



IOF MTB Orienteering Event Advisers' Handbook

for

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

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

March 2015

Ursula Häusermann
IOF MTB Orienteering Commission

TABLE OF CONTENTS

1	About the IOF Event Adviser	7	Characteristics high-level MTBO event
1.1	Definition	7.1	Discipline specific questions
1.2	Appointment	7.1.1	Safety
1.3	Role	7.1.2	Fairness
1.4	Responsibilities	7.1.3	Equipment and equipment zone
1.5	Skills	7.1.4	Map
2	Assistants	7.1.5	Control flags
3	Event advising work - overview	7.1.6	Refreshments
3.1	Long-term planning	7.2	Differences - internat. elite events vs. common national events
3.2	Event preparation	8	Visits
3.3	During the event and on the competition days	8.1	General
3.4	Post-event work	8.2	Key points of visits
4	Event plan	9	Reports
4.1	General	9.1	General
4.2	Related documents	9.2	Related documents
5	Bulletins	10	Rules
5.1	General	10.1	Competition Rules
5.2	Contents and publication dates	10.2	Types of rules
6	Event advising work – details	10.3	World Cup Special Rules
6.1	Accommodation and food	10.4	Guidelines
6.2	Budget	10.5	Deviations from Rules
6.3	Ceremonies and prizes	10.6	Related documents
6.4	Controls	11	Jury system
6.5	Courses	11.1	Jury appointment and composition
6.6	Doping tests	11.2	Tasks of the Event Adviser
6.7	Emergency plans	11.3	Complaints, protests and appeals
6.8	Finish arena	11.4	Related documents
6.9	Information	12	Expenses of the Event Adviser
6.10	Leibnitz Convention	13	Recommendations and tips
6.11	Maps and mapping	14	Procedure in case of problems
6.12	Media	15	Useful documents
6.13	Programme	15.1	Rules and guidelines
6.14	Quarantine	15.2	Documents for Event Advisers
6.15	Start	15.3	Event Adviser accreditation
6.16	Start intervals	15.4	Additional documents for organisers
6.17	Starting order	15.5	Documents and templates regarding World Ranking
6.18	Team officials' meetings	16	Index to the Event Advisers' Handbook
6.19	Terrain	17	Index to the Competition Rules
6.20	Timekeeping and results		Appendix 1: Time schedule competition days
6.21	Training and model event		
6.22	Transport		

The numbers on the right refer to the Competition Rules.

1 ABOUT THE IOF EVENT ADVISER

1.1 Definition

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

1.2 Appointment

- The Event Adviser is appointed within 3 months of the appointment of the organiser. 31.1
- For high-level events, the IOF appoints the Event Adviser. 31.2
- For WREs, the EA is normally appointed by the federation of the organiser. 31.4
- If the IOF does not appoint an IOF Event Adviser, the controller appointed by the federation will be the IOF Event Adviser. 31.4
- All IOF Event Advisers must hold a licence. 31.5

1.3 Role

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

1.4 Responsibilities

- The Event Adviser ensures that rules are followed, mistakes are avoided and that fairness is paramount. 31.6
- The Event Adviser shares with the organiser responsibility for the outcome of the event in all respects.
- The Event Adviser makes as many controlling visits as necessary (→ 8 Visits). 31.9
- After each visit the Event Adviser sends a brief written report to the IOF Event Adviser appointing body with a copy to the organiser. SEAs are asked to send their reports in 3 copies, one each to the MTBO Commission, the organiser and the IOF Office (→ 9 Reports). 31.9
- Appointed Senior Event Advisers report back to the Commission. The Senior Event Adviser is subordinate to the IOF Council and communicates via the IOF Office. 31.3

- If there is an assistant (→ 2), the EA usually takes care of the out-of-forest business.
- The Event Adviser ensures that the results will be submitted in the correct format to the IOF on the day of the event.

1.5 Skills

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

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

2 ASSISTANTS

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

3 EVENT ADVISING WORK - OVERVIEW

3.1 Long-term planning (1 visit)

- agree on a realistic event plan with the organiser (→ 4 Event plan)
- harmonise visits with publication dates of bulletins (→ 5 Bulletins)
- approve the venue and the terrain for the event 31.8
- look into the event organisation and assess the suitability of the proposed accommodation, food, transport, programme, budget and training possibilities 31.8
- approve the entry fee and accreditation fee for competitors and non-competitors 7.1
- assess arrangements to fulfil the *Leibnitz Convention* (→ 6.10)
- write report of first visit (→ 9 Reports)

3.2 Event preparation 4-10, 25, 33-34

- approve all official information, such as bulletins or invitations 31.7
- approve the organisation and layout of start, finish arena and changeover areas 31.8
- assess reliability and accuracy of the timekeeping and results producing systems
- check that the map conforms with the IOF standards (International Specification for MTB Orienteering Maps) 31.8
- approve the courses after assessing their quality, including degree of difficulty, control locations and equipment, chance factors and map correctness 31.8
- check any course splitting method and course combinations 31.8

- assess arrangements and facilities for the media 31.8
- assess arrangements and facilities for doping tests 31.8
- assess any planned ceremonies 31.8
- assess emergency plans 31.8
- teach start procedures details 31.8
- teach disqualification procedures
- check presence of jury members
- send reports of visit(s) → 9 Reports 31.9

3.3 During the event and on the competition days 11-24

- lead or supervise team officials' meetings 13.1
- communicate with event office
- check transports
- approve starting order 12.2
- supervise the heat allocation of each competitor in qualification races 12.12
- supervise the allocation of the various course combinations to start numbers in the relay 12.13
- survey first starts
- survey manned radio controls
- survey finish organisation
- check result posting frequency
- assess possible disqualifications
- help to solve complaints
- call the jury and lead the session (if needed) → 11 Jury system 29.3
- participate in ceremonies
- approve the official results 31.8

In cooperation with the organiser, the Event Adviser should draw up a detailed timetable of his/her activities and locations during the competition day. The Event Adviser should ensure that he/she can be contacted at all times - either by mobile phone or radio.

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

3.4 Post-event work

- Remind the organiser to send you a report with the complete result lists within 3 weeks after the event. 32.1
- Send your final report to the MTBO Commission with a copy to the appointing body → 9 Reports. 32.2
- Make proposals to change/improve competition rules or guidelines.
- Give feedback to the organiser.
- Make sure the organiser sends a short report, two sets of original (printed) maps with course details and a complete results list to the IOF Office no more than 3 weeks after the event (for Masters, see rule 32.5). 32.3
- *World Championships*: Check that documents of the event listed in rule 32.4 are sent to the IOF Office. 32.4

4 EVENT PLAN

4.1 General

- The event plan is an official document setting out the key features of the event. It is subordinate to the event agreement signed by the IOF and the organising federation. Senior Event Advisers may request the event agreement from the IOF Office.
- The event plan is a binding agreement between the IOF (or national federation for WREs), represented by the Event Adviser, and the organiser. It can only be changed with mutual agreement between both parties.
- It is useful if the Event Adviser sends the template of the event plan to the organiser before the first visit → 8 Visits.
- The event plan should be updated regularly as the event progresses.
- Besides the *Event Adviser's Report Form with checklist*, which is an aid for the EA himself/herself, the event plan is a useful tool for the EA to keep track of the event progress.

4.2 Related documents available for download from the IOF website

- *Template Event Plan for IOF Events*
- *Event Adviser's Report Form with checklist*

5 BULLETINS

5.1 General

- At major events information from the organiser or the Event Adviser is given in the form of bulletins. Bulletins are therefore an important part of a successful event. 8.2
- Bulletins must be published on the IOF website or be linked to it. It should be checked that the bulletins are really published on the IOF website and not only on the organiser's website. 8.2
- All bulletins must be checked and approved by the Event Adviser. 31.7
- Contents of the bulletins and deadlines for publication dates are mentioned in detail in the *Competition Rules* and outlined in the next chapter 5.2. 8
- Please pay special attention to language, structure and general layout. The IOF Office is ready to help with proof reading of bulletins if they get a word copy of the final draft and a pre-warning a couple of days in advance.
- Please note that the main heading on the cover page of a bulletin for a World Cup should read "IOF MTB Orienteering World Cup 20xx Round 1" or similar and that the local event logo is combined with the IOF World Cup logo according to the logo manual, which can be downloaded from the IOF website.
- Related document (for organisers):
 - *Administrative Guidance for Organisers of IOF Events*, chapter 'Bulletins'
 - *World Cup logo manual*

5.2 Contents and publication dates

Bulletin	Contents	Publication		
		Event	Date	
Bulletin 1: preliminary information	→ rule 8.3	WMTBOC/JWMTBOC	24 months before event	8.7
	→ rule 8.3	World Cup	12 months before event	8.8
	→ rule 8.3+8.4	WMMTBOC	12 months before event	8.8
		WRE	4 months before event	8.10
Bulletin 2: invitation	→ rule 8.4	WMTBOC/JWMTBOC	12 months before event	8.7
	→ rule 8.4	World Cup	12 months before event	8.8
	→ rule 8.3+8.4	WMMTBOC	12 months before event	8.8
		WRE	4 months before event	8.10
Bulletin 3: event information	→ rule 8.5	WMTBOC/JWMTBOC	2 months before event	8.7
	→ rule 8.5	World Cup	2 months before event	8.8
	→ rule 8.5	WMMTBOC	2 months before event	8.8
	→ rule 8.5	WRE		
Bulletin 4: additional event info	→ rule 8.6		on arrival of competitors	

Tip: The more information the last bulletin contains, the shorter the team officials' meetings (→ 6.18) can be.

6 EVENT ADVISING WORK - DETAILS (in alphabetical order)

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

The different organisational areas are outlined in the *Competition Rules* and explained in the *Guidelines*. The following paragraphs only list the points which belong to the Event Adviser's tasks or which need the Event Adviser's special attention.

6.1 Accommodation and food

- At WMTBOC and JWMTBOC, different standards of accommodation and food must be offered (unless there is good standard accommodation and food at a very low price). 7.7
- It is not obligatory to use the accommodation arranged by the organiser. 7.7
- There should be secure bike storage at the accommodation/event centre. 10.5
- Bike repair service (mechanic on site, bike shop nearby etc.) is much appreciated by the competitors.

6.2 Budget

- The costs of organising an event are the responsibility of the organiser. The entry fee for competitors and the accreditation fee for non-competitors must be kept as low as possible and be approved by the Event Adviser. 7.1
- For late entries an additional fee can be charged. This is also approved by the Event Adviser. 7.3
- The fees for competitions, food and accommodation must be shown as three separate amounts. 7.7
- The costs (approximately € 1'500 to 5000 depending on the number of tests) for random anti-doping testing at World Cup events have to be paid by the organiser that is chosen for testing! Information on AD testing is usually given to the organiser only 6-8 months before the event so it is too late for budgeting and for including the AD cost in the entry fees. One idea is to increase the entry fee by 10 € per person and for each competition and to return this amount to the teams after the event when no AD-testing has taken place.

6.3 Ceremonies and prizes 25

- The organiser must arrange a dignified prize-giving ceremony. 25.1
- Medals and certificates for IOF major events (WMTBOC, JWMTOC and the overall World Cup) are provided by the IOF except at the European Championships where the organiser has to pay for specially designed medals (please contact the European Working Group for more details). Prizes for World Cup single events are provided by the organiser (see *Administrative Guidance for Organisers of IOF Events* for further information about the World Cup prizes). For the WMMTBOC the IOF provides medals but no certificates. 25.7
- Certificates must be completed with name and ranking. App. 8, 7
- Prize-giving ceremonies are performed by the organiser and a representative of the IOF. Whether this is the Event Adviser or not, the Event Adviser should in any case attend the ceremony. 25.8
- Place and time of ceremonies should fit well into the competitors' schedule.

- Related documents:
 - *IOF Protocol Guide*
 - *Administrative Guidance for Organisers of IOF Events*, chapter 'Materials for prize-giving and ceremonies'

6.4 Controls

- The controls must be clearly marked on the ground. 19.1
- All controls must be situated on paths shown on the competition map unless specified otherwise in Bulletin 2 (see rule 8.4). 19.3
- Controls must not be sited within 50 m of each other. 19.4
- Any off-path controls must be set so as not to require control descriptions. 18.1
- It is very important that the code and control numbers are well visible on the map but that they do not cover (hide) the network of tracks or other essential features:
 - Move code number to neutral position but make sure that it is obvious which control they belong to.
 - Use upper purple for the code numbers and lower purple for the control circles (→ *ISMTBOM*, 4.7).
- Horizontally-displayed code numbers must be underlined if they could be misinterpreted by being read upside down (e.g. 161). 19.5
- A focus point (point in the centre of the control circle) can be used when it is necessary to clarify the exact position of a control (→ *ISMTBOM*, 4.7).
- The flag must be visible to competitors when they ride at high speed → 7.1.5 (eliminate chance, preserve fairness).
- All controls for which there are security concerns must be guarded. 19.10

6.5 Courses

- Depending on the format (long, middle, sprint, mass start) the requirements are different → format specifications in Appendix 7 of the *Competition Rules*. 16
- The course lengths must be given as the shortest sensible route. The distance as the crow flies may be added. 16.1
- The course lengths must be given as the shortest sensible route. The distance as the crow flies may be added. 16.3
- The courses must be set to give the winning times. These are more difficult to estimate than in foot orienteering as they depend a lot on the weather. 16.8
- Safety is an important issue and should be considered carefully while setting the courses (counter flow, zig-zag, blind corners, different speed etc.) → 7.1.1
- Planners should design the courses so as not to provoke the competitors to leave the tracks (unless off-track riding is allowed). 17.4
- If off-track riding is forbidden, the Event Adviser may require the organiser to enforce this rule by the use of marshals. 17.4
- When designing the courses, the objectives of the *Leibnitz Convention* (→ 6.10) must be considered. 14.1
- Related document: Appendix 7 (competition formats) of the *Competition Rules*

6.6 Doping tests

- Doping is forbidden. The anti-doping rules apply to all IOF events. 26.4
- The Event Adviser assesses arrangements and facilities for doping tests. 31.8
- The cost for anti-doping testing has to be paid by the organiser → 6.2
- Related document: *IOF Anti-Doping Rules*

6.7 Emergency plans

- Medical facilities and personnel, who are also equipped to work in the terrain, must be at the finish. 23.10
- Medical Services and Safety are described in chapter 45 of the *Organisers Guidelines*.
- More on safety in MTB orienteering → 7.1.1

6.8 Finish arena

- The last 200 m of the course before the finish should be as straight as possible and at least 5 m wide. 23.2
- A safe ride-in is very important! If necessary, the riders can be “slowed down” with a control. → 7.1.1
- Features of a good finish arena:
 - lots of space and facilities such as shelter, water, toilets, refreshments
 - easily accessible
 - suitable display of results
 - a competent speaker who is given organisational support (design of finish arena to suit speaker’s needs, reliable IT, speaker booth, support team etc.)
 - spectator-friendly, e.g. spectator controls
 - view point(s) such as a hill, slope, terrace, platform, bridge to observe the competitors at the spectator control or in the ride-in
 - adequate facilities for the media
- The finish arena is an important place to achieve the aims of the *Leibnitz Convention* → 6.10
- Quarantine → 6.14

6.9 Information

8

Information about the event is given in the form of bulletins (→ 5.1) and - for high-level events - at the team officials’ meetings (→ 6.18). Be aware that participants of the WMMTBOC (Masters) do not attend team officials’ meetings. Therefore the organiser must make sure that these participants get the relevant information too, preferably in written form (bulletin).

6.10 Leibnitz Convention

App. 4

- In this declaration the members of the IOF commit themselves to raising the profile of orienteering by organising exciting events of high quality and by making these events attractive for TV and Internet.
- The objectives of the Leibnitz Convention must be considered when choosing the terrain and event arena, and in designing the courses. 14.1
- Related document:
Competition Rules, Appendix 4, The Leibnitz Convention

6.11 Maps and mapping

- It is the Event Adviser's task to check that the map conforms with the IOF standards. 31.8
- Deviations need approval by the IOF Council. 15.1
- The map must have a scale which is appropriate for the format. 15.2
- Maps must be printed on water-resistant paper. 15.4
- Ideally the map is of A4 size. Details on the map size for the different formats are given in Appendix 7 of the *Competition Rules*. 15.7
- Mapping questions:
 - Difference between visible path junction and indistinct junction (510 and 511 in *ISMTBOM*)
 - It must always be clear - also when riding at high speed - where it is allowed to pass and where not. When it is not obvious, e.g. in spots where two ends of tracks or paths almost meet, adapt the drawing or use overprinting symbol 844 (see below).
 - Too many irrelevant details on the map make the legibility difficult.
- Overprinting symbols (→ 4.7 *ISMTBOM*)
 - Do not cover important features such as junctions or parts of tracks with overprinting symbols.
 - Use the correct colour (lower purple = under black or upper purple = on top of black) for overprinting symbols.
 - Interrupt control circles or lines if they cover important detail.
 - Use symbol 844 *Uncrossable barrier/forbidden to cross* in situations where it is not obvious if it is allowed to pass or not (→ 4.7 *ISMTBOM*).
- Print: The different colours must be easily distinguishable.
- Related document:
International Specification for MTB Orienteering Maps, ISMTBOM

6.12 Media

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

6.13 Programme

- The event dates and programme are proposed by the organiser and approved by the IOF Council. 3
- Changes need the approval of the IOF Council. 3.1
- Careful planning is needed when events are combined with the WMMTBOC.

6.14 Quarantine

- The organiser may define a quarantine zone in order to prevent those who have not started gaining information about the courses. 22.17

- The quarantine zone can be at the start or at the finish or in both places. If circumstances allow, it is usually best for the competitors to have a quarantine zone at the start and at the finish.
- The organiser must provide adequate facilities (toilets, refreshment, shelter etc.) for those waiting in the quarantine zone. There should be enough space for warm-up or cool-down.
- The organiser defines times when competitors and team officials must be inside the quarantine zone.
- If a competitor or team official attempts to enter the quarantine zone after the deadline, they may be refused entry.
- The organiser may prohibit the use of telecommunication devices within the quarantine zone.
- All competitors must be informed about quarantine zones (times, facilities etc.) in the last bulletin or at the team officials' meeting. If the information is given at the team officials' meeting and if participants of the WMMTBOC (Masters) are concerned by a quarantine zone, make sure that these competitors get the information too - Masters do not attend team officials' meetings.
- It may be helpful to make a time schedule to fix the times for quarantine → example in appendix 1.

6.15 Start 22

- In an interval start race, competitors take their own map 1 minute before their start time. 22.7
- The competitor is responsible for taking the right map. 22.7
- In individual competitions, the start is normally an interval start. 22.1
- In the relay, the organiser may arrange mass starts for the later legs for relay teams that have not changed over if the Event Adviser approves. 22.13
- Quarantine → 6.14

6.16 Start intervals

- The start intervals are as follows: Sprint = 2 minutes (could be reduced to 1 minute if the Event Adviser approves), Middle = 2 minutes, Long = 3 minutes. As the EA, do only allow an interval in the Sprint of 1 minute if there are very good reasons. Other changes (such as reducing the start interval in the Long from 3 to 2 minutes) would be a deviation from the rules and thus the approval of the IOF Council is necessary → 10.5 Deviations from rules. App. 7
2.11

6.17 Starting order 12

- The starting order is approved by the Event Adviser. 12.2
- In qualification races, the heat allocation of each competitor must be drawn under the supervision of the Event Adviser. 12.12
- In the relay, the Event Adviser supervises the allocation of the various course combinations to start numbers. 12.13
- If the Event Adviser approves, the start interval for sprint competitions can be reduced to 1 minute → 6.16. 12.14
- Related documents: *start list macros (Excel)*

6.18 Team officials' meetings	13
• Apart from the bulletins, the team officials' meetings provide competitors and officials with important information.	
• The Event Adviser leads or supervises the team officials' meeting.	13.1
• Related document: Appendix 5 of the <i>Competition Rules</i> (Agenda for team officials' meetings)	App. 5
6.19 Terrain	14
• The terrain must be suitable for setting competitive MTB orienteering courses:	14.1
- a comprehensive network of tracks	
- paths of differing qualities	
• Suitability of a terrain depends also on the competition format. → Appendix 7 of the <i>Competition Rules</i>	
• When choosing the terrain, the objectives of the <i>Leibnitz Convention</i> (→ 6.10) must be considered.	14.1
• The longer a terrain has not been used for foot or MTB orienteering before a competition, the better.	14.2
• Riding off the track or trail is only allowed if specifically agreed by the organiser and the Event Adviser.	14.8
6.20 Timekeeping and results	23 + 24
• Two independent timekeeping systems must be used throughout the competition.	23.7
• With the approval of the Event Adviser, the organiser may set maximum times for each class. Competitors or teams who exceed the maximum time will not be placed.	23.9 24.8
• Provisional results must be announced and displayed in the finish area.	24.1
• Results must be published on the internet and electronically submitted to the IOF on the day of the race. Detailed information on how to provide the results can be found in the IOF result reporting instructions (→ Event organising).	24.12
• Related documents:	
- <i>SportIdent or Emit Advice for Event Advisers and Controllers</i>	
- <i>IOF result reporting instructions</i>	
- <i>IOF Result Import Templates</i>	
- <i>IOF Athlete ID request template</i>	
- <i>Timing and Punching System Report Form</i>	
- Appendix 3 of the <i>Competition Rules</i> : Approved punching systems	
- <i>Administrative Guidance for Organisers of IOF Events</i> , chapter 'Results'	
6.21 Training and model event	11
• If the Event Adviser finds it necessary, further model events must be organised.	11.4
• The model event may be organised on the day of the competition, if the Event Adviser finds it appropriate.	11.5

6.22 Transport	10
• On request, the organiser must arrange transport of people and bikes from the nearest airport or railway station to the event centre or accommodation and/or all necessary transport during the event.	10.2 10.3
• Transport is one of the most frequent topics at the event secretariat or at team officials' meetings. Competitors need to know that the transport will guarantee to get them to the finish arena (start) safely and with sufficient time to prepare (but not hours early).	
• The competitors need to know how long it will take them to get to the finish arena.	
• If competitors can get to the finish arena by private transport, it is important that the route is clearly signposted - at least close to the competition area - or that the competitors are given clear instructions (e.g. a detailed map) on how to get there.	
• There should be sufficient space for parking, also for larger vehicles, if private transport is possible.	

7 CHARACTERISTICS OF A HIGH-LEVEL MTB ORIENTEERING EVENT

7.1 Discipline specific questions

7.1.1 Safety

• Compulsory gear: helmet	21.1
• Competitor safety must be considered when designing the courses, the ride-in and the arena (→ 6.5 and 6.8).	16.2
• Dangerous areas must be marked on the map and, if necessary, also in the terrain.	17.2
• Any crossing point over a vehicular road must be clearly signed to warn motorists and competitors, and should be marshalled if appropriate.	17.5
• The Event Adviser may approve additions or changes to the MTBO Competitors Code to improve safety.	App. 6
• If circumstances arise which make a race dangerous, the organiser must stop, postpone or cancel the race. There are guidelines on the IOF website about cancelling an international competition. (go to 'Organisers' Guidelines')	26.13
• There is more on safety in chapter 45 of the <i>Guidelines</i> .	

7.1.2 Fairness

Especially when riding off the track is not allowed, the following points are very important:

- Map correctness → 6.11: It must be absolutely clear where competitors may ride and where not.
- Short cuts → 6.5: The courses should be designed in a way that short cuts from one track to another will not give competitive advantage. If this is not possible, marshals in the terrain should be used.

All competitors must be given the same amount of information. Organisers should be aware that participants of the WMMTBOC (Masters) do not attend team officials' meetings. Therefore it must be ensured that Masters, who are not part of a team, get all the relevant information too.

7.1.3 Equipment and equipment zone

- Wearing a helmet is compulsory. 21.1
- Competitors must stay with their bike throughout a race from start to finish. 21.7
- Competitors must use the same bike frame from start to finish. 21.10
- The organiser may define a zone where teams may place equipment such as spare parts and tools. 21.8
- Competitors may only use tools or spare parts carried by themselves or another competitor (except in an equipment zone). 21.9
- No assistance (e.g. from a coach) is permitted in the equipment zone or during the competition. 21.8
- Competitors may not use or carry telecommunication equipment. 21.11
- A GPS-enabled cycle computer or watch with no map or breadcrumb display may be used. 21.6
- Competitors may not wear the team clothing of another federation. 21.12

7.1.4 Map (→ also 6.11 map)

- The map must also be legible when cycling at high speed. Therefore the track and path network on MTB orienteering maps is exaggerated whereas only those details which are important for route choice or navigation are shown.
- Competitors take their map 1 minute before their start time in an interval start race. 22.7

7.1.5 Control flags

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

7.1.6 Refreshments

- If the estimated winning time is more than 60 minutes, there should be at least one refreshment point. 19.8
- The refreshment point is preferable at the control, not on the leg.
- Choose a suitable control as refreshment point. The refreshment point must be well visible for the competitors.
- At least pure water of suitable temperature must be offered. Drinks containers (e.g. bottles) should be open. 19.9

7.2 Differences between international elite events and common national events

- Number of participants and classes (e.g. at WMTBOC there are 2 classes and about 160 riders).
- Extraordinarily demanding and experienced participants; elite riders are professionals that require professional conditions.
- High demand on facilities and environment.
- Media-friendliness is important, so the finish arena has to be designed accordingly and there must be appropriate facilities for media and VIPs.
- Costs are of course much higher, therefore sponsoring plays an important role.

8 VISITS

8.1 General

- The Event Adviser makes as many controlling visits as he/she sees necessary. 31.9
- A Senior Event Adviser makes 3 visits as a minimum: one at an early stage, one a year before the event and one 3-4 months before. 31.12
- Visits shall be planned in agreement with the appointing body (IOF for Senior Event Advisers) and the organiser. 31.9
- Extra visits (due to problems or lack of experience of the organiser) are normally paid by the organiser (→ 12 Expenses).
- The Event Adviser must inform and brief the organiser in advance of the main objectives for a visit.
- It is useful if the Event Adviser sends the template of the event plan to the organiser before the first visit → 4 Event plan.

8.2 Key points of visits

First visit:

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

Second visit:

- concept of particular races
- facilities, transport, economy
- approve bulletin 2

Third visit:

- courses
- layout of arenas
- event office
- ceremonies
- approve bulletin 3

9 REPORTS

9.1 General

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

9.2 Related documents available for download from the IOF website

- *Event Adviser's Report Form with checklist* (visits and final report)
- *Event Adviser Visit Report*
- *Event Adviser Final Report*
- *Feedback Evaluation Form*
- *IOF Timing and Punching System Report Form*
- *Organiser's Report*
- *Administrative Guidance for Organisers of IOF Events*, chapter 'Event reports'

10 RULES

10.1 Competition Rules for IOF MTB Orienteering Events

- The *IOF Competition Rules*, together with the appendices, are binding at WMTBOC, World Cup, JWMTBOC, WMMTBOC and for W21 and M21 elite classes at WREs. 2.1
- Every rules point with no event abbreviation (e.g. WCup) before its number is valid for all these events.
- Additional regulations which do not conflict with the *Competition Rules* may be determined by the organiser. They need the approval of the Event Adviser. 2.5

10.2 Types of rules

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

10.3 World Cup Special Rules

- The IOF Council determines the number and types of World Cup events and any necessary special rules. 3.4
- Definition of World Cup events for a specific season:
 - schedule
 - formats
 - qualification methods
 - winning times
- Definition of the scoring system
- Published on the IOF website, distributed to IOF member federations

10.4 Guidelines

- The guidelines help organisers to achieve the aims of the events.
- These are no formal rules but rather suggestions and possible solutions. However, the guidelines should be followed. Significant deviations require the consent of the Event Adviser. 2.12
- The guidelines are not a complete set of instructions but cover only the most important special features of an event.
- They do not replace the guidance of the Event Adviser!
- As from the January 2012 edition, the guidelines include the *IOF Competition Rules* since the guidelines have to be combined with the rules.
- The guidelines will be revised regularly - input from practice (through Event Advisers) is appreciated.

10.5 Deviations from rules

- The IOF Council may decide special rules or norms which must be followed, e.g. *World Cup Special Rules*, *Anti-Doping Rules* etc.
- The IOF Council may allow deviations from rules and norms. Requests for permission to deviate from rules must be sent to the IOF Office at least 6 months before the event. 2.11
- Significant deviations from the *Guidelines* or any other published documents require the consent of the Event Adviser. 2.12

10.6 Related documents available for download from the IOF website

- *Competition Rules for IOF MTB Orienteering Events*
- *World Cup Special Rules*
- *Special Rules for World Masters MTB Orienteering Championships*
- *MTB Orienteering Organisers' Guidelines* (including the Competition Rules)

11 JURY SYSTEM

11.1 Jury appointment and composition

- All events organised under the umbrella of the *IOF Competition Rules* have a jury. This jury rules on protests. 29.1
- The jury is appointed by the IOF or the federation. 29.2
- The jury consists of 3 members. 29.10/11
- The organiser can participate in jury meetings but has no vote. 29.4
- In competitions with mass or chasing starts, a jury member must be present at the finish line. 23.8

11.2 Tasks of the Event Adviser

- The Event Adviser leads the jury but has no vote. 29.3
- The Event Adviser checks the presence of the jury members and ensures that the jury members can be summoned quickly.
- The Event Adviser must nominate a substitute if a jury member cannot fulfil his/her task. 29.7
- The Event Adviser should ensure that copies of the rules and the final bulletin are available at the jury meeting.
- The Event Adviser should act as the spokesperson of the jury if details of the jury decision are requested. 32.2
- The Event Adviser should include details of any protests and the jury decision in the final report (→ 9 Reports).

11.3 Complaints, protests and appeals

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

The protest fee must be paid to the IOF Senior Event Adviser in cash when making a protest. The fee will be returned if the protest is accepted by the jury. 28.4

11.4 Related documents available for download from the IOF website

- *Jury Guidelines*
- *Complaint protest form*
- *Cancelling a competition*

12 EXPENSES OF THE EVENT ADVISER

- The travelling costs of the IOF appointed Event Adviser and assistant/s, to and from the venue, are paid by the IOF. 7.5
- Local costs (accommodation, meals, transport) during controlling visits and the event days are paid by the organiser or the organiser's federation according to national agreements. 7.5
- The Event Adviser should be prepared to accept similar standards of accommodation and travel as the competitors will experience when participating in the event.
- All costs of Event Advisers and assistants appointed by a federation are paid by the organiser or the organiser's federation according to national agreements. 7.6
- If an organiser fails to deliver agreed results and extra visits are necessary, the organiser has to pay all costs for these extra visits. Such visits must be coordinated with the IOF MTB Orienteering Commission and the IOF Office.
- The Event Adviser must keep a careful account of the expenses.
- The IOF may defer payment of expenses until the relevant report (visit report or final report) has been submitted.
- Related document: *Expenses Claim Form* for Event Advisers

13 RECOMMENDATIONS AND TIPS

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

14 PROCEDURE IN CASE OF PROBLEMS

- Try to find a solution for the problem. If necessary require adjustments. 31.6
- Look for an agreement with the organiser.
- Report to the IOF (MTB Orienteering Commission and Office) if no agreement can be found.

15 USEFUL DOCUMENTS

All documents can be downloaded from the IOF website www.orienteering.org.

15.1 Rules and guidelines

- *Competition Rules for IOF MTB Orienteering Events*
- *World Cup Special Rules*
- *Special Rules for World Masters MTB Orienteering Championships*
- *Guidelines for Organisers of IOF MTB Orienteering Events* (including the Competition Rules)
- *International Specification for MTB Orienteering Maps ISMTBOM* (go to 'Resources')
- *Jury Guidelines*
- *Administrative Guidance for Organisers of IOF Events*
- *IOF Anti-Doping Rules*
- *IOF Protocol Guide* (go to 'Organisers' Guidelines')

15.2 Documents for Event Advisers (some forms as templates)

- *Event Plan for IOF Events*
- *Jury Guidelines*
- *Event Adviser's Report Form with checklist* (visits and final report)
- *Event Adviser Visit Report*
- *Event Adviser Final Report*
- *Checklist for controlling the map making of major IOF events*
- *Emit Advice for Event Advisers and Controllers*
- *SportIdent Advice for Event Advisers and Controllers*
- *Expenses Claim Form*

15.3 Event Adviser accreditation

- *MTBO Event Adviser Accreditation Form*
- *MTBO Event Adviser Reaccreditation Form*

15.4 Additional documents for organisers

- *Administrative Guidance for Organisers of IOF Events* (→ 'Organisers' Guidelines')
- *Instructions for MTB Orienteering World Ranking Event organisers*
- *Start list macros (Excel)* → 'Organisers' Guidelines'
- *Organiser's Report* (→ 'Report templates' though this is not a template but a list of what the report should include)
- *Complaint Protest Form* (→ 'Organisers' Guidelines')
- *Cancelling a competition* (→ 'Organisers' Guidelines')
- *IOF Protocol Guide* (→ 'Organisers' Guidelines')
- *IOF Timing and Punching System Report Form*
- *IOF World Cup logo* (→ 'Resources' → 'Photo Gallery' → 'Album: Logos')

15.5 Documents and templates regarding World Ranking (→ 'Event Organising' → 'World Ranking instructions')

- *IOF result reporting instructions*
- *IOF Result Import Template (XML and XLS)*
- *IOF Athlete ID request template*

16 INDEX TO THE EVENT ADVISER'S HANDBOOK

The number/s after the expressions refer/s to the chapter/s.

- Accommodation → 6.1
- Accreditation form for EAs → 1.5, 15.3
- Appeals → 11.3
- Appointment of Event Adviser → 1.2
- Appointment of jury → 11.1
- Assistants → 2
- Bike repair service → 6.1
- Budget → 6.2
- Bulletins → 5.1
- Ceremonies → 6.3
- Certificates → 6.3
- Characteristics of high-level MTBO event → 7
- Code (control) numbers → 6.4
- Competition rules → 10, 10.1, 15.1
- Complaints → 11.3
- Composition of jury → 11.1
- Contents bulletins → 5.2
- Control flags → 7.1.4
- Controls → 6.4, 7.1.4
- Control numbers → code numbers 6.4
- Courses → 6.5
- Deviations from rules → 10.5
- Differences elite vs. common events → 7.2
- Discipline specific questions → 7.1
- Documents for Event Advisers → 15.2
- Documents for organisers → 15.4
- Documents, event plan → 4.2
- Documents, jury system → 11.4
- Documents, reports → 9.2
- Documents, rules → 10.6
- Doping tests → 6.6
- During the event → 3.3
- Event Adviser accreditation → 15.3
- Emergency plans → 6.7
- Entry fee → 6.2
- Equipment → 7.1.3
- Equipment zone → 7.1.3
- Event Adviser → 1
- Event advising work, details → 6
- Event advising work, overview → 3
- Event agreement → 4.1
- Event plan → 4.1
- Event plan, documents → 4.2
- Event preparation → 3.2
- Expenses of the Event Adviser → 12
- Fairness → 7.1.2
- Finish arena → 6.8
- Food → 6.1
- GPS → 7.1.3
- Guidelines → 10.4, 15.1
- Heat allocation → 6.16
- Information → 6.9
- Jury appointment and composition → 11.1
- Jury system → 11
- Jury system, documents → 11.4
- Key points of visits → 8.2
- Leibnitz Convention → 6.10
- Long-term planning → 3.1
- Maps and mapping → 6.11, 7.1.4
- Masters → 6.9, 7.1.2
- Medals → 6.3
- Media → 6.12
- Medical facilities and personnel → 6.7
- Model event → 6.21
- On the competition days → 3.3
- Organiser's Report → 9.1
- Post-event work → 3.4
- Prizes → 6.3
- Problems, procedure → 14
- Procedure in case of problems → 14
- Programme → 6.13
- Protests → 11.3
- Publication dates bulletins → 5.2
- Quarantine → 6.14
- Quarantine, time schedule → App. 1
- Recommendations and tips → 13
- Refreshments → 7.1.5
- Reports → 9.1
- Reports, documents → 9.2
- Responsibilities of the Event Adviser → 1.4
- Results → 6.19
- Role of the Event Adviser → 1.3
- Rules → 10, 15.1
- Rules, deviations → 10.5
- Rules, documents → 10.6
- Safety → 7.1.1
- Skills of the Event Adviser → 1.5
- Special rules for World Cup → 10.3
- Start → 6.15
- Start interval → 6.16
- Starting order → 6.17
- Tasks of the Event Adviser in jury → 11.2
- Team officials' meetings → 6.18
- Terrain → 6.19
- Timekeeping → 6.20
- Time schedule competition day → App. 1
- Tips and recommendations → 13
- Training → 6.21
- Transport → 6.22
- Types of rules → 10.2
- Visits → 8.1
- World Cup, special rules → 10.3

17 INDEX TO THE COMPETITION RULES

The number/s after the expressions refer/s to the rule/s.

Accommodation → 7.7
Accreditation fee → 7.1
Advertising and sponsorship → 33
Appeals → 30
Applications → 4
Appointment of Event Adviser → 31.1 - 31.3, 31.11
Betting → 26.15
Bicycles → 21.2, 21.7, 21.9
Bulletins → 8.1 - 8.11
Cancellation of an event → 7.8, 26.13
Ceremonies → 8.1, 25.1, 25.8, 25.10
Certificates → 25.3, 25.7, 25.9
Changeover relay → 22.11, 22.12
Chasing start → 12.1, 23.8, 24.6
Classes → 5, appendix 1
Clothing and footwear → 21.4, 21.12, 33.2
Code (control) numbers → 19.5, 19.6
Competition classes → appendix 1
Competition classes WRE → 5.4
Competition formats → appendix 7
Competition material → 13.2
Competitors' insurance → 6.4
Complaints → 27
Compulsory routes and passages → 17.3
Control cards / electronic punches → 20.3, 20.5, 20.7, 20.8, 23.4
Control descriptions → 18
Control numbers → Code numbers 19.5, 19.6
Control officials → 26.9
Control punches → 20.6
Controller → 31.4
Controls → 19
Costs → 7
Costs of Event Adviser → 7.5, 7.6
Course combinations → 12.10
Courses → 16, appendix 7
Cycle computers → 21.6
Cycle storage → 10.5
Deadline for applications → 4.5 - 4.8
Disqualification → 17.4, 20.8, 26.11, 29.5
Doping → 26.4
Embargoed terrain → 14.3, 14.4
Entry fee → 7.1, 7.2
Environment → 14.5, 14.6, 14.7, 17.1, 35, appendix 2
Equipment → 21
Equipment zone → 21.8
European MTB Orienteering Championships (EMTBOC) → appendix 8
Event Advisers → 31.1, 31.3, 31.5, 31.6, 31.7
Event applications → 4, appendix 8.3
Event control → 31

Event programme → 3, appendix 8.2
Event reports → 32
Fair play → 26
Fee for protests → 28.4
Final long distance competition → 6.8
Finish → 23
Food → 7.7
GPS → 21.11
Heat allocation in qualification races → 12.11
Helmet → 21.1
Information about the event → 8
Interval start → 12.1, 12.13, 22.11, 24.5
Junior World MTB Orienteering Championships (JWMTBOC) → 1.10, 2.13, 3.7
Jury → 23.8, 28.3, 29
Late entries → 7.3
Late starters/competitors → 22.9, 22.10
Leibnitz Convention → 14.1, appendix 4
Light beam (at finish) → 23.5
Maps → 15, 22.7
Marshals → 17.4, 17.5
Mass start → 12.1, 12.10, 22.1, 22.16, 23.8, 24.6, 24.7
Maximum times → 23.9, 24.8
Mechanical assistance → 26.3
Medals → 25.3, 25.7, 25.9, 25.11, 25.12, 25.13, 25.15
Media coverage → 34.3
Media service → 34
Medical facilities and personnel → 23.10
Model event → 11.2 - 11.5, 20.2
MTBO competitors code → appendix 6
Number bibs → 21.5
Number of competitors and team officials → 6.5 - 6.14
Official transport to competition sites → 7.4
Off-path controls → 18.1
Orange Start Group → 12.16, 12.17
Out-of-bounds areas → 17.2
Participation → 6, appendix 8.4
Payment of entry fee → 7.2
Pre-start → 22.4
Prizes → 25, appendix 8.7
Protests → 28, 29.1
Protocol Guide → 2.10
Punching systems → 20, appendix 3
Qualification race competitions → 12.7, 12.8, 12.11, 16.5, 22.2, 24.3
Qualification race heat → 3.6, 6.8, 12.7
Qualification rules Long distance → 6.8
Quarantine → 22.17
Red Start Group → 12.15 – 12.7, appendix 8.5
Refreshments → 19.7, 19.8
Regional Orienteering Championships (ROC) → 1.12, 3.9
Relay → 12.1, 12.12, 16.6, 22.1, 22.11, 22.13, 24.4, 24.10, 25.9, appendix 7
Relay World Cup → 25.14
Restricted areas and routes → 17
Results → 24, 32.3, 32.5

Retiring competitors → 26.10
Riding off the track → 14.8, 17.4, 35.1
Safety → 17.2, 17.5, 26.13, appendix 6
Secrecy → 26.5
Spare parts → 21.8
Start → 22
Start draw → 12.2, 12.5, 12.7
Start interval → appendix 7
Start list → 12.3, 12.4
Start numbers → 12.12, 21.5
Starting groups → 12.5
Starting order → 12.2, 12.5, 12.6, 12.8, 12.9, 12.15, 21.5, appendix 8.5
Team manager → 6.3
Team officials' meeting → 13, appendix 5
Telecommunication equipment → 21.11
Terrain → 14.1, 14.2, 14.3
Time-keeping → 23
Tools → 21.8
Training → 11.1, 11.6
Transport → 10
Travel → 10.1
Travelling costs of Event Adviser → 7.5
Visits of an Event Adviser → 31.9, 31.12
Warm-up area → 22.3
Winning times → 16.6, 16.8, 16.9, appendix 7
World Cup (WCup) → 1.9, 3.3, 3.4, 3.5, appendix 8.9
World Masters MTB Orienteering Championships (WMMTBOC) → 1.11, 3.8
World MTB Orienteering Championships (WMTBOC) → 1.8, 3.2
World Ranking Events → 1.13, 3.10

APPENDIX 1:

Time schedule competition days (example)

	Middle Friday		Sprint Saturday		Long Sunday	
	<i>men</i>	<i>women</i>	<i>men</i>	<i>women</i>	<i>men</i>	<i>women</i>
Competitors	80	43	81	44	79	43
Start interval	2 min.	2 min.	2 min.	2 min.	2 min.	3 min.
Winning time	55 min.		20 min.		100 min.	
First start	10.00	10.45	11.30	12.00	9.30	9.31
Last start	12.40	12.11	14.10	13.28	12.08	11.40
First arrival	11.00	11.45	11.55	12.25	11.15	11.15
Last arrival	13.35	13.05	14.30	13.50	13.50	13.20
Quarantine start registration	11.45 11.15 – 11.45		13.00 12.30 – 13.00		11.30 11.15 – 11.30	
max. time in Q	52 min.	23 min.	47 min.	5 min.	35 min.	7 min.
max. people in Q	26	11	23	2	17	3
Quarantine finish	11.45		13.00		11.30	
max. time in Q	45 min.	0 min.	65 min.	35 min.	15 min.	15 min.
max. people in Q	25	0	35	18	8	8
Maximum time	100 min.		60 min.		200 min.	
Time limit for complaints	13.50		14.45		14.10	
Prize-giving cerem.	14.00		15.30		14.45	