

## **Guidelines for the Junior World Championships (JWOC)**

### **A handbook for JWOC organisers**

**2006**

#### **Foreword**

IOF Competition Rule 2.14 states that the JWOC shall be organised in accordance with the following principles:

- ❑ The best junior orienteers of each federation shall be offered competitions of high technical quality;
- ❑ The event shall have a social, rather than a competitive atmosphere, accentuating exchange of experience;
- ❑ The cost of participating shall be kept low.

The essential rules for JWOC can be found in the "Competition Rules for IOF Foot Orienteering Events". A JWOC Organiser is assumed to be following these Rules and to know the general practice of orienteering, and to have prior experience in organising orienteering events. The official version of these Rules is that kept on the IOF website (<http://www.orienteering.org>).

The guidelines which follow will help Organisers to achieve the aims of the JWOC. They are not a complete set of instructions for organising the competition, but they aim to cover most of the special features of the JWOC as well as giving general advice on the organisation of a world-standard international event.

Note should also be made of the Leibnitz Convention agreed at the 20th IOF Congress in Austria in August 2000, which laid down principles for raising the profiles of all IOF Events in the future. A copy of the Leibnitz Convention is appended to these Guidelines (see Appendix 1).

The JWOC is organised annually and can be allocated to Federations in any part of the world. All applications will be considered on their merit and with emphasis on meeting the three requirements mentioned above. The IOF tries to allocate the JWOC to Organisers from both larger and smaller Federations.

The guidelines are based on experience with past JWOCs. They will be changed and improved on the basis of further experience. Comments and proposals are therefore welcome and should be sent to the IOF Foot-O Commission or to the IOF Secretariat.

Some definitions:

- "shall" refers to statements which are mandatory, i.e. must be followed
- "should" refers to statements where it is strongly advised that they are followed

In each of the chapters that follow, the numbers of the relevant rules are given at the beginning. The chapters are in general arranged in the same order as the Rules.



## 1. Event programme, classes

**Rules 3.7, 5.8, 6.1-4, 6.11-13, 6.15, 6.16**

The recommended programme for JWOC Week is as follows:

Day 1 (e.g. on a Sunday)	Arrival, model event(s)
Day 2	Opening Ceremony, Sprint (final only)
Day 3	Long Distance Race (final only)
Day 4	Rest day
Day 5	Middle Distance Qualification (3 parallel heats)
Day 6	Middle Distance Final
Day 7	Relay (3 legs), Banquet
Day 8	Departure

Prospective organisers considering deviations from this format are advised to discuss their ideas informally with the IOF Foot-O Commission before submitting their application. Appointed organisers must discuss deviations from this format with the SEA and FOC.

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

## 2. Application and Allocation

**Rule 4.6**

The invitation to apply for a JWOC is sent out by the IOF Secretariat towards the end of the fourth year before the year of the planned event, e.g. end of 2006 for 2010. Any country and any Organiser may apply to organise a JWOC, if the following conditions are fulfilled:

- The Federation is a full member of the IOF.
- The application is supported by the Federation and sent by the Federation to the IOF Secretariat.
- The application contains all the required information and reaches the IOF Secretariat on the official form by 31<sup>st</sup> January of the third year before the JWOC, e.g. by 31<sup>st</sup> January 2007 for JWOC 2010.

The applications are worked on by the IOF Foot-O Commission (FOC) in the period up to August of the third year before the JWOC year, e.g. up to August 2007 for 2010. This will involve the short listed candidates making a presentation to the FOC at their Autumn meeting (usually coincident with the WOC). The final appointment is made by IOF Council by October 31<sup>st</sup> of the same year.

In allocating the JWOC, the most important considerations for the IOF are as follows:

- High quality of the events in every respect: terrain, maps, organisation and media service
- Low costs of participation
- Potential benefits for development of orienteering in the organising Federation
- Time of year: early July is strongly preferred.

The following factors should help an application to succeed:

- The proposed terrain is well suited for an international competition of high standard, and is within easy reach of the Event Centre. It should not have been used so recently that 'home' competitors have an unfair advantage. Use of the same event arena more than once is acceptable as it can help to save costs
- The event venue is easy to reach by plane and other public means of transport
- There is suitable accommodation nearby
- The Organisers and their Federation are able to demonstrate that they can organise an event worthy of a World Championship (including maps, courses, accommodation, transport, media, spectators), e.g. through experience from races organised in the past, special education of main organisers through IOF and other clinics, etc.

After a Federation has been allocated the event, a contract between the Federation (or the Organisers on the Federation's behalf) and the IOF is drawn up and signed by each party. The contract contains clear statements of the rights and responsibilities of each party and the agreed IOF sanction fee for the event.



### **3. Costs**

#### **Rule 7**

As stated in Foot-O rule 2.14 and in section 2 of this document, low costs of participation are essential for JWOC.

The costs of organising an event are the responsibility of the Organiser. To cover the costs of the competitions, the Organiser may charge an entry fee. This fee shall be kept as low as possible and shall be approved by the IOF Event Adviser. The entry fee is not a means for the organiser to recoup costs of the hosting of JWOC. The Organisers have to recover costs through other means such as the hosting of public events and sponsorship.

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.

The travelling costs of the IOF-appointed Event Adviser and Assistant(s) to and from the venue are paid by the IOF. Local costs during controlling visits and on the event days are paid by the Organiser or the Organiser's Federation according to national agreements. All costs of Controllers and Assistants appointed by the hosting Federation are paid by the Organiser or the Federation.

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. Rule 7.7 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. 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 an accommodation alternative for less than 10-15 € per day per person with the opportunity for self-catering (access to kitchen). For full-board (with at least one warm meal) the cost should not exceed 20-25€ per person per day for the cheapest alternative. See also section 6 below.

### **4. Bulletins**

#### **Rule 8**

Rule 8 is very precise about what information is required to be presented in each of the 4 Bulletins, and when the Bulletins are to be published. Organisers are advised to plan well ahead, so that information given in the Bulletins is based on firm agreements and decisions and is therefore not subject to subsequent change. The information should be set out in an attractive way and should as early as possible include outline details of pre-JWOC training opportunities and other events in the region, and open races to be staged in conjunction with JWOC.

The IOF Secretariat will be prepared to distribute copies of all Bulletins to all IOF member Federations. The Bulletins are also published on the event website, with a clear link from the IOF website. Bulletin 4 is usually handed out to the teams and media representatives upon their arrival at the competition centre; one copy per person (competitors, team officials, media representatives, IOF officials) should be provided.

### **5. Event Website**

It is expected that an event website will be created at an early stage, and certainly no later than the date of issue of Bulletin 2. A distinctive event logo, which can form the icon for linking to the website from the IOF website's home page, should also have been created by this stage and should appear prominently on the website itself and on the front pages of Bulletins and other promotional material.



The website should be straightforward in design, not overburdened with large graphics and capable of being displayed with basic browsers on a wide variety of platforms. It should contain the texts of all published Bulletins together with illustrative material, e.g. samples of maps of the competition areas, and information about the area, transport to the area and tourist accommodation and attractions. There are many good event websites which can be looked at as sources of inspiration.

After preliminary entries have closed, the website should include a list of the countries entered and the numbers of male and female competitors and number of officials from each country.

There should be a clear link to information about open races to be held in conjunction with JWOC, and here there should if possible be an on-line entry facility.

There are nowadays many ways of providing live coverage of the races via the website, but it is not a requirement to go beyond the publication of preliminary and then official results as soon as possible after each race is completed. However it is highly desirable to have at least a live update of the results.

### **6. Event centre, Accommodation and Catering**

The Event Centre is of the highest importance. It shall allow for the social atmosphere mentioned earlier. It should offer cheap accommodation at reasonable quality (good youth hostel or budget hotel standard) as well as facilities for recreation (alternative sports, disco, cinema, etc). The Organiser can expect around 300 competitors and between 50 and 100 team officials.

Optimally, all teams are accommodated at the same place. Nevertheless, a few requirements should be addressed carefully:

- There should not be too many people sleeping in the same room
- There must be enough rooms for women and men to sleep separately
- Orienteers need more than just a bed (the participants have a lot of luggage and material to store)
- Orienteers need plenty of toilets and showers and access to laundry facilities
- Any one national team must be accommodated entirely in one place
- It must be possible for each national team to meet together separately from other teams
- Team leaders should have the possibility of sleeping in separate rooms (double or single)

There should be a central catering facility offering plentiful wholesome food available for use by all competitors and officials, with meals timed appropriately around race timings and travel requirements, etc. This facility can also be the source of packed lunches to be provided for participants at the race arenas.

### **7. Travel and Transport**

#### **Rule 10**

Bulletins and the website shall include clear information on alternative means of travel to the event venue. Some teams will wish to hire a minibus for the duration of JWOC, and it is advantageous to negotiate special rates with a vehicle hire company which can be advertised in the Bulletins and on the website.

Any team has, however, the right to ask the Organiser to arrange transport from the nearest airport and/or rail station to and from the event venue, and from the Event Centre to and from the races. An appropriate charge is of course made for this service.

### **8. Pre-JWOC Training and Model Events**

#### **Rule 11**

It is now customary to offer training opportunities on similar terrain prior to JWOC. Some countries will want to visit the area some months or even one year before the event in order that their best juniors can train on similar terrain. The areas should ideally be available for training at any time and have up-to-date, high quality maps. The availability of paid-for

services such as course planning, putting out and collecting controls, and electronic punching and timing is much appreciated by richer nations coming for training.

The Organiser should also publicise other events being staged in the area shortly before JWOC. Pre-JWOC events are particularly welcome in some special cases:

- In the case of unusual competition terrain
- If the area is located at a high altitude and requires some time for adaptation
- If many competitors are likely to be spending more time in the host country, because of the distance from central Europe

In these cases, low key and informal events (but on quality terrain and with quality maps) are the most appropriate. They may also serve as practice for JWOC officials.

The **Model Events** shall use similar terrain, control features and mapping style to the main competitions. Therefore the following elements shall be demonstrated in the Model Event in the way they will occur in the race:

- terrain
- style of mapping (field work, drawing)
- map scale, contour interval
- printing of courses
- typical and special control features
- special symbols on the map or on the control description sheet
- control descriptions
- at least one control with exactly the same set-up as in the race

The terrain for the Model Event should therefore be as similar as possible to that of the race. It may be small in extent, e.g. 0.5 square kilometres. It might be a part of the race terrain not used by the JWOC courses. In this case, the limits of the Model Event terrain shall be made very clear on the map and if necessary in the terrain, in order to avoid contact of any participant in the Model Event with the race terrain, the courses or the controls.

If the terrain for one race is significantly different from that of the other races, the Organisers may decide in conjunction with the IOF Event Adviser to hold a second Model Event.

If the terrain or the maps for the Model Events are not representative in any respect for the races, the differences shall be explained in Bulletins 3 and 4. Such differences can be special features on the map and in the terrain, a different style of printing, special types of vegetation, etc.

For the Model Event, 15 to 20 controls shall be placed at features typical of those which occur in the main event. They can be given on the map as a control network or as a proposed course. The proposed course should not be longer than 5 km. If no specific course is proposed, it should be possible to visit most of the controls in less than 5 km. The controls should be printed on the map in the same way as for the races.

Overall, the Model Event should give the competitors a clear picture about the races, especially regarding terrain and map. The Organiser should not put too much effort into the organisation of the Model Event (which can be informal in nature), but should concentrate on the main races instead.

## **9. Starting order, start lists**

### **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 with the IOF Event Adviser.

The start lists shall include: start number, first name, 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 leaders. Start lists should also be published on the website and be available in paper form for media representatives and, at a small charge, for spectators.

## **10. Team Officials' Meetings**

## **Rule 13**

The purposes of the team officials' meetings are:

- To transmit information not previously available, e.g. weather forecasts
- To clarify any uncertainties expressed by team leaders through questions at the meeting.

The team officials' meeting is not a media conference or a meeting of the organising committee. Its purpose is not to organise anything, but to spread information. Occasionally, co-ordination changes to meal times and bus schedules can only be accomplished at the team officials' meeting. With this in mind, the Organiser should be prepared to call a secondary meeting with only those teams involved.

Before the team officials' meeting begins, all the race material shall be distributed to the teams (number bibs, control descriptions, start lists, bus schedules etc.).

The team officials' meeting is held the day before each race at 19.00 hours at the latest. It is chaired by the Organiser or by the IOF Event Adviser. English is used as the official language at the meeting. The local language should not be used if other than English.

The following people shall be in attendance at the meeting:

- Two competent representatives of the organising committee, preferably the Event Director and the course planner
- The IOF Event Adviser, his assistants and the national controller
- Members of the jury
- A representative of each team (one person may represent more than one team)

The following people may also attend but may not pose questions:

- Representatives of the organising committee
- Competitors and other team officials
- IOF guests and officials
- Media representatives
- Any other 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.

The agenda usually contains as a minimum, the following items:

- Verification that all teams are represented
- Arrangement for transmitting information to any team which is not present
- Presentation of the Organisers and the jury members (at the first meeting)
- Latest information for the teams given in writing
- Unforeseen urgent information from the Organiser presented verbally
- Questions and answers of common interest about the race

It should be mentioned at Team Officials' Meetings that possession or use of any orienteering or other maps of the competition area is prohibited during the competition day at the race site until officially permitted.

A well-organised team official's meeting lasts no more than 30 minutes. Answers are kept brief and to the point.

Some typical questions that 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?



- Can breakfast start earlier than stated in the schedule?
- 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? (The answer is "no", see section 11 and Rule 15.6)
- 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 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?

The questions are ways for team leaders to express their nervousness and/or 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. Many team leaders that ask questions at such meetings may be attending their very 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 also need clear answers and their difficult attitudes should be ignored.

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

## 11. Maps

## Rule 15

The maps shall correspond to IOF specifications and be of high quality in all respects. They must not contain any major mistakes (missing objects, wrong relative positions, wrong classification of objects) at least along the courses.

The maps need to be surveyed in good time. A first pre-print, preferably by computer, should be available one year before the event, usually when the IOF Event Adviser comes for the second visit. A last field survey shall be made a few months before the event.

Deviations from the map scales and other specifications laid down in the Rules and the IOF Map Specifications are granted only in very special circumstances.

Large maps should be cut to the size necessary for the course. The competition map should be sealed in a transparent plastic bag of reasonable size (not much larger than the map itself) and reasonable thickness (0.20 mm or 8/1000ths of an inch). Experience has shown that thinner plastic bags are not sufficiently stable. Alternatively, waterproof paper may be used for the maps, but printing on waterproof paper is not usually as clear as on normal paper and maps on waterproof paper are difficult to clean when dirty. Using maps on waterproof paper in plastic bags is a good but expensive solution.

If an orienteering map of a race area or of a part of the area exists or has existed, fair conditions shall be created for all competitors. A colour copy of the map shall therefore be sent out with Bulletins 1 and 2, and should also be published on the event website. It shall also be displayed for all competitors on the day prior to the relevant race.



It should be mentioned at Team Officials' Meetings that possession or use of any orienteering or other maps of the competition area is prohibited during the competition day at the race site until officially permitted.

Used or new race maps are usually given to team officials and media representatives immediately after the last start. The time and place of map distribution should be given in Bulletin 4.

## **12. Courses**

### **Rule 16**

The prime requirement for the courses is fairness. There must be no doubtful controls, no elements of chance as regards route choice and no map errors which might influence the race. Controls where the accidental presence of another runner is a great help to other runners should be avoided, e.g. controls within a small depression or a pit. The same applies to controls where previous runners' tracks may be a great help, e.g. in areas with dense ground vegetation.

The second requirement for the courses is good orienteering. The courses shall be as difficult as the terrain permits.

The third requirement for the courses is to reach the expected winning time within  $\pm 3$  minutes (see Rule 16.10). This is sometimes difficult to plan accurately. The course planner should make every effort, e.g. work with top test runners, to reach this goal.

The IOF "Principles for Course Planning" (an Appendix in the latest version of the IOF Competition Rules) and the Rules Appendix headed "Competition Formats" are compulsory reading for all JWOC course planners.

It is not customary to provide course profile information before the race.

It is good practice to have forerunners run the courses before each race, in order to verify that everything is in order and functioning properly. They provide a last-minute check on equipment, in particular the electronic punching system. The runners should reach a radio point or the finish in good time to allow for any equipment to be replaced.

## **13. Control Descriptions**

### **Rule 18**

The IOF publication "Control Descriptions" (see the IOF website for the latest version) is the basis for the preparation of all control descriptions with symbols. Use of control descriptions in words is forbidden in order to avoid language problems. The control descriptions for the Model Event should be made in the same way as those for the JWOC courses.

The control descriptions for all races shall only be available to competitors in the start lanes, one common method being to provide these at -1 or -2 minutes (start time = 0 minutes). See also Rule 18.6.

The definition of any special symbols for the control descriptions shall be given in Bulletin 3 at the latest. Such special features shall be demonstrated in the Model Event and/or by photographs or drawings in Bulletin 3.

## **14. Punching systems**

### **Rule 20**

IOF Rules (Rule 20 and an Appendix) govern the use of electronic punching systems; do check that you are consulting the latest version of the Appendix. All e-cards to be used in the races shall be provided by the Organisers, i.e. competitors are not allowed to use their own.

## **15. Start**

### **Rule 22**

It is recommended in the Leibnitz Convention that wherever possible the Start and Finish are sited quite close together, for the benefit of spectators and the media. Course planning considerations sometimes rule this out, but it shall always be given serious consideration.





For efficient organisation of an individual start, a pre-Start should be used. At the pre-Start, the following should be available:

- a quiet waiting area which can only be accessed by competitors and team officials, with the possibility for nations to set up their own tents
- a warm-up area in the forest
- toilets
- display of official start-lists and current race time
- drinks as they appear at refreshment controls out on the course
- a model control
- English-speaking officials for trouble-shooting

The start area should be quiet and be well separated from the pre-Start. A conventional timed start, not a 'punching start', shall be used.

#### **16. Refreshments during the race**

#### **Rules 19.8, 19.9**

Refreshments shall be available at least every 25 minutes of race time if the race is more than 30 minutes long for the winner. The refreshments shall be placed either at a control or along a compulsory route. Placing multiple refreshment stations along a crossing feature such as a road is not allowed, as this introduces an extraneous factor into the route choice.

The position of each refreshment station in % of the expected winning time shall be given in Bulletin 4. The positions of the refreshment stations shall also be indicated in the control descriptions. Plan to allow 500ml of water for each competitor at each station. The water should be served at room temperature plus or minus a few degrees.

Flavoured sport drinks shall be clearly distinguished from the water cups (white) by use of coloured cups. The drinks and their colour identification shall be demonstrated at the Model Event and at the pre-Start.

Organisers decide if competitors are allowed to bring their own drinks to the officials for placement at the refreshment stations. Organisers decide if team coaches and team officials are allowed to provide runners with on-course refreshments at spectator controls or when passing the finish area. The Organiser should bear in mind that there may be teams with no coaches/officials on site, who will have to make agreements with coaches/officials from other teams to get their refreshments.

#### **17. Finish and Time-keeping**

#### **Rule 23**

The arrangements in the Finish area should cater as much for spectators and media representatives as for the runners (see paragraph 22), in line with the principles of the Leibnitz Convention.

If the last control is outside the view of the spectators, the way from the Finish to the last control must also be cordoned off and supervised continuously. Otherwise non-media people with cameras will tend to approach the last control as the event progresses. Media personnel should be allowed at such last controls.

The use of electronic punching systems for time-keeping is currently not allowed. For sprint races and preferably all JWOC competitions, the timing units at the start and at the finish have to be synchronised with a reliable source of time as often as possible to achieve an accuracy of 0.05 seconds over the whole competition. This means that the clock drift in each timing unit must not be more than 0.05 seconds. This synchronisation can be done by radio, GPS or internet. GPS seems to be the most precise and reliable method. The start and finish times have to be triggered automatically, typically with a gate or photocell at the start and a photocell at the finish. The triggered start time and finish time are used for calculation of the running time in the event administration software. The transfer of this data from the start to the competition administration centre can be done by radio or internet.

The back-up timekeeping system has to be completely independent from the main timekeeping. It shall be operated by other persons and based on another power source and also situated on the Finish line. It shall be operated continuously, not only when problems with the main timekeeping system arise, and has to be on the same level of accuracy as the main timing system.

Video recording at the Finish line is recommended. If a big digital clock is in the range of the video camera and if it is used for all competitors, the videotape may be used as the back-up timekeeping system. Ensure in that case that the race numbers are legible on the video screen.

After crossing the finish line, the following order of access to the runners is strongly recommended:

- Finish officials
- Team officials and refreshment, for an adequate recovery period
- TV media
- Other media
- Other spectators

## **18. Results**

### **Rule 24**

The Organiser should ensure that:

- Hard copy results are promptly and freely available for all media representatives
- Hard copy results and split times are made available for every participant and team official
- Electronic results are posted on the event website, preferably 'live' and shown as provisional. Final official results for each race should be clearly shown as such
- Official results in electronic form are saved in the IOF standard format and transmitted electronically to IOF
- Split times and, when available, graphical race analysis are posted on the event website as soon as possible after the results are declared official

JWOC Organisers should note in particular Rule 24.16, team scores. The team score results should be made available as soon as possible after the relay competition.

## **19. Ceremonies and protocol**

### **Rule 25**

The Opening Ceremony should be held at a 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 with national flags behind a local young person carrying a sign showing the name of the nation. The ceremony should not last too long, with a minimum of speeches. The entertainment should be as original, modern and lively as possible.

Medals should be presented either as soon as possible after each race, at the race site, or - for individual races - during the subsequent evening at a ceremony in the town. In the latter case, a 'flower ceremony' should be held at the race venue to enable the race spectators to hail the medal-winners. At both ceremonies the first 6 finishers should be called to the podium; at the medals ceremony placegetters 4 to 6 receive certificates.

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

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

The winning nation in the overall team competition should receive the prize at the relay prizegiving, which usually serves also as the Closing Ceremony.



## 20. Complaints, protests, jury

### Rules 27-29

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 shall be made in writing. They shall be made as soon as possible after the problem is recognised. The Organiser decides whether a complaint has been made in time or not, which usually means within an hour of the activity in question (e.g. start list distribution), or within 15 minutes of full preliminary results being posted. Details of deadlines for specific types of complaint should be given in Bulletin 4. Up to 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 Organisers shall inform 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 shall be made public via the commentator and the result lists as appropriate. A typical example of such a complaint is incorrect posting of a result.

If the Organiser's decision is deemed unsatisfactory by the complainant, then the complainant or a team official may submit a formal protest to the jury.

As the second stage, a protest can be lodged only after a complaint has been made and answered. The jury acts as a court of 'second instance' and bases its final decision on the Organiser's investigations and its own reflections about the case.

A protest is made in writing to the IOF Event Adviser or another member of the jury. A protest can be made only by team officials or competitors. A protest lodged without a previous complaint shall be presented to the Organiser first as a complaint.

A protest shall be made as soon as possible and no more than one hour after a decision for a complaint has been made known.

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

The Organiser shall not ask the jury as a whole or any voting member about its opinion on a special case. A jury member being consulted by the Organiser or anybody else should not give an opinion on the case before a protest has been made. This avoids compromising later decisions. The jury shall not give directions to the Organisers as long as there is no protest.

There is no fee attached to a complaint or a protest even if local rules normally require one. During the event, the decision on a protest is made within a few hours. The decision is made known orally immediately and in writing later to the protester and to any other parties involved. It is presented publicly via the commentator and/or by a posted written statement in the Event Centre. The IOF Event Adviser annexes the written decision to his post-event report.

The jury at JWOC shall consist of three voting members from different Federations (see Rules 29.12, 29.13) appointed by the IOF Council (or, usually, by the Rules Commission on Council's behalf), with the IOF Event Adviser as chairperson without a vote.

A representative of the Organiser may participate in the jury meetings but has no vote. Their purpose is to present the side of the Organiser in case of any questions or disputes. All jury members need to be able to speak English. The names of all jury members should be given in Bulletin 4.

The IOF Event Adviser and all voting jury members shall be present at the race and at all jury meetings. At least one jury member shall be present at all major activities during the event period. This includes all meetings, model event, start, finish, spectator controls and ceremonies.

Rule 29.8 specifies how a jury member is to be replaced if the member cannot fulfil his/her duties. A replacement is required if the jury member is unable to get to the event itself for whatever reason, and is not meant to temporarily replace a jury member who is temporarily unavailable at an event activity.

The Organiser shall ensure that all regulatory texts are available:

- Competition Rules for IOF Foot Orienteering Events
- IOF Rules for the Conduct of Drug Tests
- IOF Control Descriptions
- International Specifications for Orienteering Maps and Sprint Orienteering Maps
- JWOC Organiser Guidelines (this document)
- IOF Principles for Course Planning (Appendix 2 of Foot-O Rules)
- Leibnitz Convention (Appendix 5 of Foot-O Rules)
- Competition Formats (Appendix 6 of Foot-O Rules)

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. A meeting of the jury is usually held immediately after the first Team Officials' meeting. At this meeting, tasks are assigned and further meetings arranged.

## **21. Event control**

### **Rule 31**

The IOF Foot-O Commission appoints an IOF Event Adviser (EA) for the JWOC. The EA is IOF's representative. The IOF EA must hold an IOF licence and should be an experienced Organiser and controller and come from outside the Organiser's country. If possible, an IOF EA from a neighbouring country understanding the Organiser's language is appointed. This facilitates contact and reduces travelling costs. The IOF EA's name is given to the Organiser usually during the third year before the JWOC, e.g. in late 2006 or early 2007 for JWOC 2009.

The IOF EA is above all a helper and adviser of the Organiser. It is not for the IOF EA to organise the JWOC, but to support the Organiser as far as necessary and possible. The IOF EAs are not police nor are they spies! Their relations with the Organiser should be based on confidence and the consciousness of a shared objective. The IOF EA shares with the Organiser responsibility for the outcome of a JWOC in all respects. This includes terrain, maps, courses, ceremonies, accommodation, media service, etc. The Organiser should keep the IOF EA in touch with the progress of the preparations and with all essential decisions, and shall give the IOF EA all requested information. The IOF EA 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 IOF EA and the Organiser cannot settle a dispute, the case shall be brought to the IOF.

Some special tasks of the IOF EA are:

- to advise the Organiser, in particular on the special features of a JWOC
- to act as a link from the Organiser to the IOF Foot-O Commission, transmitting information in both directions. Each IOF EA nominated for a JWOC liaises with the contact person from the Foot-O Commission for this purpose.
- to represent the IOF officially, if the IOF Council has not appointed another representative
- 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 terrain, maps, courses (and their planning) and controls
- to check accommodation and transport
- to check the plans for ceremonies and guests

- to check the services for media and the public
- to approve all Bulletins
- to approve all fees

The following points do not form part of the IOF EA's compulsory duties

- Course planning
- Contact with national and local authorities, land owners, etc.
- Contact with sponsors

However, the IOF EA may support the Organiser in these matters also if he/she sees fit to do so.

Traditionally, most IOF EAs have concentrated on terrain, maps, courses, and controls. All the other problems related to a JWOC have been regarded as second order. Experience shows that this style of working may not produce good JWOCs in every respect. Most JWOC Organisers are familiar with the technical part of the organisation; most problems arise in other fields. The IOF EA therefore should supervise all parts of the organisation carefully. The "out of forest control" needs about 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 IOF EA shall get in touch with the Organiser immediately after appointment. Usually the IOF EA visits the Organiser three times before the event takes place: a first time two or three years before the event, mainly for checking the terrain; a second time one year before the event, mainly for checking the map and the accommodation; a third time about two months before the event, mainly for checking the courses and other details. Depending on the Organiser's experience, the problems arising and the travel distances, more or less visits may be necessary.

The IOF EAs work in an honorary capacity. Their travel costs are paid by the IOF. The Organisers cover the costs of the IOF EA's accommodation, meals and transports during visits and during the event. The IOF EA should not be treated by the Organiser as a guest of honour or a VIP (Very Important Person). A simple hotel room of the same quality as for the competitors and the same meals are sufficient. The IOF EA should be called on as little as possible for representational purposes and social events.

The IOF EA is required not to divulge any information about the event in so far as that information is not generally known. This applies in particular to the competitors of the IOF EA's country. The IOF EA may report freely only to the IOF Foot-O Commission.

A National Controller (and his/her assistants) shall be nominated by the Organiser's National Federation (see IOF Rule 31.4). He/she should hold an IOF licence for Event Advisors. He/she should have competitive, planning and organising experience at major events and should be familiar with international orienteering. He/she acts as local assistant to the IOF EA. Usually he/she does much of the work in the terrain, e.g. supervision of course and control checking. 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 IOF EA's instructions. The National Controller and assistants are required not to divulge any information about the event. They report freely only to the IOF EA.

Each individual race shall have a Controller whose major responsibility is to confirm that the event is organised fairly and in accordance with the IOF Rules and these Guidelines. The role of the Controller for local events can vary from Federation to Federation thus it is necessary to define some of the duties which are essential for the Controller of an IOF event.

In particular, the Controller:

- shall approve the planned courses, ensuring that they are fair
- shall approve every control site and control description by visiting each in the terrain
- shall approve the hanging of control flags and the siting of each general control assembly
- shall approve the production of control description sheets
- shall be present throughout the event

Final approval rests of course with the IOF EA

## **22. Arena design and facilities**

The arena for each race should be designed with spectators and the media in mind as well as the runners, in accordance with the Leibnitz Convention. The layout should be such as to provide interest and excitement for the quite large number of team supporters and other spectators who may come to JWOC. This means that in the individual events, the Start where possible should be on or close to the same site as the Finish, and there should be a spectator control, a 'sight passage' or a passage over open ground visible from the arena, which ideally can be viewed by people who are close to the Finish run-in.

A spectator or media control should in any case be easily reached on foot from the Finish. Access may be open to media representatives, photographers, team officials, spectators, etc. according to the situation and/or location. A clear access rule and adequate supervision is necessary. The control should be situated in a good light for photographers.

A "sight passage" is a marked compulsory stretch along which all competitors run. It is particularly suitable at the edge of the Finish area where the runners are cheered on, and it helps to create a good atmosphere.

Instead of a media control or a compulsory sight passage a crossing over a track or field can also be used, without a control and without any marking. If a control is placed shortly before the crossing and if the route is well planned, all competitors will pass through the same place. This solution avoids a 'weak' control betrayed by the media representatives.

A prominent results board and a lively and well-informed commentary are necessary features of the arena. The main commentary language shall be English, with the local language used when speaking of home competitors and for announcements, explanations, summaries etc. Experienced orienteering commentators are required, preferably people who have worked as such at an international elite event before. The IOF Secretariat 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.

Sponsors' banners and logos should be displayed along the run-in and in an interview area so that they will feature as background in media photos. The arena should be well constructed using attractive and robust materials; flimsy plastic tape strung between stakes and blowing in the wind is not an adequate standard for defining the run-in and other boundaries at an IOF event.

Spectators should be able to line the last 100 m of the course and take photographs and urge the runners on. The boundary between the area for spectators and the running area shall be clear and supervised. It is recommended that the last control be placed at the beginning of the run-in, in sight of the spectators and allowing for photographs. The media should have unimpeded direct access to the final 100 metres of the run-in, preferably in their own 'lane' beside the run-in, itself positioned so that any sun is not directly ahead.

The arena should also have a well-stocked café providing hot and cold food and drink, other relevant shops and displays (allowed on site by licence), and adequate toilet facilities close by.



### **23. Media services – before the event**

### **Rule 34**

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

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

- information about hotels, transport and prices for media representatives
- a registration form for media representatives
- the address (including e-mail) and telephone/fax number of the official responsible for the media.

Note that it is customary for 'hobby journalists' and non-journalists (especially amateur photographers) to apply for media registration, in order to take advantage of the greater access and information. A strict line should be taken to restrict media accreditation to media professionals and bona-fide representatives of mainstream established o-magazines and internet sites. It should be made known that appropriate documentation (Press ID or similar) will have to be shown at registration.

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

- a press release giving important details about the event and the entrants, e.g. numbers from each country, former JWOC medallists who are entered, etc.
- media services at the race sites
- invitation to the Model Event and Opening Ceremony
- invitation to any press conferences, as applicable

On registration, media representatives should be given a press folder containing:

- Bulletin 4 (programme)
- complete lists of entered teams
- information about newsworthy competitors and other general information
- details about the media services at the event centre and for the races (transport, visit to pre-Start, media control, places to take photographs, telecommunication, etc.).
- personalised media pass for access to restricted areas at race sites

### **24. Media services – at the event**

### **Rule 34**

A Media Centre needs to be provided at the Event Centre, with PC's with broadband internet access for media representatives' use. Most journalists will use their own laptop and will simply require an internet connection. The Centre will also provide technical information (competition details, start and result lists, competitor information) as soon as it is officially available. A large table should be made available for people who wish to distribute brochures, pamphlets or flyers not directly connected with the event. Refreshment may also be provided but this is not obligatory. The size and scope of the Media Centre will be related to the number and nature of media representatives accredited.

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

- a weather-protected, quiet working space in the Finish area, with power for a laptop computer and a phone link (broadband internet access) if possible
- official result lists and maps with courses, immediately after the end of the competition
- mobile phone signal availability
- space for a post-race press conference. Here, a display map with the courses should be available once the race is over, to enable medallists to comment on their routes.

It is necessary to check that only those accredited get access to the media working area.

Transport can be offered free or paid by the users. It will not normally be well used, since most media representatives prefer to be independent and to rent cars.

In addition the following services should be provided:

- A media control or an area accessible by the media where the competitors are visible during the race
- Good positions for photographers, separate from other spectators, keeping in mind the relative positions of the sun, competitors and photographers.
- A contact zone with the competitors after the Finish line
- Refreshments (coffee, snacks, lunch), either free or on presentation of a token or on payment
- A competent Press Officer always available for help and advice and not busy with his own papers. This person will also arrange, announce and normally host the daily press conference.

Contact with domestic TV channels should be made in very good time, with a view to at least a daily report in the sports news. Arrangements should be made to ensure that it is possible for news clips showing winning runners to be sent to the runners' home country TV stations. TV companies attending need one host representative per camera team who is well acquainted with the course and the area. Suitable TV locations on the course need to be discussed with the course planners, the controller and the IOF Event Adviser beforehand.

It is desirable that a videotape or DVD is made of the event. 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.

The Organiser needs to ensure that the host country's sporting news agencies receive the results immediately after the race.

When media representatives are asked about the most important points of the media service, the answers are inevitably: quick results and good communication facilities. All Organisers therefore should give priority to these points. Free coffee and snacks are nice, but of minor importance!

## **25. Guests**

Invitations to and reception of guests should be dealt with according to local practice. It is usual to invite local dignitaries, landowners etc. to the opening ceremony and/or the races.

The IOF Council sends an official IOF representative to the competition. The Organiser will be informed about this in good time. Sometimes the IOF Event Adviser takes on the function of the official IOF representative. When this is the case, the IOF EA is not a guest but a helper and does not make greater demands than the competitors.

VIP accommodation for guests and IOF representatives should be made available in the Finish arena, usually in the form of tent space plus display boards (if requested), tables and chairs, and light refreshments. Officers of the national federation usually act as hosts.

It is also usual to allocate resources for organisers of future JWOCs to hold suitable displays.

## **26. Banquet**

JWOC ends with a banquet in the evening after the relay. This has often been an enjoyable and successful occasion, but in some years there have been problems caused because competitors had been drinking heavily beforehand. The IOF Foot-O Commission will write to the Organiser and IOF Event Adviser in advance, informing them about previous problems and giving advice.





Problems are minimised when:

- ❑ The Organiser times the banquet very soon after the last race is finished – to avoid runners drinking for a long period before getting something to eat
- ❑ The Organiser ensures that there is enough food and that it will be served very quickly after the runners have entered the banquet room
- ❑ The Organiser sells only beer and soft drinks, at a relatively low price – to avoid the runners bringing their own drinks
- ❑ The Organiser states clearly in the final Bulletin what is expected of both coaches and runners at the banquet – a positive atmosphere, coaches take responsibility for the behaviour of their own runners, runners must not bring their own alcohol to the banquet, etc.

The IOF Event Adviser will discuss the banquet programme with the coaches at the final team leaders' meeting, explaining how it has been organised in order to be a success, and stressing what is expected of the runners and the coaches. Usually the programme will consist of a meal, then entertainment, presentations and other happenings – often provided by participating national teams – then a disco.

Because of incidents at a previous banquet, it is necessary to stress that proper security must be in force to ensure that only those invited are able to gain entry, and that a frequent patrol must be undertaken to ensure that all other doors and windows in the building are properly closed and that participants themselves are not using fire doors etc. as an unregulated means of exit and entry.

At the end of the banquet, care should be taken to ensure that all participants have appropriate means of transport back to their accommodation, or leave in groups.

### **27. Public races**

Where public races have been held in conjunction with JWOC, they have been instrumental in attracting team supporters, club tours etc. to the event, thus improving the atmosphere in the finish arenas. However there is no obligation to stage public races. Wherever possible, public races should take place on the terrain and maps which have earlier been used for the JWOC courses, and should be arranged at a good standard, using as far as possible the facilities already set up for JWOC. Classes for all ages and standards should be provided.

A multi-day event in the area just prior to JWOC may also help to attract visitors from other countries and if suitable may be used by some teams for last-minute acclimatisation and training.

### **28. Sponsorship and grants**

A marketing plan should be created with the aim of attracting sponsorship from national and regional enterprises and grants from local, regional and national authorities. This is a specialised task and the event's marketing group should include people with some experience in this area. The plan should include clear statements of the positive elements of orienteering in general and JWOC 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. It is usual to create about 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 JWOC is being held. Often support will 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, rather than financial support. Again, careful preparation is needed before arranging meetings with representatives of grant-awarding organisations.

### **29. Visas**

Depending on circumstances, it may be that a large number of competitors need to make Visa applications, in which case it is recommended that one person is responsible for dealing with these. It is often necessary to send a letter of invitation on official notepaper, signed by the chief Organiser or an Officer in the national federation, to enable the visa applicants to confirm their reason for visiting your country.

### **30. Reports and evaluation**

Within three weeks after the event, the Organiser shall send his report to the IOF EA. Complete result lists and copies of the maps with courses are also sent to the IOF in accordance with Rule 32.4.

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 list or from the result list. Possible points of interest for the Organiser's report are:

- New ideas or problems, description and outcome
- Comment about the race type
- Number, function and country of the media representatives
- Experience with the media
- Presentation of the event in the media
- Comments from competitors and officials
- Sponsors: contributions, feedback
- Financial result of the event, as far as known already
- Complaints, protests and their decisions
- Comments about the Rules, the Guidelines, the co-operation with the IOF and the IOF EA
- Suggestions and ideas for coming Organisers and future JWOCs

On the basis of the Organiser's report, the IOF EA writes the IOF EA's official report and may add the following points:

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

This report shall be sent to the IOF Secretariat, to the Foot-O Commission, to the Organiser's Federation, and to the Organiser within a month after the event.

One of the roles of the IOF Foot-O Commission is to evaluate all IOF events in order to monitor their good as well as their (hopefully few) less successful aspects. Information gained this way can then be fed back to future organisers by appropriate means, one of which is this booklet. As well as receiving the reports mentioned above, the Foot-O Commission welcomes specific comments on the contents of these Guidelines so that they can be improved and updated on a regular basis and we will be asking for such comments after the event is over.

Feedback is also sought by Foot-O Commission from coaches and participants at JWOC.

## **Appendix 1 – The Leibnitz Convention**

### EVENT QUALITY IMPROVEMENT AND ORIENTEERING ON TV AND INTERNET

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

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

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

We shall aim to:

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

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

Leibnitz, Austria, 4 August 2000