

## Instructions for World Ranking Event organisers

These instructions have been put together to outline sources of information, useful links and contact information for World Ranking Event organisers.

The most important reference point for WRE organisers is the **Guidelines for World Ranking Events**. WREs must abide by the sections in bold, whereas other content refers to material provided for guidance and for information. The Guidelines are available on the IOF website, [www.orienteering.org](http://www.orienteering.org), under *Foot Orienteering / Organisers' Guidelines*.

**Bulletins.** To mark the World Ranking Event status, each WRE bulletin must contain the IOF logo and clearly identify the date of the WRE. The organiser is responsible for making sure that an English language bulletin is available well in time before the event.

**Results.** It is one of the WRE requirements that World Ranking Identifiers are included in the results, and the easiest way to collect runner IDs is to request them from the athletes in the entry form. Missing runner IDs can be found through Athlete Search ([http://iof.6prog.org/WR\\_Aths.aspx](http://iof.6prog.org/WR_Aths.aspx)).

Results must be submitted to the World Ranking list host, Ray Barnes ([wr\\_results@6prog.org](mailto:wr_results@6prog.org)), immediately after the event has finished. Details of approved IOF file format for results can be found here [http://iof.6prog.org/wre\\_format.htm](http://iof.6prog.org/wre_format.htm).

**Reporting.** All event organisers are asked to complete the IOF Timing and Punching System Report online. Further instructions and the report form are available on the IOF website at <http://orienteering.org/foot-orienteering/event-organizing/report-templates/>.

In order to assist the IOF in assessing printing quality, printed copies of the maps (one for each elite class) should be sent to the IOF Map Commission Chair, Håvard Tveite (Kajav. 24, N-1430 Ås, NORWAY), after the WRE is over together with details of exactly how they were printed.

Organisers are asked to communicate any **changes in event details and possible cancellations** to the IOF Secretariat ([riikka.tolkki@orienteering.org](mailto:riikka.tolkki@orienteering.org)) as soon as they are known.