

Partnership Agreement Orienteering World Cup Italy, 2020

Preamble

Through this legally binding agreement are regulated the mutual rights and obligations of the parties concerned, namely the International Orienteering Federation (henceforward IOF) and the Italian Orienteering Federation (FISO) (henceforward ITA) regarding the Orienteering World Cup (henceforward The Event).

1. Purpose of this Agreement

The IOF hereby commissions ITA to organise The Event in Italy in 2020. The agreement defines the roles and responsibilities of the IOF and ITA in relation to The Event and the general conditions under which ITA has agreed to organise the said event.

2. The Objectives of The Event

2.1. The objective is to stage The Event as a prominent orienteering event, raising the profile of orienteering in Italy and world-wide. Therefore, ITA agrees to stage The Event in accordance with the following IOF principles.

The Event shall:

- provide a worthy competition for the athletes;
- promote the sport of orienteering in general;
- provide a safe and enjoyable environment for the athletes and promote positive interaction between national teams;
- market the sport of orienteering by paying attention to the spectators and media experience (on-site and virtual), and the services required by the media representatives and partners/sponsors; and
- provide reasonable entry fees and accommodation and transport charges to enable as many runners and member countries as possible to take part.

2.2. The IOF and ITA agree that The Event may be a source of income to ITA, the intention of which is to cover the costs associated with staging this event. The profit should, however, be related to income from venue and sponsorship agreements and from other external sources and not related to income from the participating teams and other representatives of the IOF or its members.

2.3. The Event is an orienteering festival, the primary activity of which is the Orienteering World Cup. The programme may also include other events and meetings. ITA shall, in co-operation with the IOF, co-ordinate the programme of The Event in such a way that the character of the various activities is taken into account.

2.4. The IOF agrees that public races may be organised in parallel with The Event. Any public races held shall be subsidiary to the event in all aspects of organisation.

3. The Event Plan

3.1. An Event Plan, forming the basis for The Event, shall be produced by ITA. The Event Plan will be agreed and signed by both parties within three months of signature of this agreement. The signatories of the Event Plan shall be the Event Director appointed by ITA and the IOF appointed Senior Event Adviser (SEA).

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- 3.2. The Event Plan shall be based upon the Event Application submitted by ITA prior to being awarded the Event. It shall set out the framework for the Event, including dates, programme, venues, organisation and management team, infrastructure and the finances required for the planning and implementation of the Event. The Event dates and programme are subject to IOF Council approval and can only be changed by mutual written agreement of both parties. They must be published no later than 12 months prior to The Event.
- 3.3. If agreement and signature of the Event Plan has not been reached within three months of signature of this agreement this agreement becomes null and void.
- 3.4. The Event Plan is a dynamic document and may be subject to change after the initial signature. These changes can be agreed between the SEA (see clause 6.3) and the ITA Event Director in writing. Such changes may be acted upon immediately but must be reviewed and incorporated into the plan within one month.

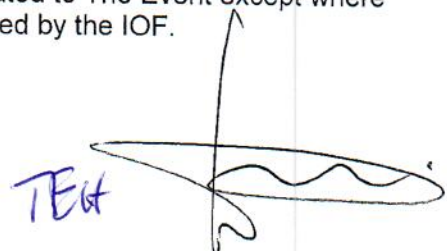
4. Rules and Guiding Documents

- 4.1. The Event shall be governed in accordance with all valid IOF Policies as are displayed on the IOF website, such as but not limited to the Code of Ethics, Environment and Sustainability Policy and Communications Policy.
- 4.2. In preparing and implementing The Event, ITA is bound by the following documents which shall be considered for the Event Plan:
- this Partnership Agreement including any appendices;
 - any supplementary agreement deemed necessary and signed later;
 - the Competition Rules for the discipline of The Event valid as of the date of signature of this agreement;
 - the Organisers Manual or Guidelines (if applicable) for The Event valid as of the date of signature of this agreement;
 - the IOF Anti-Doping Rules valid at the time of The Event;
 - the IOF Protocol Guide valid as of the date of signature of this agreement;
 - the IOF Sponsor Guide (if applicable) valid as of the date of signature of this agreement;
 - the IOF Branding Guide valid as of the date of signature of this agreement;
 - the Media and Communications Guidelines (if applicable) valid as of the date of signature of this agreement;
 - the International Specification for Orienteering Maps (discipline specific), valid as of the date of signature of this agreement; and
 - the IOF Major Event IT Requirements valid as of as of the date of signature of this agreement.
 - the IOF TV Manual (if applicable) valid as of as of the date of signature of this agreement.
- 4.3. ITA will make every reasonable effort to incorporate into The Event any changes to the IOF rules and above documents between the signature of this agreement and the time of The Event.

5. Competition Name and Logo

- 5.1. The name of The Event is Orienteering World Cup
- 5.2. The name "Orienteering World Cup" and all rights related to The Event except where otherwise expressly set out in this agreement are owned by the IOF.

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- 5.3. In the case where a Title Sponsor has been contracted for the Event, the name of the Event shall fully incorporate the Title Sponsors brand and the name of the Event shall be <Title Sponsor> Orienteering World Cup.
- 5.4. ITA is entitled to use an event logo of its own. The Event logo shall however incorporate any IOF corporate branding or Title Sponsor branding which is valid for The Event and shall be subject to the approval of the IOF and/or Title Sponsor.
- 5.5. The IOF logo and the branded event logo shall appear on all materials produced for The Event.

6. Roles and Responsibilities

6.1. Overall Roles and Responsibilities

- 6.1.1. ITA has overall responsibility for the preparation and implementation of The Event. The composition of the ITA team (organising committee) setting out both leading positions and individuals are shown in the Event Plan.
- 6.1.2. ITA is responsible to gain experience about The Event through the exchange of information with previous organisers. This should include visits by the ITA organising team to previous events.

6.2. Planning and Event Advising

- 6.2.1. The IOF has decided to appoint an IOF Senior Event Adviser (SEA) for The Event. The appointment of the SEA is at the sole discretion of the IOF. The SEA has the responsibility to ensure that the event is prepared and implemented in accordance with the Event Plan and the documents mentioned under clause 4 above.
- 6.2.2. The IOF may decide, at their sole discretion, to appoint one or more Assistant Event Adviser(s) to work together with the SEA, and to provide any required additional expertise.
- 6.2.3. In co-operation with the IOF, ITA agrees to appoint and cater for one or more National Controller (NC) subordinate and reporting to the IOF appointed SEA. The National Controller must be an IOF licensed Event Advisor with experience of international elite level events and must be approved in advance by the IOF SEA.
- 6.2.4. The SEA, AEA(s) and NC(s) comprise the EA-Team, under the leadership of the SEA. The primary role of the EA-Team is to advise, and closely co-operate with ITA in all matters related to The Event. The members of the EA-Team shall be mentioned in the Event Plan.

6.3. Governing Bodies

- 6.3.1. The IOF's highest authority for The Event is the IOF Council, acting via the Event Supervisory Board (ESB) which consists of 3 Council members and the IOF CEO. The ESB may take action based upon its own observations or may be called upon by the EA-Team. The ESB shall be informed about the progress of the implementation of The Event by the SEA.

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- 6.3.2. The IOF Council has delegated to the SEA to exercise the power of the IOF in relation to ITA, with the exception of commercial matters, including but not limited to, TV and internet rights, advertising and sponsorship contracts, which shall be referred to the IOF CEO.
- 6.3.3. Should a deviation from this agreement or the documents mentioned under clause 4 above become necessary, the SEA and the Event Director shall arbitrate the decision, if necessary, after consulting with the relevant Discipline or Support Commission. Should a deviation be of such significance that the Event Plan or this agreement needs to be changed, the matter shall be referred to the ESB who is the final arbitrator or shall be handled in accordance with §14.

6.4. Information and Marketing

- 6.4.1. The main point of contact between the IOF and ITA is the SEA. In case of communication between other relevant bodies (i.e. in relation to sponsorship matters), a copy of such correspondence shall be sent to the SEA for information.
- 6.4.2. The IOF shall have the right to monitor the preparatory work at the organisational and technical level.
- 6.4.3. ITA shall supply the SEA with an English summary of the minutes from the official meetings of the organising committee. The IOF shall have the right, at its own expense, to attend meetings of the organising committee.
- 6.4.4. ITA shall cooperate with the IOF Brand Manager for the Orienteering World Cup regarding the marketing efforts and the dissemination of information in relation to The Event. The communications and marketing activities shall be planned in close co-operation with the SEA and the Brand Manager.

7. Services to be delivered by the parties

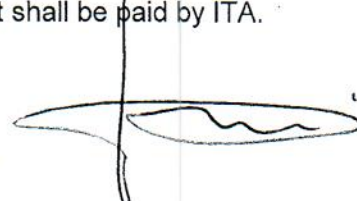
7.1. Accommodation and Transportation

- 7.1.1. ITA will help the teams to find suitable accommodation during The Event, with affordable options for all IOF member federations. The cost of any obligatory transportation to and from competitions and activities shall be part of the entry fee for participants belonging to the teams.

7.2. Event Management and IT Services

- 7.2.1. The IOF supports the organisers of major IOF events by purchasing some event management services, and it is obligatory to use the IOF Eventor event management system for The Event. Details of the Eventor and related services provided by the IOF and the related requirements on ITA are defined in the Appendix 1 to this agreement. This service is included in the service fee paid by ITA (ref §10.2). Event management services not provided by the IOF are the responsibility of ITA.
- 7.2.2. Should the EA-team deem it necessary, to fulfil the IT quality requirements set for IOF major events, the IOF and/or ITA may negotiate any additional agreements required for the provision of IT Services (including punching, time-keeping, arena production and media services) to supplement any agreements made by ITA. ITA agrees to utilize such a contract. Costs of such a contract shall be paid by ITA.

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- 7.2.3. ITA shall guarantee that the IOF Orienteering World Cup homepage for The Event is maintained for a minimum period of 24 months with relevant information about the event. The event part of the homepage shall, in any case, not be closed until all relevant event information is transferred to IOF Eventor in correct format.

7.3. Prizes, medals and certificates

- 7.3.1. The IOF shall provide ITA with engraved medals and certificates, in sufficient number, one month before the Event. The medals shall be provided with ribbons by ITA.
- 7.3.2. IOF shall pay the a contribution for prize money which is to be used for awarding the best athletes at the end of the season. The amount is specified in §10.4.
- 7.3.3. Otherwise, the IOF and ITA agree to provide prizes in accordance with the 'Competition Rules for IOF Foot Orienteering Events'
- 7.3.4. Any prize money or material prizes shall be distributed equally between the genders.
- 7.3.5. An IOF representative shall be called upon to award any prizes provided by the IOF. The expenses of the said IOF representative are borne by the IOF. In general, the dignity of the ceremonies shall be preserved as stated in the 'Competition Rules for IOF Foot Orienteering Events' and the 'IOF Protocol Guide'.

7.4. Anti-Doping Tests

- 7.4.1. The costs and management for any doping tests that must be carried out at The Event shall be borne by the IOF Anti-doping fund which is made up of contributions from athletes' licences and event organisers.
- 7.4.2. ITA shall provide a local contact person for Anti-doping matters and shall provide local infrastructure for testing in accordance with IOF requirements, i.e. appropriate testing facilities and athlete chaperones.

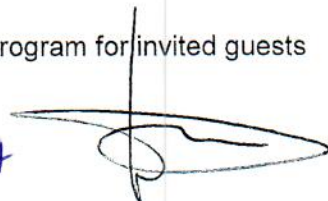
7.5. Services for the Media

- 7.5.1. The media representatives shall have the possibility to choose which services they require, and the various services such as accommodation, catering, and transport, shall therefore be priced separately.
- 7.5.2. There shall be no accreditation fees for media.

7.6. IOF Family and VIP Treatment and Access

- 7.6.1. ITA shall provide in all final competition arenas an area for IOF Family members, defined as persons with IOF or Member Federation responsibilities. This area shall be covered and provide basic service for the conduct of informal business and following the Event. The basic service shall be provided at cost to IOF Family members. IOF Family members shall be required to register in advance for the use of the service. The IOF management (Council members and the IOF Office) and officials for the Event (EA-team and appointed jury members) shall have complementary access to the IOF Family area).
- 7.6.2. ITA shall provide for, in agreement with the IOF, a VIP program for invited guests

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such as sponsors, sports and government stakeholders. The program shall be free of charge for the invited VIP guests. The IOF management (e.g. President, Secretary General/CEO and Vice Presidents shall have complementary access to the VIP program. ITA shall be responsible for the infrastructure costs and the direct costs of VIP services related to their invited guests and the IOF shall be responsible for the direct costs related to their invited guests.

7.6.3. Further, the IOF shall be offered the possibility to set up VIP areas of its own. ITA may charge for facilities and space provided, should the IOF choose to set up such a VIP area. Any charges shall be agreed in advance. IOF will inform ITA 2 months in advance at latest if they will set up their own VIP area.

7.6.4. The organiser may provide Hospitality Services at The Event in accordance with the Sponsor Guide.

7.7. Meetings, Seminars and IOF Marketing

7.7.1. The Event programme may include IOF Council and Commission meetings and seminars. ITA will make available appropriate meeting facilities for any such IOF meetings and seminars. The IOF may use the meeting facilities free of charge.

7.7.2. The IOF agrees to inform ITA as early as possible, but no later than 2 months before The Event if any seminars, meetings or promotional activities are planned.

7.7.3. In such a case, ITA will appoint an English-speaking contact person to work closely with the IOF Office in the organisation of the meetings and seminars.

7.7.4. As the governing body of the sport, the IOF is entitled to carry out its business at The Event without compensation to ITA; this includes co-operation with IOF's sponsors, raising the IOF's profile through its presence at essential activities such as in a promotional booth or similar at the main event centre, and at competition centres in centrally located promotional tents.

7.7.5. The IOF may use local facilities free of charge, unless this constitutes a significant cost to ITA, in which case a fee may be charged. Any charges shall be agreed in advance.

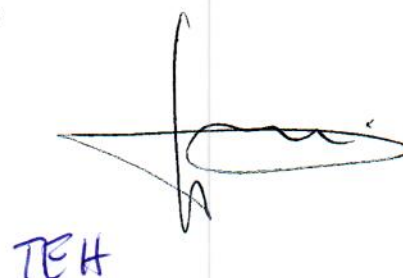
7.8. Banquet/Party

7.8.1. ITA shall organise a banquet/party for the participants. The event shall primarily be a relaxed get-together over nation boundaries and not a gala dinner. The banquet fee shall be at a level affordable for all participating nations and included in the entry fee of the teams. The IOF management shall have right of access to the banquet.

8. TV, Arena, Webcasting and Internet rights

8.1. TV Rights

8.1.1. The IOF owns the TV rights pertaining to the The Event. The TV Rights include the live-streaming of the TV signal on digital platforms.



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- 8.1.2. The IOF undertakes the role of Host Broadcaster for The Event. As Host Broadcaster the IOF shall lead the sales and negotiations of all TV rights for The Event, and will sign contracts with a production partner, for the preparations, facilities, equipment and services needed for the TV and Internet live stream broadcasting coverage of The Event.
- 8.1.3. ITA shall be responsible for practical preparations at the instruction of the IOF and the production partner. This includes providing required infrastructure to ensure the reliability and quality of the production, such as, but not limited to, large screen(s) in the arena, power supply, reliable telecommunications capacity and coverage, timing, punching and GPS tracking services, and the physical infrastructure needed to be able to establish the above facilities at each respective arena.

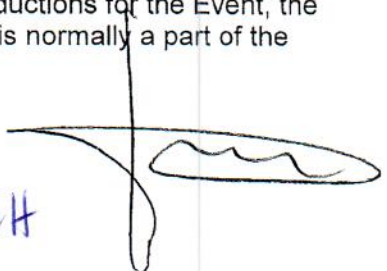
8.2. Rights to live services

- 8.2.1. The IOF owns the rights to live services pertaining to the Event. This includes, but is not limited to, the provision of on-line tracking and on-line results service, live audio and video, display of the entire results lists, maps with courses, and any other material related to The Event on its Internet homepage. ITA agrees that live services provided on the IOF website will be the only live services provided for the Event.
- 8.2.2. The IOF will provide the infrastructure required on its Internet website for the provision of live services. The IOF will assign an IOF Live Services Manager to setup and publish the services for the Event.
- 8.2.3. ITA shall provide the infrastructure to deliver live results, split times from radio controls and GPS tracking to IOF live services free of charge. ITA shall provide GPS tracking units to all athletes in the finals competitions. ITA shall assign a Live Services Manager to work with the above IOF Live Services Manager in the setup and publishing of live services.
- 8.2.4. Any livestreaming provided shall take into consideration that geoblocking may be required due to TV rights issues

9. Advertising and Sponsor Partnerships

- 9.1. The main objective in relation to advertising and sponsor partnerships for The Event is to achieve the optimal possible result for ITA and the IOF.
- 9.2. The IOF retains the advertising and sponsorship rights for The Event. In return for the payment of the service fee the IOF agrees to transfer partial Sponsorship Rights for The Event as described below.
- 9.3. The overall advertising and sponsorship concepts are defined in the Sponsor Guide for the Orienteering World Cup and form the basis for this agreement. The parties agree that they shall make their best efforts to incorporate any updates to the Guidelines and Sponsor Guide in the advertising and sponsorship work for The Event. In consideration of the IOF taking all costs for television productions for the Event, the IOF shall retain the rights to the Presenting Sponsor, which is normally a part of the local sponsorship rights.

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- 9.4. Based upon the Sponsor Guide, the parties shall make a specific description of the products which will be available to the different sponsor categories in connection with The Event. This shall form the basis for the sales and delivery of products to advertisers and sponsors.
- 9.5. To avoid clashes of interest between the IOF sponsors and the sponsors of ITA for The Event, the parties agree to continuously, prior to entering into negotiations, inform each other of the business field(s) of its intended partner(s) and, once an agreement has been reached, of the name of the contracted sponsor.
- 9.6. For the time period up to 6 months prior to the start of The Event, the IOF and ITA shall focus on fulfilling their respective sponsorship opportunities in accordance with the Sponsor Guide. I.e. the IOF retains full sponsorship rights for the Title Sponsor, Presenting Sponsor, Gold Sponsors and Official IOF Partners and ITA retains the right to contract local sponsors.
- 9.7. The IOF shall notify ITA at the latest 6 months prior to the start of The Event if it has been successful in selling the sponsorships for Title Sponsor, Presenting Sponsor, Gold Sponsors and Official IOF Partners.
- 9.8. Should the IOF not have been successful in selling the above rights, the parties may agree to sell the remaining rights in cooperation. In such case the value of the sold rights, independent of the selling party, shall be split equally between the parties.
- 9.9. ITA shall also have the opportunity to purchase the above rights from the IOF if the IOF is unsuccessful in selling them or otherwise decides to transfer the rights to ITA based upon ITAs show of interest. In such case the nominal value of the rights shall be set at; Presenting Sponsor 50 000 EUR, Gold Sponsor 25 000 EUR, Official Partner 5 000 EUR. Such transfer may occur prior to or after the 6 month deadline, in which case the above nominal values are open to negotiation between the parties, however it is the sole discretion of the IOF as to the effective date of transfer.

10. Finance

10.1. Entry Fees

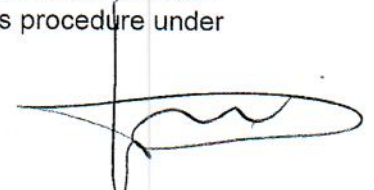
- 10.1.1. The entry fees for The Event shall be agreed between the IOF and ITA at least 18 months prior to The Event. Fees shall be based upon previous practice and the general objectives of this agreement (see clause 2. above).

10.2. Service Fee for the Organising Rights

- 10.2.1. The service fee pertaining to the organising rights for The Event is 18 000 EUR.

10.3. Cost of Event Advising

- 10.3.1. The IOF shall pay the costs of the travel to and from the event venue for planned visits of the SEA and the AEA(s), whereas local costs (accommodation, board and local transport) shall be borne by ITA.
- 10.3.2. However, ITA shall pay all expenses incurred for any additional SEA and AEA visits deemed necessary by the IOF and the Event Organising Committee Chairperson representing ITA to ensure that The Event is organised in accordance with The Event Plan and the documents in clause 4 above. Such visits shall be notified to ITA in accordance with the disputes procedure under clause 16 below.



10.3.3. All costs for the National Controller(s) shall be borne by ITA.

10.4. Prize Money

10.4.1. IOF shall contribute 5 000 EUR to the prize money to be awarded athletes at the end of the season.

10.5. Contribution to the IOF Anti-Doping Fund

10.5.1. ITA shall make a contribution of 2 250 EUR to the fund.

10.6. Public Liability Insurance

10.6.1. The Event shall be covered through a public liability insurance policy. ITA shall provide a copy of the insurance certificate to the IOF at the latest 9 months prior to the Event.

10.6.2. ITA may purchase public liability insurance for the Event via the IOF. ITA must notify the IOF if they desire to purchase insurance via the IOF at the latest 9 months prior to the Event.

10.7. TV Rights and live services

10.7.1. The IOF shall pay all costs for television productions and receive all income from TV Rights sales and sales of live orienteering. ITA shall cover the infrastructure costs as stated in §8.

10.8. Payment Plan

10.8.1. The fees listed in the above Agreement clauses shall be invoiced by the IOF for payment 30 days prior to the Event.

10.9. Payment terms

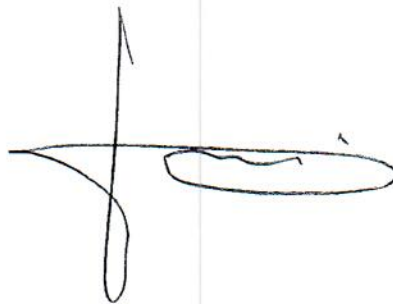
10.9.1. Invoices for the above fees will be sent to ITA by the IOF in accordance with the agreed payment plan. Payment terms are 14 days from date of invoice.

10.9.2. If ITA should be late with payment of fees, the IOF will have the right to charge 5% interest on the amount which is unpaid. Should ITA become significantly late in their payment of the fees, the IOF will have the right to assess additional proportionate sanctions such as restrictions on the allocation of and participation at IOF events, loss of voting rights or loss of membership rights.

11. Post-event Evaluation

11.1. ITA shall submit to the IOF a follow-up report no later than 90 days after the conclusion of The Event, including a financial statement. A set of printed competition maps shall be sent to the IOF Office immediately following the event.

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12. Voiding of The Event and other sanctions

- 12.1. The IOF Council can void the sanctioning of The Event in the following circumstances:
- ITA fails to comply with the rules as set out in clause 4 above
 - ITA fails to comply with, or deviates from the agreed Event Plan
 - If the IOF finds that adequate security for the competitors, teams and organisers cannot be guaranteed.

ITA cannot claim damages in this case.

- 12.2. ITA can void the implementation of The Event in the following circumstances:
- force majeure
 - inability to guarantee adequate security for the competitors, teams and organisers
 - on advice from the Government or its agents e.g. the outbreak of an infectious disease or major environmental restrictions.

IOF cannot claim damages in this case.

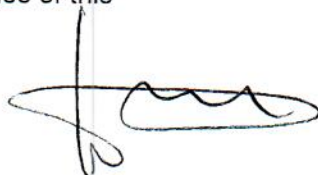
- 12.3. Should deviations from the rules and guidelines in clause 4, which have not been previously notified and regulated in accordance with clause 6.4.3 above, have a detrimental effect on the quality or delivery of The Event, the IOF shall have the right to impose sanctions upon ITA for breach of contract. Such sanctions shall be in relevance to the incurred breach, proportionate and may include, financial compensation, loss of organising rights for future events and/or loss of membership rights for a defined period.

13. Changes

- 13.1. This agreement may be changed by mutual consent. The party proposing the change should notify the other party in writing. The other party must respond in writing within one month of receipt of the letter of proposal. Agreement must be reached within a further month of the initial response. The change must be signed and incorporated into the agreement in writing immediately. Any change not agreed within two months of the first written proposal shall be void.

14. Disputes

- 14.1. Any disputes arising out of, or in connection with, this agreement shall initially be referred to the IOF Office and ITA for resolution. Both shall acknowledge and agree the initial date of notification and make every effort to resolve the dispute.
- 14.2. If the matter remains unresolved 14 days after such a referral the dispute shall be put in writing by the President of the party raising the dispute to the President of the other party. Both Presidents will make every effort to resolve the dispute within 30 days. If resolved the subsequent resolution will be put in writing, agreed and signed by both parties.
- 14.3. If the dispute still remains unresolved then either party may take the dispute to arbitration. This will be carried out at a court set up in accordance with the Statutes and Regulations of the Court of Arbitration for Sport based in Lausanne, Switzerland. The rulings of this court shall be binding to the parties of this Partnership Agreement.

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15. Applicable Law

15.1. This agreement will be subject to Swedish Law.

16. Validity of the Agreement

16.1. This partnership agreement is valid from the last signing date until three months after the conclusion of The Event, or until all terms and conditions of this agreement have been fulfilled, whichever is the later.

17. Copies of the Agreement

17.1. This agreement has been signed in two identical copies, one for each of the two contracting parties.

For the IOF

For ITA

2/12 2019

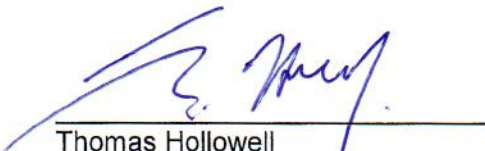
Trento, 2nd December 2019



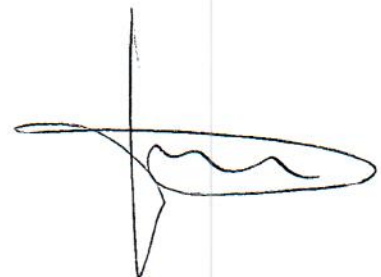
Leho Haldna
President



Sergio Anesi
Special Commissioner



Thomas Hollowell
Secretary General/CEO



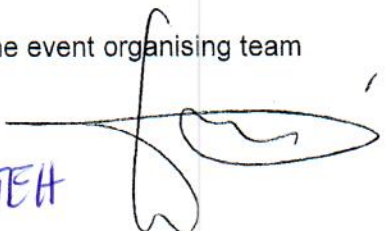
Appendix 1 to Partnership Agreement
Orienteering World Cup
Italy, 2020

1. IOF Event management deliveries

- 1.1. The IOF will deliver an event management system and infrastructure, IOF Eventor, for use by the Event. IOF Eventor is an administrative system which provides tools for managing some parts of IOF orienteering events. The system also serves as the digital archive of event information to be kept as records after the event has been closed.
- 1.2. The IOF has a dedicated support function to support ITA with the system management. The role of the IOF support is to educate ITA regarding system use and to assist in setting up the Event. Support is available during normal working hours (CET) and the support normally answers within 16 working hours.
- 1.3. The IOF has a test environment where ITA shall setup the event and test all functionality and settings.
- 1.4. The IOF always supports organisers with the following steps:
 - 1.4.1. First setup of the Event in the IOF Eventor calendar
 - 1.4.2. Changes to the Event name, dates or Event Adviser
 - 1.4.3. Setting up of the entries.
 - 1.4.4. Results management.
- 1.5. The IOF Eventor system manages the following elements of IOF event management:
 - 1.5.1. Visibility and calendar. The event is added to the calendar and visible in the calendar for National Federations, Athletes and the IOF to read basic information about the event.
 - 1.5.2. Key Roles and contacts. Key organisation roles and contact information is displayed
 - 1.5.3. Bulletins. Bulletins are added as PDF:s for Teams/Athletes to read
 - 1.5.4. Documents and links. Any relevant document (file) can be uploaded as official information.
 - 1.5.5. The system supports the entry process with team size entry, team names entry and competition entry.
 - 1.5.6. The system does not support payments, but it summarizes the entries and accumulated costs. Some basic services can be setup for ordering in the system such as transportation packages and other competition related services
 - 1.5.7. The system support competition entry, including start groups and Relays
 - 1.5.8. Entries to competitions can be exported to external event and competition management systems.
 - 1.5.9. Media and VIP accreditation. The system support basic entries to Media and VIP groups for Team Entry Events. The entries will be visible in IOF Eventor. The entry information (Group, Name, Title, Nationality) can be exported to other systems.
 - 1.5.10. Start lists. Fully prepared start lists can be uploaded for presentation from an external event management system through IOF XML.
 - 1.5.11. Results. The system supports result management where results are imported through IOF XML.
 - 1.5.12. Embargoed areas. There is a basic embargoed areas management module where an area can be pinpointed as embargoed on a global map. Note! More complex and restricted embargoed areas, needs to be managed outside the system, see embargoed areas guidelines.

2. Organiser Event management deliveries

- 2.1. The organiser must make sure that the following roles within the event organising team are given access to IOF Eventor and are trained:


TEH

- 2.1.1. Event general info manager
- 2.1.2. Entries manager
- 2.1.3. Start list and results manager
- 2.1.4. Accreditation manager
- 2.2. ITA are responsible for information being setup, updated and managed according to the timelines specified in rules and guidelines. If ITA finds something wrong, ITA shall update the information or get help from the IOF Eventor support. IOF will support in keeping the deadlines, but it is ITA responsibility to make sure that the information is in place, in time.
- 2.3. ITA have the responsibility to make sure that all mandatory information is archived in IOF Eventor before closing the event, at a minimum:
 - 2.3.1. General event info
 - 2.3.2. Bulletins
 - 2.3.3. Complete Official results
- 2.4. ITA must request to IOF Eventor support if dedicated support is needed during specific periods. The dedicated support request shall be given at least 2 weeks in advance.
- 2.5. ITA must provide their own system for management of accommodation booking
- 2.6. ITA must provide their own system for split times results visualisation (if needed)

3. Organiser Event management deliveries - Results management

- 3.1. ITA must ensure that all team athletes and team officials are entered through IOF Eventor and that they have an updated Eventor profile (IOF ID).
- 3.2. ITA must ensure that late entries are also entered in IOF Eventor.
- 3.3. ITA shall upload the official championships results as data through IOF XML to IOF Eventor
- 3.4. In the case where an event is both a championship and a World Cup event, ITA shall provide separate World Cup result list to IOF for World Cup calculations.
- 3.5. In cases where there are multiple result lists for a competition, ITA shall upload complete results as different result-classes.
- 3.6. In case the Championship result list and the World Ranking result list is different, e.g. in regional championships, ITA shall send a separate result list to IOF for WRE calculations.
- 3.7. In case the championship has an aggregated team championship result list, ITA shall calculate the results and publish the results as PDF and in excel spreadsheet in IOF Eventor.

4. External event/competition management system


- 4.1. ITA shall provide an external event/competition management system to manage the competitions.
- 4.2. ITA shall test and make sure that all interfaces between IOF Eventor and the External event/competition management system is working before the event starts.
 - 4.2.1. Entries export from IOF Eventor
 - 4.2.2. Start list imports to IOF Eventor
 - 4.2.3. Results import to IOF Eventor

5. Start list creation

- 5.1. ITA shall provide their own system/process for start list creation (aggregate rankings and entries and draw lots according to IOF Rules)
- 5.2. ITA shall test the start list creation system/process well before the Event as it is very time critical.

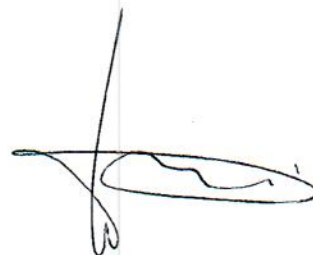
6. Accreditation card production

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- 6.1. The IOF will provide an Accreditation card tool which supports creation of accreditation cards based upon an export from Eventor. The tool also has a manual creation functionality for entries that not come from IOF Eventor. ITA shall dedicate a resource for set-up, testing and implementation of the tool for the Event, together with IOF Eventor Support. ITA shall setup an accreditation card production process that uses the PDF output from the tool which involves printing, cutting, laminating and distributing cards.

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A handwritten signature in black ink, consisting of a stylized, cursive script that appears to be a first name followed by a surname, enclosed within a horizontal oval shape.