IOF Eventor for the WRE EA

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WHY ME?

The IOF EA's role

- Adviser to, and helper of, the Organisers
- Sharing with the Organisers the responsibility for the successful outcome of the WRE

- Approving the start list
- Ensuring that the results are uploaded to IOF Eventor on the day of the event – to maintain the integrity of the World Rankings

WHEN should the EA think about IOF Eventor?

1. Application for WRE status

2. During approval – "deviations"

3. Information published – embargo areas, Bulletins, start lists...

4. Entries being received

5. Start list compilation

6. Results uploading

1. Application for WRE status

Application for WRE status (1)

- Federation applies, completes the form in IOF Eventor (new version coming in 2025)

- Deadlines for Federations to apply

- IOF EA doesn't <u>have</u> to be named – but better if already signed up before application

- IOF <u>must</u> be told who EA is, >6 months before

- Two key individuals nominated on the form
  - English-speaking contact person
  - IOF Eventor Results contact person

Application for WRE status (2)

EA checklist

✓ EA appointment has not come too late?

✓ Has the application been submitted in IOF Eventor?

✓ Is it all complete, and facts all correct?

✓ Is the nominated "IOF Eventor Results contact" person the most appropriate person for the job, fully briefed on what their role will entail, knows in advance how to liaise with IOF Eventor Support?

2. During approval – "deviations"

During approval – "deviations" (1)

- Form in IOF Eventor requires full information about any "deviation" the event proposes to make from the Rules of Competition, or any other IOF norms (e.g. ISOM) ("Rules" deviation)

- Plans to vary from "must" instructions in WRE Manual also to be noted ("Manual" deviation)

- Both types of "deviation" require the consent of the IOF EA (so, until IOF EA is appointed, no WRE status approval can be given)

- Foot O Commission (led by WRE responsible) will usually evaluate "deviation" requests

During approval – "deviations" (2)

EA checklist

✓ Organisers not planning any "deviations?

✓ OR if "deviations" are planned, has the EA

- ✓ Been fully briefed by the Organisers on what is contemplated?
- ✓ Confirmed it's a "deviation" – identified which Rule/ other IOF norm/ WRE Manual is to be deviated from?
- ✓ Approved what is being written in the IOF Eventor application form?
- ✓ Consented to it!?

3. Information being published

Information being published (1)

- For any WRE, IOF Eventor is the formal channel for providing any and all information to competitors, including entry fees and entry deadline dates, through to Bulletins and start lists. The event website is (strictly) just "back-up"

- Organisers need to do all IOF Eventor postings – and on a timely basis!

- See "Organisers Guide" on IOF Eventor "Help and Support" drop-down

Information being published (2)

EA checklist

✓ Do Organisers realise IOF Eventor is the key communication channel for competitors?

✓ Do Organisers know how to post on IOF Eventor?

✓ Are embargoed areas posted on IOF Eventor as soon as other initial information is posted?

✓ Will Bulletins 1 and 2 be posted in good time, no later than on event website?

✓ Regular checks – all info still right, complete?

4. Entries being received

Entries being received (1)

- For any WRE, Organisers can choose as the channel for entries to the Elite WRE classes:
  - IOF Eventor – but if the WRE is part of a bigger event, IOF Eventor should ONLY be used for Elite WRE class entries); OR
  - Any other well-established entries system. This is quite normal if the WRE is part of a bigger event.
- If IOF Eventor is NOT used, then the entries system used MUST include a mandatory field for entrants to the Elite WRE classes to provide their IOF ID

Entries being received (2)

- IOF Eventor **<u>can</u>**
  - Readily export .xml, .csv, or Excel files of entry data (that includes IOF IDs), for import directly into the event timing and results systems
  - Offer a well-developed entry fee payment facility, designed for payments by credit/ debit card. The Organisers will receive payments directly, and need to already have, or to set up, a Stripe account. The facility can also handle PayPal transactions.
  - Ensure entrants pay their fees – so long as the IOF Eventor payments facility is being used for the entry.

Entries being received (3)

- IOF Eventor **<u>can't</u>** integrate entry fee payments made by bank transfer

- Organisers need to have manual controls in place to match entries recorded in IOF Eventor to receipts of funds coming from bank transfers

Entries being received (4)

EA checklist

✓ If IOF Eventor is <u>not</u> being used as the WRE entries channel, does the entry form include a box for the entrant to add their IOF ID? And does the system make this mandatory – stopping the entry from being completed unless the IOF ID is included?

✓ If IOF Eventor <u>is</u> being used as the WRE entries channel, is the event showing the "Entries" status as "Entries Opened"?

5. Start list compilation

Start list compilation (1)

- For any WRE with interval starts, the start list has to be based on World Rankings at a date shortly before the competition

- Rankings are downloaded from https://ranking.orienteering.org/Ranking

- In principle, the start list should run in "reversed" order – the competitor with the highest World Ranking starting last. See Section 4 of the WRE Manual.

- IOF Eventor can't compile WRE start lists – the Organisers must, probably manually

Start list compilation (2)

INTERNATIONAL ORIENTEERING FEDERATION

| World Ranking list download | Entries listing from other entries system (with IOF IDs) |

OR

Entries listing from IOF Eventor (automatically has IOF IDs)

Start list is compiled

| Event timing system | Published on IOF Eventor (.xml file export OR .pdf posted) |

Start list compilation(3)

EA checklist

✓ Will EA receive the draft start lists in good time?

✓ Are start lists in compliance with IOF Rule 12, WRE Manual, and details given in Bulletins?

✓ Confirmation given to Organisers that you as EA have approved the starting order (Rule 12.2)?

✓ Will start lists be published on IOF Eventor before deadline (i.e. end of day before competition)?

✓ If there is a Qualification race, are systems in place for timely generation of Finals start lists?

6. Results uploading

Results uploading (1)

- "Mission critical"!

- Rule 24.3 – *"The official results must be ... electronically submitted to the IOF on the day of the race."*

- Primary responsibility is that of the IOF Eventor Results contact person

- Upload to IOF Eventor in IOF.xml 3.0 format – or (if not possible) in .xls on the template provided

- Prompt, **error-free** uploading is vital for the accurate functioning of the World Ranking lists (which draw data direct from IOF Eventor)

Results uploading (2)

- Data upload must include the IOF ID of every competitor

- Unacceptable to delete from the upload data the result of any competitor where the Organisers have failed to get an IOF ID

- Uploaded results should be "congruent" with the results published on the internet – with only exceptional exceptions
  - Men running women's course, or *vice-versa*

- See pp 25-31 of "Organisers Guide" on IOF Eventor "Help and Support" for more info

Results uploading (3)

- **What could possibly go wrong?!**
  - Simple delay!
  - Incorrect IOF ID used – the wrong athlete gets given the Ranking points!
  - Gaps in positions, because competitors have been taken out of the data submitted
  - First and last names switched, or last name in capitals – name then cannot link to an IOF ID
  - Club different to the one that a competitor has used when setting up or updating their IOF ID (so best to not include club names in the data file upload)

Results uploading (4)

EA checklist

The EA is responsible for **<u>supervising</u>** the results upload to IOF Eventor, **<u>not doing</u>** it

✓ Well before the day of the race – discussion held with IOF Eventor Results contact person to confirm that they are fully aware of, and comfortable with, their role and responsibility? Have they had contact with IOF Eventor Support, ought they to?

✓ Has IOF Eventor Results contact person been briefed to tell you as soon as upload to IOF Eventor has been done, or alternatively that there is going to be a delay?

Results uploading (5)

EA checklist (continued)
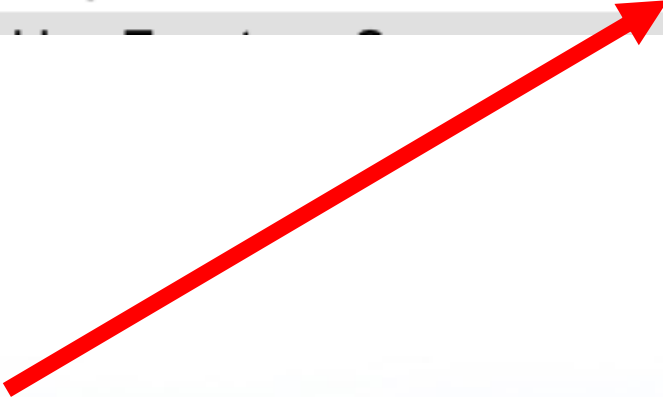
✓ If any delay beyond race day is anticipated for the upload, has the EA advised IOF Office asap? How long is the likely delay?

✓ Once the results have appeared in IOF Eventor, have checks been made to confirm that those results are "congruent" with the official results published elsewhere by the Organisers?

Results uploading (6)

| Europe | F | World Ranking Event | M | ® |

Job done!

Any questions?

Contact details

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Foot O Commission – WRE responsibilities

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