



World Ranking Events (WRE) Manual

**Foot Orienteering Events
Handbook for WRE officials
2024 Edition**

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Changes in this 2024 edition have mainly been made to bring this Manual into line with recent IOF Rules changes, and to emphasise the importance of prompt and accurate uploading of the results in IOF Eventor. Notable changes are indicated by a bar in the left hand margin.

Foreword

World Ranking Events (“WREs”) in Foot Orienteering were established by IOF Council in 1998 to replace the previous IOF Elite Events. At the same time, the IOF World Ranking scheme was created, this being the main feature which distinguished WREs from the previous IOF Events. The main functions of these events are:

- To encourage Federations to promote and develop orienteering by staging high quality international events.
- To harmonise event quality in different Federations.
- To award rankings points which contribute to the World Ranking Lists.
- To provide a valid way of comparing competitors from very different nations on a common scale, taking into account the status of the event.
- To conform to contemporary practice in the world of elite sport, by establishing World Ranking Lists for orienteering which are seen as fair and are accepted worldwide.
- To act as a motivation for runners to compete at WREs in their own Federation and in other Federations.
- To provide a means of establishing qualification criteria and starting orders for major IOF events.
- To develop a Federation League Table to be used (in particular) for determining national quotas for the World Cup.

The essential rules for WREs can be found in the *“Competition Rules for IOF Foot Orienteering Events (Rules for IOF World Ranking Events)” (version valid from 1 January 2024)* (the “IOF Rules”), along with the *“World Ranking Scheme Rules for International Orienteering Federation (IOF) Events – November 2023 edition”* (the “World Ranking Scheme Rules”). The current version of the IOF Rules is that published on the IOF website (<https://orienteering.sport/orienteering/competition-rules/>).

It is vital to appreciate that these IOF Rules take priority over all local rules. Every WRE Organiser is assumed to know the IOF Rules, and to have prior experience in organising major orienteering events.

The content which follows will help Organisers to achieve the aims of a WRE. This Manual is not a complete set of instructions for organising the competition – it instead aims to focus on most of the special features of the WRE format.

In this Manual:

- “**must**” refers to statements which are mandatory, i.e. **have to be followed**.
- “**should**” refers to statements where it is strongly advised that they are followed.

Text in this Manual in bold has mandatory status and must be followed by event officials. Other content refers to material provided for guidance and for information. **This Manual must be read in conjunction with the IOF Rules and the World Ranking Scheme Rules, and has the same authority. It must be considered as their extension. The IOF Rules take precedence should a conflict exist with this Manual.**

There is no limit on the number of WREs that a Federation may nominate each year, and it is anticipated that the vast majority will take full advantage of this opportunity. Indeed, it is in the interests of every Federation to do so, because the World Ranking List is used for World elite qualification purposes.

This Manual is also meant to reassure Federations that most of their top-quality events will already meet the standards of the WRE without great investment of extra effort. Indeed, many will meet the standards without any extra work being involved at all. However, there is still a need for quality control to check that IOF standards are being met, and this is where the role of the IOF Event Adviser is essential.

The event formula is normally that of individual orienteering competitions, one for elite men and one for elite women, held at one of the standard IOF race distances (Sprint, Middle, or Long). A Sprint competition can use the Knock-Out Sprint format. Any Organiser wishing to depart from this pattern will need to discuss this with the IOF Event Adviser and the IOF Foot Orienteering Commission (via its member responsible for WREs).

The Manual is based on experience with past WREs. It will be changed and improved on the basis of further experience. Comments and proposals therefore are welcome, and should be sent to the IOF Foot Orienteering Commission or to the IOF Office.

IOF Foot Orienteering Commission

February 2024

1. Application and allocation

The invitation to apply for a WRE is published by the IOF Office early in the year preceding the year of the planned event.

Any country and any organiser may apply to organise a WRE, so long as the following conditions are fulfilled.

- The Federation is a member of the IOF.
- The application is supported by the Federation.

WRE applications must be submitted by the Federation to the IOF, using the IOF Event Management Service, IOF Eventor (<http://eventor.orienteering.org>). Further information on the process for applying for a WRE is set out on the IOF website at <https://orienteering.sport/orienteering/internal/event-organising/apply-for-an-iof-event/>.

Applications from member Federations for events due to take place in January, February, or March must reach the IOF at least six months prior to the event date. Applications from member Federations for events due to take place in other months (April to December) must reach the IOF no later than 30 September in the year prior to the event year, and shall be approved or rejected by the IOF by 30 November of the same year.

Late applications may also be accepted in extraordinary circumstances. A late fee of 50 EUR will be charged for applications received later than 30 November, provided that they are approved. The most important factor for approving a late application is that an appointed IOF Event Adviser must have at least 6 months to advise and follow up on the event quality.

It is up to the organising Federation, the event Organisers, and the appointed IOF Event Adviser to assure that the WRE applied for fulfils the basic requirements for:

- High quality of the event in every respect: terrain, maps, organisation, and (where appropriate) media service.
- Potential benefits for development of orienteering in the organising Federation and the region.
- The timing of the event; for example, it ought not to clash with another WRE in a nearby Federation on the same day.

The WRE application form in IOF Eventor requires the Federation to nominate at this early stage the person who is to be responsible for the transfer of the results from the WRE into IOF Eventor. It is particularly desirable for this “IOF Eventor results contact person” role to be taken by someone within the organising team of the intended WRE. This is important, because the submission of error-free results of the WRE to IOF Eventor needs to be done as soon as practicable after the race, to ensure the integrity of the World Ranking Lists.

Approval of nominated WREs is confirmed by an email generated by the IOF Office when the applications have been approved by the IOF. This approval could be conditional, which means that the event is approved and visible in IOF Eventor, but that the WRE Organisers/ Federation still needs to take some actions in order to fulfil all requirements and maintain the WRE status. If these actions are not taken, the event will lose its WRE status.

Rule deviations

Any requests for rule deviations must be included in the application to host the relevant event. The deviation can be written in the limited text field within the application, or attached to it as a .pdf document.

IOF Rule 2.11 states *“The IOF Council may allow deviations from these rules and norms. Requests for permission to deviate from them must be sent to the IOF Office at least 6 months prior to the event.”* **The consent of the IOF Event Adviser is also needed.**

IOF Rule 2.12 states *“The IOF Guidelines/ Manuals for each event type should be followed. Significant deviations require the consent of the IOF Event Adviser.”*

Normally, a rule deviation request is evaluated by the IOF Events Manager, the member of the IOF Foot Orienteering Commission responsible for WREs, and/ or the IOF Map Commission.

2. World Ranking Events basic criteria

- WREs must be open events, with no restriction on entry by nationality, age etc., equally available for all IOF member Federation athletes to enter.
- WREs must provide one men's race (M21) and one women's race (W21); these are normally of Long distance, Middle distance, or Sprint length, defined in accordance with the IOF Rules, Appendix 6. For example, Long distance WRE courses must have a winning time for both men and women of 88 to 92 minutes, and should normally have a map scale of 1:15 000.
- Knock-Out Sprint competitions, organised in accordance with IOF Rules 12.24 and 12.25, can also be accepted as WREs. Results for the interval start Qualification races must be submitted for ranking separately from the results for the Knock-Out section. See also Section 20.
- If any other race format is proposed as a WRE, a request for a rule deviation must accompany the WRE application form.
- Competitions proposed as WREs should not normally be mass start races, nor should they have chasing starts; however, a request to accept a mass start races as a WRE should be made to the IOF Office, and might in some cases be considered favourably by the Foot Orienteering Commission.

- A WRE is always a single competition. Where a multi-day event is being organised, one or several competitions within the event may be chosen as WRE competitions, and each must be applied for individually.
- Where a competition other than the WOC is in two parts, with a Qualification phase (or Prologues) and a Final, only the results of the Final race are submitted for ranking purposes, except in the case of Knock-Out Sprint competitions.

3. World Cup and WOC

- All World Cup individual A-/ B-Finals count for ranking.
- The World Games individual races count for ranking purposes.
- WOC individual Qualifier races, and Finals, each count for ranking.

4. Start list compilation

- Other than for the post-qualification stages of a Knock-Out Sprint competition, the start list for each class (i.e., W21 and M21) should be based on World Rankings, with a “reversed” start order, so that the best ranked athletes start at the end of the start field.
- The World Rankings used as the basis should be those at a date determined by the Organisers, which should be no more than 21 days before the date of the race. Ranking standings at any defined date can be downloaded from <http://ranking.orienteering.org/Ranking> .
- Alternatively, the start field may be divided into 3 or more groups, ranked in order based on World Rankings. Within each group, lots are drawn in order to decide the start order. The best ranked group of athletes are the last group to start.
- Where there is a multi-day event including two or more WREs of the same type (i.e., Middle/ Long type, or Sprint type) the start order for the second or subsequent WRE may be based on the results of the first or immediately preceding WRE. Athletes participating only in the second or subsequent WRE should be inserted into the start order in positions approximately based on their existing World Ranking points.
- **The starting order must be approved by the IOF Event Adviser.**
- Sometimes a Federation chooses its National Championships for a WRE. This is acceptable provided that the event is truly “open”. In particular, a **“foreign” competitor must be treated no differently from a “home” competitor when the start lists are drawn up.**
- Where M18E/ W18E, and/ or M20E/ W20E, classes are to compete on the same courses and under the same conditions as the two WRE competition

classes (i.e., M21 and W21), competitors in those younger classes must be included in the World Ranking calculations. The start list must thus be prepared for the course as a whole, not separately for each class.

Qualification races

If a WRE has qualification race(s), the qualification heats should be balanced by basing them on the current World Rankings. All the Finals races (e.g., A-Final and B-Final) count for WRE points.

Large numbers of entries – split classes

On occasions where there are events with a large entry, the Organisers may split elite athletes entering the WRE into two parallel classes with similar length courses. These should be designated M21E1 and/ or W21E1, and M21E2 and/or W21E2. If other designations were to be considered, careful thought must be given to whether this might increase the risk of confusion for athletes at the start of their races.

If split classes are to be used:

- The best ranked athletes (according to the World Rankings on a specified date) must start in the same top-ranked elite class (e.g., M21E1).
- The decision to split classes must be communicated to the IOF Eventor support well beforehand.
- The IOF Event Adviser has to approve the use of parallel classes created for this purpose.
- The Organisers may include a limited number of “wild cards” in the top-ranked elite class, subject to the approval of the IOF Event Adviser.
- Results for each such parallel class have to be submitted separately, and each will be used for World Ranking calculations based on the results of the competitors in that specific class.

5. General information and Invitation (Bulletin 1)

Bulletin 1 must be available 4 months before the event. It is a stand-alone document which contains general information about the event. **It must be published in IOF Eventor**, and should be available on the event website. **The Bulletin must give prominence to the WRE status of the event, using the IOF logo to emphasise this.**

The minimum information that must be included is specified in the IOF Rules (8.12). Please note that the IOF Event Adviser’s name must be listed separately from the organising team, to emphasise that they are independent of the organisation.

6. Event website

As a minimum, the event website for the WRE should.

- Be available in English.
- Publish each Bulletin, or otherwise contain all Bulletin information, as and when it becomes available.
- Direct entrants to a secure method of paying entry fees for the event, either for an individual or for a group.
- Contain relevant accommodation information, perhaps also including a facility for online booking for accommodation.
- Publish the official race results as soon as possible after they are known, and **(as required by IOF Rule 24.3) at the latest on the day of the race, no later than 4 hours after the latest allowable finishing time of the last starter.**

7. IOF Eventor

The IOF event management service IOF Eventor (<http://eventor.orienteering.org>) was launched in December 2014. This service provides a single entry point for entries to all IOF Events including WREs, for start lists, competition information, and results, as well as for rankings. IOF Eventor also serves as a register of athletes. It contains the IOF Calendar with Events and details. IOF Eventor is the core of the whole World Rankings system, where Athletes' IDs and their World Ranking results are administered.

After the WRE application has been approved by IOF, the Event page will be visible on the IOF Event Calendar. By default, the Federation that made the application has the ability to update the Event information. However, **the person who has been nominated on the WRE application as undertaking the "IOF Eventor results contact person" role also has to have this ability to make direct updates in IOF Eventor.** Furthermore, if a different person within the organising team is going to take responsibility for updating IOF Eventor for aspects other than posting the results (e.g., publishing embargo areas, Bulletins, start lists etc.) that person also needs to have access rights.

As soon as IOF approval for the WRE has been confirmed, the WRE Organisers and the Federation should work together to ensure that the IOF Eventor results contact person (as well as anyone else who will be needing to update IOF Eventor) for that WRE is granted the necessary access rights and permissions in IOF Eventor.

To get access, a person should, as necessary:

1. Create a personal IOF Eventor Account + Add the Club (Organisation).
2. Ask the Federation Administrator, or IOF Administrator, to add the Club as organiser for the Event.

3. Ask the Club Administrator, or Federation Administrator, or IOF Administrator, to add a role of “Event Organiser” (at the Club level) to that individual’s IOF Eventor account.

As soon as these access rights have been granted, the IOF Event Adviser should be informed by the WRE Organiser that this has occurred.

For WRE Organisers, the IOF Eventor service covers the following functions:

- publishing Bulletins, full details of embargoed areas, a link to the event web pages or website, etc; adding or editing the contact details and roles for the WRE
- collecting entries
- collecting, where appropriate, accommodation and services bookings
- exporting entry lists
- importing start lists
- importing result lists.

The WRE Organisers must ensure that all information shown in IOF Eventor is always fully accurate and up-to-date, and published as promptly as possible. Depending on the arrangements that the WRE Organisers wishes to make, individual responsibility for each updating should be undertaken by:

- the IOF Eventor results contact person; or
- a different member of the organising team who has been designated to fulfil this role; or
- an administrator within the Federation who has the appropriate IOF Eventor access rights.

For more information about how to get started with IOF Eventor, please see the “How to” instructions and user guides at <http://eventor.orienteering.org/Home/HelpAndSupport>.

8. Entries

There is little point in having an early closing date for entries. The closing date should be no earlier than three weeks before the event, and every effort should also be made to accept entries later than this.

Ideally, WRE entries should be set up and collected using IOF Eventor. This will mean that each athlete making an entry for either of the two WRE competition courses will have to have an IOF ID: this includes where relevant M18E/ W18E and/ or M20E/ W20E entrants who are to compete on the same course and under the same conditions as the M21 and W21 WRE classes.

Once a user account has been created by an athlete and that athlete's IOF ID attributed, the athlete can then, with only a few mouse clicks, readily enter every WRE that uses IOF Eventor as the WRE entry channel.

It is not recommended that IOF Eventor be used to collect entries for courses other than those for the W21 and M21 WRE classes, because all these other participants will then also need to have a user account in IOF Eventor in order to be able to enter.

It is possible instead to use the Organisers' local entries system for WRE entries. However, if this is done, that system should include an extra compulsory field where all WRE competition course entrants must insert their IOF ID. (Consequently, **every prospective WRE competition course entrant must either already have an IOF ID, or must create an IOF Eventor user account and be given an IOF ID, before making their WRE entry.**)

This will help to ensure that the WRE Organisers will be able to successfully import the results into IOF Eventor, and that the result lists are based on the appropriate and correct IOF IDs for each athlete. It also means that only in rather exceptional circumstances (see Section 20) will it be necessary for any athlete who ran on the W21 or M21 WRE course to be excluded from the results in IOF Eventor. Hence the results in IOF Eventor should normally be congruent with the official results list published by the Organisers.

All competitors on the W21 and M21 WRE courses will thus be ranked as a result of their performance in that competition. Note also that this applies irrespective of the actual age class of the runner. Thus, for example, an M18 may gain World Rankings points having competed successfully on the M21 WRE course.

9. Final Details (Bulletin 2)

"Bulletin 2" contains the final competition information. It must be published in IOF Eventor, and should be available on the event website, at least one week before the date of the event, and preferably 2 to 3 weeks earlier than this. The Bulletin must give prominence to the WRE status of the event, using the IOF logo to emphasise this.

The minimum information that must be included is detailed in IOF Rule 8.13.

The Bulletin should also explicitly remind competitors of IOF Rule 21.4 regarding smartphones and GPS tracking devices, and say how it is to apply. As amended with effect from 1 January 2024, this Rule provides that *"Competitors must not use or carry communication devices that can transmit or receive information, to or from a remote source, between entering the quarantine zone (or the start area if there is no quarantine zone) and reaching the finish in a race, unless the equipment is approved by the Organiser. GPS-enabled devices (watches etc.) can be carried provided that they are not used for communication or navigation. However, the Organiser has the right to specifically forbid the use of such equipment."*

Normally, competitors may wear their GPS watch for the purpose of post-race analysis, but may not carry a mobile phone.

The Bulletin must say if some or all competitors will be required to carry an Organiser-provided tracking device and/or data logger, and whether or not these competitors will be responsible for providing their own GPS-vests.

If the WRE is a part of a larger event, it is acceptable that the contents of Bulletin 2 are published within the Final Details document for the larger event.

10. Other information

Only in special cases may official information be given later than in Bulletin 2/ the Final Details. If this is necessary, it should be displayed and communicated to the competitors as soon as possible, as well as being published on the event website.

11. Model Event

IOF Rule 11 gives details of how Model Events should be put on for all IOF events. However, it is recognised that some WREs will be quite small events, even though of high quality, and the IOF will understand if the Organisers take the position that it is impractical to stage a Model Event.

However, if the terrain to be used is special in some way, fairness dictates that a model event giving examples of terrain types to be used should be organised. This could be achieved by the issue of small sections of map of the warm-up area beforehand. A small number of control flags would be hung in this area, each one shown and correctly described on the warm-up map.

The larger WREs will of course be expected to stage a Model Event in accordance with Rule 11.

Note IOF Rule 20.2: “Competitors must have the possibility of practising with the electronic punching system at the model event.” If there is no model event, there must nevertheless be an opportunity for competitors to practice with the electronic punching system.

12. Map

The map must correspond to the latest valid “*International Specification for Orienteering Maps*” (currently ISOM 2017-2 Revision 5 September 2022), or the corresponding specification for Sprint maps (currently ISSprOM 2019-2 Revision 5 September 2022), and should be of good international standard.

The map must be surveyed in good time. A first pre-print should be available at least before the IOF Event Adviser comes for the first visit. The last field survey should be made a few months before the event. The map must be kept up to date until the competition.

The scale of the map is prescribed by IOF Rule 15.2. The map scale for Long distance races must be 1:15 000. The map scale for Middle distance races must be 1:10 000. The map scale for Sprint must be 1:4 000. The use of any other scale needs the recommendation of the IOF Event Adviser, and a rule deviation request must be made.

As an exception to the above requirements, the IOF Event Adviser can approve a 1:10 000 scale for a Long distance race (IOF Rule 15.9). Normally this would only be appropriate if the mapping of the terrain could not be generalised to make the map readable at 1:15 000. But if the mapping is readable at 1:15 000, it is suggested to retain the 1:15 000 scale. If the terrain allows for very long route choice legs to be created, it is strongly recommended to retain the 1:15 000 scale.

There is no longer a requirement that maps should be offset printed, so digital printing may be used for Middle and Long distance maps at 1:10 000. For 1:15 000 maps it is still strongly advised to offset print the maps. **Digital printing is mandatory for Sprint maps.**

The printing quality must be according to “IOF Map Specifications - Printing And Colour Definitions”, available from <https://orienteering.sport/iof/mapping/> in the “Map printing” section (downloadable as “IOF Colour Appendix A4 September 2022”). This is generally referred to as “*the IOF Colour Appendix*”. **The requirements set out in this important document must be followed precisely.** Less formal guidance should also soon be available: it is planned during 2024 to have tutorials on map printing included on the IOF OMapwiki website <https://omapwiki.orienteering.sport/>.

Large maps must be cut to the size necessary for the course (IOF Rule 15.7).

The IOF logo must be printed on the map, and the WRE status of the event should be included either on the map or on the course overprint.

The competition map (if not waterproof) should be sealed in a transparent soft plastic bag made of Polythene (PE) of reasonable size (not much larger than the map itself) and reasonable thickness (0.07 mm or 3/1 000ths of an inch). Experience has shown that thinner plastic bags are not sufficiently stable.

Alternatively, fully synthetic soft waterproof paper (e.g., Teslin, Antius) (120 gsm) may be used for the maps. Some types of waterproof paper (uncoated types) do not offer the same clarity as normal paper, and some types of waterproof paper can be difficult to clean when dirty. There are also issues of drying after printing for some paper types. Weatherproof paper (e.g. Pretex) is not allowed for WRE forest events, unless used in a sealed plastic bag as described above.

Further guidance and instructions regarding types of papers and plastic bags are set out in the IOF document “IOF Map Specifications – Printing and Colour Definitions” referred to above in this Section.

If an orienteering map of the area or of a part of the area already exists, or has existed, fair conditions must be created for all competitors. **A link to a high-resolution colour version of the most recent edition of any such map must therefore be available on the event website prior to the competition (IOF Rule 15.5).**

For any WRE competition that **does not impose quarantine procedures, Bulletin 2/ the Final Details must emphasise that IOF Rule 15.6 will apply. This currently provides that use of either any orienteering map, or any other map, of the competition area is prohibited during the competition day, until officially permitted.** (The time at which such maps can be used should be stated – normally it would be once the last start time has passed.) This prohibition should preferably apply to all parties, not just competitors and team officials.

The competitors' maps are usually returned after the last start time for the race. Alternatively, new clean maps may be given out later on.

13. Embargo

In accordance with IOF Rule 14.3, the competition terrain must be embargoed as soon as it has been decided, in order to avoid problems resulting from (especially home-nation) elite runners going into WRE competition areas.

WRE applicants are asked:

1. At the time of the application: to publish adequate information on embargoed areas on the Federation's website/ event website.
2. Once the event is approved: to publish the embargoed areas in IOF Eventor as soon as possible after approval.
 - a. It is preferable to use the following guide and template: Embargoed Areas for IOF Events – Guide v1.0 (<https://orienteering.sport/orienteering/internal/event-organising/plan-and-organise-an-iof-event>) .
 - b. Or to add a link to embargoed areas representation elsewhere.
3. At – 4 months: publish the embargoed areas in Bulletin 1.

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

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

Embargoing rules in urban areas pose a particular challenge, because the Sprint distance format, which commonly uses urban areas, is a “shop window” for media and spectators where we want to bring orienteering to the public.

There are three alternative solutions:

1. Strict embargo: normally this is the preferred option.
2. Participants are allowed to be in the area without an orienteering map until the Organisers start setting out the controls and making other preparations for the competition – typically 3 to 4 hours before the competition. Training with a map, and route choice testing, is not allowed.
3. A mix of 1) and 2), where typically the finish area is open. and most of the competition area is strictly embargoed.

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

Any alleged breach of the embargo rules must be notified at once to the IOF Office and to the IOF Event Adviser.

14. Courses

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 tracking may be a great help, e.g., in areas with dense ground vegetation.

In many competitions, the WRE courses will form just two courses out of very many more than this, and fairness becomes harder to achieve. When this happens, the number of controls which are also used by other courses should be an absolute minimum. One way of achieving this is to aim for an average of no more than two runners passing through any given control per minute.

For example, if the start interval is 2 minutes, then no more than 4 courses should share any control. Of course, the ideal is that unique control sites are selected for the WRE courses, but this is not compulsory. There is also no reason why controls on the M21 and W21 WRE courses should all be separate from each other.

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

The IOF "Principles for Course Planning" and "Competition format" principles as set out in IOF Rules Appendices 2 and 6 respectively must be respected. Advice may also be obtained from Guidelines for Course Planning – separate documents for Sprint and Forest planning, available from the IOF website at <https://orienteering.sport/orienteering/internal/event-organising/plan-and-organise-an-iof-event/>.

Winning times: With effect from 1 January 2023, IOF Rule 16.13 has required that all WRE courses must be set to give the following winning times in minutes:

W21	M21	
88 to 92	88 to 92	Long distance
30 to 35	30 to 35	Middle distance
12 to 15	12 to 15	Sprint

For Knock-Out Sprint competitions, Rule 16.10 should be assumed to apply as it would for a World Cup competition. For both W21 and M21, the winning time is 8 to 10 minutes for qualification races, and 6 to 8 minutes for all mass start races.

Control proximity: IOF Rule 19.4 must be applied rigorously.

For Long and Middle distance races, where the map scale is either 1:15 000 or 1:10 000, controls must never be sited within 30 metres of each other. Only when the control features are distinctly different in the terrain as well as on the map is it permitted for controls to be placed closer than 60 metres. The distance between the controls is measured in a straight line.

For Sprint races, where the map scale is 1:4 000, IOF Rule 19.4 was simplified with effect from 2023, and now makes no distinction between controls on similar and on dissimilar features. The Rule simply requires that controls must be a minimum running distance of 25 metres apart, with a minimum straight line distance of 15 metres.

Course Length measurement: IOF Rule 16.3 states that *"The course lengths must be given as the length of the straight line from the start via the controls to the finish deviating for, and only for, physically impassable obstructions (high fences, lakes, impassable cliffs etc.), prohibited areas and marked routes."*

In urban terrain, there are a lot of impassable obstructions, and the shortest route that the runner can take may be even twice as long as the direct line. Course planning software will tend to give the direct line distance, and that is then often quoted as the course length. However, that is incorrect, and care must be taken to ensure that the correct distance is given.

15. Control descriptions

The IOF booklet "*International Specifications for Control Descriptions*" (2024 edition available via the IOF website at <https://orienteering.sport/iof/rules/control-descriptions/>) must be the basis for the preparation of all control descriptions with symbols. The control descriptions for the Model Event must be made in the same way as those for the WRE race.

If any of the Prominent feature/ Special item symbols (Ref. 6.1 or 6.2) are used as control descriptions, an explanation of their meaning or meanings must be given in Bulletin 2/ the Final Details at the latest. The features that are being described by such symbols must be physically demonstrated at the Model Event, and/ or by photographs or drawings in Bulletin 2 / the Final Details.

Control descriptions must be printed on, or fixed to, the front of the map (IOF Rule 18.3).

For all races, control descriptions that are printed (in black colour) separately from the maps ("loose descriptions") must also be available to all competitors (IOF Rule 18.4). These should only be made available in the start lanes, one common method being to provide these at minus 2 minutes (start time = 0 minutes). They should be printed on waterproof paper, to make them weatherproof.

16. Start

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

- a quiet waiting area
- a warm-up area, in the forest for Long and Middle distance races.
- toilets
- displays of the official start list, and race time
- drinks, as at the refreshment controls
- a model control.

The *Start area* should be quiet, and well separated from the pre-Start.

Bounds of access adjacent to the pre-Start area must be marked clearly, and supervised.

Media representatives may be allowed to go into the Start area if it can be ensured that any information obtained about maps, terrain, race layout and route choice decisions will remain confidential until the last start. Some media representatives may want to take photographs of the competitors just after the Start. Depending on the situation, this may be allowed.

Modern electronic punching allows starts to be made by “punching” at the Start control unit (popularly called a “punching start”) but this is not so suitable for WREs, and the conventional timed start (using a clock synchronised with race time) should normally be used. Alternatively, an electronic start gate may be used. If a punching start is used, control measures must be put in place to ensure that competitors adhere to their allocated start times.

Late starters must be set off according to IOF Rule 22.9. It would be normal for their new start time to be recorded by punching a start unit. The question of whether the lateness is the Organisers’ fault or not (and therefore whether their start time can be adjusted) should then be dealt with at the Finish.

17. Control set-up and punching devices

National peculiarities for the control set-up should be avoided.

IOF Rule 19.6 must be observed. With effect from 1 January 2024, this stipulates that: *“Each control must be identified with a code number, which must be fixed to the control so that a competitor using the punching unit can clearly read the code. Numbers less than 31 must not be used. The figures must be black on white, between 1.5 and 10 cm in height, and have a line thickness of at least 2 mm. Horizontally displayed codes must be underlined if they could be misinterpreted by being read upside down (e.g., 161).”*

The SPORTident and Emit electronic systems (both traditional and Touch-Free) are both accepted officially by the IOF, and electronic punching systems have now become the norm at all major IOF events including WREs. The Classic SFR electronic punching system, and the Standard Learnjoy electronic punching system, are also fully approved.

A backup for the electronic punch must be provided. In the case of traditional Emit, this is automatically provided by the pin which marks the back-up label (when used). This label must be capable of being securely attached to the Emit card and made of sufficiently strong material that it will survive the conditions likely to be encountered during a competition (including immersion in water). **In the case of SPORTident and Emit touch-free, the backup must be a needle punch or a second unit.**

IOF Rule 20 (Punching systems) and Appendix 4 (Approved punching systems) give the latest regulations regarding the use of e-punching. The list of approved systems is available on the IOF website at <https://orienteering.sport/iof/it/>.

Competitors who own their own e-cards should be allowed to use them in the WRE, provided that they submit their card numbers in good time to the Organisers.

Advice for controllers, organisers, advisers, etc on the use of the different punching systems is available on the *Instructions from Vendors* page on the IOF website.

18. Refreshments during the race

Refreshments must be available at least every 25 minutes during the race whenever the estimated winning time is more than 30 minutes (IOF Rule 19.8). This gives the following minimum numbers of refreshment points:

Expected winning time (minutes)	Number of refreshment points	Drinks every
30 to 35 (Middle distance)	1	15 to 25 minutes
88 to 92 (Long distance)	3	19 to 25 minutes

The refreshment points are sometimes placed on legs which cross easily accessible linear features such as forest roads. **They must be marked on the map with the conventional symbol, and must be as accurately sited on the ground as if they were control sites.**

However, these points are much better placed at or very near to control sites so that competitors are certain to pass by them, whatever their route choices.

It is sufficient to offer water and beakers. Helpers should fill the beakers and ensure that drinks are available to all competitors, especially to the late starters. **If the water is of doubtful quality, boiled or bottled water must be used.**

Each refreshment point should be manned throughout the race, **and must be replenished frequently, too. The situation where a late starter arrives at a drinks control to find it unmanned and without water must be avoided.**

At the Organisers' discretion, competitors may be allowed to have their own refreshments brought to the refreshment controls.

19. Finish and timekeeping

The layout in the finish Arena should cater both for media representatives and spectators. Spectators should be able to line the last 100 metres of the course and take photographs and urge the runners on. **The boundary between the area for spectators and the running area must be clear and supervised.**

If the last control is outside the view of the spectators, the way from the finish to the last control must be cordoned off, and supervised continuously. Otherwise, people with cameras will tend to approach the last control as the event progresses.

It is assumed that electronic punching will be used, and that the same system is also used for race timing. There is still a debate about whether punching systems completely comply with the accuracy required by IOF Rule 23.6, but if the WRE is part of an event with large numbers, the practicalities dictate that finish times recorded by either system must be taken as official race times.

A punching finish may be used, where the competitor finishes by punching on the finish line. It would be difficult to use any other system (e.g. an electronic gate) as the finish officials are unlikely to be able to guarantee perfect matching of competitors' race numbers with the finish times provided by the gate – for example, there would be a problem of keeping runners in order after they had gone through the gate. However, light beam systems may be used if the numbers going through the finish system are deemed to be manageable.

A back-up timekeeping system is mandatory (IOF Rule 23.8) and should be completely independent from the main timekeeping. It should be operated by other persons and based on another power source. It need not be situated on the finish line. It may be a few metres in advance of it. It should be operated continuously, not only when problems with the main timekeeping system arise.

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, or if some other means of displaying race time along with the video record is used, the video record may be used as a back-up timekeeping system. Ensure in that case that the race numbers are legible on the video screen.

The performance of the speaker (commentator) is most important for the atmosphere in the Arena. The progress of the WRE race should be the central concern. Appendix 1 gives advice regarding commentary in the Arena at all levels, including where TV is present.

20. Results

There are two important aspects to WRE results, those displayed on the day and subsequently published as the final results list for that competition, and those uploaded to IOF Eventor for WR points calculation purposes.

Event results

In the Arena, a results display must give the final times of all runners continuously throughout the race. A competitor's final time should be displayed as soon as possible after finishing.

In addition, or as an alternative, if there is good mobile reception or Wi-Fi at the Arena, results may be continuously uploaded to the internet and thus be available online.

The final results list should include:

- **Name of the event, date, Organising Body, name of the map, format of the event.**
- **Class, distance, climb, number of controls.**
- **For each competitor position, first name, last name, Federation, split times, and final time.**
- **All competitors who appeared on the start list must be included, even if they are (for any valid reason – see below) to be removed before the IOF Eventor upload. When competitors are not placed, the reason must be given, e.g., did not start, mis-punched, timed out, or retired.**

IOF Eventor upload

Prompt and error-free uploading of the results to IOF Eventor is critical for the proper and accurate functioning of the World Ranking Lists. This needs to be done by the IOF Eventor results contact person. **IOF Rule 24.3 requires the results to be submitted electronically to IOF Eventor on the day of the race.**

The primary format for importing results into IOF Eventor is IOF XML 3.0 format, further details of which can be found at <http://orienteering.sport/it/data-standard-3-0/>. WRE Organisers can test compatibility with their result systems by downloading a test file from

<https://code.google.com/p/iofdatastandard/source/browse/#svn%2Ftrunk%2FExamples%253Fstate%253Dclosed>.

WRE Organisers who are not able to produce XML files are able to import results using an XLS template available for download at

<http://eventor.orienteering.org/Documents/ResultImportTemplate.xls>. **Regardless of which results format is used, the files must always include correct IOF IDs for all athletes.**

The IOF will **not** calculate ranking points if either the approved results format is not followed, or if the appropriate IOF IDs are not included in the result files. **If for any abnormal and exceptional reason someone ran who has a valid reason for not having an IOF ID, or if a man ran the women's course, they must be removed from the results before these are uploaded to IOF Eventor.** Note that the simple fact that the WRE Organiser has for any reason failed to obtain an IOF ID for a competitor is not a valid reason for removing a runner from the IOF Eventor results.

The IOF Eventor results contact person should contact the IOF Eventor support team (eventor@orienteering.org) well in advance if there are any questions likely to arise regarding the transfer of results data.

Where M18E/ W18E, and/or M20E/ W20E classes are competing on the same courses and under the same conditions as the M21 and W21 WRE classes,

competitors in those other classes must be included in the World Ranking calculations, and all such classes on the course must be included in a single results list.

If, exceptionally, the results are modified for any reason at a later stage, IOF Eventor (results@orienteering.org) must be informed immediately, so that World Ranking points can be recalculated.

Knock-Out Sprint results

Knock-Out Sprint results must be handled in a special way, since there are both A, B, C, etc. Qualification races (which are treated as separate WREs), as well as the overall result list where positions rather than times determine the WR points. See <https://orienteering.sport/orienteering/internal/event-organising/administrative-resources/eventor-guides/> for full details.

21. Complaints

In the first instance, a potential problem should be taken to the Organisers as a Complaint. This avoids trivial points, where the decision is obvious, from being brought immediately to the Jury.

The Organisers must provide a Complaints/ queries point (normally in the post-Finish area) where competitors can submit any Complaints, or query other aspects of the competition. **The location at each competition where a complaint must be made must be clearly noted in Bulletin 2/ the Final Details.**

The Organisers should have ready at the complaints/queries point paper copies of a form for submitting a Complaint, with spaces for competitor name, age class, Federation, other ID (e.g. competitor number), and contact details (e.g. hotel name, mobile phone number), as well as for details of the Complaint (or any subsequent Protest). A pro-forma Complaint-Protest form is available on the IOF website at <https://orienteering.sport/orienteering/internal/event-organising/plan-and-organise-an-iof-event/>), and this should help ensure that all Complaints and Protests are properly recorded.

IOF Rule 27.4 stipulates that there is to be no fee for a Complaint.

Complaints can only be made by competitors (or if relevant, by team officials) (IOF Rule 27.2). They must be made, in writing, to the Organisers, as “soon as possible” after the problem is recognised. The time limit for any Complaint to be made is, by default, 15 minutes after the full results have been published. However, the Organisers may set a different time limit, provided that this is published in Bulletin 2/ the Final Details.

The Organisers should decide in advance who will be the person from the organising team designated to co-ordinate the handling of Complaints and Protests. Normally, this person would not be the Event Director or Event Organiser themselves, as the role

might be quite a time-consuming task. It is best delegated to someone with plenty of experience. They should work closely with the IOF Event Adviser.

The Organisers, led by the person designated to act as co-ordinator in such situations, **investigate the case, seeking appropriate advice from parties other than that of the Jury.** Depending on the specific circumstances of the case, these may include the Event Organiser, the course Planner, other senior event officials, the IOF Event Adviser (who can be consulted, despite having a non-voting role in the Jury), or experienced participants at the event who are also IOF-qualified Event Advisers,

Once the Organisers have collected all the necessary information and heard all people involved, they then make their decision. This must be communicated to the complainant immediately (IOF Rule 27.3). If the case is of general interest, e.g. in case of a disqualification, the decision should be made known generally by the commentator, or at the results display.

If, for some reason, the Organisers are unable to make the decision, then the IOF Event Adviser does so in their place.

A typical example of a Complaint arising is by a competitor disqualified for mis-punching, but who believes they have been to the right control. As soon as the disqualification appears on the results display, the competitor can make a Complaint. This gives the Organisers the opportunity to check the mis-punch, and to submit their arguments for disqualification (if this appears to be the correct decision). Usually, such cases are settled after this discussion. If the Organisers stick to their opinion and if the competitor cannot accept this, a Protest to the Jury may then be made.

The course Planners should provide the person designated to act as the co-ordinator for Complaints with maps with all controls marked on, so that disqualifications can be more readily be explained to competitors who seek clarification.

The Organisers should note that IOF Rule 20.5 states that competitors have the right to ask to read the back-ups from any control for a fee of 20 EUR, and that if a control unit is found to contain a complete punch, the competitor must be reinstated. The Organisers should therefore have plans in place to ensure that control units can be recovered for checking with the minimum of delay, and without data loss. (This process cannot operate where a competitor uses SI Air, as the SIAC card leaves no record in the control unit.)

22. Protests

A protest can only be made after the Organisers have made their decision on a Complaint. The Jury (see Section 23 below) acts as a “court of second instance”, and bases its final decision on investigations and its reflections about the case.

A Protest is made, in writing and in English (using the same special form to be used for Complaints, described in Section 21), to the Organisers. The person designated by the

event Organisers to act as co-ordinator in such situations must immediately alert and involve the IOF Event Adviser, who should then convene the Jury as soon as possible.

A Protest can only be made by the competitor or team official who made the Complaint that gives rise to the Protest (IOF Rule 28.2).

If what purports to be a Protest is made without a previous Complaint, it should normally be transferred from the Jury to the Organisers, and first handled as a Complaint.

In accordance with IOF Rule 28.3, except in a Knock-Out Sprint Protests must be made within 15 minutes after the Organisers have communicated the decision about a Complaint to the complainant. Protests received after this time limit may be considered at the discretion of the Jury, provided there are valid exceptional circumstances that are explained in the Protest.

At a Knock-Out Sprint (see IOF Rule 28.6), any Protest must be made to the Organisers no later than 3 minutes after the Organisers have announced their decision regarding a Complaint. The Protest may initially be made orally, but must subsequently be written down.

There is no fee for a Protest at WREs (IOF Rule 28.5). Even if the rules of the organising Federation mention a protest fee, this is not applicable to the WRE, as the IOF Rules take priority over any local rules.

During the event the decision about a Protest is usually taken as soon as is practicable. **The decision is made known orally immediately to the protester and to any other parties directly involved.** If the case is of general interest, e.g., in case of disqualification, the decision should be made known generally by the commentator, **Subsequently, it is given in writing to the protestor.**

The IOF Event Adviser annexes the written decision to their report. The IOF Rules Commission will collect the Jury decisions for instructional purposes, and for the development of the Rules.

23. The Jury

The Jury of a WRE event must consist of 3 voting members, together with the IOF Event Adviser as the chairperson who has no vote. The voting Jury members should be IOF licensed Event Advisers, if possible, and preferably from different Federations. Where this is not possible, they should be as experienced as possible.

In many cases, the WRE Jury members will be the same Jury members as are appointed for any non-WRE races being held at the same time as the WRE. The only difference is that the IOF Event Adviser chairs the Jury whenever a WRE-related Protest is being considered.

The IOF Event Adviser and all voting Jury members must be present at the competition, and at all Jury meetings. Jury members must be available in the Arena until it is clear that no Protests are expected to be made. They are required to stay at the competition area until the IOF Event Adviser stands them down.

A representative of the Organisers will, if necessary, participate in Jury meetings, but has no vote. The presence of an Organisers' representative on the Jury is necessary if the Jury requires them to attend. The representative's task is to present the Organisers' view of the case and the local and national practice. They may be asked to leave before the Jury makes its decision. **The Organisers must ensure that copies of current editions of all the necessary regulatory texts are available:**

- **Competition Rules for IOF Events**
- **This Manual**
- **IOF Jury Guidelines** (all Jury members are expected already to be fully familiar with these "*Guidelines for Juries at IOF Events (November 2023 edition)*", available on the IOF website at <https://orienteering.sport/orienteering/internal/event-organising/plan-and-organise-an-iof-event/>)
- **IOF Anti-Doping Code**
- **International Specifications for Control Descriptions**
- **International Specification for Orienteering Maps (ISOM, or ISSprOM for Sprint events).**

The Organisers should ensure that the Jury has a suitable room (or equivalent) for its meetings, preferably with computer and printer for its decisions.

Since the Jury's decisions are final, the Jury should examine a case very carefully, consult all regulations necessary, and hear from all those involved. No special procedure is fixed for the Jury. The hearings and discussions are usually not public. If the Jury feels uncertain it may ask other experienced persons for help and advice, e.g., IOF officials, licensed Event Advisers. They may be able to give an interpretation of the rules or to remember similar cases.

The Organisers must not ask the Jury or any voting Jury member for their opinion on any case.

A Jury member being consulted by the Organisers or anybody else should not give their opinion on any case before a Protest has been made. This avoids compromising decisions taken later. The Jury must not give directions to the Organisers as long as there is no Protest.

24. IOF Event Adviser

IOF Event Advisers must hold an IOF licence. If possible, an IOF Event Adviser from a neighbouring country (and understanding the Organisers' language) should be appointed, in order to facilitate contact and reduce travelling costs. In most cases, however, the IOF Event Adviser will come from the same Federation as the WRE Organisers.

The IOF Event Adviser's name must be given to the IOF at the time of the WRE application. The host Federation for the WRE has the authority to appoint the IOF Event Adviser.

A list of IOF Event Advisers is available on the IOF website at <https://orienteering.sport/orienteering/internal/event-advising/list-of-event-advisers/>.

The IOF Event Adviser is above all a helper of and adviser to the Organisers. It is not for the IOF Event Adviser to organise the WRE, but to support the Organisers as far as is necessary and possible.

The IOF Event Adviser shares with the WRE Organisers the responsibility for the outcome of a WRE in all respects. This includes terrain, maps, courses, media service, etc. Therefore, and in accordance with IOF Rule 31.6, the IOF Event Adviser can give instructions and orders to the Organisers in any respect, should the successful conduct of the event be endangered or if the IOF Rules are not being followed. **If the IOF Event Adviser and the Organisers cannot settle a dispute, the case must be brought to the IOF.**

Some specific tasks of the IOF Event Adviser are as follows.

- To advise the Organisers and Controller, notably on special features of a WRE.
- Where necessary, to advise the Organisers and Controller on the IOF Rules and the contents of this Manual.
- To oversee the whole event, identifying weak points and risks of failure, and bringing these to the Organisers' attention.
- To approve terrain, maps, and the courses (M21E/ W21E only) and their planning.
- To approve all Bulletins.
- To approve all fees.
- To chair the Jury.
- To ensure that the WRE race results are uploaded to IOF Eventor (in the appropriate file format) on the day of the event.
- To notify the IOF Office if the finalised results will not be uploaded to IOF Eventor on the day of the event, stating when results are expected to become available.

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

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

However, the IOF Event Adviser may also support the Organisers, Planner, and Controller in any of these matters if they see fit to do so.

IOF Event Advisers are not “police”, nor are they “spies”. Their relations with the Organisers should be based on confidence and the consciousness of a shared objective. **The Organisers must keep the IOF Event Adviser in touch with the progress of the preparations and with all essential decisions. The Organisers must give the IOF Event Adviser all requested information.**

The IOF Event Adviser keeps mainly in the background, and leaves the Organisers as free as possible, only intervening if the IOF Rules are not being respected or if the successful conduct of the event is endangered.

The IOF Event Adviser and the Organisers must get in touch with each other immediately after appointment. Usually, the IOF Event Adviser visits the Organisers twice: firstly, about one year before the event, mainly to approve the terrain and courses. The second visit will take place just before the event, for final approval. The IOF Event Adviser will be present during the event, too. Depending on the Organisers' experience, the problems arising and the travel distances, more or fewer visits might be necessary.

IOF Event Advisers work in an honorary capacity. The Organisers cover the costs of the IOF Event Adviser's accommodation, meals, and transport during visits, and during the event.

The IOF Event Adviser is required not to divulge any information about the event insofar as that information is not generally known. This applies in particular to competitors from the IOF Event Adviser's country. The IOF Event Adviser may report freely only to the IOF Office and the IOF Foot Orienteering Commission.

25. Controller

The WRE must have a **Controller** (called a “National Controller” by some Federations), whose major responsibility is to confirm that the event is organised fairly and in accordance with the IOF Rules and this Manual. The nature of the role of the Controller for 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:

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

The roles of Controller and IOF Event Adviser may be combined.

NB Final approval of the above matters rests with the IOF Event Adviser.

26. Reports

In accordance with IOF Rule 32.1, the IOF Event Adviser must send a report to the IOF Event Adviser appointing body (i.e., the National Federation) no more than four weeks after the event. The report should include any significant features of the event, and full details of any Complaints or Protests.

Reports to the IOF Foot Orienteering Commission, by either the Organisers and/ or the IOF Event Adviser, are only required if there have been unusual circumstances, for example if the Jury has had to meet, the event has had to be cancelled, or if a course has been voided.

The IOF Timing and Punching System Report form must be completed, using the online form available on the IT section of the IOF website (<https://orienteering.sport/iof/it/>).

Documents relevant to IOF Event Advisers are available from the IOF website in the *Documents for Event Advisers* part of the IOF website (<https://orienteering.sport/orienteering/internal/event-organising/plan-and-organise-an-iof-event/>). These include the following Report templates:

- Template IOF Event Adviser Visit Report
- Template IOF WRE Event Adviser Final Report 2023.

Appendix 1 – World Ranking Event live commentary service guidance

This live service guidance can be useful for WREs with live arena commentary, or live broadcast, but without athletes' quarantine.

In addition, more information and inspiration about live services at bigger events can be found in the WOC/ World Cup Media Guidelines.

The Organisers should provide live commentators with:

- IT support
- A position close to the finish, on the run in - with a good view over the surroundings
- A tent with walls on three sides (to avoid too much wind), or a container/ trailer with windows
- Media accreditation privileges (parking and other facilities)
- Official start list (with ALL latest changes)
- Extended start list
- Copies of the maps for use during commentary
- Wi-Fi connection in the Arena
- Access to a printer
- Commentator's information kit, including tourist information, and interesting things to know about the area (important at Sprint races with facts about buildings, statues etc.).

The IOF Event Advisor can provide live commentators with:

- Thoughts from the course planners (best route choices etc.)
- Pre-running of courses
- Maps, camera plan, and screenplay/ script of the broadcasting for commentators and experts
- Access to GPS tracking.

Confidentiality Declaration

Map and course availability and all information related to maps and courses must, due to fairness considerations, be handled very strictly. A limited number of persons such as live expert commentators may receive this information in advance. Everyone who has access to this kind of information should preferably sign a confidentiality declaration (see pro-forma attached below).

Best practice

- The Organisers and IOF Event Adviser should assist TV commentators in their task of creating the best possible show, whilst also prioritising the fairness of the competition.
- Making sure confidentiality declarations are signed before sharing information such as map, screenplay/ script and access to GPS tracking etc.
- Allowing pre-running of courses at a specified time, BUT collecting the printed maps afterwards. A system using numbered copies of printed maps that can be traced is preferable.
- Where GPS tracking with no quarantine is used, then **any public display via screens or the internet must be delayed until after the last WRE start.**
- If the arena commentary team has complete information about the courses, the commentary team needs to be discrete about technical comments to maintain fairness in the competition.
- The commentary team should be given guidance on how to speak about the progress of the race, even without sight of the map and/ or courses.

Confidentiality Declaration

In connection with the planning and execution of the World Ranking Event Xxx, hereafter called Xxx,

Name: _____

E-mail: _____

Function: _____

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

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

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

The confidentiality pledge applies until last DAY of MONTH YEAR, even if the signatory resigns from involvement before the event is held.

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

The IOF Event Advisor is responsible for filing the Confidentiality Declarations.

Date:

Place:

Signature:

