



INTERNATIONAL ORIENTEERING FEDERATION

WOC Manual

The World Orienteering Championships

A handbook for WOC Officials

2019 Edition

[December 2019]

Introduction

Congratulations, you have been entrusted to organise the premier event of the sport of Orienteering, the World Orienteering Championships!

The World Orienteering Championships (WOC) is the most important and challenging series of events a National Federation will ever undertake. The opportunity comes along rarely, so it is inevitable that only a few of the members of the organising team, if any, will have prior experience of the task. In any case, technological and other developments ensure that a deal of new thinking is required every year. Almost all organisers underestimate the scale and extent of the work involved.

The task as a whole is at a degree of complexity that requires considerable pre-planning and structuring, right from the point when the application to stage the WOC begins to be prepared. A high level of expertise and forward thinking is needed to do this successfully. When it is done well, the work which follows is then much more straightforward and the workforce is that much happier and less stressed.

By the time the WOC is held, a very large number of people will have become involved in its organisation. Experience has shown that morale amongst this workforce is raised when they are kept well informed both about their own roles and also the organisation of WOC as a whole, and when working at WOC their primary needs are taken care of: they are well 'fed and watered' and provided where necessary with comfortable accommodation.

The essential rules for WOC are found in the «Competition Rules for IOF Foot Orienteering Events». The official version of these Rules is maintained on an annual basis and can be found on the [IOF website](#). This Manual assumes that the reader as a WOC Organiser is following these Rules and is experienced in organising orienteering events at a high level and standard.

All references to "the Rules" refer to the «Competition Rules for IOF Foot Orienteering Events – 2019», unless these have been superseded by a more up-to-date version. In each of the chapters that follow, the numbers of the relevant Rules are given at the beginning.

This Manual is designed to help WOC Organisers interpret the Rules and be well prepared for the scale and complexity of the work involved. They are not a complete set of instructions for organising the competition, but they aim to cover the special features of organising a WOC. The ambition is that the manual contains the level of detail required to provide an Event Director with an overview of the organisation of a WOC. For quite a few of the chapters in this manual, more detailed guidelines and information will be available for the teams working in this area. Links for such material will be available from this Manual and from the [Event Overview Tool](#) (see below) on the IOF Website.

Note should also be made of the Leibnitz Convention agreed at the 20th IOF Congress in 2000, which laid down principles for raising the profiles of all IOF Events in the future. The Leibnitz Convention is Appendix 5 of the Rules.

This Manual is based on experience from past WOCs. It is a living document, so it will be changed and improved on the basis of further experience. Comments and proposals are therefore welcome and should be sent to the IOF FootO Commission or to the IOF Office.

When organising any annual event, it makes sense to learn from previous organisers. In IOF Eventor, Bulletins and other official documents from previous WOCs are stored and you can get good inspiration there.

Some definitions:

A statement containing "shall", "must" or "needs to be" is mandatory, i.e. must be followed. **All text in bold has mandatory status and must be followed.**

A statement containing "should" is one where it is strongly advised that it is followed.

The 2019 edition of this Manual has been restructured compared to the 2011 edition. The 2011 edition is still available for [reference](#). The new structure of the 2019 edition reflects the structure of the [IOF Event Overview Tool \(EOT\)](#), that will eventually replace all IOF manuals and guidelines. Hence this WOC Manual is also available in the EOT. In the "Introduction Document" on the EOT webpage, you can find the description of the structure that this manual is based on. Please note that there is a 1:1 relation between the *functional areas* described in the EOT Introduction Document and the chapters in this WOC Manual document.

In this document, the chapters are given the same numbers as in the EOT, in order to ease cross-reference.

Daniel Leibundgut, C-G Strutz, Helge Lang Pedersen, Clive Allen (Editor)

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01 Planning

This planning chapter is intended to be the tool for the Event Director in the planning of a WOC. The chapter is the natural starting point for a WOC project at the time the WOC has been awarded and the agreement with the IOF is signed, as it describes the phase from the early considerations until the WOC is successfully executed. The planning tasks are similar to the tasks of a project manager in a complex project, and the same set of skills and tools could be used here.

Recommended programme for the WOC week – Rules 3.6, 3.8, 5.8

As of 2019 onwards, a (Forest) WOC is organised in odd years and an Urban WOC is organised in even years. The recommended programme for the WOC week is as follows:

Forest WOC

Day 0	Model event
Day 1	Middle Qualification (MQ), Opening Ceremony
Day 2	Long Final (LF)
Day 3	Rest day
Day 4	Middle Final (MF)
Day 5	Relay (R), Closing Ceremony

The terms in brackets will be used throughout this Manual to define the races

Urban WOC

There is no fixed programme for an Urban WOC, but it is recommended to have the Knock-Out sprint as the last competition, since this is considered the toughest competition of the event. Below is a proposal:

Day 0	Model event, Opening Ceremony
Day 1	Sprint Qualification (SQ) and Sprint Final (SF)
Day 2	Rest day

Day 3	Sprint Relay (SR)
Day 4	Rest day
Day 5	Knock-Out Sprint (KOS), Closing Ceremony

The terms in brackets will be used throughout this Manual to define the races

The Rules provide detailed information about the classes offered at WOC, the numbers of competitors that can be entered per country, and the organisation of the various Qualification and Final races.

When organising rights are granted and agreement with IOF is signed

The Event Advising team (EA team) starts working

In order to support the organisers in the best possible way, IOF appoints a support team consisting of several persons with different tasks.

The *WOC Project Manager* (Senior Event Adviser, SEA) is appointed for a number of years in order to maintain a high quality of WOCs and ensure transfer of knowledge from one WOC to the next.

The IT Assistant SEA (IT-ASEA) offers support in IT matters. The IT-ASEA is usually appointed by the IOF IT Commission and approved by IOF Council.

Furthermore, a number of IOF Office employees are allocated to specific tasks in the EA team:

- The *TV/Arena ASEA* supports in TV matters and Arena Design as well as Arena Production
- The *Media Adviser* supports in Media matters
- The *Protocol Adviser* supports in Ceremony planning and execution
- The *Anti-Doping Officer* supports in handling issues related to Anti-Doping.

Last but not least, for each WOC, a separate *Competition ASEA* is appointed. The appointment is proposed by FOC (IOF FootO Commission) and approved by IOF Council. The role of this person is to perform the "old" SEA role in the technical areas, such as terrain, maps, courses, start and finish as well as participant and team official logistics.

In parallel with the appointment of the Competition ASEA, the WOC Project Manager will make contact with the Event Director and the National Controller at an early stage in order to start further preparations.

Confidentiality

The stakes are higher at WOC than at any other international orienteering event, and many competitors work hard 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.

Confidentiality is therefore a major issue for WOC organisers. A policy on this needs to be established at an initial stage. All WOC organising 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 procedures 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 map printing company.

An example of such a policy and the format of the declaration from WOC 2006 are in Appendices 5 & 6.

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

- Embargoed areas must be clearly delineated, with no possibility of ambiguity
- Mappers, course planners and controllers and the SEA 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 WOC must be restricted to the minimum possible
- Planning TV coverage in the forest has associated confidentiality dangers which must be recognised and guarded against
- All printed maps of WOC 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 commentary (speaker) team and later to the media etc. as well as those for the runners
- A procedure is needed to ensure that course pre-runners have no opportunity to communicate with competitors or team officials after their run

- 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 arena screen at a time when later-starting runners can benefit related to early starters. Quarantine deadline times for individual races 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 competition needs to be agreed between the SEA 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 opportunity to gain equal knowledge beforehand.

Internal Agreements in your Country

Often, the National Federation contracts a local club or a group of clubs to be the practical organiser of the event. In this case, these contracts should also be signed in the early planning phase. Ideally, the national negotiations are held in parallel with the talks with IOF in order to be able to close both agreements at the same time.

The national agreements are not part of the IOF agreement, but the SEA will follow the progress of these.

At this time, you may also enter into agreements with main cooperation partners and make sure you have permissions to use the planned areas and access roads.

Appointing National Controller(s)

The National Federation shall appoint one or more national controllers that will be part of the Event Advising team. The National Controller will spend roughly 300-500 hours of work with a WOC – if several National Controllers are appointed, this will be much less for the individual persons.

General planning

With the agreements and EA team in place, the overall planning for the event should be given full attention.

At this time, the key officials are appointed (or confirmed) – this is further described in 02 Organisation.

Furthermore, the budget is worked on in further detail – this is further described in 03 Finance.

The Event Plan

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

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

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

When developing the event plan, the Event Director must involve a number of other key officials responsible for other chapters. To establish the Event Plan generally means that the first activities of the following chapters are being performed:

- 11 Event Centre
- 12 Accommodation
- 13 Transport
- 16 Arena design
- 21 Terrain
- 22 Maps
- 23 Courses
- 24 Training
- 31 IT

In this Manual document, all these areas are found as chapters below.

Key planning decisions

Some planning decisions have impact on the overall planning across quite a few functional areas. Hence, the key Planning Team should make sure that these decisions are made in consultation with the functional areas in question and then communicated to the stakeholders as soon as decisions are made.

WOC race distribution between arenas

If several races are held from the same arena, this has potential impact on the overall Planning, Terrain selection, Mapping, Course setting, Arena Design and several other areas. Hence, decisions about this should be made at an early stage.

Coordination with public races

It is normal to arrange 4-6 public races in conjunction with WOC, organised and run by a dedicated team of people who have no responsibilities directly with WOC itself. Ideally, public races should not clash in time with WOC events (including Middle Qualification in Forest WOC). It can also help if the public races have a 'best X out of Y' format – that way it doesn't hurt so much if someone misses a day. These races should be held at venues and times which maximise spectator opportunity at the WOC races. Thus, we recommend the use of a WOC area immediately after the WOC race itself is over - or the use of an adjacent area immediately before a WOC race - with the spectator race finish close to the main WOC spectator area. When a public race is held after a WOC race, the public race should start as soon as possible after the end of the WOC race. Public races should also utilise the WOC rest days.

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

Entrants should be given plenty of opportunity to follow in the "footsteps of the world's best orienteers" through appropriate course planning and the use of as much WOC terrain as possible. Using WOC terrain immediately after a WOC race does, however, put a lot of pressure on the public race organisers: during the WOC race, all public race controls and punching equipment are normally completely covered. See below in the section "Timing of WOC related to spectator event".

It is a good idea to hold the prize-giving for the public races immediately after a WOC award ceremony, when this is held in a town centre location, to maximise spectator numbers.

The public races can provide a significant source of income for WOC, 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, and an entry deadline very close to the start of WOC. Some family members may wait to decide if they will come until they know if their relatives will actually take part at WOC or not.

An on-line entry facility with credit card payment must be available. Entry on each day should also be enabled, at least for a small number of courses covering the full range of length and ability.

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

Timing of WOC related to spectator event

If the same terrain is used for both WOC and the spectator event, the terrain must be used for WOC first. This is the only way to keep the new maps secret for the WOC participants.

The ideal situation is to have the spectator race in a neighbouring terrain not used for WOC. This allows for optimal timing of the two races. **If the two competitions share the WOC terrain, the spectator race must start after the WOC race.**

Spectator race participants would like to be WOC spectators, but if they have to wait too long from the end of the WOC race until their own start, experience shows that they may not show up in the arena until close to their own start times.

Hence, in a Forest WOC, it is proposed you consider the following, when planning the timing of the start of the public race:

- Spectator race controls may be placed in their actual position before the WOC race, but covered with black plastic bags. It is then the task of the course planner team to remove the bags, (and "wake up" the punching units, if needed) after the WOC race.
- In the individual Finals, the best WOC runners start last. This means that the forest will be more or less empty of WOC runners as soon as the race has been decided. It is recommended not to have too long distances from the arena to the start of the public race. In this way, the public race can start around 30 minutes after the last WOC runner has finished.
- In the Relay, a calculation can also be made which has the effect that the first spectator race participants may catch up with the slowest WOC runners. In all cases, the participants of the spectator race should have a last control and finish line separate from the WOC runners, so that the commentary can give full attention also to the last finishing WOC athletes. (Furthermore, the WOC and the public race will use a different timing system. Consideration shall be made about when to pack up the WOC timing system so that it doesn't disturb the public race.)

Sharing the arena facilities?

The timing (see above) between spectator race and WOC race decides if the same run-in and finish can be used. If the organisers want the spectator race to overlap more in time than described above, a separate finish setup shall be used for the spectator race.

At JWOC in Norway in 2015 this was solved in a very good way; the JWOC arena was the main arena, whereas the spectator race Sørlandsgaloppen had nice arenas in fields nearby.

General considerations about Deadlines

Long-term planning of a WOC 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 has proven to be the biggest problem of all for a WOC Organiser. Even when a number of members of the organising team have attended the previous WOC and studied its systems and the scale of operation, and WOC Reports have been read and Manuals studied, the amount of work doesn't really sink in until one is in the middle of it oneself. And as stated earlier, the vast majority of the WOC organising team, even many team leaders, will never have experienced an event of this scale.

Deadlines for the publication of Bulletins are set down in the Rules. Therefore, deadlines must be set for finalising the detail and information which must be included in each Bulletin in time for the Event Office to complete the Bulletin content, have the English checked (where appropriate) and with Bulletin 4 also have it printed, published and distributed.

Maps: A print of the first complete edition of all race maps must be available more than **1 year in advance**. This is to enable course planners and controllers and the SEA, as well as the mappers themselves, to work with and update the maps when vegetation is exactly as it can be expected at the time of WOC. Revised versions with changes to the vegetation and other corrections and improvements should be available 10 months before WOC.

Deadlines for the absolutely final versions to be available for the course planners, controller and SEA (excluding unforeseen changes in the terrain) need to be agreed by all parties well in advance. See the EA check-list for maps, found as Additional Material for the Maps chapter.

Courses: These need to be planned and tested by the course planners to produce a **provisional version at least 1 year in advance**. This implies that all major decisions concerning the placement of TV cameras in the terrain and all elements of arena design (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 SEA 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 terrain work, etc.

Start and Finish timing, IT system, processing of punching system, TV team, use of commentary software:

Contracts need to be drawn up and signed with all suppliers of hardware, software or systems to be used. The SEA should be informed about such agreements.

Even if tried and tested hardware and software is to be used, training and experience in a race situation are needed for the team which is to set up and operate it. This should cover all possible eventualities. A race about 3 months before WOC should be used for training, followed by a rehearsal about 2 weeks beforehand (e.g. at pre-WOC selection races). If a professional speaker (commentator) is being employed who knows the software, only the appointed national speaker needs to be involved. See also chapters 32 and 33.

Entries, bookings, accreditation and accommodation: Although WOC's chosen deadlines will be clearly stated in the Bulletins and on the various entry forms, experience shows that very many national teams and individuals either forget or disregard them. It is therefore sensible to ensure the maximum possible flexibility both in internal processing and in working with accommodation venues etc., and to be prepared for a significant workload after the deadline dates.

Entry lists and details of national teams should be scrutinised at deadline times for any obvious omissions, and these nations sent a reminder. This is especially important in the final stages and at WOC (Rules 9.6 – 9.9), and for the regulations on accommodation whereabouts as laid down in the IOF Anti-Doping Rules.

Deadlines for many actions which take place at WOC are set down in the Rules and referred to in other chapters of this Manual.

Overall WOC Milestones

As a consequence of the need for meeting deadlines, the IOF has developed the Event Overview Tool, that contains a set of milestones for the events. A milestone will typically contain a set of deadlines from different functional areas, and it will be the combined task of the Event Director and the SEA team to make sure all the deadlines of each milestone are met.

The National Federation and the EA team will probably require the Event Director to present a progress report from time to time. The Milestones are appropriate times to do this.

Milestone one: Bulletin 1

The time for issuing Bulletin 1 is the first milestone. The main content of this initial phase is about agreeing on the organisers' vision and to have the initial Event Plan dialogue leading towards the Bulletin 1 creation.

This initial phase of the cooperation between the organiser and the SEA team has the additional objective of establishing the initial acquaintance between key organisers and the SEA team. The main deliverables of this phase are the initial versions of the Event Plan and Bulletin 1.

Milestone two: Bulletin 2

The issue of Bulletin 2 requires more information to be ready – so this is also the time to follow up on a number of other milestones in the different functional areas.

During this milestone, the primary task of the area is to verify that deadlines are met and that the required coordination in interfaces has been made. The work with the master plan is the primary task to assure this.

Milestone three: Bulletin 3

The issue of Bulletin 3 requires more information to be ready – and this is also the time to follow up on a number of other milestones in the different functional areas.

Milestone four: Bulletin 4 - and final preparation

The issue of Bulletin 4 requires that all detailed information is ready – and we are now very close to the competition. It is time for review of all plans to make sure everyone is ready for the event.

Milestone five: The competition day(s)

All the plans for the different areas are executed during the competition days. The event management team has very little chance to change anything at this stage and hence – in this period, not a lot of overall WOC project milestones are found.

Milestone six: The final report

Delivery of the final report, finalising the accounts, etc.

Proposed planning tools

Each WOC organiser will establish their own tools for conducting planning and execution of the tasks of the event. In this section below, ideas for central planning documents are found.

Event Design

The Event Design is a detailed version of the Event Plan that may also form the basis of Bulletins 3 and 4.

The Event Design is proposed as a tool for the Technical Event Director and Event Director for planning and coordination between the technical function-leaders of the event – who should all understand that this is confidential information. Furthermore, the Event Design is a useful tool to serve as a basis for coordination with the EA team.

The Event Design contains a series of drawings and tables showing all the logistical elements that the athletes will meet during the event. The Event Design is developed into more and more detail over time, and feedback is received from the various function leaders. This leads to new versions of the document, that are shared in the common file-share solution for the key staff of the organisation.

Each functional team leader will have more detailed plans about how to implement their particular tasks. This is not intended to be part of this Event Design.

Master plan

Where the Event Plan primarily serves as an agreement document between organisers and the IOF, the Event Director will probably need to establish one or more master plans that will contain a long sequence of actions that need to be performed by certain deadlines. The Master Plan links the organisation to the tasks and deadlines, and will be the tool for the Event Director to make sure that these deadlines and milestones are met. An example of a Master Plan is found in the Additional Materials section of the EOT.

02 Organisation

This Organisation document is intended to be the tool for the people who are responsible for the activities related to organising the staff, building organisational charts, chain of command, volunteer management, internal meeting structure and document structure. The cooperation with the EA team is also mentioned here. Internal newsletters and communication with volunteers is part of this Organisation area, since the area "04 Communication" handles relations to participants and team officials.

Application organisation

At the application stage, the national Federation will set up a suitable internal process for deciding on the organising group or clubs, the Event Centre venue and the terrain that will be put forward. A Bid Director will be appointed, together with a Steering Group which will prepare the application.

Overall WOC organisation

If the application is successful, the above-mentioned Steering Group may well form the core of the Organising Committee which will then be set up as the peak of a pyramidal organisational structure covering all aspects of the event.

Some WOCs 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 that are proving difficult to overcome, e.g. a tricky land permission.

The Organising Committee will consist of the leaders of all the main organisation sections and representatives of the clubs involved. It will make all the key decisions about how WOC will be planned and carried out. 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.**

Building the organisation

Different countries have different traditions for building organisations and in some organisations, the key persons will have certain skills defining what areas they should cover.

It is, however, strongly recommended that the Event Organisation is built up in such a way that it is clearly defined who has the responsibilities for each of the Functional Areas defined in the Event Overview Tool introduction document. One person can be responsible for more than one area, but it's not preferable. Some areas can be shared between more than one person, but in the latter case, the responsibility-sharing should be clearly described with reference to the contents of the Functional Area description document. There can be an opportunity here to develop knowledge and experience among young people in the organisation.

When defining the overall organisation hierarchy, different approaches exist. A relatively tall pyramid with few references to the Event Director is one possibility, whereas a more

flat organisation with more references will be preferred by others. The Event Overview Tool introduction document shows an example of how the functional areas can be grouped and hence form a possible skeleton for an organisational structure.

Regardless of the choice, at any one time the chain of command and decision authority should be clear and well defined.

Probably the organisation will start out with a relatively small number of people – and then the organisation will be extended over time as the event approaches and more tasks need to be planned and executed.

Clarifying the job

When a Function Leader has been appointed, it is important that she or he understands the task. The first step is to read through the Functional Area chapter of this Manual and the accompanying rules, and discuss its content with the Event Director or another coordination person appointed by him or her.

Next step is to study previous WOC documents in IOF Eventor, and if possible visit a preceding WOC in order to study how similar work is handled at that event.

Of course, an experienced organiser will know a lot about how to do the job from this person's previous experience, but the important thing is to understand where an international high level event like WOC differs from the national way of doing things. We want the competition to be fair to competitors from all over the world. This is why we want a lot of things to be done in certain ways in every WOC, in order to reduce the potential advantage of being on home ground.

Clear contact point in WOC organisation

There will often be public races in parallel with WOC, in order to attract spectators and thereby strengthen the economy. This is a good thing, and the coordination between the two is described in the Planning chapter.

If the organisation for the two events is to some extent shared, then it is important that the WOC part has its own overall responsible person (WOC Event Director) who has the power to make decisions about all aspects related to the WOC part of the event. At all times during the planning of the event, this person should be available as the contact point for the SEA.

A well-defined second in command must also be appointed for the event, should the overall responsible person not be available due to illness or other priorities.

During the event week, it should at all times be clear whom the SEA and Team officials can contact in order to have urgent matters resolved. This contact person must be able to make decisions or have unlimited access to decision-makers. A secretariat is a

possible solution for this, as long as the WOC secretariat is visible and accessible in the arenas during the events, and in the Event Centre at other times.

Volunteer allocation

Once the key team leaders are in place, it is time to allocate volunteers. To lead this work, a recruitment officer or recruitment committee is likely to be formed. If several clubs are organising an event together, probably this committee will have at least one member from each of the clubs.

As WOC approaches, it is the task of the recruitment committee to collect the personnel numbers for the various tasks and to run a crew recruitment process if needed, where all crew members are registered with contact information such as telephone numbers and e-mail addresses. Furthermore, it is the responsibility of the committee to make sure that all tasks are covered.

The traditions in various parts of the world for volunteer allocation are very different.

In Scandinavia, the vast majority of volunteers will be recruited from the orienteering clubs. Maybe some relatives or friends will come from other clubs outside the organising clubs. But there is only a little tradition for using volunteers with no relation to members of the organising clubs.

In many other countries, the use of volunteers from many countries who express their interest to help through a volunteer portal, or simply by writing to a volunteer e-mail address, is much more common. In this case you get a dedicated and in many cases also very skilled workforce for free, and you put less pressure on the organising clubs. However, it is quite a challenging job to maintain contact with these volunteers and arrange accommodation and catering for them.

In yet other countries, the organisation is not based on orienteering clubs but existing organisational structures in e.g. the armed forces or the university world. The primary purpose of this section is to tell that this task can be handled in many different ways. However maybe this section will be the most important for the event in the long term, so it's important to take this part seriously.

Volunteer management

Once the volunteers have been allocated, it is important to keep them excited about the event. It is of the utmost importance that each individual knows what he or she is expected to do, and when the next information will be given and by whom. Unfortunately, it is too often seen that the Recruitment team have received acceptance from a volunteer, but due to lack of coordination, the team member gets no further information and eventually makes other arrangements for his or her holiday. *It is the responsibility of the Recruitment team to follow up to make sure that contact is made by the team leaders to their crew.*

A good team spirit amongst officials can be built up if they are kept well informed and involved in the build-up to WOC, and in connection with their work on race days have access to crew food and drink. WOC 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.

Officials should be made to feel that they are a part of the organisation! This can be aided by regular e-mail letters from the Recruitment team, pre-WOC meetings, social activities and so on. WOC is such a big affair that most officials will have no inkling of the scale of the event; the more prepared they are for this, the better.

The overall task of the Recruitment Committee is to make sure that the right number of people with the right skills are allocated to the correct Functional Areas. It is then the responsibility of the functional area team leader to make sure the volunteers are properly informed and trained to do their job. It's also important that there are enough volunteers for each job as it progresses.

Volunteer training

Once the volunteers have been allocated and informed, it is important that they understand their task. A training programme should be set up. With more technical functions like IT, participation in the organisation of other pre-events is recommended.

Volunteer communication

Easy means of communication between officials during WOC is essential – usually best by mobile phone.

Use of social media like Facebook and WhatsApp, and cooperation tools like Asana, Box.com, Slack, etc. should also be considered for internal communication.

During the race days, it is important that key persons can be quickly contacted. It should be part of the contingency planning (*53 Medical Safety and Risk*) to ensure this, but it is the task of the Organisation area to make sure that contact information is available to everyone who needs it. This can be in the form of printed and laminated lists or some kind of electronic data access.

03 Finance

This Finance chapter is about handling financial matters: making sure budgets are made, payments are collected, budgets are followed up and the economy is healthy. The person responsible for finance is the person who has the final word about cost-related activities.

It will be necessary at an early stage to appoint a competent and experienced **Finance Officer** who will keep both the budget and actual income and expenditure under regular

review. Once the preparation for WOC is under way, budget itemisation should become ever more detailed, and specific people responsible for the different budget areas should be identified.

The Organising Committee will require an updated budget and income/expenditure statement at regular intervals, and it is likely that the National Federation will require financial progress reports from time to time. In particular, an overview of the overall financial status of the event should be undertaken at frequent intervals during the year up to 2 weeks before the event, to check how income and expenditure items are meeting planned targets and to flag up areas where fresh decisions may be needed because of actual or expected deviations from the budget.

To a greater extent than for most events, arrangements will be needed to transfer funds (grants or loans from the National Federation and other bodies) into the WOC bank accounts to enable work to proceed and bills to be paid long before any significant level of income from WOC and public race competitors is received. It is likely that there will be significant early expenditure in areas such as production of base-map material, mapping costs and training map prints, and administration costs.

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

Overall budget considerations

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 WOC coupled with the high standards expected, costs will usually be high in areas such as arena materials and equipment, TV, IT infrastructure, maps, office and travel and administrative costs for WOC 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 WOC, the applicant will need to decide what level of facilities, professional support etc. can be afforded, and an outline budget is 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 can be sought.

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

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

Draft budget

As mentioned above, costs and income opportunities vary significantly between countries. This will impact the budget. Typically, the organiser will vary the entry fee for the teams and the quality level of the arena production depending on the possibilities of attracting participants for the spectator races and getting income from local municipalities and sponsors.

Finance administration and payment

Electronic systems will be used for administering the budget and the accounts, income and payments. IOF Eventor is used for recording the entry fees and accommodation and board for teams and all other accredited personnel. Eventor can also be used for booking services such as a transport package and party tickets. It is not designed for being a web-shop for merchandise such as clothing or mementoes.

At the appropriate times, the Organiser sends invoices to each national federation covering entries made and services booked in Eventor, giving bank details and online or alternative payment options. A clear statement is needed that entries will not be valid until the fees plus any relevant bank charge fee have been paid. 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.

Public races should use an on-line entry system incorporating on-line payment by debit or credit card.

Entry fees and service fees

The costs of organising an event are the responsibility of the Organiser. To cover the costs of the competitions, the Organiser charges an entry fee. This fee shall be kept as low as possible and shall be approved by the SEA. For WOC, as an alternative to the total fee for the whole event, the Organiser must offer competitors the option of an accreditation fee plus a fee for each competition entered. The entry fee is not a means for the Organiser to recoup costs of the hosting of WOC. The Organisers have to recover costs through other means such as the hosting of public events and sponsorships.

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.

There will be big differences between what Federations are willing and/or able to pay for accommodation and catering. The "rich" ones will ask for good hotels, the "poor" ones will want cheap dormitory-style accommodation with self-catering facilities. Rules 7.8 refers to "good standard accommodation and food at a very low price".

This means e.g. accommodation in student homes with 2-4 persons per room. Toilets and showers must be available, but could be shared between several rooms. If very high or low outdoor temperatures may be expected, the organisers must make clear how this is dealt with in the proposed accommodation. For food/catering, this means e.g. access to a canteen where participants serve themselves with the food of their choice. As a rule of thumb, there should be the following accommodation levels offered:

Level "A" = business hotel, 80-100 € / twin room / night (2 persons).

Level "B" = hostel or budget hotel, 60-70 € / twin room / night (2 persons)

Level "C" = maximum of 25 € / person / night. This should not include breakfast, but a possibility to cook for themselves.

The organiser may collect payment for participation either as a combined fee for accommodation and entry fee or separately. If a combined fee is collected, it must be clear to the participating nations that the chosen accommodation meets the demands mentioned above. If the accommodation fee is collected separately, the organisers should be prepared for a situation where the teams may look for cheaper accommodation on their own. In other words: The organiser should make sure that the prices for the accommodation are competitive with other accommodation options in the area.

Finalising the accounts

For all organisers, it is of importance to know what the financial result of the event was.

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

Numbers of participants

WOC 2017 and WOC 2018 were typical WOCs whereas WOC2019 was the first "Forest WOC" and they attracted the following number of participants and team officials:

	Women	Men	Team officials	Countries
2017 numbers	156	197	81	49
2018 numbers	152	189	77	49
2019 numbers	133	165	77	48

Participants from approx. 45-50 countries can be expected.

04 Communication

This Communication section is about bulletins, web pages, social media, team officials meetings and other communication to and with the teams. By definition, Marketing is about attracting spectators, whereas Communication is about informing and communicating with the team members and officials.

The website

The WOC website is nowadays by far the most important (and the official) medium for publicising and giving information about the event – in advance (various stages of detail), during the event and for a few years afterwards.

Studying the websites of previous WOCs and other international orienteering events can provide inspiration for the design and scope of the website. The websites from high level events from 2015 and onwards are available via [IOF Eventor](#).

It is expected that an event website designed to professional standards, with quick and reliable access to all functions and files, will be created no later than 2 months after the

WOC application has been approved. It shall provide the dates, the outline programme and a list and area plan of embargoed areas, with the boundaries of each area clearly delineated (usually on larger-scale individual plans). The website should also incorporate RSS feeds which enable subscribers to receive updates when they are made. An e-mail address for further information should be included.

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

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

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

All official output from WOC (Bulletins etc.) shall be downloadable from the website. The newest versions of old orienteering maps of the competition areas need to be easily accessible and downloadable. As much additional information as possible about WOC and the associated public races (be careful not to publish sensitive WOC information in giving details of public races), transport to the venue, and visitor accommodation and attractions should appear on the website whenever they become available. There are several good websites from previous WOCs and elsewhere that can be examined as sources of inspiration.

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.

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

A password-protected part of the website can be created for administrative use and access at different levels by WOC 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.

There should be a clear link to detailed information about public races, which will have an independent online entry facility. It needs to be easy to understand and use for foreigners.

The web site during the competition week

When the competition week is on, a very exact set of information is required. Arena locations, start lists, links to live results and official result lists are the most important, together with maps with courses once a race is over. The web page should have a „tab" for each day so that the above information can always be found in exactly the same spot as soon as it becomes available. The example below from [WOC in Latvia](#) shows how this can be done.

The organiser should also be aware that not all spectators participate in the public events. Hence some guidance about how spectators can find the arena and where parking is possible should be available – maybe from a dedicated ‘spectators’ entry on the home page of the web site. **It should be the ambition of all WOC organisers that spectators can find all relevant information on the web site without having to study Bulletin 4.**



The website LIVE – see 32 Arena Production chapter.

The web site after the event

The website should be kept live for some time after WOC, so that items reflecting on the action can be posted, and in due course also the WOC 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.

Social media (SoMe)

The organiser should have a SoMe team that updates social media from some months before the event and until it is all over. The organiser should develop a strategy for what SoMe to use and how to execute the strategy, at least six months before the event.

Bulletins – Rule 8

IOF Competition Rule 8 is very precise about what information is required to be presented in each of the four 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 information should be laid out in an attractive way and the Bulletins' pages and cover should have a design style worthy of a World Championship information brochure. **The Bulletins need to be written in good English**; if this is a problem for an Organiser, help can be provided from within IOF.

The templates provided at the website of the Event Overview Toll shall be used. Further inspiration can be found in Bulletins from previous WOCs – these bulletins are available in IOF Eventor - where previous results and start lists from 2015 onwards can also be found.

The SEA must check and approve the content of each Bulletin before it is published. Bulletins must always be sent to the IOF Office before publication. Note that the EA team must be listed under a separate heading and not as part of the organising team. Acronyms used in Bulletins shall only be those published in the official list on the IOF website at [Glossary-of-acronyms1.pdf](#).

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

The Bulletins are published as .pdf files on IOF Eventor and linked at the event website. Printed versions of Bulletin 4 are handed to team representatives (one copy for all athletes and all team officials), IOF officials, guests and media personnel when they register on arrival at the Event Centre. A well-written and informative Bulletin 4 will save a lot of time at the Team Officials Meetings.

Bulletin plan

It is recommended that a template plan is created for all four bulletins. A layout should be designed that is used in all bulletins. This is further covered in the section

"34 Marketing". The Bulletin Plan is a big table with all bulletin headlines in the rows and the four bulletins in the columns. Making this plan from the start will ease the work later on.

Bulletin 1 and Bulletin 2

The required content of these bulletins is described in Rules 8.3 and 8.4.

Bulletin 3

Bulletin 3 is to be published three months before the event. Since this bulletin contains detailed information about the event, planning its content should start at least three months earlier. The required content of the Bulletin is described in Rule 8.5. For the different target groups separated «bulletins» shall be published:

Teams → Bulletin 3

IOF Officials & Guest → Invitation

Media → Invitation

Spectators → Event program table

Bulletin 4

The detailed planning of Bulletin 4 should start no later than the time of issue of Bulletin 3. Usually, organisers are surprised by how many details need to be in Bulletin 4 – and how long it can take to finalise these. Clear deadlines need to be set for the draft and final versions of each set of details; to allow for resolution of any awkward issues, these deadlines need to be well before the period allowed for final editing of the bulletin and its approval by the SEA. The required content of the Bulletin is described in Rule 8.6.

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 Officials Meeting.**

For the different target groups separated «bulletins» shall be published:

Teams → Bulletin 4

IOF Officials & Guest → Information

Media → Information

Spectators → Updated and more detailed event program table

Changes to information in bulletins

It is necessary to ensure that new information published on the event website does not contradict the information given in the latest published bulletin. Where a change to the published details is necessary in the periods of publication of Bulletins 1, 2 and 3, the new information must be incorporated in a new version of the bulletin. This must be published on IOF Eventor as a replacement for the previous version, and be downloadable also from the event website, at exactly the same time as attention is drawn to the changes through a news item and changes to relevant sections of detail on the website.

Any late changes to Bulletin 4 must be presented at Team Officials Meetings – see below.

Team Officials Meetings – Rule 13

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

All relevant race material – start lists, bus schedules etc. – shall be distributed prior to the start of the meeting.

The meetings shall be attended by at least 2 knowledgeable representatives of the Organisers, the SEA and the Competition ASEA and the National Controller, representatives of the WOC jury and a representative from each team. The Chair of the meeting should be a key member of the Organising team with a good command of English; the SEA's role is to supervise and help where necessary. Other people may attend but may not take part in the meetings, which are always conducted in English throughout, with interpretation if necessary.

The agenda usually contains as a minimum the following items:

- Verification that all teams are represented
- Arrangements for transmitting information to any team not represented
- Presentation of the Organisers and other members of the 'platform party'
- Presentation (using a laptop linked to a screen display – as slides, e.g. in PowerPoint) of latest information given to teams (in writing) with any useful extra explanations etc. To keep the meeting brief, only extra information that is not in Bulletin 4 should be presented.
- Unforeseen urgent information given by the Organisers verbally - and on slides
- Questions and answers: Team Officials should be asked to submit questions in advance wherever possible. All questions should be repeated from the platform

and the questions and answers keyed in on slides, to ensure clarity of understanding.

A well-organised Team Officials Meeting lasts no more than about 30 minutes – 10 minutes of presentations and 20 minutes of questions. Answers to questions should be brief and to the point. Many of the questions may be about transport (distances, time taken, schedules), as there is always some nervousness about the nature of the journey and whether transport provision will actually function as planned. Here are some typical questions that might pop up at meetings:

- 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?
- May private cars be used, as we need to leave immediately after the race and must take all our bags with us?
- How far is it to the pre-start, finish area etc?
- How far must we walk from the drop-off point to the start/finish area?
- Can coaches stand at spectator controls?
- Can we use mobile phones in the start/finish area?
- Can competitors who are waiting to start talk to finishers?
- Can runners who have already finished go to the start area?
- Can we take the maps given to us in the information package to the finish area?
- Are cultivated areas that are not crossable specially marked as such on the map?
- How large are boulders in order for them to appear on the map? How large are cliffs?
- Are there any out-of-bounds or restricted areas marked on the map? Are these also marked in the terrain?
- Will media equipment and TV equipment be encountered along parts of the course?
- Will participants in the public races be in the terrain during the event?
- What is the weather forecast?
- How is the quarantine set up?

Organisers are advised to consider whether the answers to any of these questions should be made available in Bulletin 4. It is worth emphasising that previous maps of the competition area must not be used in the arena before and during the race.

Those responding must be clear beforehand, from consultation with the SEA, Competition ASEA and National Controller, what information may be released. Other questions may be designed to elicit extra information about the terrain, control features 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 needs to consult the SEA first.**

The questions are ways for Team Officials to elicit as much information from the Organisers as possible. On occasion it will sound as if some teams are relatively new to the sport, which can in fact be quite possible. These individuals should be treated with respect and given clear answers. Teams that have experienced difficulties in travel, arrangements or accommodation will use the meeting as an opportunity to vent their frustrations. These individuals also need clear answers and their potentially difficult attitudes should be ignored. If particular teams have problems which need solution, a separate meeting with these teams should be held afterwards.

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

As some of the Team Officials don't speak proper English, it is *required* to upload the presentation slides from the Team Officials Meeting, along with answers to questions asked at the meeting, to IOF Eventor as soon as possible – within 30 minutes after the meeting. This way, most of the information is directly available also for the competitors, if necessary. It also opens the option of using online translation tools if needed.

05 Administration

This Administration chapter is about handling administrative activities: all activities related to participant entry management, Q & A, e-mail and telephone enquiries, generation of start lists, hand-out of all written material (apart from maps at the start, of course...) to participants, team officials and spectators. Administration borders on IT, as Administration uses the systems provided by IT.

The tasks of the Event Office are central to this area. The area should not be confused with the Event Centre, that handles the facilities that among others the Event Office is using, but some overlap will be found between the two areas.

Tasks before entries are due

About 1½ - 2 years before the event, the first questions about training will start to appear. At this time the general mailbox info@WOC20xx.zz should be operational and someone from the administration area should be ready to answer. Later, a lot of other types of enquiries will arrive in the mailbox.

The administration team answering questions and the communication team updating web pages and bulletins should work closely together, so that the website is updated promptly where necessary and the answers to frequently asked questions are put on the website as early as possible.

Entry management

Entries and registration – Rule 9

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

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

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

Rule 7.4 covers late entries and changes.

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

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

1. Registration – identification of those present
2. Financial settlement. Teams that have not fully paid should be directed to a designated official, to avoid hold-ups for other teams. Experience is that it is here that the problems usually come up – so it is useful to have a „red exit,, that handles teams with financial issues, in order to make the process faster for the teams that are OK.
3. Accreditation – meaning handing out ID cards and other material

All financial matters must be settled at station 2 before the team moves on to station 3. The designated official handling payments needs to have detailed information of the payments that have been received and what is still owed.

Problems have arisen with teams arriving at WOC unaware that their fees are unpaid or incompletely paid. These are usually the smallest and least organised teams, often with athletes who are paying their own way to attend. Some teams have also tried to negotiate a reduction in the fee when the number of team members was less than that stated in their preliminary entry. Some of these issues can take time to resolve and in individual cases some flexibility may be necessary.

IOF delegates (Council and Commission members, delegates to Congress, etc.) and IOF Office staff and IOF Guests enter through IOF Eventor as "IOF Family". Media representatives also enter through Eventor. In the [Help and Support](#) section is an IOF Guide to the entry categories and related services.

Creating IOF ID's

New IOF IDs are no longer created by submitting a request to the IOF, but only by creating a user account in IOF Eventor.

Entry using IOF Eventor

It is mandatory to have entry to WOC through IOF Eventor. National teams are entered by a person holding National Team Manager role in the respective national federation. More info regarding the entry process can also be found in the National Team Manager Guide available [here](#).

If the Team Manager needs help with any aspect of entries before travel to WOC, they should contact the Event Office using contact details given in the latest bulletin.

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

As WOC Organiser you will be able to:

- publish bulletins, embargoed areas etc.

- edit the contact details for your event
- take entries
- take accommodation & services bookings
- export participant lists
- import start lists and result lists

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

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

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

The Organiser's guide to IOF Eventor can be downloaded from the [Help and Support](#) section at IOF Eventor.

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

Display of preliminary entries on the event website

After preliminary entries have closed, a list of the countries entered and the numbers of male and female competitors and officials from each country should be posted on the website. Information about national team selections should be posted when available.

Personal Data Policy - GDPR

As of May 2018, the European Commission has agreed upon a set of requirements for the protection of personal data. A WOC organiser should be aware that these rules exist. Since entry for a WOC is done through IOF Eventor, it is the responsibility of IOF Office that the data in IOF Eventor is handled according to these rules, but to the extent that personal data is handled by the organiser, it is the organisers responsibility to comply with the rules. When required, more detailed recommendations will be made about this area.

Tasks between entry and arrival

The secretarial side of a WOC is hugely time-consuming. This work-load and its follow-up in the WOC Event Office has 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 guests. At the peak of activity, the Event Office may well have to respond to up to 100 e-mails per day.

Therefore, 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.

Experience has shown that the organisation of public races, including entry processing and other secretarial tasks, is best handled by an entirely separate team and not integrated with WOC. However, as described in the Planning chapter, it is important that the two teams have a strong coordination between them.

The Event Office

The Event Office has its physical location in the Event Centre (EC), where teams do their registration and pick up their materials and where personal inquiries can be made.

It is essential that the Event Office opens at least three days before the first WOC race. The EC should have generous opening hours to provide as good a service as possible.

Make sure the Event Office is open for some time before and after the Team Officials Meeting.

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 also needs 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.

Accreditation includes the issue of participants' WOC accreditation badges (WOC ID-cards, prepared in advance). It is desirable to have a facility for creating ID-cards on site, in case of error or omission.

The team bags are issued at the Event Office on accreditation. Accreditation shall be done by the Team Manager and all the bags per team (containing Bulletin 4, Model Event maps, arena parking tickets and other promotional material) will be delivered at once, i.e. team members shall not collect their own bags. The Team Manager must show the passports (valid passport or EU ID-card) for all team members, as part of the accreditation process. Accreditation shall not be completed until all payments have been made, both any made through Eventor and those direct to the event organisers.

The Event Office also acts as a general information bureau about WOC. 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 noticeboard for individual notices and messages is also a useful facility.

The Event Office 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.

Accreditation and rights

The purpose of using accreditation badges (ID-cards) is to identify people and their roles at WOC and allow them appropriate access. Accreditation is not an external sign of status but is a necessary working tool to manage people participating in WOC, facilitating their movement.

Accreditation

- ensures that only the appropriately qualified and eligible people are entitled to participate in or perform official functions at WOC

- limits participants' access to those areas necessary to perform their official functions, and keeps unauthorised people out of secure zones
- ensures that participants reach relevant areas in a timely manner

In corporation with the IOF Office, the organiser must define a concept for designing, producing, delivering and checking badges for athletes, team officials, organisers, IOF Officials & Guests, media representatives etc.

The right to an ID-card is granted by the IOF, through the Event Organiser.

Accreditation and rights decided by the IOF, obligatory. A general accreditation model for all functions at a WOC, required. This includes access restrictions, identification etc. for all participants in a WOC, including athletes, organisers, media, VIP's, IOF Officials & Guests, IOF Family, anti-doping officials, etc.

Tasks during the competition days

Starting order, start list – Rule 12

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 by the SEA. 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 (e.g. 10:34). The practice of replacing the country abbreviation by an image of the national flag is **not** recommended.

Once a start list has been created, checked and approved, prompt availability is much appreciated by Team Officials. Start lists need to be published on the website and made available without charge in paper form for media representatives and IOF Officials & Guests, and for spectators (a small charge can be made).

Organisers of Forest WOCs should note that there have in the past been problems with the preparation of the Middle Qualification start lists. It is strongly advised to all organisers to use either the Excel sheet prepared by IOF Rules Commission Chairman David Rosen downloadable from [this list](#), or the draw tool by [Rudy Rooman](#) which works as well for Knock-Out Sprint. **As for all IT solutions, this software must also be tried out in the months before the competition**, and the SEA should also be familiar with how it works.

Tasks in the arena

The Administration team is expected to organise the Event Office for WOC teams, as well as for spectators who seek information about the WOC races. The Event Office may be separated into two parts, as it is often preferred to have the team Event Office placed in the team area. Team Managers that need help with competition entries during the event get the help at the Event Office in the Event Centre or in the arenas.

Event Office at the arena for WOC teams

Team Officials and members should have one point of contact for enquiries and possible complaints. Ideally this is placed in the team area, but a prominent place close to the Finish is also a possibility in order to ease communication with the time-keeping staff.

Start lists, results and maps for spectators

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

As soon as the quarantine is closed, maps with the WOC courses should be available for sale in the arena. It should be made clear to spectators that this possibility exists.

11 Event Centre

This Event Centre chapter is about acquiring, designing and having landlord services performed for the Event Centre. It borders on 05 Administration that handles most of the activities in the Event Centre and 04 Communication that handles the Team Officials Meetings.

The Event Centre (EC) is the face of the WOC event and the location of the Event Office, which is the main interface between participants and organisers. This is where national teams, media, IOF representatives and delegates, and IOF Officials & Guests communicate with the organiser, both in order to receive and give information. The role of the Office is described in the 05 Administration chapter.

The precise location of the EC should be clearly described on the WOC website and in the relevant bulletins. In order to avoid mistakes and any confusion, the EC should be very clearly and distinctively signposted with WOC signs.

It is important that the WOC public races do not share an Event Centre with WOC. They should have well-separated locations.

It is advised to have a cafeteria in the Event Centre with opening hours in line with those of the Event Office.

Event Centre - for the teams

The opening hours for the Event Centre should be clearly stated in Bulletin 3.

It is recommended that the location of the Team Officials' Meetings is as close as possible to the Event Office and information desk, preferably in the same building. It should be a hall able to seat up to 100 people, fully equipped with electronic display equipment.

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

It is important that a set of meeting rooms are available, with a booking (and payment) system administered by the Event Office. These will be used by various Organiser groups and the Senior Event Adviser and individual teams.

These days, charging facilities for electronics devices will be highly appreciated, especially if the most used power plugs are supported.

A „Lost and found,, booth might also be a nice service. Not all teams are equally well organised.

A facility for showing films and videos, e.g. the big-screen output from earlier in the day, to sizeable audiences is also desirable.

Decent internet access in the Event Centre is essential. It is likely that the event webmaster will be based here. A free WiFi facility should also be available – often the bandwidth at the accommodation sites makes it impossible for the team officials to carry out their work there.

Event Centre – for IOF Officials & Guests

All IOF Officials & Guests (in the past called IOF Family and VIPs) must collect their accreditation ID card at the Event Centre. They must attend in person and show some form of photo ID. The Organiser provides an accreditation package (parking permit, general information about WOC, travel maps to competition arenas, access to the IOF Family area in the competition arenas).

Event Centre - IOF meetings and conferences

The Event Centre is a good location for the IOF General Assembly, pre-Assembly meeting and IOF Presidents Conference. A sizeable conference room is needed to house these meetings. Meeting rooms are also needed for IOF Council and Commissions, Regional working groups, various seminars, Organiser groups and the Senior Event Advisor, Athletes' Commissions and some others. At least 4-5 rooms should be available for these activities.

Event Centre - for spectators

It is strongly recommended that the information desk for the WOC public races is set up in a separate building, or at least with separate access, from the WOC information counter. And that the signs clearly show, that the Event Centre is for teams only – probably with a clear set of information added about where participants in public races and spectators should go with their requests.

Event Centre - for media

The Media room at the Event Centre should provide free WIFI, workplaces and electricity.

A Media Package will be given out upon arrival at the Event Office. The Media Package contains Bulletin 4, essential information for media and accreditation materials.

Event Centre – as working place for organisers and IOF Officials

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

Apart from what is mentioned above, a meeting room where organisers and EA team can work without being disturbed is also important. This could be the same room as mentioned above – or another room.

In some cases, it will also be appropriate for the Event Centre to be used to store and sort forest and arena equipment, signposts etc. and as the base for the Organiser's race computer systems. A room with very limited access must be used for sensitive information such as competition maps.

12 Accommodation and Catering

All participants in a WOC should have good quality options for accommodation and catering services during the event period. This counts for national teams, media, IOF Officials & Guests. The requirements range from top quality hotel to low budget accommodation and it is essential to offer the full scale of options.

Dealing with accommodation requirements can be a time- and energy-consuming business, and Organisers are advised to appoint a dedicated Accommodation Officer as a key member of the organising team. The task – from either the organisers' or the participants' side – should not be delegated to an official Tourist Office; experience has shown that these do not adequately appreciate the special needs of top-level athletes. If an organiser does choose to engage an agent outside the organisation for these services, it is very important that the organiser ensures that the agent knows what requirements and needs are connected with elite level orienteers in terms of sanitary facilities, specific times for meals, special diets etc.

The SEA must go through and approve the organisers' plan for accommodation and catering.

Time scales

Many national teams book their accommodation at least one year ahead of WOC, in order to make sure that the facilities fulfil their demands, mostly testing it in connection with training camps and pre-WOC. Thus, it is very important that access to various accommodation options is ready long before the WOC, preferably at least one year before. The alternatives should be clearly stated in Bulletin 2.

It is important to make all hotels aware that the final number of guests will be known only very shortly before WOC.

Assistance

When the accommodation or catering alternatives offered prove not to fit in with the national teams' wishes or economic status, experience shows that the teams make their own arrangements. This could cause problems for the organiser with transport, and it is essential that the organiser puts efforts into helping the teams; this is very important for the smaller nations. ,

Catering

The organiser is obliged to offer a meal at the arena for all competitors after the race. It must be served separately from the public catering facilities and the crew food facilities, in an area without public access.

13 Transport

The organiser should offer transport for WOC participants from the nearest airport and/or railway station, and also from the Event Centre to and from the events. This transport should be booked well in advance by the teams, and can be appropriately charged for. Transport should also be offered for senior IOF officials – the IOF Office will contact you in such cases.

The organiser should also, when needed, have transport to quarantine areas and from quarantine to the starts. When transport to the starts is arranged, it is mandatory for teams to use it. This transport should also include taking team officials and athletes' bags from the pre-start to the arena.

It must be clearly stated in the bulletins which transport is free for the teams and which organiser's transport is mandatory.

Locations, distances and travel times must be very clearly defined and stated in the bulletins and on the WOC website. Stating longer travel times is always better for safety reasons (accidents on the road, traffic jams, spectators travelling to the WOC arena, etc.) Maps, travel instructions and GPS coordinates must be accurate, and the website information and relevant bulletins should be updated immediately if/when changes occur.

When the organiser arranges transport for athletes and team officials, there must be a very clear timetable, including travel time, for each competition day. The organisers need

to ensure that these journeys follow the rules referring to time before start (Rule 22.3), etc. There need to be alternative routes if the intended route is blocked, and each vehicle should have an organiser's representative on board, equipped with mobile phone or communication radio. The organiser should have routines for handling delays to quarantine or start times. Be aware that coaches will also use the same bus as the competitors to the pre-start area. After the last start, coaches need to be transported back to the arena.

An example of handling a delay: in the Long Distance competition during WOC 2015 in Scotland, one of the transport minibuses going from the pre-start area back to the quarantine (without any passengers) partially slipped down from the road and got stuck. As the way to the pre-start was a single lane forest road, buses going up could not pass. As a result, the start was halted for 45 minutes in the middle of the proceedings and got back to normal once the road was cleared and the competitors had their 30 minutes to prepare.

All transport mentioned in this chapter must be tested and checked under conditions as close to the WOC situation as possible. Alternative routes and delay routines must be tested and well-known by the organisers working with transport.

Transport is essential for the teams, and failures can cause great difficulties. All decisions concerning transport should be approved by the SEA, and it is vital that the SEA takes part in the planning at an early stage.

14 Quarantine zones and start

Quarantine Zones

To ensure fairness it is required to have a quarantine zone, to which competitors and coaches must report before a stated deadline. The quarantine zone is usually placed close to the pre-start, but local circumstances decide where to have it situated. If start and finish are close together, the quarantine could also be situated at the finish.

The quarantine zone contains a check-in point at the entrance, toilets, tents for competitors and tents for personal belongings to be transported to the arena, or equivalent indoor facilities. Six toilets are the minimum number. Teams may put up their own tents.

A part of the quarantine zone must be provided for warm-up. If the quarantine is close to the pre-start, the warm-up area could be included in the pre-start area. If possible, a map of the warm-up area should be provided. The limits of the warm-up area need to be clearly shown by tapes and tags.

All competitors and coaches must report to the check-in point before the deadline. Up to the deadline it is allowed to leave and then re-enter the quarantine zone by the check-in point. A competitor who fails to enter the quarantine zone before the deadline time will not be allowed to start in the race. If the organiser provides transport to the quarantine zone, the time schedules must ensure that all competitors and coaches arrive well before the deadline time limit.

Any use of mobile phones, computers or other communication devices inside the quarantine zone is strictly prohibited. It is not allowed to bring maps of the competition area into the quarantine zone. Runners and competitors are not allowed to visit the finish arena before entering the quarantine zone, unless it is clearly stated that it is allowed.

Quarantine zone routines, check-in times and transport schedules should be agreed with the SEA before publication. The quarantine staff should have clear instructions for their tasks, and have ways to communicate with the pre-start and the SEA (or Event Director) if anything happens that could affect the race.

Start

The start arrangements for individual races (from pre-start to start line), including the call-up times (number of minutes before start) and how they are displayed, the number of boxes and the range of lengths of the boxes, the points at which control descriptions are issued and electronic punching devices checked, should be fully described and drawn in schematics form in Bulletin 4. The nature of the start line (e.g. push-open start gate) used in each individual race, the positioning of the competitors map and the marking to the start point should also be described in Bulletin 4. All kinds of start procedures used in the competitions should be demonstrated and available for practise at the Technical Model Event.

The start crew must be well trained in handling the start procedures, and well prepared to act when things go wrong or something fails. Communication devices for contact with the SEA or Event Director must be at hand.

The start crew may not communicate with the competitors, talk loudly or in any way disturb the competitors' concentration. The only exceptions to this are answering questions from runners or preventing runners from entering forbidden areas. A proper start procedure is essential for a fair competition.

Competitors who are late for their start 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 organiser should be given a new start time. In both cases the following procedure must be used at the start: A late competitor must report to the call-up point at the pre-start. 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 runner to start at the allocated start time, she/he will be allowed to start one minute (30 seconds in the Sprint) before the next competitor on that course. However, competitors from the same Federation are not allowed to start consecutively. These arrangements must be fully described in Bulletin 4.

15 Finish zone

The finish run-in is the focus of the activity in the arena, and must be very well planned. Course planners and the arena design team must have close cooperation with the TV producer to maximise the potential for excitement in the competition.

The finish line must be clear and distinct, visible for the athletes and always at a right-angle to the direction of the run-in.

The measurements etc for the run-in are stated in Rule 23, and shall be followed.

If the last control is out of view of the speaker and/or the spectators, the area between the last control and the spectator boundary must be supervised throughout the competition. TV staff and accredited media personnel should be allowed controlled access.

Finish procedure

The time is recorded by electronic means and no punching is needed.

After crossing the finish line, the athletes shall have the following order of actions, guided by the finish staff:

- Athlete is lead to e-card registration in primary and secondary systems
- Finish staff collect GPS equipment
- Access to team officials and refreshment for an adequate recovery period
- Access to TV media and then any speaker interview
- Access to other media
- Access to other team members and spectators (on leaving the Finish Zone)

Athletes selected for doping tests will be met by their chaperones there.

In case of problems, the athlete – preferably along with a team official – is brought to a ‘red exit’ to have the case resolved. The case must be quickly and properly handled to avoid misunderstandings.

After the finish Team Area, the competitor proceeds to the Mixed Zone for interviews and photographs. The race leaders may be asked to sit in a ‘leader settee’ sited prominently behind the finish.

It is mandatory for all competitors and team officials to follow instructions from the finish officials. After leaving the Mixed Zone, the competitors go out to the Team Recovery Area.

Inside the Finish Zone there shall be race officials only, and a Finish official must ensure that only Finish-accredited persons are allowed entry. Sites for TV and media need to be clearly marked, and supervised by an official.

Cross-functional cooperation in the Finish Zone

Very good cooperation and understanding is needed between race officials, coaches and other team officials and media representatives to ensure that athletes follow a clear progression through the overall Finish Zone, enabling them to complete the finish procedures in the order given above without hassle. This is achieved through clear demarcation between the different areas: finish Download Area, finish Team Area and finish Mixed Zone, along with guidance and help from the race officials and pre-event consultation.

Mixed Zone priority order:

1. **Interviews with media broadcasting live**
Top 3 + other runners on request
 - TV
 - Radio

2. Interviews with arena speaker

Runners on request

3. Then other media

16 Arena Design

This Arena design chapter is about the design of all marked routes and installations in the arena. Also includes the manning of the non competition related functions like catering, power supply management, toilets supervision, refreshment (also refreshment stations in the forest since the task is similar to the refreshment task in the Arena). All activities related to material logistics (acquisition, building, removing and returning) is covered here. Borders on a lot of other areas... An agreement about what equipment should be brought by the other functions in the arena needs to be made.

Arena selection criteria

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

A WOC 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;
 - The organiser should evaluate the realistic number of spectators in the country – and based on the expected number of participants in the public event – and size the arena according to this
- have a well-drained surface which is easy and pleasant to walk on;
- be readily accessible by very large vehicles – including mobile catering outlets
- be sited such that good courses can be planned in relation to it using the race terrain to best potential and, at least in the Long Distance and the Relay competitions, including a spectator control or arena passage;
- allow spectators to have good viewing conditions of the start (if this is in the arena), arena passage and run in from the last control; ideally from a sloping terrain form, where the contours can be used in such a way as to maximise spectator viewing opportunities
- have, or be provided with, good and reliable telecommunication contact for mobile phones and internet connection;

- have good road and/or track access, closely adjacent parking space for transport buses, team vehicles, IOF Officials & Guests 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.

In WOC, an arena passage should be found in all Final races, whereas it is not required for the Middle Qualification race of the forest WOC.

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

Arena selection

Because of the requirements stated above, the selection of WOC arenas is made at a very early stage in conjunction with the selection of race terrains.

In order to save work, organisers might want to use the same arena for more than one race. This is acceptable as long as the requirements for arena passages can be met for all the races in question without compromising orienteering quality.

It is often acceptable to have the same arena for Middle Qualification and Final in a forest WOC since there is no requirement for arena passage for the Qualification race.

Arena design

The arena should in every respect be designed to reflect that we are staging the most important event of the year for the best orienteers in the world. We want the races to be celebrations of their performances and have athletes and spectators going home with lasting memories from a great event. The design of the arenas plays an important role in this.

The design of the arena should be made to provide maximal support to each target group: (1) Team members and officials, (2) Spectators and media and (3) Organisers.

If the arena is also used for a public race, the design of the arena should be made based on the WOC requirements. This is further described in the *01 Planning* chapter since this is crucial for the early planning of the event.

Designing for spectators

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

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

In the early stages of the design process, the arena designer needs to work closely with the course planner. The location of the last control, the line of the run-in and the exact position of the finish line should be determined first. Ideally they should be sited so that there is space for a bank of spectators looking down on the last control and run-in along most if not all of its length. These spectators should also, without moving or turning around, be able to see the big screen.

Ideally, the spectator control or sight passage 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 SEA.

A prominent arena TV screen and a lively and well-informed commentary are necessary features of the arena. This is further described in the 32 Arena Production chapter

Toilets should be sited close to spectator areas, but not too close.

Designing for fair play

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

Because of fair play and course planning considerations, it is normal to have the race Start in the arena only for the Sprint and the Relay. When this is done, competitors have

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

Designing for media

It is common to have a 'photographer lane' along one side of the run-in and a fair-sized photographers' area close behind the Finish line, with controlled access for accredited photographers only.

Other considerations include having adequate space within the Finish Zone to allow the speaker and TV/radio journalists, followed by other journalists, to have short interviews with the athletes (see Finish Zone chapter).

The run-in should be sited such that the sun is not directly behind incoming competitors, for the benefit of press photographers.

Designing for TV

Maybe the requirement to create great TV pictures is the most important role for the WOC arena. After writing the TV chapter, we should add more information about this here.

Designing for athletes – see also Rule 23 about Finish

Since the athletes have gone straight to quarantine in all individual races, they will not have seen the arena when they arrive at the last control. Hence, it is the responsibility of the organiser to make sure the athlete is guided safely through the different steps in finishing and getting to the team recovery and cool down area. See *Finish Zone* chapter.

Markers from the last control to the finish line

It is surprising how confused an athlete can be when arriving at the last control. Therefore the route from the last control to the Finish must be VERY CLEARLY MARKED with tapes, banners, signs etc.

This is in particular the case if the same control is used for the start of the arena passage and the last control, where the two passages split up at a certain point in the arena. In recent years this has been a problem in several High Level Events.

Finish sequence

The procedure from when the athlete crosses the Finish line until the athlete leaves the Finish area is described in the *15 Finish Zone* description. From an Arena Design perspective this area will consist of one or more tents depending on the choice of layout. Please refer to the *Cross-functional cooperation in the Finish area* section in this chapter.

Access to team recovery area

From the exit of the Finish Zone, the athlete should have a short and clearly marked route to the team recovery area. Once again: Remember that the athlete has not been in the area before and not all athletes have team officials to guide them.

Team recovery area

In the arena, a dedicated team recovery area is marked and reserved for team members and team officials. Media and spectators have no access to this area.

In the team recovery area, enough shelters must be provided by the organisers to allow for each team to have their luggage and change. The shelters must provide protection from rain and wind.

Tents should be available to allow men and women to change clothes in separate tents.

This normally means that tents covering an area of at least 2-300 square metres must be available in the team recovery area.

Ideally the team catering is placed inside the team recovery area, but a place close to the area is acceptable as long as team members and team officials are not required to wait in a line together with spectators waiting to be served in the catering area.

The luggage from the start must be delivered by the organisers to the team recovery area and must be clearly marked in a way that makes it easy for the competitor to find his/her luggage.

Designing for team officials

Coaching zone

At arena passages a coaching zone must be organised in order to allow the team officials to deliver refreshments to the team members and give brief instructions. The organisers should make sure that the coaching zone is designed in such a way that the team official can perform his/her tasks without being disturbed by organisers and spectators. Coaches must be reminded at the Team Officials Meetings that they should not give information to the runners about the remainder of the course.

Designing for officials

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. The media tent and facilities need to be adjacent.

The commentary platform must be placed so that the commentators have a completely uninterrupted view of the whole of the run-in from the last control, with bib numbers visible, and ideally also the spectator control and sight passages. 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 commentary service, but there are alternative solutions using carefully positioned raised platforms.

Again, at an early stage, the siting of services needs careful consideration. If there is no main electricity supply on site, a powerful generator needs to be sited so that cabling can be taken from it to all necessary locations without the need for extensive channelling below the ground surface. **The generator must be sited well away from the working areas**

of the Finish and IT personnel, the commentators 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. In addition to the main block of toilets provided for spectators, toilets need to be provided close to the IOF Officials & Guests and VIP enclosure, officials' and media working areas and the area allocated to runners and team officials. And then there is water supply and disposal and rubbish collection and disposal also to be planned.

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 on to the run-in area, which should itself be a narrower corridor, some 1-2 metres in from the barriers.** Sponsors' banners and logos and other advertisement banners should be displayed along the run-in.

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 runners and team officials, IOF Officials & Guests and VIP refreshment.

It is normal for the Organisers to provide a small canteen or self-service food facility for all volunteers.

Checking by SEA

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

Building the arena

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

Last but certainly not least: **the arena – or a well-defined point close to the arena – needs to be well signposted from the Event Centre with large and clear signs**, ideally incorporating the WOC logo.

Material management

It is often seen that a separate materials function works as a part of the Arena design group. The Material Manager with crew handles logistics about acquiring all materials, placing them where the Arena Manager requests – and makes sure all materials are eventually brought back to where they belong. It is the experience from other big events that it is a good idea to bring in a fresh crew to assist in taking down the arena after the race, since the construction crew may be quite tired at this time. Of course, someone with knowledge of how to take down and package the equipment and where to deliver it should still be available.

Arena design communication

A great arena design is never better than the way it is used by the spectators. The layout – and in particular where you can be as a spectator (and photographer/media and team official) – and what is reserved for certain groups, must be clearly shown in layout diagrams in Bulletin 4, along with signs and markers in the arena, layout diagrams on the website, arena plans handed out in print, big arena maps at the arena entry point and organisers giving directions – or some combination of these. The important thing is that the organiser has a plan for communicating the layout of the arena to the spectators. Otherwise the spectators may turn out to use it in a different way than planned.

21 Terrain – Rule 8

Applicants for a WOC will need to have chosen the areas for competitions and training, and also reserve areas. All these areas should be of sufficient number and quality, and within reasonable distance from the proposed WOC venue. It must be clear that access to the areas is certain, and that no major changes in the proposed areas should occur (logging, building sites etc) except for those that may already be part of the organisers' plan. Ideally, virgin orienteering terrain should be available for the WOC finals. The SEA should see the proposed areas and arenas on the first visit.

The terrain chosen for a WOC must be suited for the map scales set by the IOF specifications. If a larger scale is needed to show the details properly, the terrain is almost certainly not suitable for WOC. Only in very exceptional circumstances will deviations from the rules and IOF map specifications be granted.

A WOC area must also have suitable sites for arenas, if possible, at least two options to start with. Attention must be given to traffic circumstances; access to the arenas should preferably not include driving through the competition area. Both the terrain and the arenas should have nice settings for TV production, and this must be considered at a very early stage of the planning. Please refer to 16_Arena Design for further reference.

The terrain should offer various challenges, and give the course planners options to create courses that challenge the competitors' navigation skills and physical status at a very high level. The terrain must support the characteristics of the competition formats described in the Rules, Appendix 6.

Finally, written agreements with landowners, hunting teams, authorities and others who might have claims on the chosen areas must be finalised and approved by the SEA. Both parties should be very careful to agree upon forbidden areas, and outline these very clearly on maps connected with the agreement. If any kind of payment is involved, this should also be agreed in writing. The access agreements must involve access for mappers, planners and controllers, and also be very strict about when the access is valid, starting dates and end of access, and also any excluded periods (for example for hunting or logging).

Embargoed areas – Rule 14.4

To ensure fairness on terrain knowledge, all areas that may be used in WOC shall be embargoed by January 1st of the year of application. The embargoing should be published on the national Federation's website. The information should include the names of the embargoed areas, and maps clearly showing the outlines of each area. It should be made clear whether passage through the areas on public roads etc. is allowed or not. If a main road passes through an embargoed area and this is the only option for passage, the organiser may state that passage is allowed but it is forbidden to stop or go outside the vehicle. The embargo information should also emphasise that the embargo includes all potential team members and officials, and furthermore anyone else who through knowledge of the terrain or events could influence the WOC results.

Embargoed areas should include all planned competition areas and reserve areas that are being considered for the competitions. When the plans are finalised, the organiser could de-embargo areas not to be used or to be used for training. This should be clearly stated (maps and information text) on the organisers' website.

The Sprint discipline needs special consideration for embargoing and must be decided in close cooperation with the SEA and the controllers. There are alternatives for embargoes in urban areas:

1. Strict embargo, no access allowed. The organiser may allow passing through on main roads, by train etc. if considered necessary for logistical reasons. This should be clearly informed on the organisers' website.

2. Participants are allowed to be in the area until a certain time, decided by the organiser. This is usually when the organiser starts preparing the area (setting out controls etc.), e.g. 3-4 hours before the competition.
3. The competition area could be strictly embargoed until e.g. at 08.00 on the competition day, then opened for all participants for 3 hours and then again closed at a time decided by the organiser. This gives the participants a fair chance to view the area's features. This is fair if the area is very special and there are few opportunities for some teams to find similar areas in their part of the world.

No matter which embargo alternative is chosen, it is always forbidden to use a map inside these areas, and also forbidden to run and test route choices.

Any breach of the embargo rules shall be notified and the WOC Event Office, and the SEA should be informed at once.

22 Maps – Rule 15

The mapping process must have strict deadlines, thoroughly followed up by the SEA and controllers. This counts from initial survey to first edition, final version for final course planning, printing of courses and control descriptions until final printing of the competition maps. If the mapping process proceeds too far without being checked and approved by the SEA and the controllers, it may cause serious delays and severe extra costs for the organiser.

If there already exists an orienteering map of the race area or part of the area, this must be made known for all competitors in order to create fair conditions. Colour copies of such maps shall be published with Bulletin 1 and 2 and also on the WOC website.

If Lidar data maps are available to some participants, it is for fairness reasons the responsibility of the organiser to make sure that the best possible quality versions of such maps are made available to all teams in the same way as already exists an orienteering maps.

Training maps should be made available, newly drawn or revised and of high quality, throughout a 2-year period prior to the WOC. At least some of the training maps should be made by the same mapper(s) as at the WOC in the same race format. At least two training maps per format (Sprint, Middle, Long, Relay) must be at hand.

A first pre-print of all competition maps shall be available one year before WOC. Later work will include revision due to the SEA's and the controller's comments, and also cover late changes in the terrain, such as forest work or storms. Coming closer to the competition, the SEA and the controllers should do all their checks and approvals based on printed versions of maps. It is strongly required that WOC maps follows the IOF standards for generalisation. This could mean less detail or more vegetation features than what is common in the country's orienteering maps, but it makes the conditions fairer and prevents hard discussions on mapping standards.

In order to verify the maps, a procedure for sending the map files (.ocd files) from the event organiser to the IOF Map Commission (MC) for checking has been introduced in 2017. **The files are to be sent by the SEA to the MC via Chairperson Christer Carlsson: christer@kartsam.se at the latest 6 months prior to the event.** The SEA will receive a protocol with eventual deviations and recommendations, normally within 2 weeks of sending the map files. It is, however, strongly recommended to send the maps earlier – preferably one year before the event dates.

Printing must be of the best possible quality on the highest quality paper that is available. There are continuous technical developments in the printing area, both for raising quality and lowering prices. The chief mapper, the SEA and the controllers must be fully aware of the latest developments in mapping resources, printing, techniques and equipment; the IOF Map Commission has produced a document on map printing.

The maps, if not printed on waterproof paper, shall be sealed in high quality, non-reflective plastic bags. The final print in sealed plastic bags must be tested with rough treatment in various conditions to make sure that it does not deteriorate too much. Waterproof paper without bags is also allowed, as long as the maps are off-set printed at the highest possible quality and also tested with rough treatment.

Two sets of competition maps should be printed. They should be stored separately and also transported to the start separately. This is to avoid the risk of losing the competition maps when it is too late for printing new.

Storing of the maps between printing and event day must be safe and secure, and the logistics for handling the competition maps should be approved by the SEA. This includes both storing and transport.

After the last runner has passed the finish, or, if approved by the SEA, after the quarantine is closed, maps and courses should be made available to team officials in the arena, media representatives, IOF officials and VIPs. After WOC, maps and courses shall be made available without cost for publication in IOF member Federations´ official magazines.

It is strongly recommended that printing of maps and courses for public races is handled by a different team of organisers. Of course, the same printing firm can be used, but separating the two categories (WOC and public races) of maps minimises the risk of mistakes and critical delays for both events.

23 Courses – Rule 16

The prime requirement for all course setting is fairness. The competitors should face the same challenges and problems along the course, regardless if they are top elite level or not, and regardless of if they have an early or late start time, and every effort should be

taken by the organiser to minimize the risk of influence from chance and occasionally circumstances (e.g. traffic). The courses and formats should follow the descriptions in Competition Rules, Appendix 2 and 6.

Course planning for forest and sprint disciplines have both common and different requirements, and the later parts of this chapter will deal with the two disciplines individually.

Common for all competition formats

The course planning procedure requires a very good knowledge of the area chosen for the competition. Legs and route choices looking equal on the map could differ a lot in the terrain and the course planning team must have a detailed and updated knowledge of the terrain.

The course setters must be well acquainted with OCAD, Condes or other course setting software, and have experience from course setting at High Level Events.

All possible route choices must be pre-run and timed. The map must give a fair indication of runability and visibility along the alternative choices, and if deviations are detected the course planner have to co-operate with the mapper to correct this. The overall ambition is to ensure that all competitors fairly assess the alternative routes and then make their choices appropriate for their physical and technical skills.

If a splitting method is included in the course, this should be stated in Bulletin 4. When a splitting method is used, the competitors bib number should be included on the control description, to ensure that the right description is given to the right competitor.

TV requirements are a significant factor to be included when planning courses. The TV producer and the course planners must have contact at an early stage of the course planning procedure, if not the risk of having to reconsider a lot of the courses and chosen controls is very high. Camera sites, backgrounds, cabling and the position of the sun are factors of which most course planners have little or no experience. A close co-operation between TV team and course planner will ensure both fair courses and good TV productions.

GPS tracking also requires that the course planners have tested the reception along the course. Compromises between good legs and GPS reception must occasionally be made, and the SEA should have the last word on these decisions. Also, the SEA has a final decision on when the GPS tracking will be available in the website or in the TV.

All courses, regardless of discipline, must be pre-run before the first start on the day of the competition. This is to verify that everything is in order and works properly. Any kind of deviation or problem must be reported without delay, and a routine for handling possible last-minute problems must be tested and trained in advance. This plan should be approved by the SEA.

At WOC all controls should be supervised (a group of controls close together could be supervised by one person) and the competitors should be informed that there will be control personnel in the vicinity of the controls. The supervising personnel should be positioned in a way that ensures that they don't give away the control positions.

Sprint competition formats

The courses must be tested on the same day and on the same time as in the WOC programme, to check for any possibility that traffic, parking vehicles, large number of pedestrians etc could interfere with route execution.

All possible forbidden short-cuts need to be identified, appropriately mapped, possibly taped or otherwise barred and closely supervised during the competition to reduce the risk of disqualifications. Every effort to prevent illegal passages should be approved by the SEA and/or course controller. Symbols used to indicate forbidden access should be highlighted in Bulletin 4 as well as the colour of tape used.

Sprint races in town centres and urban areas will most probably need traffic regulation, requiring written agreements with authorities and/or land owners. These agreements should be made long before the WOC, and also be fully detailed about barriers, traffic directions etc. Also any payment involved should be agreed long in advance.

It is also very important to check in good time on any possible constructions work, major road works or other activities that could affect the courses on the day of competition.

If special symbols are used on the map, the objects indicated by each symbol should be described in Bulletin 4 as well as being shown on a special map legend. Use of any of these objects as controls must also be noted. Special features, mapped in a special way (e.g. walls dividing separate levels, or stairs too narrow to be mapped according to the scale) should be described in Bulletin 4, the best way is to show a small part of the map and a corresponding photo. Details of road crossings, spectator controls, map exchange or turn-over and any special instructions and information related to the courses are also included in Bulletin 4.

Forest competition formats

As for the sprint, any special instructions or information related to the courses should be included in Bulletin 4. Conditions that have changed the situation in the forest and/or along the courses e.g. heavy rain/ overflowing creeks or newly storm-felled trees) must be informed to the runners before the competition. If there has been time to print the new conditions on the competition map, this should be presented to the runners before the competition.

A top-level forest course gives the competitors different kinds of challenges, such as navigating in both flat and hilly terrain, and making route choices considering both altitude and vegetation. The physical factor is always present but should not be

overdone, pure tests of speed or uphill strength should not be at hand along the course. On the other hand, some very technical legs after a part with great physical efforts could separate the winner from the other competitors.

There is always a factor of coincidences at hand along a course, but course planners should avoid the most typical „good luck/bad luck,, controls. A single stone in an area free from details could be hard to find for a lone runner, but easily detected if there happens to be another runner punching at the time you approach the control. Legs where the best route choice is to run back the same way you came to the control, thus showing the next competitor the way to the control, should be avoided. This is likely to happen if there is a sharp angle between the legs, but this situation could also occur in many other ways.

Every effort must be made to plan courses that reach the expected winning times as stated in IOF Rules. Consideration must be given to everything that influences the running times; such as the nature of the terrain, expected weather, undergrowth at this time of the year and so on. It is common that the course planner estimates the winning time on basis of an error-free race – such a race is never achieved and reduction of the optimum length by about 5% should be made to allow for a minimum of mistakes.

24 Training – Rule 11

Training on terrain similar to what could be expected at WOC is essential for the teams, and should be made available at latest 18 months in advance. Teams want to get familiar with every aspect of WOC, such as

- terrain
- mapping
- vegetation
- accommodation
- travelling
- other local conditions of interest

The Organiser must provide training options that resemble WOC as far as possible. These include choice of terrain, time of year and up-dated maps made by the WOC mappers. At least two examples of each terrain type need to be available. It is important that it is the Organiser who plans and provides training maps and activities, and not some clubs with no connection the Organiser. This is to ensure that the options are similar, accessible for all teams and have a fair and acceptable cost.

There should be one single contact person who is responsible for the pre-WOC training organisation. Name, address and e-mail address should be readily found in the Bulletins and on the WOC website. This person handles all enquiries, bookings, information, purchasing etc. connected with the pre-WOC training. The training visits and camps are a good source of income for the organisers, but they can also involve a significant amount of organisation and work time.

Many nations want to have their own training camps, independent of the official options presented by the Organiser. The Organiser should offer (with suitable charges) setting and printing courses, control hanging and timing. Some teams want to make preparations (courses and so on) by themselves, and then the Organiser provides the maps as JPEG/OCAD files with a suitable charge.

There should also be official training camps on fixed dates, announced in the Bulletins. These camps should have courses planned and set, and if desired, timing included. The last training camp before WOC, 1-3 months before, should also offer selection races with timing.

It is very desirable to have training camps in connection with high-quality events one year ahead of WOC as well as in the same year. This is for the benefit of both organisers and athletes – the organisers can test their organisation and the athletes can compete in WOC terrain.

25 Model Events – Rule 11

The purpose of Model Events is to show the athletes exactly what they will find at WOC. The Model Event should be identical in all aspects to what will be encountered at WOC. This include terrain, style of mapping and mapping design, map scale and contour interval, printing of courses, typical and special control features, special map symbols and special control description symbols.

Any necessary differences from what will happen at WOC must be made very clear.

A number of controls (10-20) should be put on features typical to those that will used in the main race, shown on the map as a set of numbered controls with optional courses. The boundaries of the Model Event area must be very clearly shown; this is extremely important if the Model Event is organised next to embargoed areas.

A Model Event should be organised for each race format, but the same terrain may be used for more than one format. The Model Event should be scheduled immediately prior to the relevant race, but may be set for one specific date or available over several days. The Model Events are informal and need not be staffed.

A **Technical Model Event** should also be held. This can be sited on a small area, e. g. at the Event Centre and can be open for a short period (2-3 hours). This is where the athletes can see and practise the technical features used at WOC: starting procedure if a start gate is used, control assembly and punching system, refreshment stations including the drinks that will be provided, marked routes and the finish set-up.

All Model Events shall include a control assembly with exactly the same set-up (material, height, design, punching system) as in the relevant WOC race, that can be tested by competitors at competition speed. In urban Model Events this unit is likely to have to be manned, so may be made available for only a limited period (e.g. 1-2 hours).

The location, set up and timing for the Model Event should be carefully discussed with and approved by the SEA. Information about Model Events should be given in the Bulletins.

31 IT

Notice: This chapter is not yet approved by IT Commission

IOF Major Event IT Requirements

The requirements for IT and related technical equipment are extensive. The area "IT" in this Manual is related to establishing and running the IT-systems, as well as timing and punching systems. The use of IT for results, etc. is covered in 32 Arena Production. The area Power Supply is covered in 16 Arena Design.

The requirements for IT in High Level Events is covered in the document IOF Major Event IT Requirements, March 2018, available from the IOF website [here](#).

Even when the Event Management and EA team are not IT specialists, they are still required to understand the requirements for the IT area well enough to be able to support the cooperation between the IT team and other teams and to be able to maintain an overview of the risks related to the successful organisation of the event. Because of to this, the following points from the executive summary in the above mentioned document should be given special attention.

"The IT Area does not comprise the systems used for TV and Arena Production, but the IT Area has interfaces to those systems and is responsible for the integration". Hence, the Event Management should monitor that the cooperation between these three areas works smoothly.

"The pre-requisites for success in the IT area are 1) well-defined requirements, 2) well-defined solutions, and 3) extensive preparations and test activities". Hence, the Event Management should monitor that the overall plan for the IT area clearly addresses all these three areas.

"The quality assurance process for a major event starts early, more than 2 years before the event. The main keywords are: Definition, Planning, Integration and Testing. The point is to secure the solutions and to test them early. This is to avoid for example discovering too late that a planned solution turns out to be unfeasible". Hence, the Event Management should monitor that the overall plan for the IT area clearly addresses all these areas.

"This requirements document does not state whether or not to outsource individual tasks to external service providers. However, it is pointed out that regardless of whether tasks are outsourced or taken care of by the organizing crew, the organizer is overall responsible for the complete solution, including the so-called integration: Making sure that all the components that make up the IT Area can work together". Hence, the Event Management should be involved in the overall discussion about to what degree IT services should be outsourced or handled by the organizing crew. The outcome of this discussion will naturally have an impact on the overall budget for the Event.

Attention is also drawn to the other [IT support documents](#) in the IOF website.

32 Arena Production

This Arena Production chapter is about making the competition interesting to follow for spectators in the arena and followers on the internet. Commentary service, production on big screen in arena, start lists, results board in the arena, internet streaming (the contents part – not the IT part), GPS tracking, social media updates, and display and final upload of results. It is assumed that the TV feed is produced as part of the activities described in the chapter 33 TV, but that a stream of the feed is shown via IOF Live orienteering.

Start lists in the arena

Start lists shall be displayed in the arenas in a prominent location.

Spectators should be able to get printed start lists in the arena – this could be at a small fee.

It is the task of the 05_Administration area to produce the start lists, but it is in the border area between 05_Administration and Arena Production who will actually display the lists.

Results display – Rule 24

Results should be displayed in the arena, possibly by use of TV monitors in a prominent position to provide the overview of the current standings. If a spectator race is held from the same arena after the WOC race, the same monitors may be used for both purposes.

As almost everyone has smartphones and tablets at the competition sites, it is strongly advised to offer also a wireless result service in the arena itself via local Wi-Fi, which doesn't require internet connection. However, experience shows that such solutions will often suffer lack of bandwidth when many spectators are present in the arena.

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 SEA 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 shall be made. At the end of this period, if there have been no complaints, the SEA declares the results to be Official – which should also be announced by the arena Speaker.

Where races are held consecutively (i.e. middle A finals and B & C finals), printed copies of all results should be made available at the arena information point as soon as possible after the results are declared official.

Result lists

The Organiser should ensure that:

- Hard copy results are promptly and freely available for all media representatives
- Hard copy results are made available for every team

Results display after each race

After each race, as well as 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
- Software (e.g. RouteGadget) to enable runners to draw up their routes and post them on the site, unless GPS tracking from all runners is already available

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

The Organiser should ensure that split times and other forms of post-race analytical information are posted on the website as soon as possible after results are declared official. For better post-race analysis, it is advised to upload all the split times to WinSplits at the same time as the official results are published.

Results upload to IOF Eventor

The Organiser should ensure that official results in electronic form are saved in the IOF standard format and uploaded to IOF Eventor as quickly as possible on the same day.

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

- The Results Official must contact the [IOF Eventor support team](#) well in advance if there are any questions regarding the transfer of results data.
- The primary format for importing results into IOF Eventor is IOF XML 3.0 format, further details of which can be found [here](#). Organisers can test compatibility with their result systems by downloading a test file from [here](#). Organisers who are not able to produce XML files will be able to import results using the XLS template available for download [here](#). Regardless of which results format is used the files must always include correct IOF IDs for all athletes.
- The IOF will not calculate ranking points if the approved results format is not followed or the appropriate IOF IDs are not included in the result file.
- WRE results shall be uploaded to the IOF Eventor on the day of the event.

GPS tracking

A WOC requires that all participants in the (A-) Finals carry a GPS-device that will send the location of the athletes to the GPS display systems. Usually a specialised GPS company will be hired to perform this work.

Operating GPS systems involves as a minimum

- Checking for coverage
- Handling unit logistics
- Setting up and operating GPS display systems
- Performing route choice analysis

Checking for coverage

The GPS units require mobile phone coverage to send signals about the athlete position. Thus, the area should be checked for this at a very early stage when selecting the terrain for the event.

Handling unit logistics

This activity is about allocating units to athletes, making sure that they are switched on, delivered to the athletes along with suitable vests for carrying the device – and collected from the athletes when they have returned to the Finish. Hand-out is usually done in the quarantine – preferably not when entering the start boxes at the pre-start.

Setting up and operating GPS display systems

This activity basically means that the signals are received properly from the units and that the systems run the way they should. It is also an important activity here not to launch the service until the SEA has given acceptance – usually only when the quarantine closes.

Performing route choice analysis

Doing this analysis requires extensive knowledge of both the software and the competition. The analysis part of the GPS display software may not be as user-friendly as the part used for general GPS monitoring. Those who perform the analysis must be in close contact with the TV producer, in order to decide when to show GPS tracking and analysis and when to show TV pictures.

Other GPS-tracking related attention points

It is important that runners 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 runners need to collect the harness and device.

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 SEA 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 those limitations.

Live coverage

A WOC requires a sophisticated and reliable live coverage via IOF Live Orienteering. This will normally include:

- Live results
- Dedicated commentary, usually commentator + ‘expert’
- TV transmission (pictures + GPS), as also shown on the arena screen
- Newsfeed
- Live split-time data
- Live GPS tracking

The TV production needs to be at professional level using a TV company with significant orienteering experience, working on site. See chapter 33_TV about this.

The operation of IOF Live Orienteering is a joint effort between the organiser and IOF Office. The organiser should contact IOF Office about this.

Results shall be posted ‘live’ on the WOC website, shown as provisional. Official final results, clearly labelled as such, shall be posted on the website and in IOF Eventor as soon as possible after the results are declared to be Official.

Commentary (Speaker service)

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

33 TV

This TV chapter is the guide for establishing TV production. A WOC should always have a broadcast-quality TV production, with TV streams delivered to the big screen in the arena as well as to IOF Live Orienteering. Probably three different streams will be needed – also taking into account that the broadcast TV production will not always be sent live, even though this is the ambition. This chapter is about producing all three streams; it is the responsibility of the 32 Arena Production area to bring the streams to Live Orienteering and the big screen.

The streaming of live pictures must be coordinated with IOF Office regarding linking to Live Orienteering on the IOF website. However, the organisers are fully responsible for the establishment and delivery of the streaming.

Wherever streaming of TV pictures is provided, it is the task of the IT area to make sure that adequate bandwidth for the transmission is available. It often comes as a surprise to an organiser how much streaming capacity is actually required.

Working with local TV stations

If it is possible to persuade a local TV channel to cover the event, here are a few headlines:

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

Contact with local TV channels should be made in very good time. TV crews attending need to have a representative of the local organising team – one who is well acquainted with the course and the area – to support each camera team. Suitable TV locations on the course and arena need to be discussed with the course planners, arena managers, the controller and the IOF Senior Event Adviser beforehand.

Production management

A likely scenario for TV production is that the Organiser will work with IOF Office to secure the production agreement with a TV company with good experience in televising orienteering, and IOF Office will then sell the production to TV broadcasters in a number of countries. In this chapter, the cooperation between the organisers and the TV Production crew is further described.

The early considerations

The most important requirements for an Orienteering broadcast is that

- It is *technically stable* – meaning that all technology works
- It tells an *interesting story*

- It can be announced 1½ years before – and plans are not changed later – the broadcasters make annual plans already then.

An added element is in telling a story about the location for the event – the cycling event Tour de France may serve as inspiration here – this includes some stories about the landscapes that the cyclists ride through.

Building a technically stable production

With orienteering this is more difficult than it sounds, since it involves real-time coordination of at least the following elements:

- Fixed cameras
- Live results integration
- GPS feed
- RunningCams
- Drones
- TV Graphics

The operational task is to produce high-quality feeds from each of these elements in order to have them shown on different screens in the producer van.

Fixed cameras (elevated if possible)

Live pictures from the arena and forest are delivered using professional cameras that are connected to the production van via high-speed fiber-optics cables. This means that cabling is a huge issue in a WOC TV production, where it is normal to have many km of cables placed in the terrain. This is also an issue for course planners, who need to take cabling into account in planning the courses. Camera operators must be in direct communication with the producer team in order to know in what direction to point the camera. Each camera operator should have a representative of the local organiser – with good knowledge of the athletes - as assistant.

Live results integration

In order to show time in graphics, the TV crew must have access to the timing system delivering the actual punch times from the forest. A specific task is to have TV pictures and punch times aligned, since they will often have different delays.

GPS feed

The GPS feed is described in chapter 32 Arena Production. Feed from the GPS operators must be made available to the producer in order for this person to know when to show tracking. Two GPS flows must be available – one showing live GPS and one showing analysis.

The TV Producer needs to have had previous experience in using tracking and showing appropriate live and re-run tracking as the race develops. Together with live pictures, the Producer's skill in rapidly identifying potential decisive moments in a race can impact very highly on the audience's enjoyment of the event, both those in the arena and those watching at home.

RunningCams

Cameramen following the athletes through the forest using a lightweight camera has proved to be a significant improvement in Orienteering TV broadcasting. The signals from these cameras need to be picked up from a receiver station close to the running cameraman, and thus cabling is also required to the areas where the RunningCam is used.

Drones

Some countries have strict regulations about the use of drones, whereas it is easier in other countries. The transfer speed of TV signals is in most cases still a challenge to get broadcast quality pictures, and there may also be some delay in transmission that needs to be taken into account, but drones can be used for introductory shots for a TV production, for pre-produced material and in some cases directly in following athletes in the terrain.

TV Graphics

Graphics are used to show athletes' names, running times, results, etc. in the production. This is an area that requires extensive expertise, as arena display screens may not be compatible with the graphics format used.

Location scouting

In the early planning phase, the starting point is to evaluate where the best pictures can be produced for each of the camera types mentioned above. It is usual to look for sequences where an athlete can be followed for a period of approx. 30-40 seconds by maybe 2-3 cameras. Ideally, a radio control will be sited just before the start of the TV sequence in order to allow for preparation of the shoot – and the TV sequence will end at a TV control, where the time of the athlete stops and shows her/his exact position at the time.

The run-in towards arena passages and the last control are obvious locations for TV sequences. Close cooperation with arena designers is required in order to ensure that the view for TV cameras remains completely clear when spectators are in the arena.

Planning for a story line

Once the access to technology and the possibilities for good TV positions are known, it is time to plan the story line. Different formats (Sprint, Middle, Long, Relay) have their own set of characteristics, and each format should be presented in a way that provides the maximum excitement for the identified target group.

It is confusing for the spectators if the pictures switch too often between different locations. This is one reason for the importance of having a "red" start group (the best athletes) at the end of the start list. This means as a general rule that the story line of an individual event will be produced from the following key elements:

- **Introduction** with aerial photos from the location, display of the course and its route choices and complex areas, sequences run with go pro cameras, start list.
- **Start and warm up** – showing the atmosphere in the quarantine, introduction to the big favourites – and the possibility to show the athletes starting and preferably 2-300 metres after the start.
- **Split times** shown with fixed and running cameras – we see action in the forest, the actual rank of the athlete in picture, we get a feel for the terrain – and see athletes running fast – we do not want to show too many tough uphill!
- **Finish area:** Show the arena, the spectators (not just some fences and a finish sign), the drama in the run-in, and the excitement and despair after crossing the finish line. Interviews are made right after the finish, in front of the leader board with the sponsors' logos in view.
- **Wrap up** - Interview with winners, flower/medal ceremony, build-up for next race.

When the story line has been defined, it is likely that a requirement for pre-produced material is identified. It can be interviews with runners, course planners, celebrities or

special features from the terrain. The important thing is that this material contributes to the story.

Preparing the commentators

Each national broadcaster will have their own commentators for the event – either on site or in their home country. They need to be well prepared, so a "script" must be made available to them not later than the evening before the race. Some broadcasters will have former elite orienteers as commentators, and they will ask to pre-run the course in the morning before the race in order to be able to shape their commentary. This should always be allowed, although confidentiality must also be secured in a pre-decided way.

The production itself

On the day of the race, the producer will have access to a large number of input screens and a number of output screens.

The input screens show what is available from each of the cameras at that moment – plus screens showing GPS feeds and TV Graphics. The output screens show the combination of the signals from the input screens that the producer has selected.

As a minimum, a WOC will have output for broadcasters, big screen in the arena and LIVE Orienteering. Sometimes the producer will deliver different feeds to different broadcasters in order for them to be able to have more focus on their home-country runners.

If providing output to commercial streaming channels such as YouTube and Facebook, one should be aware of different rules for commercials, music and what pictures are allowed to be shown. This is an additional reason why several output streams may be required.

Timing the broadcast production

Short sequences may be shown in news broadcasts in many countries if they are produced and delivered in time for these. 30-second streams that summarise the event and at the same time are relevant for the country in question must be produced.

Some TV requirements

Obviously, a large number of requirements must be fulfilled in order to secure a high-quality TV production. Here are a few that an organiser in particular needs to be aware of:

- Power supply for TV must not be shared with any other users
- The TV crew needs its own compound with no access for outsiders
- Cables in cities need to follow agreed routes; permissions can be hard to get.
- The big TV vans must be able to access the arena

Off-line video production

It is desirable that a 60-minute video is made of the event for showing at a later stage. The host Federation may wish to fund the making of such a programme. This can be offered for sale to participating nations / competitors / spectators, and will be used by the home country in promotion and marketing work later on.

34 Marketing

This Marketing chapter is the guide for activities related to attracting spectators and local interest. By definition, *34 Marketing* is about attracting spectators, whereas *04 Communication* is informing team members and team officials and *44 Sponsors* is about attracting funding and support from sponsors and local/regional authorities and national event support organisations, where such are found.

Publicity

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

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

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

Marketing

A marketing plan should be created with the aim of attracting spectators and participants in the spectator event that should always be organised in conjunction with a WOC.

Information for on-site WOC spectators

A WOC organiser cannot assume that participants in spectator races and WOC spectators are the same group. Consequently, it is the responsibility of the WOC organiser to provide separate programmes that provide WOC spectators with all the information they need in order to be a spectator. No spectator should need to study Bulletin 4 or the spectator race Bulletins in order to be able to find the locations for the WOC. However, a lot of the information will be the same as in Bulletin 4.

A separate spectator programme in English, targeted at foreign spectators, must be available. Furthermore, it is advised to also have spectator information in the local language in order to attract the local population as spectators.

Needless to say, neither of these programmes must include confidential information that is not also shown in Bulletin 4.

Programme for foreign spectators

For this programme it can be assumed that the reader knows what a WOC is. It should have a nice design but it is not required to have it available in print. It should be ready on the web page approximately one week before the start of the WOC, in order for the spectators to be able to print it before leaving home.

The key contents may be statistics about the greatest favourites, WOC history and statistics, detailed information about how to find the arenas for ceremonies and competitions, detailed arena sketches, detailed time schedule for the days and possibly information about catering offerings in the arenas, use of local transport and other more touristic information. It should be possible to have sponsors for this programme from sponsors who want to attract the attention of foreign tourists. It should be remembered, however, that at the time of publication all spectators are likely to have booked their accommodation and transport already.

Programme for local population

This programme will explain what a WOC is, a presentation of the home team and apart from that much of the same information as above, but written in the local language in a way that makes it attractive to the local population. It is expected that it should be possible to attract local sponsors for this booklet, to be printed and distributed locally some weeks before the event. One distribution method could be distribution with a local newspaper.

35 Ceremonies

This Ceremonies document is intended to be the guide for the officials who are responsible for the activities related to the planning and execution of all ceremonies.

IOF has published a Protocol Guide covering all aspects of ceremonies. This should be adhered to closely, and any problems in its implementation discussed with the SEA. [The Protocol Guide](#) is available on the IOF website.

Opening Ceremony

The Opening Ceremony should be held at a prestigious site where plenty of spectators can be attracted – for example, in the central square of the host town. Traditionally, teams parade into the opening ceremony area carrying their national flag behind a local young person carrying a sign showing the name of the nation.

The ceremony must be a dignifying experience for spectators as well as athletes. The ceremony must be the most important event in the area at that time, and everyone should be able to see and hear, what is going on. The venue must also be easy to find for spectators.

The ceremony should not last too long, with a minimum number of speeches. The entertainment should be as original, modern and lively as possible. It is nice with elements of local culture of the host city or nation.

Information about the Opening Ceremony should be given to the teams in Bulletin 4, and where necessary in the Team Officials Meeting prior to the Opening Ceremony.

Flower Ceremonies

A *Flower Ceremony* shall be held as soon as possible after the conclusion of the race so as to be included in the TV broadcast. In the *Flower Ceremony*, the three best athletes or the three best relay teams get flowers. In order to assist in meeting media deadlines, a set of medals should be kept available for a photo session with the medal winners immediately after the Flower Ceremony, which should be held immediately after the class is decided. Flower (as well as medal) ceremonies must be planned carefully to take care of the time for handling potential complaints and protests.

1. Flower ceremony briefing
Top 3

2. Flower ceremony

3. Medal pictures and poster signing

Top 3

In front of a "press wall" next to the podium/stage

4. Press conference

Top 3 + other runners on request (in the arena Media Centre)

5. Other media

Mixed zone (if time not possible before)

Medal Ceremonies

Medals may be presented either directly at the arena or at a ceremony in the town. The *Medal Ceremony* is organised for the six best athletes or six best relay teams. If the medal ceremony is held immediately after the classes are decided, no Flower Ceremony is held.

Medal ceremonies can be held only after the results have been declared official by the SEA. Medal as well as Flower ceremonies must be planned carefully, allowing time for handling potential complaints and protests.

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

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

National Anthems

National anthems can be found at the IOF Web page [here](#).

Closing Ceremony

Organisers are recommended to hold the Closing Ceremony immediately before the last medal ceremony (i.e. in conjunction with, but first). This way, more people stay to watch and there is only a little gap in the proceedings.

41 Media

IOF has written detailed Media Guidelines that provide all the guidance necessary for providing the full range of media services. The Chief of Media should be appointed at an early stage, followed by other members of the media team carrying specific responsibilities, as shown in the WOC Media Organisation scheme in the Guidelines.

The Media Centre, TV, Mixed Zone and Photo Managers should expect to work with the arena design team at the planning stages for each race, to help achieve the best possible layout and facility provision at each venue. Liaison with the IT and arena equipment teams will also be needed as planning progresses.

Provision for photographers needs careful planning – see the Guidelines. Getting the best possible sight lines for photographers, as well as for TV and the arena commentators, is not always easy. Photographers also need access to a terrain location that is reasonably close to the arena and easy to get to, and has a control flag at a bright, picturesque and interesting site as its centrepiece. For Long distance races, two contrasting sites are desirable.

Depending on the race and location, up to 80 journalists and photographers can be present at a WOC race. Whilst many of these are hardened orienteering journalists with years of experience, some local, regional and national journalists are also likely – indeed should be invited and encouraged – to be accredited to attend. Even the most experienced journalists will need media service at times, and the non-orienteering ones will need extra help because of their relatively poor knowledge of the sport and its stars. There should be a member of the team in the arena Media Centre whose key role is to help all the journalists (and photographers) make the most of their day.

It is important to media folk that official results are made available quickly after the race, and that information is given if a protest is delaying these results. Course maps must also be readily available once released.

At WOC races, especially those with a long time-span, it is usual to provide light refreshments (nibbles of various kinds, hot and cold drinks) in the media tent.

Media accreditations, 2016-2018

5-6 TV companies with live broadcast

2-4 TV teams commentating on site

23-26 photographers

60-80 media personnel in total

42 Social

At WOC it is rare for any joint social activity involving competitors to be arranged until after the last competition is finished. Teams prefer to stick together and arrange their own social programmes. However, when an IOF Clinic for athletes from newer and smaller nations is organised in connection with WOC, there is social activity connected with the clinic where guidance or help from the organisers, e.g. in choosing transport, might be welcome.

The WOC Farewell Party is held in the evening after the last competition. It is open for all accredited team members and officials.

The venue for this should be a large air-conditioned hall, or outdoors under cover, 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 are normally some short speeches and some entertainment – provided often by participating teams. A friendly and relaxed atmosphere, laced with plenty of good humour, usually develops.

The dinner and entertainment are followed by an informal party with music for dancing.

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

43 IOF Officials & Guests

IOF has written an [Entry Guide](#) for the IOF Family, IOF Officials & Guests. The Guide defines these categories of entry and the services they have access to on accreditation. "Invited VIPs" are sponsors, government partners, external political invitees (e.g. Olympic Committee representative, FISU) and similar, plus local invitees (presenters at flower/prize-giving ceremonies, local landowners etc.).

All those listed in the guide, except for "Invited VIPs", enter through Eventor and need to go to the Event Office to pick up accreditation.

IOF Family

An IOF Family marquee or tent is provided at a prominent point in the arena. The marquee is preferably three-sided (i.e. open along one long side) and will contain tables and chairs, screen showing the TV/big screen output, coffee/tea service. It should have a sizeable enclosed viewing area in front with a good view of the run-in.

A separate room/tent for meetings, having tables, chairs and electricity provision (plus arena Wifi) and again a TV screen, can also be useful for specific IOF groups – this must be booked in advance. It can also be made available for EAs and the jury at certain times.

IOF Family people pay a fixed sum – announced in Bulletins 2/3 – for basic services including maps and start lists. They can be offered food coupons, perhaps at reduced prices, to obtain food from the normal outlets in the arena.

VIPs

Invited VIPs' are specifically invited by IOF and attend on a single day. They follow a planned programme organised by IOF and have separate facilities.

Their administrative arrangements:

IOF CEO and Event ED agree on programme and who to invite. -12 months

IOF CEO produces invitation in English and invite IOF Invited VIPs –6 months

Event ED produces local language invitation and invites Event Invited VIPs -6 months

Organiser shall have a register of Invited VIPs and their coming/leaving date and time

Organiser shall prepare Accreditation cards for the Invited VIP day

Event ED produces final programme and timelines and info package to be sent to Invited VIPs (-2 months)

Note! VIP management may be flexible and late "entries" may occur. There need to be some flexibility – up to 1 week before the event VIP day.

All arrangements involving IOF officials and VIPs must also be approved by the IOF CEO.

VIPs and media representatives should be offered high standard hotel accommodation. It is desirable that all IOF officials are housed in the same hotel, if possible in the vicinity of the Event Centre.

IOF functions at WOC

During the WOC period the IOF may organise a formal dinner or other special occasion for IOF Council, Commission chairpersons and VIPs, the SEA and assistants, and then at the Organisers' discretion other IOF representatives, accredited media representatives, and special guests and selected members of the organising team, Organisers' guests and sponsor representatives.

IOF Official & Guests / VIP / Media race

It is customary for the WOC organisers to stage an IOF/VIP/Media race, usually on a rest day. This race can take any format and be in any kind of terrain that is not too slow/difficult because of steepness, stones or undergrowth, and generally has three courses available of different lengths – two of technical difficulty "Hard", one long and one short, and one short, easier course.

The race is usually followed by an informal social get-together, often at the race venue.

The race is popular and attracts a good number of entries!

44 Sponsors (and local support)

IOF has a detailed [Sponsor Guide](#) that covers all aspects of this quite complex topic.

The principles presented in the Guide aim to make sure that the presentation of international orienteering events follows the same modern standards world-wide.

The Guide is divided into 3 parts:

- Part 1 is directed at the national orienteering federation, the event director and the person responsible for sponsorship, and describes in general the sponsorship policies and the division of the commercial rights between the IOF and the local organiser.
- Part 2 describes the different sponsorship levels and their available rights.
- Part 3 contains instructions for the persons responsible for communication, branding, sponsorship and arena building, and presents guidelines for branding and venue design.

For all World Championships, this manual concerning advertising possibilities in the competition area and the TV area is binding.

A WOC sponsor 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 Sponsor Group should include people with experience in this area. The plan should include clear statements of the positive elements of orienteering in general and WOC in particular which a sponsor could wish to be associated with, of the ways in which the event and its sponsors will gain publicity and exposure in the media, with the local public etc., and what sponsors at different levels of input will get in return for their money. One can create 3-4 categories of sponsor, with specific returns for each category.

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

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

51 Fair play / Fairness – Rules 22 and 26

Sporting fairness shall be the guiding principle of our sport. This chapter also highlights possible issues related to fairness related to some of the other areas of this Manual.

Maps

For fairness reasons, where the area has not been mapped earlier, auto-generated maps from LIDAR data of embargoed areas should be published in all cases where athletes may be able to get access to such maps.

Courses

The course planner must consider all factors to ensure that the course is fair, and that all competitors face the same conditions on every part of the course. All competitors shall have the same conditions regardless of start time, e.g. choose fair control features, clear paths and cut grass to avoid 'elephant tracks'. Crossings of roads rivers, fences, fields etc. must be clearly shown on the map and taped in the terrain.

Out-of-bounds areas such as residential and private areas, flower beds, railways, gardens, and factory or other industrial areas that are out of bounds must be taped.

Control officials shall have clear instructions on what to do or not to do (Rules 26.8).

Model event

Model events must show all peculiarities of the events, including terrain, style of mapping and map design, map scale and contour interval, printing of courses, typical and special control features, special symbols on the map and/or on the control descriptions, and printing and placing of control descriptions on the map.

Media

Photo controls must be chosen where the media representatives cannot have any influence on the visibility of the control. They shall remain in the areas assigned to them, shall remain quiet, wear inconspicuous clothing and shall not help competitors that are approaching controls (Rules 26.7 and 26.8).

Quarantine Zone – Rule 22.16

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

The 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. Runners and coaches are not allowed to visit the finish arena before entering the quarantine zone, unless this has been specifically allowed by the organisers. Competitors must enter the quarantine zone before the relevant deadline time-limit, otherwise they will not be allowed to participate in the race. Team Officials who fail to be at the quarantine by the deadline time-limit will not be allowed to enter the quarantine.

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 SEA before publication. Transport schedules must ensure that all competitors can be at the quarantine zone well before the deadline time-limit.

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

Doping Control – Rule 26.3

All major IOF orienteering events follow the anti-doping procedures as laid down in the IOF Anti-Doping (A-D) Rules, most recent version (See IOF web page - Anti-Doping).

Bulletin 4 should include relevant information for athletes and teams. Selected athletes are given the instruction to report to the doping control after finishing their race, and are then accompanied by the chaperon. The athletes must report to the Doping Control Station with relevant proof of identity (e.g. passport, identity card, driving licence). The athlete's accreditation card is acceptable provided that it incorporates a photograph.

The WOC Office maintains 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.

IOF Office will provide further information to the organisers of a WOC no later than 6 months prior to the event.

52 Complaints, protests, jury – Rules 27, 28, 29

In order to be able to tackle discussions, complaints and protests, it is essential that the organiser is well acquainted with the Competition Rules. When situations occur that put a competitor or a team official in opposition to the organiser, it is very important that the organiser knows and strictly follows the routines for complaints and protests as given in the Competition Rules and also knows the role of the Jury.

Complaints

Complaints about infringements of the Competition Rules or the Organisers' directions shall be delivered in writing to the Organiser as soon as possible after a potential problem is recognised (Rule 27.1). The procedure for handing in a complaint is further described in Rule 27.

In Knock-Out Sprint, any complaint shall be given to the organiser no later than 3 minutes after the corresponding heat results are published. A complaint may initially be made orally but must subsequently be written down. (Rule 27.6)

The organiser investigates the problem, seeking appropriate advice from other than the Jury, and listens to the persons involved. After having made a decision, the Organiser shall inform the complainant and the jury about the decision. In cases of general interest (e.g. a disqualification), the decision shall be made public via the commentator and the result lists.

The SEA should not decide about a Complaint on behalf of the organiser. She/he shall advise, point to the relevant rules.

It is tempting to ask the jury for their opinion on a complaint. Do not do that! The jury must not be consulted until the protest has been lodged. The jury shall not give directions to the organiser as long as there is no protest.

Protests

If the Organiser's decision is deemed not satisfactory by the complainant, a protest may be made against the decision. The procedure for handing in a protest is further described in Rules 28 of the Competition Rules.

In the Knock-out Sprint, any protest shall be made to the organiser no later than 2 minutes after the organiser has announced the decision about the complaint. A protest may initially be made orally but must subsequently be written down. (Rule 28.6)

Jury

The jury is appointed by IOF Council. (Rule 29.10) The IOF Rules Commission usually handles the selection process on the behalf of IOF Council.

A Jury at WOC shall consist of 5 voting members from different federations (Rule 29.10).

The SEA shall lead the jury and act as the jury spokesman; other members of the jury shall not make statements on behalf of the jury and shall not publicly comment on the jury's deliberations. The SEA has no vote. (Rule 29.3).

A representative of the organisers may participate in the jury meeting but has no vote and may be asked to leave before the jury makes its decision. (Rule 29.4)

The SEA and all jury members shall be present at the race and at all jury meetings. A jury member shall always be present at Team Officials Meetings and at the change-over in the relays. A jury member may also be present at major activities at the event, such as start, finish, spectator controls and ceremonies.

A first meeting of the Jury is usually held prior to the first Team Officials Meeting. At this meeting, tasks are assigned and further meetings arranged.

The role of the Jury is further described in 29 of the Competition Rules.

Accreditation of Jury members

Jury members shall be accredited with access to all areas (except the anti-doping area) during the competitions. There is no accreditation fee for Jury members.

The Organiser shall ensure that all the documents below are available for the jury:

- [IOF Foot-O Competition Rules \(latest version\)](#)
- [Guidelines for Course Planning – World Class Events](#)
- [IOF Control Descriptions](#)
- [latest version of ISOM and ISSprOM](#)
- [Cancelling a Competition](#)
- [Jury Guidelines](#)
- WOC Manual.

Jury logistics

It is recommended that all Jury members are at least able to be in touch with each other by mobile phone throughout the WOC period.

To avoid any unnecessary delays, it is essential that the location where team officials are able to deliver complaints or protests to the event Organiser is made clear in Bulletin 4. The best arrangement is an Event Office desk located in the Team Zone, manned by a representative of the Organisers with the necessary forms for completion, and attended at critical times by the SEA and a member of the Jury.

The Organiser shall ensure that a suitable meeting room is available with a word processor and printer to enable the Jury to document its decisions.

53 Safety, Risk & Medical

This Safety, Risk and Medical chapter is about handling (1) *safety* related to traffic, weather, terror (!) and (2) *risk* related to what could possibly go wrong in all fields – the independent „Devil’s lawyer“.

All activities related to injury and casualty handling need to be considered also in chapter 16 *Arena Design* in order to make sure emergency routes are well defined.

As part of this area, work related to environmental protection, minimized carbon footprint and preservation of goodwill in the local area could be placed.

Medical services and Safety

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

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

All members of the medical team need to be dressed in distinctive clothing appropriate for the job. They must have no other tasks allocated to them for the duration of the 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 drugs on site must be adequate to deal with many types of injury, including also potentially life-threatening situations such as heart-stop and vein intrusion.

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

Safety at events

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

It is to be expected that the usual precautions covering potentially dangerous situations in the terrain – for example, taping high crags on or close to fast descent routes, marking dangerous marshes with the appropriate symbol on the map – will apply in WOC 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 should where possible be made for traffic to be stopped at a designated crossing point by the police when needed. An orienteering marshal should also be present to give warning to the police of runners approaching. In some situations, a timed-out road crossing might be the best solution.

All potential race hazards – vehicle movements, dangerous terrain, exceptionally unpleasant vegetation etc. – need to be described in Bulletin 4. In particular, when urban or city terrain is being used for a Sprint race, Bulletin 4 should give an indication of the numbers of vehicles and members of the public likely to be encountered by runners.

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

Note that some local authorities may have details about how to obtain permissions to close or cross roads publicly available on their web pages. Ideally this information should be kept secret, but if this is not possible, it is the obligation of the organiser to make such information available in Bulletin 4, in order to make sure that teams with local knowledge will not get an unfair advantage.

Contingency planning

The Risk Management of the event is covered in the area Contingency planning. This is an independent body within the organizing team, with an experienced leader, that creates a list of contingencies and actions to handle them – a WOC Contingency Plan.

This person should ensure that all teams working on the event have considered contingencies and taken appropriate actions. At JWOC 2016, the Risk Officer was the second most important person in the organisation.

In some cases, contingency planning means duplication, e.g. a second set of maps at the start of each race; back-ups for all IT systems (see IT Chapter); back-up timing. Relevant organising teams need to rehearse the procedures that must be followed when a system suddenly fails and a back-up has to be used.

In other cases, it means specific organising teams having contingency plans for things that can go wrong in their areas of concern, and rehearsing these potential situations in advance.

There are other situations, e.g. a control being removed from the terrain at some point during a race, or hindrance for competitors in urban terrain, that need to be discussed and decided on in advance, in conjunction with the SEA.

Prioritisation

In all situations, the safety and well-being of competitors and officials, and if appropriate spectators in the arena or members of the general public, comes ahead of any actual or potential disruption to the race.

Primary cooperation partners in this work: 02 Organisation, 04 Communication, 13 Transport, 14 Quarantine & Start and 16 Arena Design.

61 EA Team & EA-reporting – Rules 31, 32

Event Advising team (Event Control)

For WOC, IOF has a permanent Senior Event Adviser (SEA). IOF FootO Commission propose an IOF Assistant Senior Event Adviser (ASEA) and IOF IT Commission propose an IOF IT Assistant Event Adviser. The IOF Council (or the Event Supervisory Board) appoints them. One or more National Controller (NC) is appointed by the organising federation.

The division of responsibility of the individual members within this EA Team is determined, and supervised, by the SEA. In the current model, the SEA is the team leader.

The EA team above all gives help and advice to the Organiser. The EA team supports the Organiser as far as necessary and possible. Relations with the Organiser should be based on confidence and the consciousness of a shared objective. The EA team shares with the Organiser responsibility for the outcome of a WOC 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 SEA in touch with the progress of the preparations and with all essential decisions, and shall give the SEA all requested information.** The SEA 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 SEA and the Organiser cannot settle a dispute, the case shall be brought to the IOF.

Tasks of the SEA are set out in Rule 31.8.

Some special tasks of the SEA are:

- to act as a link from the Organiser to the IOF, transmitting information in both directions
- to advise the Organiser on the Rules and the Guidelines if necessary
- to oversee the whole event, identifying weak points and risks of failure and bringing them to the Organiser's attention
- to chair the Jury
- to approve all Bulletins
- to approve all fees
- to advise on matters of design, staffing levels and competencies, etc. based on previous WOC experience
- The following points do not form part of the EA team's compulsory duties:
- Contact with national and local authorities, land owners, etc.
- Contact with sponsors

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

The "out of forest control" needs at least as much time and energy as checking of maps, controls and courses. Important fields for 'out of forest control' are:

- Media services
- Arena design
- Event centre
- Ceremonies

The SEA shall get in touch with the Organiser immediately after appointment. Usually the EA team visits the Organiser several times before the event takes place. The number of visits is likely to depend on the Organiser's experience, the problems arising and the travel distances.

The EA team work in an honorary capacity. Their travel costs to the venue are paid by the IOF. The Organisers cover the costs of their accommodation, meals and transport during visits and during the event.

The members of the EA team are required not to divulge any information about the event in so far as that information is not generally known. The SEA may report freely only to the IOF Foot Orienteering Commission, IOF Office and to the IOF Event Supervisory Board (ESB) at Council level.

Members of the EA team must not be considered to be part of the organising team, and should be listed under a separate heading in Bulletins and other documents.

A National Controller shall be nominated by the Organiser's National Federation (see IOF Rule 31.4). He/she should hold an IOF licence for Event Advisers. **He/she shall have competitive, planning and organising experience at the highest level.** He/she acts as local assistant to the SEA. Usually he/she does much of the work in the terrain, e.g. supervision of course and control checking.

The workload of the National Controller can be considerable, so assistants to the National Controller are also often appointed, for example one per race day or 3-4 assistants with a wide brief.

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.

During the event the National Controller is present and acts according to the SEA's instructions. The National Controller is required not to divulge any information about the event. He/she reports freely only to the SEA.

The National Controller may, under the guidance of the SEA:

- give preliminary approval to the planned courses
- approve control sites and control descriptions by visiting each site in the terrain
- approve the hanging of control flags and the siting of each general control assembly
- approve the individual competitor map units for each race

Final approval rests of course with the SEA.

SEA Reports

Rule 31.9 states, that the SEA shall send a brief report to the Organiser, IOF Office and IOF FootO Commission immediately after each SEA visit.

The SEA submits an official report to IOF no more than 4 weeks after the event (Rule 32.2) which will include the following points:

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

62 Reports and evaluation – Rule 32

Within three weeks after the event, the Organiser is expected to send a short report to the SEA along with complete results lists. The SEA and the Organiser should agree in advance what will be required in order to help the SEA write the final SEA report. An Organiser report, with 2 complete sets of maps with courses, needs to be sent to the IOF Office three weeks after WOC. Note that the maps should be ‘hard copy’ maps (not just electronic versions).

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

- New ideas or practices used: description and evaluation
- Problems and difficulties encountered: description and evaluation
- Organisational structure and staffing levels – before and during WOC
- Areas where the workload was greater than anticipated
- Technical matters – e.g. arena design, materials used, IT and tracking experience etc.

- Comments about the process and timelines of map making
- Comments about aspects of course planning, e.g. 'butterflies', forking in the Relay
- Number, function and country of the media representatives
- Experience with the media
- Presentation of the event in the media (before, during, after)
- Marketing efforts
- Associated events (public races) and co-operation with the organisers of those events
- Comments from competitors and officials
- Sponsors and grant awards: contributions, feedback
- Finances
- Comments about the Rules, the Guidelines, the co-operation with the IOF and the IOF SEA
- Suggestions and ideas for coming Organisers and future WOCs (forest or urban)
- Any Rules Deviation allowed, and a summary of the outcome of this
- An [IOF Timing and Punching System report](#) should also be completed shortly after WOC.

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

If appropriate, the organiser is advised to use the same headline structure for the report as that in the WOC Manual.



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