaders' Meeting.

A lot of experience has been built up about the design and material requirements of arenas, and consultation with those responsible at previous World Championships both in FootO and MTBO is advised.

Last but certainly not least: the arena needs to be well signposted from the Event Centre with large and clear signs.

40. Implementation of Doping Tests at IOF MTBO Events

- The IOF Council decides, normally at least 6 months before the event, whether doping control is to be conducted at a particular event and the desired number of athletes to undergo doping control. In a confidential letter the IOF A-D Controller informs the event director of the total number of tests and the number of tests per day and per sex. It is recommended that the organiser appoints a contact person relating to doping control and the IOF A-D Controller.
- On the day that doping tests are carried out, the Event Organiser is requested to put at the disposal of the Doping Control Team as many escorts as selected athletes. Their work finishes when the sample collection procedures are completed. The sex of the escorts is a matter of no importance but they are expected to be honest and reliable. The Head of the Doping Control Team or the IOF A-D Controller will brief the escorts 30 minutes before the start of the race, and most of them should be able to leave about 2 hours after the end of the competition. That means that these persons should be free of any other task in that period.
- The minimum requirements for a Doping Control Station are a waiting room, an office per sex and a toilet. More offices can be located in the same room. However the infrastructure must give enough protection against bad weather conditions at any time. A waiting room needs to have a table, a bench or chairs and sealed bottles/cans of water. An office will need a table, two chairs and cleaning paper. The toilet needs to be equipped with hand washing facilities.
- The Doping Control Station is an enclosed area located within 50 to 100 m of the finish area. Admittance is limited to the Doping Control Team, the IOF A-D Controller, and the selected athletes and any accompanying person. The location needs to be signed appropriately.
- Athletes to be tested are notified at the finish line. Members of the Doping Control Team and their escorts should have the appropriate accreditation pass. The IOF A-D Controller needs to have an accreditation pass giving access to all premises and areas.
- A selected athlete has to report to the Doping Control Station no later than one hour after the notification. If the organiser has planned a flower or medal ceremony in the finish area, the best timing is within 45 minutes after the end of the race. That will give medallists the opportunity to attend press conferences and the ceremony, and to report to the Doping Control Station in time thereafter.
- When a medal ceremony is planned later on and at another location, the organiser must take into account that the end of the doping control procedure can be expected to be about three hours after the end of the race, and that the athletes still have to move from the competition area to the new location.
- Bulletin 4 should include basic requirements for athletes and teams. Selected athletes must report to the Doping Control Station with any proof of identity (passport, identity card, driving licence). The athlete's accreditation card is acceptable provided that it incorporates a photograph. The IOF Anti-Doping Controller will confirm what form of identity is valid at the first Team Officials' Meeting.
- The competition Office needs to maintain a file with details of the accommodation whereabouts of all team members from the time of accreditation to the time of departure, together with a 24-hour contact telephone number. Teams have to give at least 12 hours' notice of any changes to the accommodation arrangements.
- It is essential that Doping Control Stations and the associated procedures are established exactly as required by the A-D Rules. The organisers will appoint a person in charge, commonly the A-D Officer in the national federation, who works closely with the IOF A-D Commission and ensures that all those working in the A-D team are suitably trained.
- The costs of providing doping control and in particular the cost of the test analyses varies considerably from country to country and can be quite high. The location of the relevant laboratory should be ascertained at an early stage so that the costs of analysing samples can be found and the necessary sum included in the budget.

41. Press/Media Centre

General Planning

- *Accreditation should be restricted to working representatives of press organisations only, in order to prevent overcrowding and the disruption of the work environment. Ask to see official Press IDs at registration to deter 'hobby journalists' who can hinder the professionals from doing their job.*
- *Set the number of media hosts in relation to the total number of registered media representatives such as to ensure all media representatives have their needs met. It is necessary to check that only those accredited get access to the media working area.*

Services before and during the event

- Technical information (competition details, start and result lists, competitor information) are distributed via individual 'mailboxes'. These boxes need to be kept clear of extraneous information not related to the MTBO event itself. It is best to provide for those who wish to present brochures by means of a table set aside for that purpose only.
- Complete start lists are delivered to the media immediately after the start draw.
- *Internet access is the most important facility required, but ideally at least one should be able to display complete start lists, intermediate times from as many controls as possible (delivered in real time), finish times and current standings.*
- Preliminary complete result lists are provided immediately after the last finish (max 10 mins).
- Access to competition maps and courses. The courses are best presented on a display board in the press shelter for analysis by competitors after finishing.
- Opportunities for terrain visits (choose sections of the course together with the course planner and media host) should be made possible in advance if requested in advance. Media representatives should have the chance to describe the conditions verbally.
- Public photo controls for photographers near the finish area.
- TV-media personnel need one host representative per TV station who is well acquainted with the course and the map - and preferably one who can also recognise individual competitors.

Technical Planning of the Competition

- The start times of the men's and women's classes should be planned such that the expected winners finish at least 15 minutes apart, in order to allow for interviews and photos and to avoid confusion in the finish area.
- If live broadcast is planned, expected winning times need to be carefully analysed. Errors in the ideal winning time estimates can result in the loss of valuable live broadcast material.

Finish Arena as a Work Environment

- A media official should be provided in the finish area with the authority to re-arrange the media work area if necessary.
- The finish arena has to be suitable as a work area for media representatives.
- The commentators' booth should preferably be at a high elevation in order to allow for a full view of the entire area.
- *Radio and TV-commentators need to be provided with work spaces with good visibility over the finish line, the finish run in and the results board, preferably all from the same location (use an electronic result board if possible).*
- *If TV-coverage is provided, the radio stations' commentators should be able to see the transmissions.*
- *The area beyond the finish should be planned according to the needs of the mass media. After immediate recovery with the help of a team official, the competitors should be accessible for interviews according to the following priority order: 1) live broadcast for TV and radio, 2) event speaker, 3) photographers and 4) journalists.*

Equipment Needs for a suitable Work Environment at the Finish Arena

- *Provide telecommunication according to the requirements specified by respective media in advance (for example as required for live broadcasts).*
- *Provide a telephone jack for journalists needing direct access to the Internet or office via PC.*
- *Provide facsimile (fax).*
- *Access to food (coffee, sandwiches) close to the work area. It is more important that the service is close rather than it is free.*

Specifics for TV-media

- *A meeting with the organisers (competition chairperson, course planner, TV-host) is needed well before each race.*

- *Set aside time at this meeting for TV to discuss suitable work areas in the forest with the course planner.*
- *TV must have access to exclusive controls without still photographers present - they can cause unwanted disturbance.*
- *Radio contact is needed between the TV-host and the finish area in order to provide accurate and timely information.*

Contacts to Develop Competence

The companies producing electronic punching systems provide event management and commentary support software and can be called upon for advice and technical support.

42. Speaker (Commentary) Services at IOF MTBO Events

The quality of the speaker service at a major event is one key factor in determining the success of the event from the spectators' point of view.

What is 'Good Quality'?

As well as informative commentary on competitors coming in to the finish

- spectators want up-to-date and complete information from radio controls in a way which describes how the race is developing
- occasional up-to-date results summaries and any news of interest, all given in a lively fashion
- plenty of information about the competitors and in a language the public understands
- interviews are also an important component of a good commentary.

The speaker and the speaker team

- The speaker should have considerable experience of orienteering commentary and speak good English, which throughout will be the main speaker language. If this person does not speak the home nation language, a second speaker is also needed. The home language will be used mainly when riders from the home nation are running through or into the arena or have good split times. Otherwise the commentary is normally about 80% English and 20% home language, with the home speaker mainly giving summaries.
- The speakers and their assistants will have access to maps and courses before the races start and there needs to be adequate security, with those involved signing a security declaration.
- The chief speakers(s) need to have close access to clear computer screens showing results and all split-time data from all race classes in competition at the time. The hardware and software should be set up by other personnel who are easily contactable during the race. The internet text writer should also be situated where he can easily hear the speaker and with a similar view of the competition. All these people and their equipment must be suitably protected from difficult weather conditions – strong wind coupled with rainfall, or bright sunshine on the computer screens, in particular.
- *TV coverage or at least a comprehensive video production to a big screen in the arena should be an objective. In that case it is necessary to appoint someone with experience of working with TV and video producers as the chief race commentator (speaker).*
- *When a big screen is in use in the Finish arena the speakers will, during the races, by and large describe and comment on what is being shown on the screen at the time. The chief race commentator will have a direct voice link with the TV or video producer to ensure that the picture sequence matches the priorities as seen by the speaker, to decide on the best point to insert interviews, etc. Other activity visible in the arena, new best split times etc. get covered in and amongst.*
- More detailed consideration of speaker practice is beyond the scope of these Guidelines, but advice can be obtained from IOF experts and previous organisers. *The IOF can provide contact details of speakers with TV experience.*
- One person should act as co-ordinator, managing and controlling all activities, while two different individuals do the speaking. English is the standard language with a second language being that of the host nation.
- Computer operators are needed - with back-ups. The speaker(s) should never be required to use a keyboard to alter a screen display or pull up fresh information.
- The speaker coordinator (producer) directs the computer operators and directs the speakers to items of interest.
- Because of the high concentration needed, the speakers should be shielded from interruption by people outside the team wanting to leave messages etc.
- The speaker team should learn and practice the pronunciation of foreign names in advance.

Location

The speaker team must be able to see competitors all the way along the run-in and into the finish. A long and perfectly straight finish run-in which is slightly uphill is ideal. The speaker's work area needs to be well sheltered from rain, wind and sun, so that computers and other electronic equipment can work effectively and the operators and commentators can easily view the screens.

The speaker team needs to be provided with all relevant information about the race and competitors:

- schematic diagrams showing the location of radio controls and the spectator control on each course, with distances and planner's estimated fastest time to each point
- copies of the start lists
- current World Ranking position
- competition maps with overprinted courses
- computer support with the following:
 - current running times of all competitors (see also below)
 - competitor information (best past performances)
 - current standing in either class
 - start list positions

The Sound System

A good-quality sound system set up and operated by an experienced person is essential.

- Voice, music and jingles should be transmittable with adequate treble and bass in balance.
- Sound should be transmitted to all spectator areas, including close to the last control, and to the media and post-finish areas.
- Tests need to be made both before the competition starts and also after the arena has filled with spectators to ensure that adequate sound is reaching all desired areas.

Computer Timing and Recording Systems

- A computer system provides fast accurate information in a very accessible form for the speakers.
- Software used must have been fully tried and tested in the field before being used at the event. A good system holds the elapsed times and positions at radio controls and can provide a scrolling elapsed time for any competitor in the forest. It interacts with the electronic finish timing system to provide an instant finish time and position as competitors cross the line.
- Separate displays for each radio control/race are needed to ensure that all required information is quickly available. With some software, two or four displays can usefully share one screen.

Simple Back-up Information

- A back-up plan should be in place in case of power or computer failure.
- Race time should be easily visible at all times in the commentary location.

Radio Controls

- Software now exists where the competitor's electronic punch at designated controls triggers automatic transmission of rider number and passing time by radio link to the event computer system – eliminating the need for the control to be manned. The weak point can then be the quality of the radio transmission.
- The radio system must be thoroughly tested at the sites to be used before the event, and enough spare radios/batteries/personnel need to be available throughout the competition to enable any faults to be rectified quickly.
- Where this software is not available, the usual method is for competitors' bike numbers and passing times to be transmitted by voice and keyed in at base (apart from the pre-warning position where a telephone cable link should be used – see above). It is important that manual systems are thoroughly field tested in real competitions well in advance.
- An important task for the producer working with the computer operators and information analysts is to identify and select the most important information and draw it to the attention of the speakers. This is especially relevant when there is a lot of radio control information available.
- Rapid availability of information from the last and/or penultimate controls is essential. The ideal position for the final radio control is 1-2 minutes before spectators see the competitors.
- There should be someone there who recognises leading competitors, to cope with competitors whose bike numbers cannot be seen. Alternatively a video camera can be placed at this point with the screen inside the speaker work space.

Fairness and Accuracy

- It is important that all finishers receive the respect they deserve from the speakers.

- Biased speaker support such as count downs and direct coaching-type comments are to be avoided.
- Whilst there is great interest in the 'home' riders and excitement to be shared if they do well, it is important that all the speakers refrain from 'favouritism' and over-nationalistic comment.
- In particular, misrepresentation and discouragement of riders cannot be tolerated.
- One person should be responsible for messages and announcements to ensure their accuracy.

Interviews

- Interviews are a key part of any commentary. Some, such as with the day's course planner, can be recorded beforehand and played at a suitable time before or in the early part of the race. Interviews with race leaders should be transmitted live as soon as possible after the rider has come through the finish.
- Interviews are normally conducted by a dedicated interview speaker equipped with a roving microphone and radio or phone contact with the main speaker.
- Interviews with riders who have just finished should be short and to the point, concentrating on feelings and experiences of the course.

43. TV and video production

- This is a specialist area, and it is important to find technical and production specialists to undertake the tasks who know the requirements of MTB orienteering. A TV company should have at least done something more ambitious than a standard 2 to 3-minute news report on orienteering before embarking on televising a WMTBOC.
- A reasonable objective is to negotiate at least edited programmes of all the day's action each evening transmitted on a national TV channel. The live pictures should be shown on the arena screen and may also be streamed onto the WMTBOC website. Results, split-times and tracking data will be incorporated into the output, which will be described by either the race commentator or a TV commentator.
- As the TV company will have to work closely with the WMTBOC course planners to identify suitable sites for TV controls, early negotiation and agreement is necessary. Experience has shown that the negotiations can take some time, since considerable financial outlay is involved. There may also be a potential sponsorship package proposal linked with the TV negotiations.
- It is best to have a person experienced in arena production for orienteering, and with specialist knowledge of TV production, working with the TV company to design and plan the TV coverage. At the races another person can work alongside the TV producer, looking at all the pictures and data available and identifying the key action or data which should be transmitted at any given time. This is a vitally important task; the decisive moments in a race must be identified very quickly as they occur, and receive full priority in the coverage. A national elite or ex-elite orienteer should also be found who can work confidently and knowledgably with the TV commentator and provide specialist comment on the race and the performances of individual orienteers.
- Edited TV programmes and short reports should be prepared by the TV company for output to other countries through distribution channels such as the European Broadcasting Union (EBU). The TV company should be provided with strong support from the Organisers to try to get the maximum possible transmission to other TV networks.

44. Marketing/Sponsorship

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

The plan should answer the following questions:

- What shall be done?
- When shall it be done?
- How shall it be done?

- What will it cost?
- Who is responsible to get it done?
- When must it be completed?
- How shall the result be evaluated?

Marketing an event can be done with the following target groups:

- Community, businesses and organisations needed as local partners
- Sponsors
- Media
- General public
- Members of the hosting federation and the IOF

Following an award of sponsorship, firm agreements should be negotiated as early as possible. Careful and skilled preparation is always needed before arranging meetings with representatives of grant-awarding organisations.

NOTE. The IOF has published a very useful document entitled “**IOF Sponsorship Guide**” to help in finding and dealing with sponsors. It specifically refers to the World Orienteering Championship (foot orienteering) guidelines but is equally valid for MTBO. This document can be found on the IOF website under “Foot Orienteering”.

45. Medical Services and Safety

Medical services

- Serious accidents in past races illustrate the need for high-quality, rapid-response medical provision at all MTBO races. This is best provided by a professional organisation, which should liaise with a member of the organising team – the Safety Officer – who is appointed for the task on the basis of some knowledge and appreciation of the injury situations that can arise in an orienteering race and of site safety.
- The Safety Officer shall be in attendance with the medical team throughout the competitions, and at the start of each race needs to be given a copy of the competition map showing courses and control codes and be in reliable rapid contact (e.g. by mobile phone or radio) with the day’s Course Planner or substitute (e.g. a pre-rider). When an injury is reported in the terrain, the Safety Officer or the Course Planner (or substitute) will lead the medical and rescue personnel to the site, using a suitable vehicle to the closest possible point.
- Medical personnel must be prepared to attend to several injuries at any one time, and must include at least one doctor who is fully trained to deal with any kind of medical emergency. The doctor needs to be assisted by other personnel fully trained in first-aid procedures, and by drivers used to driving on very rough tracks and roads.
- All members of the medical team need to be dressed in distinctive clothing appropriate for the job. They must have no other tasks allocated to them for the duration of the races. The team and its vehicles must be situated in a clearly visible location within or beside the arena which has clear vehicle access at all times.
- Vehicles in attendance should include an ambulance and a 4WD rough terrain vehicle – or a vehicle appropriate for the terrain in use. There will also be an equipment vehicle and other support vehicles.
- Equipment and medicines on site must be adequate to deal with all types of injury, including various life-threatening situations such as heart-stop and deep vein intrusion.
- The nearest hospital with fully-equipped casualty department should be informed of the dates and times of all WMTBOC races. It is necessary to check that the hospital will have English-speaking trained staff in attendance at these times. The Safety Officer and the medical team need to know how to seek extra specialist assistance, e.g. a helicopter for evacuation, if it is required.

Safety

- IOF requires that organisers give top priority to all health and safety considerations.
- The Safety Officer takes an overview of all safety considerations, discussing relevant aspects with the appropriate Team Leaders.
- It is to be expected that the usual precautions covering potentially dangerous situations in the terrain – for example, marking any obstacles on the map and possibly in the terrain – will apply in all races.

- Wherever possible – both for safety and fairness reasons – the movement of vehicles in competition terrain should be stopped. In areas of countryside, an agreement should be made wherever possible with local authorities and the police to close any public roads in the race area for the duration of the race. Where public roads in use in such areas have to be crossed, an arrangement must be made for traffic to be stopped at a designated crossing point by the police whilst riders are crossing. An orienteering marshal should also be present to give warning to the police of riders approaching.
- All potential race hazards – vehicle movements, dangerous terrain, etc. – should be described in Bulletin 4. In particular, when urban or city terrain is being used for sprint races, Bulletin 4 should give an indication of the numbers of vehicles and members of the public likely to be encountered by riders. Horse riding stables and farmers who keep dogs around their property should be informed about the event. Special attention should also be given to any hardly visible (barbed) wire fences which may cross tracks.
- As race arenas are used for a relatively short time and spectator numbers are not huge, health and safety hazards arising from overcrowding, poor sanitation, etc. are unlikely. Materials used for making crowd barriers must give no possibility of cuts from sharp metal edges or splinters from rough wood surfaces. All electrical cables must be buried, or channelled securely overhead (at least 2.5 metres above ground level), where they cross riding routes or spectator entrances, and kept completely clear of spectator areas. Elsewhere, they must be laid in compliance with standard regulations for electrical safety. Adequate weather protection must be provided for all electrical equipment.
- Wherever possible, vehicle and pedestrian routes near site entrances and car parks should be kept separate.

46. VIP hospitality

It is a requirement to provide a VIP enclosure at all the Final races and the Relay. It should be sited in a prominent location for viewing the action and, if possible, also the big screen and the results board. The enclosure in rural arenas will contain a marquee provided with tables and chairs in which a finger buffet and a variety of hot and cold drinks are served, and in which shelter can be found in inclement weather.

The enclosure should be accessible only to people with the appropriate ID card – IOF personnel selected by the IOF President and Secretary General, leading members and employees of the national Federation, and VIP guests invited by the national Federation and the IOF.

The VIP tent needs to be supplied with an adequate number of start lists and, when also available to the media and others, result lists and race maps.

47. Banquet

- The banquet which is traditional in the case of championship events should be a place for competitors and coaches to meet, celebrate and/or relax.
- A buffet is recommended.
- If conditions allow, volunteer officials should be allowed to join in the celebrations.
- An opportunity for a representative of the IOF to thank the local organisers, main sponsors, guests and host nation is a priority.

The venue needs to be a large hall (air-conditioned in very hot weather), or outdoors, suitable for serving a buffet dinner to all participants with everyone able to get food within a short period. There needs to be more than one bar with plenty of personnel for serving. There may be some short speeches, entertainment – provided often by participating teams – and live music for dancing. A friendly and relaxed atmosphere, laced with plenty of good humour, usually develops.

Security needs to be good enough to ensure that no uninvited guests gain admittance at any time.

48. Public races

It is desirable to arrange public races in conjunction with WMTBOC, organised and run by a dedicated team of people who have no responsibilities directly with WMTBOC itself. These races should be held at venues and times which maximise spectator opportunity at the WMTBOC races. Thus use of a WMTBOC area immediately after the WMTBOC race itself is over, and an adjacent area immediately before a WMTBOC race with the finish close to the main WMTBOC spectator area, are recommended. When a public race is held after a WMTBOC race, the public race should start as

soon as at all possible after the end of the WMTBOC race. Public races could also be arranged on WMTBOC rest days.

Entrants should be given plenty of opportunity to “follow in the footsteps of the elite” through appropriate course planning and the use of as much WMTBOC terrain as possible. Using WMTBOC terrain immediately after a WMTBOC race does, however, put a lot of pressure on the public race organisers: during the WMTBOC race, all public race controls and punching equipment are normally completely covered and preferably laid on the ground near their intended site.

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

49. IT and other special equipment requirements

Specialist advice on IT requirements can be obtained from:

- the IOF IT Commission
- IOF experts (contact via the IOF Secretariat)

The IT and communication network at events needs to incorporate:

- timing of competitors at the start and finish
- recording and transmission of times at intermediate controls
- *transfer of competitor elapsed times to the big screen and computer screens in various locations within an instant of the competitor crossing the Finish line*
- confirmation of a ‘clean’ run, or otherwise, immediately on download
- deployment of speaker software on the speaker platform
- high-speed internet connection for links to website (on-line text, sound and video) and for media use
- connection to tracking system website, if used
- *at Finals and the Relay, communication links with TV and radio personnel for results, split times, tracking etc.*

Software associated with the punching system may be used for speaker support, but not as part of the timing system.

Phone and radio signal quality between the arenas and the world at large and radio transmission points in the forest needs to be tested exhaustively in all weather conditions well before the event. Radio masts and other related equipment must be set up robustly. Signal transmission in and around forests is always problematic, with lack of radio control information for the commentators or inability to transmit to the internet from the arena Media Centre; it is better to over-provide with masts and transmission equipment than to take a risk with a ‘just OK’ situation. Note that performance can vary considerably in different weather conditions.

Large generators with UPS provision will be needed in rural arenas with no mains electricity supply. These must be sited well away from working areas. Professional standard cable, cable laying and safety provision must be applied for all cabling used for power supplies and IT links, with all relevant regulations adhered to.

Should a large screen be used in the finish area, a specialist company should be appointed to provide, connect and work it. Video coverage other than that provided by a TV company should also be done to professional standards.

50. Ceremonies

Opening Parade/Ceremony

Traditionally, teams are paraded into the opening ceremony grounds with national flags and signs naming the respective nations. This is the ceremony at which to present sponsors of the events and to show your appreciation for their support.

Awards Ceremonies

- Awards should be presented as soon as the final places have been determined or, for individual races, during the subsequent evening at a ceremony in the town – in which case a ‘flower ceremony’ should be held at the race venue to enable race spectators to cheer the prize winners.
- Consider requirements for Doping Control before planning the timing of award ceremonies.
- Representatives of the main sponsors or a local dignitary should be asked to present the awards.
- Awards presented should be neutral and be a memento of the location of the event itself.
- *For World Championships official medals (gold, silver, bronze) are provided by the IOF, while any other prizes are provided by the Event Organiser. Awards are presented for the first 6 places in the individual MTBO event and the first six teams of the MTBO relay (on the podium).*

The IOF has published detailed guidelines for the protocol of these ceremonies (Appendix 9)

51. GPS tracking

GPS tracking is an exciting ingredient in the output available, for spectators in the arena and for those at home with TV or internet, to follow a race. Tracking (edited or not) can be displayed on the big screen in the arena and in live or edited TV transmissions, and all competitor tracks can be made available on the internet so that those logged on can keep track of their favourites. Tracking also makes post-race analysis far more interesting and meaningful. In accordance with the Leibnitz Convention, the IOF encourages the use of GPS tracking used in WMTBOC races. It also reduces the need for marshalling forbidden short cuts.

There is more than one company that offers to provide GPS tracking for orienteering races, and has the necessary expertise and experience

Present thinking is to track leading riders in the middle and long finals and third-leg riders in the relay. All riders in races using tracking carry a harness which contains either an active or a dummy electronic device, the whole weighing no more than 120 g. It is important that riders have the opportunity to try on a harness with a dummy device at the Technical Model Event. Clear instructions need to be given in Bulletin 4, for each race where GPS will be used, on where and when riders need to collect the harness and device.

A representative of the tracking company needs to work closely with the arena-screen and TV producer. Pictures being transmitted from the arena and the forest, the tracking screens and the computer screens showing leading split times should all be visible to these people. It is they who need to be able to make quick decisions on what to display, ensuring that all decisive moments in the race are identified and shown. (See also chapter 30 – TV, video, speaker service.)

Great care is needed to ensure that tracking pictures shown on screen do not compromise fairness in any way, i.e. that late starters do not obtain information about the courses and the routes chosen by early starters. The relay and races with the pre-start close to the arena provide greatest difficulty in this respect. Course planners need to agree with the Event Adviser on any limitations on what can be transmitted, and it is necessary to ensure that all members of the speaker, TV and tracking teams are fully aware of any limitations.

Appendix 1: General Competition Classes

1. Age classes

- 1.1 Competitors are divided into classes according to their gender and age. Women may compete in men's classes.
- 1.2 Men's and women's classes in each of the age classes of Junior, Senior and Masters should be available.
- 1.3 Juniors: Competitors aged 20 or younger up to the end of the calendar year in which they compete in the event. They are entitled to compete in senior classes.
- 1.4 Seniors: Competitors aged between 21 and 39 up to the end of the calendar year in which they compete in the event.
- 1.5 Masters: Competitors aged 40 or older up to the end of the calendar year in which they compete in the event. They are entitled to compete in senior classes.
- 1.6 Classes for younger and older competitors may be included at the discretion of the organiser. These could include Youth 15-17 and Veterans 50+.

Appendix 2: IOF resolution on good environmental practice

At its meeting on 12/14 April 1996, the Council of the International Orienteering Federation, acknowledging the importance of maintaining the environmentally friendly nature of orienteering, and in accordance with the GAISF Resolution on the Environment of 26 October 1995, adopted the following principles:

- to continue to be aware of the need to preserve a healthy environment and to integrate this principle into the fundamental conduct of orienteering
- to ensure that the rules of competition and best practice in the organisation of events are consistent with the principle of respect for the environment and the protection of flora and fauna
- to co-operate with landowners, government authorities and environmental organisations so that best practice may be defined
- to take particular care to observe local regulations for environmental protection, to maintain the litter-free nature of orienteering and to take proper measures to avoid pollution
- to include environmental good practice in the education and training of orienteers and officials
- to heighten the national Federations' awareness of worldwide environmental problems so that they may adopt, apply and popularise principles to safeguard orienteering's sensitive use of the countryside
- to recommend that the national Federations prepare environmental good practice guidelines specific to their own countries

Appendix 3: Approved punching systems

[Competition Rule 20.1 states that ‘Only IOF licensed electronic punching systems may be used’.]

- The only licensed control punching systems (January 2011) are:
 - the *Emit* Electronic Punching and Timing system
 - the *SportIdent* system
- Details of the currently licensed versions are shown on the IOF web pages
- The use of any other control punching system requires prior approval of the IOF Rules Commission.
- With respect to the *Emit* system, the label attached to the competitor’s electronic control card for back-up marking must be such that it will survive the conditions likely to be encountered during a competition (including immersion in water). It is the competitor’s responsibility to ensure that the back-up card is marked so that it can be used if the electronic punch is missing.
- With respect to the *SportIdent* system, a backup needle punch must be present at each control. It is the competitor’s responsibility to ensure that the electronic punch is in the e-card by not removing the e-card until the feedback signal has been received. If, and only if, no feedback signal is received, the competitor must use the backup punch.
- The control card must clearly show that all controls have been visited. A competitor with a control punch missing or unidentifiable shall not be placed unless it can be established with certainty that the punch missing or unidentifiable is not the competitor’s fault. In this exceptional circumstance, other evidence may be used to prove that the competitor visited the control, such as evidence from control officials or cameras or read-out from the control unit. In all other circumstances, such evidence is not acceptable and the competitor must be disqualified. In the case of *SportIdent*, this rule means that:
 - If one unit is not working, a competitor must use the backup provided and will be disqualified if no punch is recorded
 - If a competitor punches too fast and fails to receive the feedback signals, the card will not contain the punch and the competitor must be disqualified (even though the control unit may have recorded the competitor’s card number).

Appendix 4: The Leibnitz Convention

We, the Members of the IOF, attending the 20th IOF General Assembly in Leibnitz, Austria, on the 4 August 2000, hereby declare that

"It is of decisive importance to raise the profile of the sport to further the spread of orienteering to more people and new areas, and to get orienteering into the Olympic Games. The main vehicles to achieve this are:

- to organise attractive and exciting orienteering events which are of high quality for competitors, officials, media, spectators, sponsors, and external partners
- to make IOF events attractive for TV and Internet

We shall aim to:

- increase the visibility of our sport by organising our events closer to where people are
- make our event centres more attractive by giving increased attention to the design and quality of installations
- improve the event centre atmosphere, and the excitement, by having both start and finish at the centre
- increase television and other media coverage by ensuring that our events provide more and better opportunities for producing thrilling sports programmes
- improve media service by better catering for the needs of media representatives (in terms of communication facilities, access to runners at start/finish and in the forest, continuous intermediate time information, food and beverages, etc)
- pay more attention to promoting our sponsors and external partners in connection with our IOF events

We, the Members of the IOF, expect that these measures shall be considered by all future organisers of IOF events."

Appendix 5: Agenda for team officials' meeting

As much information as possible should be put in Bulletin 4, leaving the minimum of information to be transmitted verbally at the team officials' meeting.

- 1 Opening
- 2 Roll-call: max two representatives per federation
- 3 Presentation of officials
 - Organiser's officials
 - Jury members
- 4 Time schedule
 - If not according to programme
- 5 Transport to competition centre
- 6 Competition centre
 - Parking
 - Change facilities and showers
 - Secure cycle storage arrangements
 - Bike wash facilities
 - Workshop facilities
 - Pre-start
 - Prohibited areas
 - Team bags to be delivered: where, when
- 7 Courses
 - Length (shortest sensible route choice)
 - Number of controls
 - Total climb
 - Estimated winning times
 - Refreshment controls
- 8 Map type
 - Scale and contour interval
 - Size, trimmed down
 - Special symbols
 - When are they returned?
- 9 Control card or electronic punching
 - Example of use
 - Format for use of electronic punches
 - Only control cards handed out by the organiser are allowed!
- 10 Start procedure
 - Start method
 - Starting commands
 - Taking maps, when?
 - Distance time start to start point
- 11 Map change procedure
 - Marking of maps
 - Handing in used maps
 - Taking new map
- 12 Start draw: Latest time for handing in form with allocation to starting groups: where, when?
- 13 Closing

Appendix 6: The MTBO Competitors Code

1. Slow right down when passing members of the public on foot or on horseback.
2. Avoid damaging the path through aggressive riding such as skidding.
3. When two riders converge:
 - i. riders should normally pass with their left shoulders
 - ii. any rider travelling downhill should be given priority
 - iii. at an intersection, the rider on the smaller path should give way to any rider on the larger path.
4. Riders should overtake on the left.
5. Slower riders should give way to overtaking riders.
6. When riding on public roads the traffic rules of the country must be observed

Appendix 7: Competition formats

SUMMARY TABLE		Sprint	Middle	Long	Relay
Legs (all legs should have two or more options on the tracks)	long legs	1 – 2 long leg/s (0.8 – 2 km)	2 – 4 long legs (1 – 3 km)	majority (1 - 4 km)	all legs between sprint and middle
	short legs	majority	majority	3 – 5 short legs	
Profile		high speed, requires athletes' full concentration	technically demanding	<ul style="list-style-type: none"> - physical endurance - tests athletes' ability to make and plan efficient route choices 	<ul style="list-style-type: none"> - team competition - format more similar to Middle than Long distance - spectator-friendly
Terrain		<ul style="list-style-type: none"> - very dense track network - forested area and/or urban area/ parks 	<ul style="list-style-type: none"> - dense track network - non-urban (mostly forested) area 	<ul style="list-style-type: none"> - non-urban (mostly forested) area - rough, demanding - preferably hilly 	dense track network with different track categories
Route choice difficulty		low - medium	medium - high	high	high and medium
Navigation difficulty (map reading)		high (constant contact with map is required)	<ul style="list-style-type: none"> - medium - high - technically demanding orienteering 	low - medium	medium - high
Map	scale size	1:5000, 1:7500 or 1:10000 max. 25 x 30 cm	1:10000 or 1:15000 max. 30 x 42 cm	1:15000 or 1:20000 max. 35 x 42 cm	1:10000 or 1:15000 max. 30 x 30 cm
Start intervals		2 minutes (could be reduced to 1' subject to approval by the EA)	2 minutes	- 3 minutes (or mass start for one-man relay)	mass start
Winning times		20-25 minutes	women 45-50 min., men 55-60 min.	women 85-95 min., men 105-115 min.	women 40-45 min., men 45-50 min. average for each leg
Course planning		In order to avoid accidents: <ul style="list-style-type: none"> • Two different classes may not have the same leg in opposite directions • Two different classes having significantly different physical strengths may not have identical legs 			

1. SPRINT

1.1 The profile

The Sprint profile is high speed. It tests the athletes' ability to read and translate the map in complex environments, and to plan and carry out route choices riding at high speed. At best it takes place in a mixed urban and forested area. The course must be planned so that the element of speed is maintained throughout the race. Finding the controls should not be the challenge; rather the ability to choose and complete the best route to them. For example, the most obvious way out from a control should not necessarily be the most favourable one. The course should be set to require the athletes' full concentration throughout the race.

1.2 Course planning considerations

In Sprint spectators are allowed along the course. The course planning shall consider this, and all controls must be easy to find (not hidden). It may also be necessary to have guards at critical passages alerting spectators of approaching competitors and making sure that competitors are not hindered. The start should be at the Arena and spectator sites may be arranged along the course. The spectator value could be enhanced by building temporary stands and by having an on-course announcer. Both spectator sites and sites for media/photographers shall be announced at the Arena. Special elements of the sprint distance are short legs between control points. But the course should also include some long legs between control points to give some route choice legs. These longer legs may be from 0.8 km to 2.0 km depending on the terrain type. A maximum of two long legs should form part of the course. If courses are planned across urban areas, the local population and local government need to be informed of the dates and times when the competitions will be organised.

1.3 The map

The ISSOM specifications shall be followed. The map scale must be 1:5000, 1:7500 or 1:10000. The map size should not exceed 25 x 30 cm. It is crucial that the map is correct and possible to interpret at high speed, and that the mapping of features that affect route choice and speed are accurate. In non-urban areas, the correct mapping of conditions reducing riding speed, both to degree and extent, is important. In urban areas, stairs, hindering the passage must be correctly represented and drawn to size.

1.4 Winning time, start interval and timing

The winning time, for both women and men, shall be 20-25 minutes, preferably in the lower part of the interval. The preferred start interval is 2 minutes, however the interval can be 1 minute subject to the approval of the Event Adviser. At WMTBOC it is desirable for women and men to have alternate start times (man, woman, man, woman...). Timing is normally to an accuracy of 1 second, preferably using electronic timing with start gates and a beam finish line. The competitors are given the map one minute before their start time.

2 MIDDLE DISTANCE

2.1 The profile

The Middle distance profile is technical with an emphasis on navigation. It takes place in a non-urban (mostly forested) environment with a dense track network and tracks of different categories. It requires constant concentration on map reading with occasional changes in riding direction out from controls. The element of route choice is essential but should not be at the expense of technically demanding orienteering. The route in itself shall involve demanding navigation. The course shall require speed-shifts e.g. with legs through different types of tracks.

2.2 Course planning considerations

The course should be set to allow competitors to be seen by spectators during the course of the race as well as when finishing. The start should be at the Arena and the course should preferably make riders pass the Arena during the competition. The demand on the selection of the Arena is consequently high, providing both suitable terrain and good possibilities to make riders visible to spectators. Spectators are not allowed along the course except for parts passing the Arena (including controls at the Arena). Special elements of the middle distance are short legs between control points. But the course should also include some long legs between control points to give some route choice legs. These longer legs may be from 1 km to 3 km depending on the terrain type. Two, or a maximum of four, long legs should form part of the course. Another important element of the middle distance is to use course planning techniques which break up the grouping of riders (e.g. butterflies).

2.3 The map

The standard ISOM specification shall be followed. The map scale must be 1:10000 or 1:15000. The map size should not exceed 30 x 42 cm.

2.4 Winning time, start interval and timing

The winning time shall be 45 - 50 minutes for women and 55 - 60 minutes for men. The preferred start interval is 2 minutes. Timing is normally to an accuracy of 1 second, preferably using electronic timing with start gates and a beam finish line. The competitors are given the map one minute before their start time.

3 LONG DISTANCE

3.1 The profile

The Long distance profile is physical endurance. It takes place in a non-urban (mostly forested) environment, and aims at testing the athletes' ability to make efficient route choices, to read and interpret the map and plan the race for endurance during a long and physically demanding exercise. The format emphasises route choices and navigation in rough, demanding terrain, preferably hilly. The control is the end-point of a long leg with demanding route choices and is not necessarily in itself difficult to find. The Long distance may in parts include elements characteristic of the middle distance with the course suddenly breaking the pattern of route choice orienteering to introduce a section with more technically demanding legs.

3.2 Course planning considerations

The course should be set to allow competitors to be seen by spectators during the course of the race as well as when finishing. Preferably, the start should be at the Arena and the course should make riders pass the Arena during the competition. Special elements of the long distance are long legs, considerably longer than the average leg length. These longer legs may be from 3.5 to 6.5 km depending on the terrain type. Two or more such long legs should form part of the course (still requiring full concentration on map reading along the route chosen). Another important element of the Long distance is to use course setting techniques, which break up the grouping of riders, (e.g. 'one man relay' for mass starts, butterflies). Spectators are not allowed along the course except for parts passing the Arena (including controls at the Arena).

3.3 The map

The standard ISOM specification shall be followed. The map scale must be 1:15000 or 1:20000. The map size should not exceed 35 x 42 cm.

3.4 Winning time, start interval and timing

The winning time shall be 85 - 95 minutes for women and 105 - 115 minutes for men. In WMTBOC the winning times in qualification races shall be 55 - 60 minutes for women and 75 - 80 minutes for men. The preferred start interval is 3 minutes. Timing is normally to an accuracy of 1 second, preferably using electronic timing with start gates and a beam finish line. The competitors are given the map one minute before their start time.

4 RELAY

4.1 The profile

The Relay profile is a team competition. It takes place in a non-urban (mostly forested) environment. The format is built on a technically demanding concept, more similar to that of the Middle than the Long distance. Some elements characteristic of the Long distance, such as longer route-choice legs, should occur allowing competitors to pass each other without having visual contact. Good Relay terrain has the characteristics that make riders lose eye contact with each other, (e.g. a dense track network with tracks of different categories).

4.2 Course planning considerations

The Relay is a spectator-friendly event in offering a competition between teams, head-to-head, and with the first to finish being the winner. The Arena layout and the course setting must consider this (e.g. when forking is used, the time difference between alternatives should be small). The competitors should, on each leg, pass the Arena, and if possible riders should be visible from the Arena while approaching the last control. An appropriate number of intermediate times (possibly with in-forest commentators) should be provided (as well as TV-controls shown on screen in the Arena). The mass start format requires a course planning technique separating riders from each other (e.g. forking). The best teams should be carefully allocated to different forking combinations.

For fairness reasons the very last part of the last leg shall be the same for all riders. Spectators are not allowed along the course except for parts passing the Arena (including controls at the Arena).

4.3 The map

The standard ISOM specification shall be followed. The map scale must be 1:10 000 or 1:15000. The map size should not exceed 30 x 30 cm.

4.4 Winning time, start interval and timing

The winning time (the total time for the winning team) shall be 120-135 minutes for the women's and mixed relays and 135-150 minutes for the men's relay. Within the total time, the time for different legs may vary. No leg should be longer than 50 minutes or shorter than 40 minutes for women and longer than 55 minutes or shorter than 45 minutes for men. The Relay is a mass start format and consists of three legs. In WMTBOC timing shall preferably be made by electronic means, but manual systems may be used. There shall be photo-finish equipment on the finish line to assist in judging the correct placings.

Appendix 8: the European Mountain Bike Orienteering Championships

The European Mountain Bike Orienteering Championship (in short EMTBOC) is the official event to award the titles of European Champions in Mountain Bike Orienteering. It is organised under the authority of the European Working Group (in short EWG), the IOF and the appointed Federation.

The event shall follow the IOF Competition Rules for Mountain Bike Orienteering Events unless otherwise stated in these Rules.

1. Principles for the EMTBOC

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

- The participants shall be offered competitions of the highest technical quality.
- The organiser shall follow the design of a compact championship model in order to minimise transport time and cost and give competitors, leaders and other representatives of orienteering a possibility to meet.
- The cost of participation shall be kept low and accommodation of different standards and prices shall be offered.

2. Event programme (rule 3.9 and deviation from rule 3.2)

The event is organised every second year (in odd years). The programme shall be no longer than 7 days and include the following competitions: Relay, Long, Middle and Sprint. The Long distance may include a qualification race. The dates of the EMTBOC shall be co-ordinated with other international events and finally approved by the IOF.

3. Event application and appointment of organiser (deviation from rule 4.5)

Any European Federation that is a member of IOF may apply to organise EMTBOC.

Applications shall reach the IOF Secretariat before January 1st two years prior to the year of the event. The Annual Meeting of IOF appoints the organiser. The appointment is subject to approval by the IOF and the signing of an organiser's agreement. The Senior Event Adviser shall be appointed by the IOF.

4. Participation (deviation from rules 6.5, 6.6 and 6.8)

Competitors representing member Federations of the IOF, defined by the International Olympic Committee as belonging to the European continent, can compete in the EMTBOC.

Competitors representing other member Federations of the IOF can participate in EMTBOC but will not be eligible for European titles, medals or diplomas.

In the individual events a Federation may enter a maximum of 6 riders in each class. In each event format the current World Champion and European Champion shall be given a wild card in addition to the entries from his/her Federation.

In the relay a Federation may enter 2 teams each consisting of 3 riders. Only the better-placed team will count in the prize list. Incomplete teams and teams with riders from more European Orienteering Federations than one Federation are not allowed. Under no circumstances may persons other than entered competitors participate in the competition.

5. Starting order (deviation from rule 12.14)

The rules for World Championships apply with the exception that the Red start group shall include both the reigning World Champion and the reigning European Champion of the competition format.

6. Results lists (deviation from rule 24.4)

If any non-European riders participate in the competition two separate results lists shall be published. One results list showing the results of the European Orienteering Championship excluding any non-European riders and a second showing the results of the competition including non-European riders.

7. Prizes (deviation from rules 25.7 and 25.8)

The organiser shall pay for specially designed medals provided by the EWG for all the individual competitions (3 medals in each class / competition) and relay (9 medals in each class) and diplomas for places 1-6.

Representatives of the organising Federation and a representative of the EWG (preferably) or the IOF shall perform the prize-giving ceremonies.

8. Jury

IOF Council appoints the jury. It shall consist of 3 voting members from different orienteering federations.

9. World Cup

If one or more of the competitions staged as part of the EMTBOC is also designated by the IOF as part of the World Cup series of events, then the rules under which it/they are conducted are determined by the IOF.

Appendix 9: IOF Protocol Guide

Scope of the IOF Protocol

This Protocol has been prepared by the IOF to assist Member Federations and event organisers to appreciate the diverse nature of the matter and to develop a feeling for formal details to ensure the success of an IOF event.

An IOF event fulfils several purposes. At the technical level, precise rules already exist. Such an event is a showcase for the IOF as a respected international sports organisation. Therefore, an IOF event is also an important platform to promote the IOF branding.

An IOF event is a serious and challenging undertaking that requires a professional approach, particularly from those in leadership positions. It is essential that everyone involved at this level invest the time to read through the information contained herein and thereby obtain a strong theoretical base before committing themselves and others to practical operations. The content of this protocol shall be considered as guidelines or recommendations.

Protocol Team

It is recommended that the event organising committee sets up, in the early stages of planning, a specific protocol team to take care of all protocol related matters. Proper protocol handling requires significant lead-time for the preparation of the event in general and more specifically for all official ceremonies where protocol is an important aspect.

The protocol team has to check that all protocol elements of ceremonies are respected and in keeping with IOF guidelines.

In general, the protocol team assists the ceremonies team in planning, scheduling and staging the ceremonies.

Event Presentation

Description

Promotion must not stop with the distribution of Bulletins or the spectators' arrival at the event centre or the competition site. Everyone who experiences the event in person, by internet or through television, should be impressed with its importance and uniqueness. The organiser's aim should be to create the best possible atmosphere and visual experience at the event venue, official sites and around the Host Town or City by using design and colour.

Activities

A comprehensive venue presentation plan should be prepared. Such a plan should consider both the locations that should be dressed, as well as how they should be decorated. Decorations at the competition venue and other relevant sites should reflect the event design and be closely co-ordinated with any decorations provided by the Host Town or City or other authorities. Elements to be used include coloured materials, banners, flags and floral decorations.

When preparing the event presentation plan, the need to reflect the sponsors, in an appropriate manner, should always be a significant consideration. This is particularly important at events where there is a title sponsor.

The focus should be on two elements:

The experience of the spectators (including their approach to the competition venue)

The visual effect of the competition centre and event on television

Opening Ceremony and Closing Ceremony

Description

The opening and closing ceremonies represent two of the more important ceremonies of a major IOF event. Special attention shall be paid as these ceremonies are also important for the media and, hence, appropriate protocol is of importance. The opening and closing ceremonies are important in their own right as they set the atmosphere of an event and mark its opening and completion in an appropriate and satisfying manner.

These ceremonies allow the Host Country to welcome and bid farewell to all guests (the athletes and officials as well as the spectators). They also provide opportunities for the display of national or local identity and creativity.

It is important to recognise that the opening ceremony gives a first indication and feeling about the level of organisation of the event. In this context, all national teams are expected to have significant representation at both the opening and closing ceremonies.

Ideally, IOF would like to see all athletes present at both the opening and closing ceremonies but this may be unrealistic or difficult, depending upon the competition schedule of the event. Therefore, the organisers shall plan the opening ceremony at an early stage of the event concept in order to encourage and maximise athlete presence at both the opening and closing ceremonies. Even without mandatory requirements, the organiser shall request a full complement of athletes and teams to be present at these ceremonies. Because there is such a wide variety of ways that these ceremonies can be staged, it is only possible to give general guidance for planning such ceremonies. Close contact should be kept between the organisers and the IOF at all stages of the development of ideas for the ceremonies, especially if the organisers have in mind to create something elaborate or unusual. The opening and closing ceremonies are part of the IOF Event Adviser's out-of forest brief and responsibility.

The closing ceremony also requires careful planning when developing the concept. Too often there are no spectators present at this important point of the event. The organisers shall seek a concept that is as attractive as possible for many people (athletes, media, spectators, staff, etc.) to remain until the end. Otherwise the dignity of the ceremony is easily jeopardised.

Protocol Opening Ceremony

A well-designed opening ceremony should combine elements of national/local identity and an artistic/cultural presentation with official protocol (sequence, flags, anthem, speeches etc). The protocol can be summarised as follows:

Entrance of the delegations in their approved uniforms (athletes, team officials)
Welcome Speech by the President of the local organising committee (maximum 3 minutes)
Speech by the IOF President (maximum 3 minutes)
Opening of the IOF Event by the Head of State or his or her representative or the IOF President
Hoisting of the IOF flag in the stadium while music is played

The duration of the whole ceremony must not exceed 45 minutes for World Championships and should be less for other events. The opening ceremony may be conducted in a town or market square or other suitable location in the Host Town or City so that it attracts the local population and enhances its identification with the event.

The concept of the ceremony should also take into account the needs of the athletes. Those that participate must not be required to stand for a long time in either the assembly area or the stadium. They must also have the opportunity to watch the major part, if not all, of the ceremony.

Protocol Closing Ceremony

Though a less formal occasion than the opening ceremony, the closing ceremony of an event does have a specific protocol sequence (flags, anthem, speeches etc) that must be observed. This can be summarised as follows:

Entrance of the delegations - athletes, team officials - in their approved uniforms
Speech by the IOF President (maximum 3 minutes)
Lowering of the IOF flag while music is played
Handing over of the IOF flag to the representative of the Host Town or City of the next edition of the particular event
Departure of the delegations.

The remainder of the ceremony is a moment of relief and joy for the participants mixed with the sadness of farewell but also looks forward to the next event. It is also the forum to thank the athletes for their performances, the organisers for their efforts and the spectators for their support.

Flags

The international nature of a major IOF event is symbolised by the use of flags as protocol, formal recognition and decoration and is an important part of the programme and presentation. Because of the identities and ideals that flags represent, strict protocol must be observed.

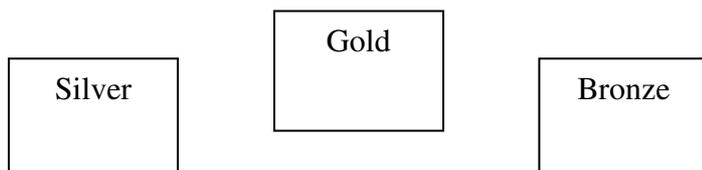
Protocol

When viewed from the front, flags should be displayed from the left to the right at the point of honour. The order of the flags should be as follows (from the left to the right)

The flag of the IOF
The flag of the host city
The flag with the logo of the event
The flags of the participating nations in alphabetical order according to the language of the host nation or the language of the area of the country
The flag of the host nation

The quality of the material of the flag has to be appropriate for its use. There are different qualities to consider for indoor or outdoor flags.

All flags at victory ceremonies (indoor and outdoor) will be raised in the horizontal format. Flags will be raised in the following formation when viewed from the athletes' position on the medals podium



If a tie occurs, two flags may be flown from the same pole during medal ceremonies. The flags will be hung in alphabetical order from the top to the bottom. Two flags should not be flown from the same pole under any other circumstances.

Protocol dictates certain etiquette when handling a flag, a nation's foremost symbol:

Flags should not be folded when carried to and from flagpoles
No flag should be in a position lower than another flag
No flag should be smaller than another
Flags should be securely fastened so as not to fall
When a flag visibly deteriorates, it should be replaced with a new one

Activities

Checking of the correct position of all flags set with reference to IOF guidelines
Frequent checking of the status of flags for the entire duration of the events
Problem solving of all issues related to flags arising during the event
Management of flag storage and supply
Collaboration with communication and media personnel for victory ceremonies

Award Ceremony

Description

Award ceremonies at championships and other major IOF events are extremely important to the athletes, their federations, their nations, the spectators and the television audience. They bring elements of occasion and national pride that are often missing in other events. They must, therefore, be carefully planned and conducted in a dignified manner.

It is very important to be able to distribute pictures of the medallists with their medals to the media as early as possible. The media representatives have to meet strict deadlines in their news offices. Therefore, the organiser shall plan accordingly and use the various options that exist - direct award ceremony in the arena, provisional ceremony [flower ceremony] in the arena and, later on, the comprehensive award ceremony at the event venue (town/city) at the official ceremony place.

Whenever possible, an award ceremony should take place on the same day of the competition. Under no circumstances should an award ceremony be held in an empty stadium; in cases where it is foreseeable that this will happen, the victory ceremony should be planned for a more appropriate point in time, if necessary the following day.

If there is a separate prize giving ceremony from the competition, e.g. later in the evening, the organisers shall make every effort possible to stage an attractive programme around the prize giving ceremony to gather as many spectators as possible. Such a ceremony with only few spectators jeopardises its dignity.

Protocol

Manning of the award ceremony

Medals and diplomas are presented by the nominated IOF representative

Flowers and gifts are presented by an appointed accompanying person

A ceremony at the competition arena (flower ceremony or comprehensive award ceremony) requires special thought as to the dignity of the ceremony. The athletes have various duties to fulfil after their competition (media interviews, de-briefing with coaches, doping tests, etc.). They have limited time to change their clothes. Nevertheless, each award ceremony still requires strict protocol.

Activities

A standard pattern and duration for each award ceremony must be used. The award ceremony timetable should be published well in advance so that it is well known to spectators, athletes and officials. It should also be published in the event programme (Bulletin 4 and public programme).

The award ceremony for each race shall last a maximum of 5:00 minutes.

The organiser shall provide a list of national / local dignitaries who could be accompanying persons.

The IOF Event Adviser approves the list of medal presenters / accompanying persons.

No modifications to the final list of medal presenters / accompanying persons will be made because of the actual results.

The list of presenters must be distributed to TV, speaker, data processing service (for graphic inserts), press, award ceremony chief.

The detailed announcements and procedures for the award ceremonies are given below and must be strictly adhered to.

Award ceremonies procedures and announcements

Time	Audio Message / Music	Visual message (Video Screen) / Action	Notes
- 15:00		Assembly of Athletes and Presenters	
-10:00		The award ceremony chief checks all athletes to ensure the proper dress code	
0:00	Acoustic signal (fanfare/music) A piece of music is played while athletes are led to the podium	Simultaneously flashing words alternating on the video screen: • <in English> Victory ceremony • local language <... >	1
0:30	Announcement: <i>The medals are presented by:</i> <Name, Title of presenter 1> <i>Accompanied by</i> <Name, Title of presenter 2>” The same announcement in the local language	Simultaneously the athletes led by Hostess 1 march in the following order onto the scene and wait behind the podium (seen from the spectator point of view): 2nd, 1st, 3rd, 4th, 5th, 6th, followed by the medal presenter(s) and Hostess 2 (medals) and Hostess 3 (flowers)	2
1:10	When the six athletes are behind the podium Announcement: <each time first in English, then in the local language> • <i>Sixth:</i> <name of athlete>, <country> • <i>Fifth:</i> <name of athlete>, <country> • <i>Fourth:</i> <name of athlete>, <country> • <i>Third:</i> <name of athlete>, <country>	• Athlete (6th) steps forward; • Both presenters step forward; Presenter 1 congratulates and Presenter 2 gives flowers • Idem athlete (5th) • Idem athlete (4th) • Athlete (3rd) mounts the podium • Presenter 1 gives medal and	3

Time	Audio Message / Music	Visual message (Video Screen) / Action	Notes
	<ul style="list-style-type: none"> • <i>Second:</i> <name of athlete>, <country> • <i>First and World Champion in</i> <discipline> in <year> 	<ul style="list-style-type: none"> • Presenter 2 gives flowers • Idem athlete (2nd) • Idem athlete (1st) • Both presenters step back 	
3:30	Announcement: <first in English, then in the local language> <i>Ladies and gentlemen, the national anthem</i> of <winner's country>	Athletes turn to the flag poles	
3:40	The national anthem of (the) winner's country is played (50-60 sec.)	National flags of the 3 medal winners are hoisted	4
4:40		After the end of the national anthem, athletes turn to photographers (as directed by the photo commissioner) Hostess 3 and Hostess 2 lead presenters off the infield. After max 60seconds, Hostess 1 leads athletes off.	5

Notes:

- 1 Texts must be checked
- 2 The announcements must start in English, followed by the language of the host country. A different speaker should be used for each language.
- 3 To save time the presenters may remain in front of the podium but move to the side of the next athlete; co-ordination of announcement and movement is necessary.
- 4 This must be checked
- 5 Allow some time for photographic shoot.

Layout of the podium

Because of the importance of the moment of an award ceremony, careful thought and planning must be given to the setting where it will take place. The design of the victory podium should integrate with and reflect the event design. The podium itself should be positioned to be highly visible, well lit and such that the athletes are able to see the flags and the video screen at the same time. The athletes should not turn more than 45° to see the flags. The flags have to be visible for the VIPs.

On the front-side of the podium, close to the place for the first ranking athlete, the IOF logo shall feature in an attractive size. Decoration and other enhancements that do not interfere with other aspects of the event should also be employed to create a spectacular image.

Award Ceremony Management Tasks

The Award Ceremony Manager will be responsible for the preparation and staging of the ceremonies according to the published timetable (subject to any variations required by the Event Presentation Manager) and following the official pattern. At IOF major events, the award ceremony manager and his/her assistants will ideally work from an area with direct access to the position of the victory podium and the VIP seating. The working area will include secure storage for the medals, flowers and equipment required for the ceremonies. It must also have communications links with the Event Presentation Manager, the speaker and the flag pole operators. The key aspects of managing an award ceremony are as follows:

- Giving the instruction as to which flags must be used and controlling that this is correctly done
- Having ready, in advance, the list of those who will present medals / flowers and assembling the appropriate individuals for the ceremony
- Preparing the medals, flowers and the trays

Assembling the attendants who will carry the awards

Assembling – in collaboration with the responsible technical person – the athletes for the ceremony
Ensuring that the athletes are correctly dressed (approved team uniforms), that award ceremony bibs are properly affixed and that no items (sunglasses, bottles, competition equipment, mobile phones and hats, neckbands, headbands, other gadgets) are carried on to the stage. All such items most likely interfere with the outlined maximum advertising space in the IOF competition rules (the total advertising size allowed by the rules is 300 mm²).

Contacting the Event Presentation Manager – at least 5 minutes before the award ceremony is scheduled to take place – to confirm that he/she is ready and has the names of the medal presenter and accompanying persons

It is important that the entire process is carefully rehearsed and tested several times before the event begins.

Dress Code

At major IOF events, it is a must to enforce proper dress code for participants of the ceremony (athletes, officials, organisers). In principle, the organiser is free to define which dress the athletes shall wear during the ceremony. However, the organiser shall seek, in every ceremony model (on the competition site, or separately at an official ceremony place) to achieve the highest possible dignity and, hence, to require accordingly a minimum standard of the athletes' dress.

On the competition site, when the athletes have no opportunity to have a shower and to change their gear, the minimum level of the dress code shall require the athletes to wear the top of the team uniform. At a more formal ceremony venue, separate from the competition site, the dress code shall require the athletes to wear the complete team uniform. Before entering the podium, the organiser shall ensure that the athletes are correctly dressed (approved team uniforms).

It is important that the teams are informed in due time about the timetable of prize giving ceremonies and the required dress code. Bulletin 4 and the first team leader meeting of an event week might be appropriate places for such announcements and instructions.

Appendix 10: Security of Data and Information. Example: WOC (foot orienteering) 2006, Denmark

1. Background

In connection with the planning and execution of WOC 2006 there is a significant need to keep certain sensitive information confidential for shorter or longer periods. This document sets down the regulations covering this.

2. Aims

The overall aim is to ensure that no information about WOC unintentionally becomes either officially accessible, or accessible to people who have a known or possible connection with one of the orienteering teams expected to participate at WOC.

3. Principles

Information about WOC is recorded in different ways, e.g. in minutes of meetings, in notes, on the website and in official bulletins. In principle, all information is confidential until the time the Event Directorate decides to release it. This can be done by, e.g. updating the website, publishing a bulletin, issuing a press release or holding an information meeting or press conference.

It is important to have clear procedures for stating who can communicate with whom about what and when, so that confidential information doesn't fly round in cyber- or other forms of space, but remains confidential until the time it is officially released.

The main principles are that

- There are 3 categories of information,
 - (i) official
 - (ii) confidential
 - (iii) highly confidential
- People may pass on or further pass on confidential or highly confidential information only to other people or in situations which have been cleared by the Event Directorate
- To be cleared, a person must have signed a confidentiality declaration
- The Event Directorate decides who shall be cleared

Beyond these the Event Directorate can, in certain specific situations, decide/give permission to communicate confidential information to people or in situations where no signed confidentiality declaration exists.

3.1 Procedure for clearance

All members of the Event Directorate (Function Leaders), IOF Event Advisers and National Controllers are per se cleared for all information.

All members of the Steering Group (club representatives etc.) have access to all official and all confidential information.

Those event officials who need to be cleared for access to classified information (confidential and highly confidential) become authorised either by the Event Director or the Secretary General after recommendation by a Function Leader.

The Secretary General administers the signing of confidentiality declarations and maintains relevant lists and files.

3.2 Classification

All information which is under discussion within the Event Directorate and therefore not yet finalised is classified in principle as highly confidential. When a decision is finalised, the Event Directorate reviews the classification.

Contracts with suppliers, agreements, specifications and working documents are classified as highly confidential.

Ratified minutes of meetings in the Presidium, Steering Group, Event Directorate, along with other functional or staffing items, are classified as confidential unless the Event Directorate decides otherwise.

Ratified time schedules, master plans and concept plans are classified as confidential. The same applies to agreed function descriptions, work plans and other similar working documents.

The Event Director or Secretary General decides the classification of items other than those noted above.

3.3 Website

WOC's website is structured as follows:

<u>Website</u>	<u>Category</u>
http://www.WOC2006.dk	official information
http://www.WOC2006.dk/admin	confidential information
http://www.WOC2006.dk/exec	highly confidential information

- All documents and files which are archived on the website are classified as official, confidential or highly confidential
- The person who produces the document or file proposes the classification, which is thereafter decided by either the Event Director or the Secretary General
- Documents and files shall be archived in line with the categorisation in the table above
- The webmaster is responsible for the administration of www.WOC2006.dk
- Access to confidential and highly confidential information is administered by the Secretary General, who issues passwords, updates lists of people with access and maintains the website's contents.

4. Structures and formats

4.1. Website

The structure of the official part of the website is decided by the webmaster, responsible to the Event Directorate, whilst the format of the websites interactive part (entries, contacts, correspondence etc.) is decided by the Event Directorate.

The structure of the website's restricted part (/admin and /exec) is decided by the Secretary General. The format follows in principle the Secretary General's filing structure.

4.2 Confidentiality declarations

The form for confidentiality declarations (see Supplement 1 below) is sited on the website in the folder (www.WOC2006.dk/admin/documents) from where it can be downloaded.

After being signed, the Declaration is sent to the Secretary General.

5. Responsibility areas and boundaries, partners

Data and information security is a Secretariat function and is administered by the Secretary General, responsible to the Event Directorate.

The Event Directorate, i.e. Function Leaders, are responsible for ensuring that only people and situations which have been cleared can receive or work with classified information.

Function leaders are also responsible for informing the Secretary General about every transaction (e.g. newly appointed or resigned event officials) which could require a change in a person's or situation's clearance level.

Every person who has been cleared to handle classified information is responsible for reporting to the Secretary General any violation of the rules and procedures for data and information security.

6. Budget

The costs of security are minimal and fall within the Secretary General's budget.

Appendix 11: Confidentiality Declaration. Example: WOC (foot orienteering) 2006, Denmark

In connection with the planning and execution of the World Orienteering Championships 2006, hereafter called WOC 2006,

Name:
Address:
Function:

will have access to information which shall be handled as confidential, such that the content may only be communicated to other people who have signed this Confidentiality Declaration, or who have been authorised by the Event Directorate in some other way to receive the information.

The confidentiality requirement referred to applies both to oral and written information and covers all information about the event which is not officially accessible either in the official bulletins or on the event's open website (www.WOC2006.dk).

The signatory hereby promises not to communicate or further communicate any form of confidential information without permission to anyone who has not signed this Confidentiality Declaration, with the exception of situations where the Event Directorate has given specific permission to do so.

The confidentiality pledge applies until 15th August 2006, even if the signatory resigns from involvement before the event is held.

Access to confidential information will be authorised by either the Event Director or the Secretary General. The latter will provide a password for the confidential parts of the website (/admin and /exec).

The list of people who have signed this Declaration is administered by the Secretary General, who is also responsible for distributing it to all concerned.

The Secretary General is responsible for filing the Confidentiality Declarations.

Date:
Place:
Signature:

Appendix 12: WMTBOC Secretariat staffing. Example: WOC (foot) 2008, Czech Republic

At WOC 2008 (foot orienteering) in CZE the Event Secretariat was manned by a team of 9 persons, working under the direction of the WOC Secretary General:

Head of Event Office

Deputy Head of Event Office

Seven assistants: fluent English-speaking orienteers, involved with team accreditation, dealing with all desk enquiries and office business, helping at team leaders' meetings, staffing the information tent at the arenas, etc. There were normally 5-6 persons available at any one time.

Also working in the Event Office were:

- 2 persons from the IT team, covering ID card on-site preparation and printing, results and start list transfer etc.
- 2 persons responsible for accommodation and board (under the direction of the WOC Director of Arrangements)
- 3 persons responsible for payments (WOC teams) and financial matters (including organisers' expenses payments during WOC) (under the direction of the WOC Finance Director)

There was some flexibility between these groups so that urgent matters could be dealt with in- or out-of-office by appropriate people.

As there are fewer participants at a World Mountain Bike Orienteering Championships than World Orienteering Championships, the number of people working at the Event Secretariat may be lower.

Appendix 13: Event Office. Example: Instructions for WOC (foot orienteering) 2008, Czech Republic

GENERAL INFORMATION

WOC Event Office (EO) is an interface between WOC participants (“EO clients”) and WOC organisers in all technical (orienteering events), organisational (accommodation, boarding, transport etc.) and other matters (tourist, weather forecast ...). There are several very basic foundations for the successful work and function of the EO:

- EO affairs shall be solved with maximum flexibility but always within the frame of valid IOF WOC rules to make participants happy
- EO personnel need to master perfectly all necessary information related to WOC. In practice this means to study in detail and memorise complete Bulletin no. 4 content
- Maintain always a good and positive mood and atmosphere and polite attitudes towards “EO clients”, despite all hot and stressful situations that you surely might expect during EO job – be prepared to stay calm and relaxed confronted by unpleasant or even impolite attitudes or actions of other organisers and /or WOC participants
- Fair-play rule must be strictly and absolutely followed: you will sometimes have access to secret information and you are expected to maintain and guard the “information barrier” to any WOC participants, including the Czech national team and/or other familiar persons among WOC participants

ORGANISATIONAL INSTRUCTIONS:

Specific information for EO staff regarding

- Arrival – when and how to arrive at WOC Event Centre/Event Office
- Organiser accreditation – when and where to get ID cards, clothes, meal tickets etc.
- Accommodation and boarding arrangements (when and where they will get some food including arenas ...)
- Transport arrangement – how and when they will get to arenas and back
- Time Plan of EO activities prepared by EO Head related to WOC schedule
- List of mobile phone contacts to main organiser and among EO group

EVENT OFFICE ACTIVITIES

EO in the WOC Event Centre

Accreditation of WOC participants/teams

Teams (or riders – some of them arrive sooner or later than respective national team) arrive in person to EO to be accredited. The process includes:

- First of all, based on actualised list from WOC Financial Secretary, to check if respective team (Federation) has paid all fees - you shall not accredit anyone until her/his team has completed all payment arranged with WOC organisers
- to check ID document of each accredited runner (valid EU ID card or passport)
- to issue participants WOC ID card (prepared in advance by IT team if the photo was loaded to on-line entry database)
- for participants that did not provide photo (you can expect this for majority of people from media and VIP group, and some riders) – take picture by digital camera and ask IT to print corresponding ID card from ID software,
- to hand each participant a WOC bag with Bulletin 4, WBOC Programme and other promotional material
- to hand over the team leader to the Accommodation/Boarding Section to get necessary information - be prepared to serve both to Financial and Accommodation/Boarding sections as interpreters and mediators – these are really facing quite demanding situations and discussions

Preparation of material for Team Official's Meetings (TOMs)

- they are normally held every evening at 19:00
- remember: the material to be copied and distributed at TOM never arrives enough in advance from responsible persons = be prepared for moments of hard and highly coordinated work to enable TOM to start on time!
- Usual TOM material to copy includes: results (summary and intermediates) and start list from IT team and approved by National Controller and IOF Adviser, control descriptions, instructions for next race, start bibs and pins
- All this material has to be completed and distributed into team bags in correct number of copies as the number of accredited team members (it is better to give more copies than less!)

Collection of team entries for WOC events

Be careful – this must be an error-free process to avoid any potential complication and complaints
1) distribution of team entry forms – you will be given an approved form by EO Head, usually the day before the deadline of team entry, to be copied and distributed into team boxes in EO; be prepared any time to make additional copies for those who have lost it

2) collection of entry forms – They must reach EO by 12:00 on due day according to the WOC Programme as defined by IOF rules, correctly filled and signed by team official – when you receive the entry form, first check for easy-to-find errors (missing signature of team official, only one runner per heat allowed except for last year WOC Champions in respective discipline – if you are not sure contact EO Head) and then sign it with exact time (hours:minutes) of reception (especially crucial if entry form is received after the official deadline of 12:00)

3) entry to IT system – as soon as possible, include checking that entered riders were all accredited before the deadline for accreditation prior to WOC!

4) archive the entry form – will be used for control of correct entries and start list draw

Event Office in WOC Arenas

- The job there is usually much more relaxed
- Usual activities include the collection of team entries, posting available preliminary and final results issued by IT team, distributing new and used maps to teams, giving information on results availability, transport etc.
- Be prepared that you might be used by other sections as interpreters or mediators
- The opening hours of EO in the Event centre and in Arenas overlap – this means we will work in 2 groups (one will leave sooner to open EO in Arena and then again back in Event Centre)

Important: there will be at least one meeting of all EO persons, usually after the TOM at a time specified during the day, to have a brief feedback on what happened and to revise the next day's planning and schedules

Appendix 14: WMTBOC Identity card and start number specifications

Identity cards

It is now regarded as required practice to issue all participants – organisers, competitors and team officials, IOF officials, media representatives, and VIPs and guests. A standard design and size should be used for all categories.

Much time is saved at accreditation if participants have transmitted a passport-size photo by e-mail in advance, enabling identity cards to be prepared before participants arrive. Therefore some effort should be put into encouraging as many participants as possible to do this.

The card design needs to include the WMTBOC and IOF logos, and the card needs to show first name, surname, country (except organisers' cards) and photo. At WOC (foot orienteering) 2009, organisers' identity cards had mobile phone numbers of key organisers and team leaders printed on the back. The size should be 6.5-7.0 cm x 9.5-10.0 cm.

Relevant sections of race arenas and other areas need to be suitably colour-signed to show clearly who has access to where. Entrances to each area should be manned, with all cards being checked, throughout the period of activity. It is important that no-one without the relevant colour-coding on their card gains entry to restricted areas, at any time.

A sample identity card:

Start number size configuration and design *(to be completed)*

Appendix 15: Templates and specialist notes *(to be completed)*

INDEX

- Accommodation, 52
- Appeals, 42
- Application and Appointment for WMTBOC, 8
- Arena, 53
- Banquet, 61
- Bulletins, 12
- Ceremonies, 37, 62, 75
- Classes, 10, 64
- Code of conduct, 69
- Complaints, 39
- Confidentiality, 83
- Control descriptions, 30
- Control set-up and equipment, 30
- Costs, 11
- Course planning, 28, 70
- Courses, 27
- Cycle storage, 17
- Definitions, 5
- Doping Tests, 55
- Embargoed areas, 39
- Entries, 16
- Entry Fees, 12
- Environment, 48, 65
- Equipment, 32
- Event Adviser, 6, 43
- Event applications, 7
- Event Centre, 51
- Event control, 42
- Event Office, 85
- Event programme, 7
- Fair play, 38
- Finances, 12
- Finish, 34
- Formats, 28, 70
- General provisions, 6
- GPS, 63
- Identity card, 87
- Information about the Event, 12
- IT equipment, 62
- Jury, 40, 41
- Leibnitz Convention, 67
- Maps, 25, 70
- Meals, 52
- Media, 46, 56
- Media Access, 29
- Medical Services, 60
- Model Events, 18
- National Controller, 44
- Organisation, 48
- Organisation structure, 49
- Participation, 10
- Partnership Agreement with IOF, 9
- Pre-Start, 33
- Prizes, 37
- Protests, 40
- Protocol, 75
- Public races, 61
- Punching systems, 31, 66
- Quarantine Zones, 33
- Reports, 44
- Responsibilities, 48
- Restricted areas and routes, 30
- Results, 36
- Riding off the track or trail, 5, 29
- Safety, 60
- Schedule for WMTBOC, 8
- Secretariat, 84
- Security, 50, 81
- Speaker, 57
- Sponsorship, 45, 59
- Start, 32
- Start Draw, 22
- Start List, 22
- Start number, 87
- Start procedure, 34
- Starting order, 20
- Team Official's Meeting, 23, 68, 85
- Templates, 89
- Terrain, 25
- Time-keeping, 34
- Training, 18
- Transport, 17
- TV and video, 59
- VIP, 61
- Website, 15, 82
- Winning times, 70