

## **Possible procedure for IOF Event Advising of World Ranking Events in North America.**

By 30 September the year before the planned WRE the federation will send an application to IOF on the appropriate form, on behalf of the organizing club(s). It may include a suggestion for a licensed IOF Event Adviser (EA) who will not imply large travel expenses. The potential EA could be contacted beforehand so that support for choice of terrain, organization etc can be expected.

Any request for deviation from the competition rules must follow the application and be supported by the potential EA.

The IOF Foot Orienteering Commission will approve applications within 31 October. If approved, the terrain must be embargoed immediately on the federation's and the event website.

Within 4 months before the event, the EA should visit the WRE site and discuss arena, organization, map production, and general outlay of courses. Exact control positions do not have to be specified at this point. During this visit the EA must meet with the event director, course setters, map drawer and the national controller. They shall also discuss how the spirit of Leibnitz convention may be realized in the event.

The content of Bulletin 1/2 (the invitation) shall also be discussed at this meeting and completed as soon as possible and approved by the EA. It shall be published 4 months before the event at the event website.

The course setters and the national controller shall work out course drafts and send to the EA for approval no later than 1 month before the event. Only under special circumstances does the EA have to visit the terrain at this point. The responsibility for the in-forest work lay with the national controller.

The EA shall approve bulletin 3 (information for the competitors) so that it can be published on the event's website 1 week before the event. This bulletin shall include the start draw which must be approved by the EA.

The EA will arrive at the event location a few days before the event. If the EA deems necessary he/she will visit the controls.

The EA shall control that the M/W21E results are sent to the IOF (in appropriate file format) on the day of the event.

The EA may send a mandatory report to the appointing body (the federation). In case of unnatural situations such report shall always be sent.

Jan R Lien, 8 July 2010

