



# **International Rogaining Federation Inc.**

## **Agreement with Host of the <Year>**

### **World Rogaining Championships**

#### **1. Purpose**

This document sets out the rights and obligations of both the Host of the <Year> World Rogaining Championships, the <insert host name> (WRC Host) and the International Rogaining Federation (IRF) in respect of that WRC.

#### **2. Background**

Under the IRF Constitution Art.16 (ii): "The World Rogaining Championships remain the championships of the IRF and shall only be held under the technical direction, and with the approval, of the IRF." In addition under the IRF Constitution Art.16 (iv): "The World Championships Manager shall have prime responsibility for ensuring that the World Rogaining Championships meet all the requirements set by this Constitution and by the Council. Any dispute or other matter raised by any party concerning the World Rogaining Championships will be resolved by the Council."

Furthermore under the IRF Constitution Art.9 (viii) c), the IRF WRC Manager shall "ensure that the World Rogaining Championships meet the standards set by the Council."

This Agreement sets out, among other things, the practical processes by which the IRF WRC Manager works with the WRC Host to achieve this. It also sets out the various; technical, financial and administrative obligations of both the IRF and the WRC Host.

#### **3. Consistency with Proposal**

All aspects of the WRC shall be consistent with the information provided in the WRC Host's successful proposal to conduct the WRC and any subsequent correspondence between the WRC Host and the IRF.

#### **4. Competitor Numbers and Entry Criteria**

The WRC Host shall manage the entry process for the WRC in accordance with the IRF's WRC Entry Criteria. The IRF shall provide guidance on the use of this process upon request.

The on-line updated list of Automatic Pre-Qualified Entrants and Preferred Pre-Qualified Entrants is available on the website: <http://wrcq.rogaining.cz/>. The link to the final version of the list shall be revealed on the WRC event website not less than one week before the date that entries for the WRC open.

The WRC Host shall confirm the maximum permitted competitor numbers not less than six months before the date that entries for the WRC open.

The IRF WRC Manager shall provide the WRC Host with a list of Automatic Pre-Qualified Entrants and Preferred Pre-Qualified Entrants before the opening of the WRC entries.

## **5. Rules**

The WRC will be conducted in accordance with the IRF Rules of Rogaining current at the time of the event. If the WRC Host wishes to impose any supplementary rules or requirements, they must apply in writing to the IRF WRC Manager. Such supplementary rules or requirements shall only be used if approved in writing by the IRF WRC Manager. Any such approval must be sought not less than six months prior to the date of the WRC and, if approved, must be publicised on the WRC website not less than three months prior to the date of the WRC. If required by the IRF WRC Manager, rule alterations must also be provided to all competitors in writing before the event.

## **6. Event Jury**

The WRC Host shall arrange for a jury to be available to deal with any Protests or Reports arising from the WRC. The jury shall consist of three primary members and one reserve all of whom meet the requirements of the IRF Rules of Rogaining to act as jury members. These four individuals shall all come from different countries and, if practical, shall be drawn from the three key rogaining regions (Europe, North America and Australasia). The names of the jury members shall be advised to WRC competitors in advance of the WRC. In the event that two or more of the jury members, including the reserve, are unable to adjudicate on a particular Protest or Report the required additional jury member(s) shall be drawn from other available and eligible persons.

## **7. WRC Event Levy**

The WRC Host shall pay to the IRF a WRC Levy of 3 € for each individual participant in the WRC.

The total WRC Levy amount shall be paid to the IRF not more than 30 days following the completion of the WRC.

## **8. IRF WRC Event Adviser**

The IRF shall appoint a WRC Event Adviser, who is not a citizen or resident of the WRC Host nation, for the WRC. This Event Adviser shall act as the IRF's representative in directly overseeing the conduct of the WRC and shall act with the authority of the IRF WRC Manager in this regard.

The WRC Host shall cooperate fully with the IRF's WRC Event Adviser including providing them in a timely manner with any and all technical and administrative data that they reasonably request. This shall include the WRC map and course at appropriate stages during their development. The WRC Host shall address all comments and concerns reasonably raised by the IRF's WRC Event Adviser.

Where the WRC Host and the IRF's WRC Event Adviser are unable to reach agreement on any matter the following resolution shall be applied:

- a. In respect of technical matters the IRF's WRC Event Adviser shall be the final authority
- b. In respect of all other matters the issue shall be referred to the IRF WRC Manager for direction

For the purpose of this clause technical matters include:

- Mapping, map preparation, map scale, contour interval, map standards, checkpoint marking and map printing, including the material on which the map is printed
- Course setting including; course design, checkpoint locations, checkpoint descriptions, points allocation to checkpoints and water point locations and distribution
- Safety management planning and implementation
- Checkpoint recording, event management and scoring system(s)

The IRF's WRC Event Adviser may choose to visit the WRC location in order to verify checkpoint locations and/or other aspects of the WRC. If so, the WRC Host will coordinate the timing of this visit to ensure that it is suitable for all parties, whilst ensuring that any problems identified can be rectified well before the WRC. The WRC Host is responsible for providing local transport to the event site and accommodation for the IRF's WRC Event Adviser for any such visit. All other costs associated with the visit are the responsibility of the IRF.

Notwithstanding the involvement of the IRF's WRC Event Adviser and the IRF WRC Manager, the WRC Host remains solely responsible for the successful conduct of the WRC. If the WRC Host has any concerns that cannot be resolved with the IRF WRC Manager or WRC Event Adviser, the WRC Host shall immediately refer their concerns to the IRF Secretary in writing.

## 9. Logistical Requirements

The WRC Host must provide bus, or approved similar, transport for WRC competitors from at least the nearest major airport to the event centre and return. Transport may also be provided from other appropriate locations at the discretion of the WRC Host. The timing of this transport shall be suitable to meet the reasonable expectations of the competitors. The transport shall be able to be booked by competitors via the event website from the date of the opening of entries until a date not more than two months before the WRC. Competitors may be charged for the use of this transport on a cost recovery basis.

The WRC Host shall arrange a venue for the IRF to conduct a meeting of representatives IRF Members and other rogaining nations on the afternoon immediately prior to the WRC. The venue shall be under cover and suitable for use in all reasonably expected weather conditions. It shall be suitable for up to 50 people and available for the period between 12:00 Noon and 6:00pm. Any costs associated with provision of this venue shall be the responsibility of the IRF.

## 10. Competitor Facilities

The WRC Host shall, as a minimum, provide at least the following facilities for use by WRC competitors and accompanying persons at the WRC event site:

- i. **Camping Facilities** – A suitable area for competitors to camp that is sufficiently large to cater for all WRC attendees wishing to camp at the WRC event site
- ii. **Toilet Facilities** – Clean and maintained separate male and female toilet facilities in sufficient quantities to cater for all WRC attendees without causing excessive waiting times
- iii. **Car Parking** – Sufficient area to allow all WRC attendees travelling to the event by private vehicle to park within a reasonable distance of the event camping and administration areas

- iv. **Hash House** – A hash house facility adjacent to the WRC administration area that provides a variety of suitable food to WRC competitors continuously from not later than 5 hours after the commencement until not earlier than 2 hours after the completion of the WRC. There shall be no restriction on the quantity of food that any WRC competitor may consume during the hash house opening hours nor any requirement for competitors to wash and/or change their clothes before accessing the hash house
- v. **Course Planning Area** – A covered area complete with tables and chairs that competitors can use to plan their courses and prepare their maps. This area may also be used for the hash house and shall be available to competitors from at least 90 minutes before the map handout time until the WRC commencement. The area shall be sufficiently sheltered to permit competitors to undertake their course planning and map preparation in all reasonably expected weather conditions and shall be sized such as to house all competitors reasonably expected to have travelled by air to the WRC.

## 11. Visa Support

The WRC Host shall take all reasonable steps to assist entrants in the WRC who require Visas to enter the host country to obtain such Visas.

## 12. Results Presentation

The WRC results shall be posted on the WRC event website and sent to the IRF WRC Manager and Promotion & Development Manager within three days of the completion of the WRC in the format described in Appendix A. The event website, including the results, must be maintained for a minimum of five years after the completion of the WRC.

## 13. Perpetual Trophy Management

The WRC Host shall obtain from the host of the immediately preceding WRC the names and contact details of all teams presented with WRC perpetual trophies at that prior WRC. If any perpetual trophies were not awarded at that prior WRC, the WRC Host shall make arrangements to have these brought to the WRC.

The WRC Host shall contact all holders of WRC perpetual trophies and ask them to ensure these are brought to the WRC. It is expected that perpetual trophies are brought to the WRC by the holders or by another entrant from their country of residence. If this is not practical then a trophy may be sent by post, courier or similar. The IRF will reimburse the reasonable cost of any commercial carriage of trophies, upon request.

Immediately upon completion of the WRC, the WRC host shall prepare a list of the names and contact details of all teams presented with WRC perpetual trophies at the WRC and send this list to; the hosts of the following WRC, the IRF WRC Manager and the IRF Secretary.

## 14. Timeline

The WRC Host shall submit to the IRF WRC Manager a detailed timeline for management of the WRC which shall be used by the IRF to monitor the progress of the WRC organisation. This timeline shall be submitted to the IRF WRC Manager not less than two years prior to the date of the WRC and shall include

the planned commencement and completion dates of all significant activities associated with the WRC. This timeline must adhere to the following:

Activity	To Be Completed By
WRC Event website available	18 months prior to the WRC
Draft Map and Course provided to IRF's WRC Event Adviser	12 months prior to the WRC
Near Final Map and Course provided to IRF's WRC Event Adviser	6 months prior to WRC
WRC Entries open	Per IRF WRC Entry Criteria
Site visit by IRF's WRC Event Adviser (if required)	2 months prior to WRC
Final information for Competitors available	4 weeks prior to WRC

The WRC Host shall provide an update on the progress of the WRC organisation to the IRF WRC Manager at the times set out below. This update shall include the status of each significant activity, as shown on the timeline, against the planned schedule. It shall also note any other items, activities or challenges that the WRC Host considers appropriate. In the event that progress falls behind the original timeline, the IRF WRC Manager may require additional reports.

Report to be Submitted:
18 months prior to the WRC
12 months prior to WRC
8 months prior to WRC
4 months prior to WRC
2 months prior to WRC

Signed on behalf of the **International Rogaining Federation Inc.**

.....  
**Name:** .....

**Date:**

Signed on Behalf of the <insert host name>:

.....  
**Name:** .....

**Date:**

## Appendix A

### WRC Results Format

#### A 1. Results Publishing

WRC results published on the WRC website must include at least the following:

- 1) Overall Place
- 2) Names of Team Members
- 3) Category
- 4) Score
- 5) Time
- 6) Penalty
- 7) Placing of a team at all relevant age categories (MO, XO, WO, MV, XV, WV, MSV, XSV, WSV, MUV, XUV, WUV, MY, XY, WY)

Please refer to the following website as an example of suitable results presentation:

<http://wrcq.rogaining.cz/events/wrc2013/results#all>

#### A 2. Results Submission to IRF

For purposes of creation of the list of the prequalified entrants for future WRCs the WRC Host must also provide to the IRF WRC Manager a result file in an .xml, .csv or other agreed format containing following data fields:

Team name	Score	Time	Penalty	Category	Country1	Surname1	Name1	Country2	Surname2	Name2	Country3	Surname3	Name3
-----------	-------	------	---------	----------	----------	----------	-------	----------	----------	-------	----------	----------	-------