



**International Orienteering Federation**

**IOF Mountain Bike Orienteering Events**

# ***Organisers Guidelines 2006***

# Guidelines for Organisers of IOF Mountain Bike Orienteering Events

2.1.	Role of the Event Organiser.....	3
2.2.	Role of the National Event Advisor .....	3
2.3.	Role of the International Orienteering Federation.....	4
2.3.1.	Role of the IOF Mountain Bike Orienteering Commission (MTBOC) .....	4
2.3.2.	Role of the IOF Event Advisor .....	4
2.3.3.	Role of the IOF Map Commission (MC).....	5
2.3.4.	Role of the IOF Information Technology Commission (ITC) .....	5
3.1.	Bulletin 1: Preliminary Information .....	5
3.2.	Bulletin 2: Invitation .....	5
3.2.1.	Entries (see rule 9) .....	5
3.3.	Bulletin 3: Event Information .....	6
3.4.	Bulletin 4: Program (see rule 8.6) .....	6
3.5.	Official Last Minute Information.....	6
3.6.	Event Website .....	6
5.1.	Formats .....	7
5.2.	Terrain .....	7
5.3.	Maps (see rule 15) .....	7
5.3.1.	Race Map Distribution .....	8
5.4.	Course Planning.....	8
5.4.1.	General.....	8
5.4.2.	Rules concerning riding off existing paths or tracks.....	9
5.4.3.	Relay Course Planning.....	9
5.4.4.	Start Area .....	9
5.4.5.	Media Access .....	9
5.4.6.	Public Controls.....	9
5.4.7.	Control Descriptions .....	9
5.5.	Training .....	9
5.5.1.	Reasons to Stage Training Events .....	10
5.5.2.	Competitor Training Expectations.....	10
5.5.3.	Additional events .....	10
5.6.	Model Event .....	10
5.6.1.	Model Event Necessary Elements.....	10
5.6.2.	Model Event Suggested Elements.....	10
5.6.3.	Model Map Characteristics .....	10
5.6.4.	Model Event Schedule.....	10
5.7.	Start Draw .....	11
5.7.1.	Time Schedule for Start Draw.....	11
5.7.2.	Start Draw Checking Procedures.....	11
5.7.3.	Possible Problems with Start Draw .....	11
5.7.4.	Start List Requirements .....	11
5.8.	Start.....	11
5.8.1.	Facilities Available at the Pre-Start .....	11
5.8.2.	Facilities Available at the Start Location .....	12
5.8.3.	Competitors' Responsibility at the Start.....	12
5.9.	Controls and Punching Systems.....	12
5.10.	Refreshments .....	12
5.11.	Finish.....	12
5.12.	Timing.....	13
5.12.1.	General.....	13
5.12.2.	Back-up Timing / Disaster recovery .....	13
5.13.	Team Leaders' Meeting .....	13
5.13.1.	Purpose .....	13
5.13.2.	Structure .....	13
5.13.3.	Participants.....	13
5.13.4.	Other Guests at Meeting.....	13
5.13.5.	Agenda Items.....	14
5.13.6.	Possible Questions for Meeting .....	14
5.13.7.	Possible Scenarios .....	14
5.14.	Jury (see rule 29) .....	14
5.14.1.	Composition of the Jury .....	14
5.14.2.	Documents for the Jury from the Event Organiser.....	15
5.14.3.	Jury Meeting Requirements.....	15
5.15.	Formal Complaints (rule 27).....	15

5.16.	Formal Protests (rule 28) .....	15
5.17.	Appeals (rule 30) .....	16
6.1.	General .....	16
6.2.	Meals and Accommodation .....	16
6.2.1.	Normal Food and Housing Requirements .....	16
7.1.	Results .....	17
9.1.	Marketing Plan .....	18
9.2.	Press/Media Centre .....	18
9.2.1.	General Planning .....	18
9.2.2.	Services before and during the event .....	19
9.2.3.	Technical Planning of the Competition .....	19
9.2.4.	Finish Arena as a Work Environment .....	19
9.2.5.	Equipment Needs for a suitable Work Environment at the Finish Arena .....	19
9.2.6.	Specifics for TV-media .....	19
9.2.7.	Contacts to Develop Competence .....	20
9.3.	Speaker (Commentary) Services at IOF MTB-O Events .....	20
9.3.1.	What is 'Good Quality'? .....	20
9.3.2.	Location .....	20
9.3.3.	The Sound System .....	20
9.3.4.	The Speaker Team .....	20
9.3.5.	Computer Timing and Recording Systems .....	21
9.3.6.	Simple Back-up Information .....	21
9.3.7.	Radio Controls .....	21
9.3.8.	Spectator and Radio Controls .....	21
9.3.9.	Fairness and Accuracy .....	21
9.3.10.	Interviews .....	22
10.1.	Entry Fee .....	22
10.2.	Ceremonies .....	22
10.2.1.	Opening Parade/Ceremony .....	22
10.2.2.	Awards Ceremonies .....	22
10.2.3.	Closing Banquet .....	22
10.3.	Transportation .....	22
10.4.	Evaluation .....	23

## Appendices

1. Leibnitz Convention

## 1. Introduction

These guidelines concern International Mountain Bike Orienteering (MTB-O) events held under the auspices of the International Orienteering Federation (IOF). These events aim to

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

Further details can be obtained from the following documents available from the IOF Secretariat or downloaded from the IOF website - <http://www.orientering.org>

- *Rules for IOF Mountain Bike Orienteering Events*
- *International Drawing Specifications for Orienteering Maps (ISOM 2000)*
- Application forms, evaluation protocols and agreement templates (in appendices)

These guidelines cover all levels of IOF MTB-O events from World Ranking Events (WRE) to World Championships. They should be followed as closely as possible for World Championships and where practicable for WRE events. The *Rules for IOF Mountain Bike Orienteering Events (2004)* indicate where requirements for World Championships deviate from other international events.

## 2. Responsibilities

### 2.1. Role of the Event Organiser

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

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

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

- new ideas and problems – description and outcome
- number, function and country of the media representatives
- coverage of the event in the media
- comments from competitors and officials
- contributions from sponsors
- complaints and their resolution
- comments about the Rules, Guidelines and cooperation with the IOF and IOF Event Advisor
- financial outcomes of the event – as is currently known
- suggestions for future event organisers

The final report should be no longer than five pages.

### 2.2. Role of the National Event Advisor

The event organiser's national federation has to nominate a National Event Advisor for all IOF Events. National Event Advisors should

- hold an IOF licence for Event Advisors
- have experience as competitors, course planners and organisers
- be familiar with International MTB-O
- act as local assistants for the IOF Event Advisor

- not divulge any information about the event that would give an unfair advantage
- work mostly in the terrain checking mapping standard and courses
- help the event organiser if possible, but should remain independent of the organisation
- have their expenses paid by the national federation or by the event organiser, according to national regulations
- attends all team leader meetings at the event centre
- attends each championship event and acts according to the IOF Event Adviser's instructions

### **2.3. Role of the International Orienteering Federation**

In the case of World MTB-O Championships, reference should be made to the Partnership Agreements between the IOF and the Event Organiser. With the exception of World Championships, the IOF MTBOC makes the final decision concerning the calendar and the selection of international events.

#### **2.3.1. Role of the IOF Mountain Bike Orienteering Commission (MTBOC)**

With regard to the international events in MTB-O, the MTBOC is responsible to

- establish standards for events
- evaluate event applications
- select organisers of events
- plan and implement a World Ranking Event (WRE) scheme
- design and revise the *Rules* and *Guidelines* governing International MTB-O events
- appoint the IOF Event Advisor for championship events
- attend each championship event, including team leaders' meetings

#### **2.3.2. Role of the IOF Event Advisor**

The MTBOC appoints the IOF Event Advisor for all international championship events (World, European and Regional MTB-O Championships). IOF Event Advisors must hold an IOF licence for Event Advisors and

- have experience as competitors, course planners, and organisers
- come from outside the Event Organiser's country
- understand the Event Organiser's language and communicate in that language or alternatively in English
- contact the event organiser immediately after MTBOC nomination
- visit the Event Organiser three times before the event
  - ◆ 2 years before the event - to approve competition areas and timetable
  - ◆ 1 year to 4 months before the event – to check draft maps and courses
  - ◆ 3 weeks before and during event – to check final maps, courses and monitor the event
- after each visit send a brief written report (three pages or less) to the IOF Secretariat with a copy to the Event Organiser
- make more/less visits depending on the problems, the travel distance and organiser's experience (extra visits not paid by the organisers need to be approved by the MTBOC)
- supervise all parts of the organisation - 'in forest' and 'out of forest' - areas such as
  - accommodation
  - catering
  - transport of athletes and bicycles
  - media services – internet, television, radio, and newspaper
  - start draw
  - team leaders' meetings
  - timing and results systems
  - ceremonies
- work in an honorary capacity
  - with travel costs paid by the IOF
  - with accommodation, meals and transport during the visits and during the event paid for by the event organisers' national federation
- not have any function within a team – but may travel with a team to the event
- may in exceptional circumstances be called on for representational purposes
- not divulge any information about the event that would give an unfair advantage
- cooperate with the IOF Anti-Doping Event Advisor (if tests are conducted) and other special advisors appointed by the IOF
- attend all team leader meetings at the event centre

- report freely only to the IOF MTBOC
- write a final report within four weeks of the event and send to the IOF Secretariat - with a copy to the event organiser (MTBOC and IOF Rules commission will get reports from the IOF Secretariat).
- The report may add the following points about the event
  - short description
  - opinions and comments
  - strong and weak points
  - complaints and their resolution
  - ideas and suggestions for future events

In summary, the IOF Event Advisor keeps mainly in the background and leaves the Event Organiser as free as possible, only intervening if the rules are not being respected or if the successful conduct of the event is endangered. The relationship of the IOF Event Advisor, the National Event Advisor and the Event Organiser should be based on confidence and focus on the shared objective – a successful event.

### **2.3.3. Role of the IOF Map Commission (MC)**

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

### **2.3.4. Role of the IOF Information Technology Commission (ITC)**

The ITC continually monitors and is the approval authority of timing systems for international MTB-O events.

## **3. Bulletins and Website Information (see rule 8)**

### **3.1. *Bulletin 1: Preliminary Information***

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

### **3.2. *Bulletin 2: Invitation***

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

#### **3.2.1. *Entries (see rule 9)***

- Nominal entries (expected number of competitors and officials) have to be forwarded to the organiser from an IOF member federation 3 months in advance of the event. These entries are binding on the federation.
- The organiser is free to accept or reject late entries as they wish. A late entry fee may be charged, but requires approval by the IOF Event Advisor.
- IOF MTB-O events in Europe can expect to attract 100 to 160 competitors in the men's class and 80 to 140 in the women's class with between 10 and 30 nations represented. For events outside Europe, these numbers can expect to be reduced.
- In addition to the competitors, organisers can expect between 30 to 60 officials (3-4 for large teams and 0-2 for small teams). While there is no limit to the maximum number of team officials, an organiser may set a limit of 3 or 4 officials per team. This needs approval by the IOF Event Advisor; if approval is given, teams can still house officials away from the official accommodation.

### **3.3. Bulletin 3: Event Information**

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

### **3.4. Bulletin 4: Program (see rule 8.6)**

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

### **3.5. Official Last Minute Information**

- Only in special cases may official information be given later than in Bulletin 4.
- If this is necessary, it should be displayed and given in writing to team leaders as soon as possible.
- It may be given orally at the team leaders' meeting only in unforeseen circumstances.
- In such cases it should be checked that all teams have received and understood the information. The information should be confirmed in writing immediately, if possible and reasonable.
- Unofficial information may be given to the teams in other ways.
- It is recommended to have in the competition office a box for each team, media representatives and IOF officials, where notices can be deposited by anybody and picked up by the box's owner
- It is also recommended to have in the competition office a board for display of information of general interest, e.g. maps, weather forecast, TV times, past results, WRE ranking

### **3.6. Event Website**

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

- promoting the event
- updating information about the event
- receiving entries for the event
- publishing results from the event
- As a minimum, the IOF MTB-O event website should
- be simple in design, without large graphics and capable of being displayed with basic browsers on a wide variety of platforms
- contain Bulletin 1,2 and 3 information (see above and rule 8)
- display most recent versions of previous orienteering maps of the competition areas
- contain relevant accommodation information
- present downloadable forms for event entries and accommodation booking
- publish start lists
- publish race results
- give on-line coverage on the Internet of the IOF MTB-O event (see 7.1 in these guidelines)
- the current results should be made continuously available from the competition data system during the competition, in order to provide on-line coverage of the event on the internet
- live sound broadcast (speaker's voice) with pictures continuously taken and published are other possibilities.

## **4. Time Schedule**

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

- October 31, 4 years before the event, IOF sends out application forms
- January 31, 3 years before the event, final application date for event
- March 31, 3 years before the event, MTBOC reviews the applications and visits the sites
- April, 3 years before the event, MTBOC presents the IOF Council with its recommendation
- July/August, 3 years before the event, the IOF General Assembly or Council makes appointment of organiser (rule 4.56)
- 2 years before the MTB-O event, IOF MTB-O Event Advisor appointed
- 2 years before the event, IOF Event Advisor makes visit 1 - terrain check
- 24 months before the event, Bulletin 1 (rule 8.7)
- 1 year before the event, IOF Event Advisor makes visit 2, map, media, and accommodation check
- 12 months before the event, Bulletin 2 (rule 8.7)
- 3 months before the event, nominal entries from Federation teams
- 2 months before the event, Bulletin 3 (rule 8.7)
- 2 months before the event, IOF Event Advisor makes visit 3, course, control check, and final details
- 1-2 days before the event, at teams arrival at the venue, Bulletin 4 (rule 8.6)

## 5. Competition

### 5.1. Formats

At present the IOF recognises the following formats as suitable for IOF MTB-O events

- Ultra Long Distance      Women 100-120      Men 120-140
- Long Distance      Women 70-90Men 90-110
- Middle Distance      Women 40-50Men 50-60
- Sprint Distance      Women 20-30Men 20-30
- Relay (for each leg)      Women 40-50Men 50-60

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

### 5.2. Terrain

The terrain suitable for an IOF MTB-O event is described in rule 14.

- The terrain does not have to be large, nor does it have to be the most technically demanding terrain available.
- The terrain should offers an orienteering challenge, route choice problems, a fair competition and good media coverage possibilities, then it will receive a higher evaluation ranking than a technically superior terrain located far from any facilities.

### 5.3. Maps (see rule 15)

- Maps, course markings and additional overprinting have to be drawn and printed according to the *IOF International Specification for Orienteering Maps* (ISOM2000). Deviations (eg. the use of non-standard symbols or scales) need approval by IOF Council (rule 15.1).
- The map survey should be completed one year before the event if possible. A pre-print version is then made available for event advisor purposes. The final field survey is usually made along route choices just a few months before the event. Errors on the map, and changes that occur in the terrain after the map is printed, are overprinted on the map if they might have a bearing on the event.
- If an orienteering map of the area or part of an area selected for a IOF MTB-O event exists already, then in order to ensure fair conditions for all competitors, the following procedure is followed:
  - 1 A copy of the existing map is sent to all entered federations with Bulletin 2 (see rule 8.4) and should be posted on the event website.
  - 2 If not enough old copies are available then colour photocopies can be distributed.
  - 3 On the day before the event, the original old map in colour is displayed so that each competitor has a chance to study it. The time and place of such a display is given in Bulletin 4.
  - 4 Suitable locations for display are the Competition Office or the Model Event finish area.



- 5 Competitors may wish to purchase copies for their own personal preparation beforehand.
  - 6 On race day, competitors, team officials or other persons cannot use maps of the competition area, unless officially permitted.
  - 7 It should be stated in Bulletin 4 that possession or use of any orienteering or other maps of the competition area is prohibited during the competition day outside the accommodation grounds unless officially permitted. This applies equally to competitors and team officials (see rule 15.6).
  - 8 People who have been involved in making any previous maps of an IOF MTB-O terrain cannot compete in the IOF MTB-O event (see rule 26.6).
  - 9 Competitors' maps are usually returned to the teams immediately after the race. As soon as the last runner has started, finishing runners may keep their race map. Clean maps may be given to the teams.
  - 10 Team officials who have paid an entry fee also receive a map.
- Double use of the same map for two consecutive IOF MTB-O races should be avoided. If this is unavoidable, the map is given to all teams after the first race. This is to ensure that all runners have equal opportunity to see the map between races.
  - Double use of the same map for qualifications and finals is allowed, but not recommended. When this happens, the maps are not returned to the competitors of the qualification races and have to remain secure until after the final event.

### 5.3.1. Race Map Distribution

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

## 5.4. Course Planning

### 5.4.1. General

The purpose and requirements of the IOF MTB-O event:

- Showcase the world's elite to the media and to the public as well as determine the best in the world at the event or over the course of an orienteering season. With this in mind, course planners have to balance the need for a fair, challenging race with the needs of the public and media.
- The prime requirement for a course is fairness. There must be no questionable control locations, no elements of surprise as regards symbols and no elements of luck in determining the best route choices.
- A second requirement for the course is balanced orienteering challenges. The courses should be as difficult as the terrain allows.
- A third requirement for the course is to allow the best in the world to obtain the pre-stated winning time (see rule 16.10) within 3 minutes. This can be difficult at times for new terrain. Course planners should obtain the help of elite riders to test run parts of the course in order to determine riding speeds of the terrain.  
The *Leibnitz Convention* and the description of *Competition Formats* (see Appendices 1 and 2. See also rule 16.1) can be used as a guideline in order to meet the above goals.
- Any public event should be held at a different time or at a different site than the IOF MTB-O race.
- It is good practice to have foreriders run the courses before the event in order to verify that everything is in place and functioning. The foreriders do not perform the duties of the event advisors but rather give the organiser a last minute check on equipment, in particular the electronic punching system.
- The riders should reach a radio point or the finish in good time to allow for any equipment to be replaced.
- Courses that involve looping have to remain fair to all competitors and provide a useful picture of the progress of the race after each loop. The expected fastest times for each loop need to be equal; a difference of more than 1 minute should be avoided.

#### **5.4.2. Rules concerning riding off existing paths or tracks**

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

#### **5.4.3. Relay Course Planning**

- The *Competition Rules for IOF Events* set the total winning time of a relay (135 minutes for women and 165 minutes for men - see rule 16.9). Broader guidelines are given for the individual leg times. This is meant to allow for flexibility in planning the courses, but a splitting system of some type always has to be used. It is recommended to use maximum splitting on the first part of the course and less on the middle and last part of the course. On the last part of the final legs, no splitting should be used.
- The differences in leg length (ie. all 1<sup>st</sup> legs, all 2<sup>nd</sup> legs and so on) should be no more than a 1 minute difference in order to give a reasonable indication of the standing after each leg, especially if the relay is a looped setup where there are no common controls between the various combinations.
- Experience shows that differences in ability separate teams easily enough, so that a complex splitting system with hundreds of possibilities is not necessary. A splitting system with 18 or 27 (3x3x2 or 3x3x3) is quite sufficient.
- Attention should also be given to the compulsory sections within a relay course, since relay courses tend to be shorter than individual courses. Compulsory sections for the start, public control sections and the finish run-in of a total of no more than 10% of the course length is sufficient.

#### **5.4.4. Start Area**

- The start should be located within sight of the finish area in order to provide access for the public and media if at all possible. This simplifies the logistics for media, athletes, coaches and organisers and makes for a more interesting arena.

#### **5.4.5. Media Access**

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

#### **5.4.6. Public Controls**

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

#### **5.4.7. Control Descriptions**

- Control descriptions are not normally used in IOF MTB-O events except where off-path controls are used.
- Any events using off-path controls must issue control descriptions

### **5.5. Training**

The Event Organiser may offer additional training opportunities. Details should be given in Bulletin 1 and Bulletin 2. Teams normally keep their journey and residence as short as possible (2 weeks maximum).

### **5.5.1. Reasons to Stage Training Events**

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

### **5.5.2. Competitor Training Expectations**

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

### **5.5.3. Additional events**

- IOF MTB-O event participants rarely attend public races before or after an IOF MTB-O event.
- If a sprint or middle-distance event is organised in order to promote the sport and does not detract from the competitors' own preparation; teams will usually support the organisers.

## **5.6. Model Event**

### **5.6.1. Model Event Necessary Elements**

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

### **5.6.2. Model Event Suggested Elements**

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

### **5.6.3. Model Map Characteristics**

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

### **5.6.4. Model Event Schedule**

- takes place the day before the race at the same time of the day
- takes place in the first three hours of the event and should be reserved for IOF MTBO events participants (competitors, team officials, media representatives, IOF officials)
- In special cases and with the IOF Event Advisors' approval, the model event may take place on the race day just before the race. For example if the MTB-O events program does not allow a full day for the model event or if there is a very long travel time from the accommodation to the terrain.
- In that case the model event course does not exceed 5 km.
- The model event opens at least 90 minutes before the first start of the main race, and is within cycling distance from the main race's pre-start.
- The cost of the model event is included in the entry fee for the MTB-O event.

- The IOF Event Advisor decides if more model events are necessary, depending on the types of terrain and map scales.
- If the terrain is similar for both events with only the map scale differing, then the model event map can be printed in both scales.

## **5.7. Start Draw**

The start draw refers to the procedures required to fairly establish the sequence of competitors or teams on the start list and allocating start numbers. This may be done by lot or based on previous results or based on the WRE total score list.

### **5.7.1. Time Schedule for Start Draw**

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

### **5.7.2. Start Draw Checking Procedures**

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

### **5.7.3. Possible Problems with Start Draw**

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

### **5.7.4. Start List Requirements**

- competitors' bike number
- competitors' first and last name
- federation
- start time in hours and minutes (eg 10.43). In addition, the race time of the start may be given (eg. 120.00 for zero time of 9.00). The true start time must not be replaced by the race time.
- The start list should have enough space alongside to enable intermediate and final times to be written.
- Each team is given at least one start list copy per team leader plus at least one per three competitors remaining.
- Teams should receive start lists 1 hour before the team leaders' meeting.
- Copies of the start list are made available freely for the media representatives

## **5.8. Start**

Individual start with a fixed time interval is normally used in the IOF MTB-O events, though other formats can be experimented with in World Ranking Events subject to approval by the MTBOC. The individual start consists of two parts, the pre-start and the start itself.

### **5.8.1. Facilities Available at the Pre-Start**

- quiet waiting area, separated from that used by any non-World MTB-O competitors
- tent area for teams
- warm-up area with a track loop
- toilets
- display of official start lists
- clock showing current race time

- water and cups
- model control unit
- English-speaking officials for problem solving

#### **5.8.2. Facilities Available at the Start Location**

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

#### **5.8.3. Competitors' Responsibility at the Start**

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

### **5.9. Controls and Punching Systems**

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

### **5.10. Refreshments**

- It is the riders' responsibility in MTB-O to carry their own water/sports drink.

### **5.11. Finish**

- The layout at the finish should cater first and foremost for safety of the riders, then the media representatives and spectators.
- The media should have unimpeded direct access to the final 100 metres of the finish run-in. The last control should be placed in plain view of the spectators; if this is not possible, the place where competitors' enter the finish arena has to be supervised continuously to prevent spectators going into the competition area towards the last control.
- Spectators should be able to see as much of the finish run-in as possible. This can be achieved by skilful use of the contours of the finish arena.
- Remember the angle of the sun when considering visibility and sites for photography at the ceremonies.
- The run-in for the IOF MTB-O event has to be separate from that of any public race and should be slightly uphill if possible.
- After crossing the finish line, the order of access to the competitors is strongly recommended:
  1. Finish officials
  2. Team officials and refreshment, for an adequate recovery period
  3. TV media
  4. Other media
  5. Other spectators

## **5.12. Timing**

### **5.12.1. General**

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

- clocks must be synchronised before the event, and not resynchronised during the competition
- synchronisation should be done in time to allow for assurance of the correct functionality, and in time for correcting any mistakes
- allow between 30 and 60 minutes before the first start for clock synchronisation
- When electronic timing is used at the start, the exact starting time will be recorded by the starting gate. This starting time should be printed and stored in the equipment, in addition to an electronic transmission to the result system.
- If a manual start procedure is used, the starter should ensure that the competitor does not start early. A hand on the competitor's shoulder should be used. The starter must provide all competitors with the opportunity to start at their correct times.
- A control or photocell on the finish line should record the finish time. The finish time may be triggered manually by a button. The position of the finish line must be obvious to the rider on the ground. The finish official must be positioned so he/she sees the rider's front wheel cross the finish line, so that a rider's position is consistent when the time is taken.
- All timing is to be to an accuracy of 1 second. Times in 1/10<sup>th</sup> second must be rounded off to the lower second.

### **5.12.2. Back-up Timing / Disaster recovery**

- A list of the order in which the competitors cross the finish line must be kept and the finish time of each competitor must be written down.
- The back-up is normally a video camera filming the finish line so that the start number and the event time (large-display clock) of competitors is visible on the screen as they ride across the finish line.

## **5.13. Team Leaders' Meeting**

### **5.13.1. Purpose**

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

### **5.13.2. Structure**

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

### **5.13.3. Participants**

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

### **5.13.4. Other Guests at Meeting**

- other representatives of the organising committee
  - competitors and other team officials
  - IOF guests and officials
  - media representatives
  - interested persons
- If possible everyone is admitted to the meeting. If space is limited, participation may be limited to the first of the above groups plus a second representative per team.

#### **5.13.5. Agenda Items**

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

#### **5.13.6. Possible Questions for Meeting**

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

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

#### **5.13.7. Possible Scenarios**

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

### **5.14. Jury (see rule 29)**

#### **5.14.1. Composition of the Jury**

- members named in Bulletin 4.
- both men and women members as far as possible
- for World Championships two jury members are appointed by the IOF Council and one is appointed by the organising federation (Rule 29.11).
- for other international events, the jury is appointed by the IOF Event Advisor or by the organising federation. There shall be three jury members from three different countries other than the organiser. One representative of the organiser participates in jury meetings but has no vote.

- members able to speak English and hold an IOF Event Advisors' licence.
- IOF Event Advisor and all voting jury members are present at the race and at all jury meetings.
- at least one jury member is present at all major activities during the event period. This includes all ceremonies, meetings, model event, start, finish, public controls and award ceremonies.
- IOF Rules specify how a jury member is to be replaced if the member cannot fulfil their duties. A replacement is required if the jury member is unable to get to the event for whatever reason and is not meant to temporarily replace a jury member who is unavailable at a specific event activity.

#### **5.14.2. Documents for the Jury from the Event Organiser**

- Competition Rules for IOF MTB-O Events
- Special Rules for the given event
- IOF Rules for the Conduct of Drug Tests
- International Specification for Orienteering Maps
- MTB-O Organiser Guidelines (this document)
- Leibnitz Convention (Appendix 1 of these Guidelines)

#### **5.14.3. Jury Meeting Requirements**

- the organiser provides a suitable meeting room or tent.
- to be held immediately after the first team leaders' meeting. At this meeting, tasks are assigned and further meetings arranged.
- to know the jury's decisions are final. Therefore the jury should examine a case very carefully, consult all regulations necessary and hear from all people involved. No special procedure is set for the jury.
- to be held privately. If the jury feels uncertain about its opinion on a case, they may ask the advice of other IOF Event Advisors or IOF officials as they may remember similar cases from the past.
- the organisers not to ask the jury about its opinion on a particular situation
- jury members not give an opinion on a case before a protest has been made. This avoids compromising later decisions. The jury does not give directions to the organisers if there is no protest.

### **5.15. Formal Complaints (rule 27)**

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

### **5.16. Formal Protests (rule 28)**

- A protest can be lodged only after a complaint has been made and responded to by the organiser. The jury acts as a review body and bases its final decision on the organisers' investigations and its own reflections about the case.
- A protest is made in writing to the IOF Event Advisor or another member of the jury. A protest can be made by team officials or competitors (see rule 28.2).
- A protest lodged without a previous complaint has to be presented to the organiser first as a complaint.
- A protest has to be made as soon as possible (within an hour) after a decision on a complaint has been issued. If further information comes to light after a complaint decision has been



made, then a formal protest may be lodged a few days after the complaint decision and must be handled by the jury.

- There is no fee attached to a complaint or a protest (see rules 27.4 and 28.4)
- During the event, the decision on a protest is made within a few hours.
- The decision is made known orally immediately to the protester and to any other parties involved. It may be presented publicly via the commentator.

### **5.17. Appeals (rule 30)**

- Appeals are on the same level as protests, but they normally deal with different subjects.
- Appeals are mainly concerned with matters related to MTB-O events in general such as the World Championship program, qualification system, special rules, overall scoring etc. No specific jury is involved in an appeal.
- Appeals are not a way to change decisions about protests, since a jury's decision is final.
- Appeals are only made in writing by federations to the IOF Secretariat (see rule 30.2)
- The IOF Secretariat will transmit the appeal to the relevant committee. In matters concerning the World Championship, the MTBOC is usually the competent body that deals with the appeal.
- The decision is made in writing within a few days of any meetings held to solve the issue and is sent to all parties involved.

## **6. Event Centre**

### **6.1. General**

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

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

It is best to divide the Event Centre into functions:

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

### **6.2. Meals and Accommodation**

#### **6.2.1. Normal Food and Housing Requirements**

- house the competitors within the same facility or within close proximity. Keep all activities such as ceremonies, meetings, social gatherings within a reasonable distance of the accommodation.
- apartment-style rooms with cooking facilities are the best option but not absolutely necessary as long as restaurant facilities with vegetarian menus are available.
- provide meeting rooms to be shared amongst the teams suitable for 15 to 20 people.
- Some teams have very restricted budgets and must be offered the cheapest accommodation possible such as camping or school dormitories or floor space.
- Half (breakfast and dinner) or full pension (includes a lunch packet during competition days) are offered.
- When planning the meals, organisers must remember:
  1. orienteers eat more than the average person, including at banquets. A breakfast is an important meal and needs to offer food suitable for athletes. Respect different food traditions.
  2. menus should respect the principles of nutritious balanced diets as well as both vegetarian and meat diets.
  3. on race days, breakfast has to be made available 3 hours before the first start time.
  4. costs for full pension should normally not exceed 50€, or 35€ for half pension.
  5. offers made to the participants have to be approved by the IOF Event Advisor if there is one.

When planning the accommodation, organisers must remember

1. there should be choice in the level of accommodation quality (different standards for teams from which to choose), but ideally the meal should be the same for all.
2. The important thing is that the teams are together for the meals, therefore the meal has to be as inexpensive as possible.
3. A deposit of 10 to 20% may be levied against any bookings. The deposit does not exceed the price for one person for one day.
4. Beware of teams who enter the event, neglect to pay the deposit and eventually do not show up. Deciding on strict dates and getting agreements with the hotels is necessary to prevent losses.
5. Some teams may have difficulty exchanging money depending on the location of the event, and the organiser should be prepared to make special arrangements in order to get reimbursements.
6. The safest route is to communicate with individuals responsible for each team on a personal basis.

## **7. Competition Arena**

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

At the Competition Arena it is desirable to have:

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

### **7.1. Results**

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

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

## **8. Implementation of Doping Tests at IOF MTB-O Events**

- The IOF Council decides, normally at least 6 months before the event, whether doping control

is to be conducted at a particular event and the desired number of athletes to undergo doping control. In a confidential letter the IOF A-D Controller informs the event director of the total number of tests and the number of tests per day and per sex. It is recommended that the organiser appoints a contact person for all matters relating to doping control and the IOF A-D Controller.

- On the day that doping tests are carried out, the Event Organiser is requested to put at the disposal of the Doping Control Team as many escorts as selected athletes. Their work finishes when the sample collection procedures are completed. The sex of the escorts is a matter of no importance but they are expected to be honest and reliable. The Head of the Doping Control Team or the IOF A-D Controller will brief the escorts 30 minutes before the start of the race, and most of them should be able to leave about 2 hours after the end of the competition. That means that these persons should be free of any other task in that period.
- The minimum requirements for a Doping Control Station are a waiting room, an office per sex and a toilet. More offices can be located in the same room. Two motor homes (one for each sex) and a tent as waiting room could answer the specific problem of finish arenas in isolated areas where there is no available building. However the infrastructure must give enough protection against bad weather conditions at any time. A waiting room needs to have a table, a bench or chairs and sealed bottles/cans of water. An office will need a table, two chairs and cleaning paper. The toilet needs to be equipped with hand washing facilities.
- The Doping Control Station is an enclosed area located within 50 to 100 m of the finish area. Admittance is limited to the Doping Control Team, the IOF A-D Controller, and the selected athletes and any accompanying person. The location needs to be signed appropriately.
- Athletes to be tested are notified at the finish line. Members of the Doping Control Team and their escorts should have the appropriate accreditation pass. The IOF A-D Controller needs to have an accreditation pass giving access to all premises and areas.
- A selected athlete has to report to the Doping Control Station no later than one hour after the notification. If the organiser has planned a flower or medal ceremony in the finish area, the best timing is within 45 minutes after the end of the race. That will give medallists the opportunity to attend press conferences and the ceremony, and to report to the Doping Control Station in time thereafter.
- When a medal ceremony is planned later on and at another location, the organiser must take into account that the end of the doping control procedure can be expected to be about three hours after the end of the race, and that the athletes still have to move from the competition area to the new location.

## **9. Marketing/Sponsorship**

### **9.1. Marketing Plan**

The plan should answer the following questions:

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

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

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

### **9.2. Press/Media Centre**

#### **9.2.1. General Planning**

- Accreditation should be restricted to working representatives of press organisations only, in order to prevent overcrowding and the disruption of the work environment. Ask to see official

Press IDs at registration to deter 'hobby journalists' who can hinder the professionals from doing their job.

- Set the number of media hosts in relation to the total number of registered media representatives such as to ensure all media representatives have their needs met. It is necessary to check that only those accredited get access to the media working area.

#### **9.2.2. Services before and during the event**

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

#### **9.2.3. Technical Planning of the Competition**

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

#### **9.2.4. Finish Arena as a Work Environment**

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

#### **9.2.5. Equipment Needs for a suitable Work Environment at the Finish Arena**

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

#### **9.2.6. Specifics for TV-media**

- A meeting with the organisers (competition chairperson, course planner, TV-host) is needed well before each race.
- Set aside time at this meeting for TV to discuss suitable work areas in the forest with the course planner.

- TV must have access to exclusive controls without still photographers present - they can cause unwanted disturbance.
- Radio contact is needed between the TV-host and the finish area in order to provide accurate and timely information.

#### **9.2.7. Contacts to Develop Competence**

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

### **9.3. Speaker (Commentary) Services at IOF MTB-O Events**

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

#### **9.3.1. What is 'Good Quality'?**

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

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

#### **9.3.2. Location**

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

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

#### **9.3.3. The Sound System**

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

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

#### **9.3.4. The Speaker Team**

The Speaker team must plan their activities carefully against expected winning times, ceremonies, interviews and important start times.

- One person should act as co-ordinator, managing and controlling all activities, while two different individuals do the speaking. English is the standard language with a second language being that of the host nation.
- Computer operators are needed - with back-ups. The speaker(s) should never be required to use a keyboard to alter a screen display or pull up fresh information.
- The speaker coordinator (producer) directs the computer operators and directs the speakers to items of interest.
- The most important information for the speakers is from the final control. For this reason a telephone cable should always be used for transmission of data from this control into the event software, with radio contact and paper recording of transmitted data available as a back-up which can be activated immediately.
- To distinguish individual competitors when there is a group, a pair of long-range field glasses should be kept handy. A Regnly timer pre-programmed with competitor's bike numbers and start times is also often useful.

- Providing refreshment for the speaker team, giving relief, accepting messages for announcement and resolving queries are additional tasks for someone, often taking up a good deal of time.
- All messages given to the speaker(s) for announcement must be in writing.
- Because of the high concentration needed, the speakers should be shielded from interruption by people outside the team wanting to leave messages etc.
- The speaker team should learn and practice the pronunciation of foreign names in advance.

### **9.3.5. Computer Timing and Recording Systems**

- A computer system provides fast accurate information in a very accessible form for the speakers.
- Software (eg O Speaker) used must have been fully tried and tested in the field before being used at the event. A good system holds the elapsed times and positions at radio controls and can provide a scrolling elapsed time for any competitor in the forest. It interacts with the electronic finish timing system to provide an instant finish time and position as competitors cross the line.
- Competitors in leading positions should be colour-highlighted.
- Separate displays for each radio control/race are needed to ensure that all required information is quickly available. With some software, two or four displays can usefully share one screen.
- Lap-top computers are handy to use but the screens are often difficult to read outdoors. Conventional screens are essential for comfortable working.

### **9.3.6. Simple Back-up Information**

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

### **9.3.7. Radio Controls**

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

### **9.3.8. Spectator and Radio Controls**

- The appeal of spectator controls can be lost when roving speakers announce riders' identities immediately before their arrival.
- Non-accessible radio controls are the only places where the progress of the race should be announced.
- Whispering commentary from radio controls can enhance an event if timed to coincide with expected radio times of the anticipated leading competitors.
- This sort of commentary should be reserved for relay events describing the situation in the forest with regard to the lead group.

### **9.3.9. Fairness and Accuracy**

- It is important that all finishers receive the respect they deserve from the speakers.
- Biased speaker support such as count downs and direct coaching-type comments are to be avoided.

- Whilst there is great interest in the 'home' runners and excitement to be shared if they do well, it is important that all the speakers refrain from 'favouritism' and over-nationalistic comment.
- In particular, misrepresentation and discouragement of runners cannot be tolerated.
- One person should be responsible for messages and announcements to ensure their accuracy.

#### **9.3.10. Interviews**

Interviews are encouraged to be requested from the following individuals:

- Early leaders, especially if they beat the estimated winning time
- Winners
- Local competitors
- Course Planner and/or IOF Event Advisor
- Event organisers
- Dignitaries and Sponsors

## **10. General**

### **10.1. Entry Fee**

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

### **10.2. Ceremonies**

#### **10.2.1. Opening Parade/Ceremony**

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

#### **10.2.2. Awards Ceremonies**

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

#### **10.2.3. Closing Banquet**

- The banquet which is traditional in the case of championship events should be a place for competitors and coaches to meet, celebrate and/or relax.
- A buffet is recommended as it can meet the needs of vegetarians without difficulty.
- If conditions allow, volunteer officials should be allowed to join in the celebrations.
- An opportunity for a representative of the IOF to thank the local organisers, main sponsors, guests and host nation is a high priority.

### **10.3. Transportation**

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

- The Event Centre should be located within a few hours' drive of one of the host nation's international airports, or at least with easy domestic travel connections.
- It should be easy to travel from the airport to the event venue using public transport. If this is not possible, then the organisers must be prepared to provide transport. The organiser offers transport to and from the official accommodation from the nearest airport and rail station, if applicable in Bulletin 2 (the invitation). This may be a special bus service or information on travel by train, etc. to the event venue. This transport is paid for by the teams themselves; approximate costs should be given in Bulletin 2.

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

The following points apply to official transportation to the race:

- There must be seats for all competitors and enough space for their bikes.
- All competitors need be able to arrive at the pre-start at least 45 minutes before their start.
- Transportation times of more than 60 minutes (from assembly at accommodation to assembly area at the competition arena) should be avoided. If the drive is more than 60 minutes, then toilets or a rest stop should be provided during the trip and the first start time kept at 10.00 or later.
- A precise timetable for transportation is provided in the invitation. Competitors are allocated transport according to their start time with the athletes being able to choose freely between departure times.
- Transport also has to be arranged for team officials to the pre-start, from the pre-start to the finish if these are separate, and from the accommodation directly to the finish arena - details given in the invitation. If the pre-start is located away from the arena, then a precise route description must be given for those teams arranging their own transport to the pre-start.
- Any prohibition of the use of private cars for transport to the pre-start must be properly enforced fairly for all teams.
- For the transport back to the accommodation from the finish, it is preferable to set a time when buses begin departing, after which buses depart when full. A time for the last bus must be given.

#### **10.4. Evaluation**

In order to continually improve IOF World MTB-O events, the MTBOC needs to obtain information from the organisers as to the success or failure of various aspects of the event. These can then be incorporated into future event planning.



## Appendix 1

### The Leibnitz Convention

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

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

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

We shall aim to:

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

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