



**WORLD
MOUNTAIN
RUNNING
LONG
DISTANCE
CHAMPIONSHIPS**

REGULATIONS

Approved by WMRA Council – Feb. 2017

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Section 1 – GENERALITIES

100 PROMOTION AND NATURE OF THE COMPETITION

- 100.1 WMRA shall organise annually the **World Mountain Running Long Distance Championships** (hereafter called WLDCh) which is an individual and national team competition, for male and female senior runners.
- 100.2 The event will be hosted by one of the countries registered as WMRA Member.
- 100.3 The **Application** must be approved, supported and routed through the **WMRA Member** in the country (Organising Member = OM). It is to this Member that the event is formally given.
- 100.4 These **Regulations** define the rights and duties of all parties involved in the WLDCh; they may be amended from time to time. All such changes must be observed by all parties upon receipt of the amended version.
- 100.5 The WMRA will advise the Local Organising Committee (LOC see hereafter) in every aspect of the event. This will include all necessary site visits by the **WMRA Delegate**.
- 100.6 All the **rights** related to the WLDCh belong to the WMRA who can forward them to the LOC through a written Contract.
- 100.7 The **event title** shall normally have also the edition number, the venue and the date:
⇒ “XXth World Mountain Running Long Distance Championships – Venue/Country, Date”.
In the case there is a title sponsor, the name of the sponsor will be included:
⇒ “XXth WMRA/Sponsor Mountain Running Long Distance Championships – Venue/Country, Date”, or
⇒ “XXth WMRA Mountain Running Long Distance Championships – Venue/Country, Date – presented by Sponsor”
- 100.8 The event will be staged in conjunction with a traditional long distance mountain race which has an established international reputation and is affiliated to the national athletic federation of the country of the competition. The **date** shall not clash with any other major WMRA event.
- 100.9 **Overall Programme**
As part of its Application, the LOC will propose an overall programme of activities which standard format is the following:
- | | | |
|-----------|---------------|---|
| Thursday: | all day | WMRA officials and teams extra continent arrive |
| | all day | Start of the Accreditation |
| Friday: | all day | Other teams arrive |
| | all day | Accreditation (continued) |
| | all day | Early arrivals course visit |
| Saturday: | Morning | Visit of the course(s) |
| | 15:00 – 16:00 | Technical Meeting |
| | 16:00 – 16:30 | Press conference |
| | 18:00 – 19:00 | Opening Ceremony |
| | 20:00 – 21:00 | VIP reception |
| Sunday: | Morning | World Championships Races & Flower Ceremonies |
| | Afternoon | Award & Closing Ceremony |
| | Evening | Final Banquet |
| Monday: | all day | Teams departure |
- 100.10 The LOC must conduct the activities related to the WLDCh in such a way as to best promote the goodwill associated with the WMRA and shall not at any time disparage the good name, reputation or image of the WMRA.
- 100.11 **IAAF Rules/Regulations** shall apply for anything not provided for by these Regulations.

101 BIDDING PROCEDURE

- 101.1 Even if these Regulations refer to the obligations of the Local Organising Committee (LOC see hereafter), the **responsibility of the OM is fully engaged** through its signature of the Contract with WMRA.

- 101.2 **Applications** for staging the WLDCh will normally be considered **two years in advance** of the competition according to the following schedule
- a) In January, WMRA will send out the “Invitation to bid” to all WMRA Members. This invitation will include the “Application Form” as well as the “Regulations” and the “Contract”.
 - b) By **30th June**, the full Application form (hard copy and electronic format) must be sent back to the WMRA General Secretary with the “**Contract**”, in three copies, duly signed by the OM and the LOC authorised representatives;
 - c) The bids will then be evaluated by the WMRA Council;
 - d) The final decision for the date and the venue is made by the Council in September.
- 101.3 The **Application shall include** information as indicated in this document, notably:
- the name of the relevant OM
 - details of the LOC, name of contact person and contact details
 - experience of organising mountain races or other international sporting events
 - possible competition dates
 - name of the city and country
 - accommodation details: type/location/cost of extra nights/type of food, etc.
 - accommodation for additional functions: Technical Meeting, Press, Medical, Doping Control, Opening Ceremony, Closing & Award Ceremony, VIP reception, race connected functions, etc.
 - location and accessibility of race venue
 - transport arrangements (local transport to the venue, transport connected to the competition)
 - medical arrangements
 - proposed event program
 - proposed race course details: figures/map/profile, etc.
 - budget: expected expenditure and sources of income
 - sponsorship: the names of sponsors who have been or will be approached
 - publicity and media coverage proposals
- 101.4 WMRA Council may veto an Application if they believe that there are major reasons for considering it unsuitable.
- 101.5 **Voting** for the candidates follows the WMRA Constitution Rules 11.6/7/8/9:
- a) When there is only one candidate supported by the Council, this candidate is considered as elected.
 - b) Where there are more than two candidates and none gains the absolute majority of the valid votes, the candidate with the lowest number of votes shall be excluded and a further vote taken. The voting continues until one candidate receives the absolute majority of the valid votes.
 - c) Voting will be by secret ballot.
 - d) In the event of a tie between two candidates persisting after second ballot, there will be a draw of lots.

102 AUTHORITY AND DUTIES OF THE WMRA CONGRESS

Not relevant for this event

103 AUTHORITY AND DUTIES OF THE WMRA COUNCIL

The Council shall:

- implement any changes to the Regulations when they seem necessary
- study and eventually approve any changes to the Regulations proposed by a WMRA Member
- decide the **venue** and **date** of the WLDCh
- enter into a Contract with the OM and LOC
- appoint, at least eighteen months before the Competition the WMRA Delegate

104 OFFICIAL LANGUAGE

The WMRA official language is English and all correspondence have to be in English.

Section 2 – TECHNICAL REGULATIONS

WLDCh Technical Regulations generally comply with IAAF Rule 251 with more detailed specifications specified in this document (section).

200 THE COURSE, START and FINISH

200.1 Courses – general

- a) Depending on the local circumstances, the races may be “mainly uphill” or “up & down”.
- b) The Championships will be open to men and women who will both run the same course.
- c) Races take place on terrain that is mainly off-road.
 - Less than 20% of the distance could be on asphalted road.
 - Trails shall also be included in considerable amount.
- d) The course should not include dangerous sections; in the case such sections could not be completely avoided, they shall be additionally marked or even marshalled.
- e) The course should not be too steep; the average incline per 0,5km long sections should not exceed 20% (100 meters per 0,5km).
- f) Downhill sections must not have rock steps or loose rock
- g) There should be no sharp bends first 250m of the course; first 100m should be fenced
- h) There should be no sharp bends last 100m of the course; this should be fenced
- i) The course shall be wide enough in the first part to allow runners to form an extended group.
- j) The entire course shall be clearly marked with tapes, arrows or any other signs that shall also indicate the name of event;
- k) The course distance should be defined in kilometres with accuracy of 0,1km (i.e 28,3km)
- l) Kilometre marks shall indicate the distance to the finish; before the finish line, 500m / 250m / 100m should be marked.
- m) Using shortcuts shall be prevented.
- n) A detailed course map must be provided along with a profile using the following scales:
 - Altitude: 1/ 10.000 (1 cm = 100 m)
 - Distance: 1/ 50.000 (1 cm = 500 m)
- o) In case of extremely bad weather, when the safety of the participants could be threatened, the LOC shall have prepared a “bad weather scenario” that may include change of the start time or/and change of the course (changed course, changed finish position etc). In any case, the date of the event will not be changed, only the time of the start. The final decision shall be taken by the WMRA Delegate on proposal of the LOC experts and shall be announced latest two hours before the planned start.

200.2 Course parameters

- a) The men’s race record time should be between 2 and 4 hours.
- b) The distance should not exceed the marathon distance.
- c) The total amount of ascent should exceed 2,000m.
- d) The highest point on the course should not exceed 3,000 meters altitude.

200.3 Start

- a) The start of the open race must be at least 20 minutes after the official start of the Championships.
- b) Above the Start line, the LOC will build a solid gantry which design should be approved by the WMRA Delegate. It shall include the title of the event including the edition, the date, the venue, two WMRA logos (sized at least 1 square meter), sponsors recognition.
- c) Start line should be clearly marked on the ground and positioned exactly below the gantry.
- d) Warming up area, call room, start box, toilette facilities for all start locations as well as the start procedure shall be defined in the team manual.
- e) Covered area (tent) shall be available at least for changing dresses and luggage pick up
- f) Drinking water in sealed bottles shall be available (especially in the case of hot weather)
- g) Start boxes for the teams are not necessary.
- h) When entering the call room, start numbers, chips and team vests shall be checked

200.4 **Finish**

- a) Above the finish line, the LOC will build a solid gantry which design should be approved by WMRA Delegate. It shall include the title of the event including the edition, the date, the venue, two WMRA logos (sized at least 1 square meter), sponsors recognition.
 - b) Finish line should be clearly marked on the ground and positioned exactly below the gantry
 - c) Last 100m including finish gantry shall be wide enough to ensure that several runners may finish shoulder to shoulder (at least 3m). This part shall be also fenced.
 - d) There shall be no sharp bends in the last 100m of the course
 - e) There shall be enough space inside and around the finish area to organise necessary facilities (mixed zone):
 - time-keeping service,
 - space for photographers and other media representatives (journalists, TV...),
 - refreshments,
 - luggage delivery,
 - doping control – space for chaperones, suitable control station,
 - medical service,
 - flower ceremony,
 - desk for unofficial results,
 - space for referees & jury of appeal.
 - f) The LOC should build and arrange in the Finish line area a seated VIP Tribune, to be roped or closed off from the other seating, and decorated in a suitably dignified manner.
- 200.5 The Local Organising Committee should pay due regard to **mountain ecology** and preservation:
- a) when planning the courses, only existing paths should be used
 - b) the LOC must ensure that all materials (marking tapes, cups, bottles, sponges etc...) displayed all along the course including start and finish area are collected at latest 2 days after the competition.
- 200.6 In the case that start and finish are not on the same location, the organiser shall provide **transport** of the **luggage** from the Start to the Finish. The pick-up and delivery procedure shall be explained in the Team manual and during the Technical meeting.

201 TIMING & RESULTS

- 201.1 It is the responsibility of the LOC to provide the service of an **experienced company** who will deliver the timing services and do the results.
- 201.2 The usage of **chips** is compulsory as well as a **video recording** of the finishes.
- 201.3 Hand timing must be operated as **back up**.
- 201.4 The presentation of the **results** (and especially the results of the teams) must be in the **format** defined by WMRA (Appendix).
- 201.5 The same company will also establish the **start lists**.
- 201.6 LOC shall also discuss with WMRA the distribution plan of the **start lists** and **final results**.

202 REFRESHMENT STATIONS

- 202.1 Water shall be available at the **start**.
- 202.2 Water and other suitable refreshments shall be available at the **finish**.
- 202.3 **On the course**, refreshment stations shall be provided at intervals of approximately 5 kilometres (approx. 20 minutes of running), based on weather conditions. Cold plain water, energy drinks and sponges should be available.
- 202.4 Refreshments which may be provided either by the organiser or the athlete shall be placed at the refreshment stations so that they are easily accessible to the competitors.
- 202.5 Competitors providing their own refreshments may take it only from their registered team officials at the official refreshment stations only.
- 202.6 Competitors, who take refreshments at a place other than the refreshment stations, render themselves liable to disqualification.

203 CONTROL OF THE ADVERTISING: ATHLETES' CLOTHING & EQUIPMENT

The IAAF Advertising Rules and Regulations have to be respected; the LOC is responsible for the control of the advertising on athletes' clothing at the assembly area (call room) and the award area and must liaise with the WMRA Delegate regarding the implementation of all procedures.

204 ANNOUNCEMENTS TO THE PUBLIC and BIG SCREEN

The LOC is responsible for installing a sound system on the finish (and, where relevant and feasible, at the start) area; they will also provide adequate announcers. Any public announcements shall use the full official title of the competition; they should also make a "thank you" to all the WMRA and National Partners, specifically naming each individual sponsor.

English and local language shall be used.

If there is a TV transmission, the LOC should hire a big screen to show the images.

205 OTHER TECHNICAL ASPECTS

205.1 **Assistance:** it is forbidden to pace athletes or give or use /accept/ any other unauthorised assistance (pushing....) during the race.

205.2 If a runner goes off the course, thereby shortening the race distance, he or she shall be disqualified (IAAF Rule 251.6).

205.3 **Competition Uniform:** all athletes of the team shall wear the same colour competition uniform during the competition and in all ceremonies.

205.4 **Team Manual:**

The LOC is responsible for the production of a Team Manual in accordance with the following guidelines

- it has to be ready no less than four months before the competition
- WMRA will provide a template
- the LOC prepares a draft and submit it the WMRA Delegate and General Secretary
- the final version will be sent to the WMRA Members by the WMRA General Secretary, must be posted on the LOC website (and be available for download) and the WMRA website

The standard content of the Event Manual shall be:

- full name of the event with the venue, date and WMRA & event logos on the cover
- VIP speeches (possible: WMRA, LOC; also local authorities & MF)
- organising committees composition (honorary, LOC, technical LOC)
- detailed programme and timetable
- courses presentation (basic data like distances, elevations, course surface etc)
- course profiles and maps
- visa information
- accommodation information
- transport information (international, local)
- other technical and organisational information
- financial aspects that are important for the teams (additional accommodation etc.)
- athletes have to be reminded that they are responsible for their personal insurance against injury

205.5 **Bibs**

- a) It is the LOC's responsibility to supply 2 bibs per runner; they should be worn front and back
- b) An additional bib can be used for the personal luggage
- c) Bib size shall not exceed 20 x 18 cm
- d) Bib shall include:
 - full name of the event (with the name, date and the venue + WMRA logo) on the top
 - start number (different colours for different categories if possible)
 - runner's name if possible
 - space for sponsors on the bottom
- e) They will be distributed in the time of Technical Meeting.

205.6 **TIC:** the LOC will provide a suitable Technical Information Centre (TIC) with persons and materials necessary for giving information to all the participants.

206 **ENTRIES**

206.1 **Invitation to Compete**

- a) All WMRA Member Federations shall be entitled to compete.
- b) Invitations to compete will be sent by the WMRA General Secretary at least four months before the Competition with
 - the Team Manual,
 - the information related to the financial support for travels,
 - the PEF (Preliminary Entry Form),
 - the FEF (Final Entry Form).
- c) The information sent by the Members (PEF and FEF) must be computer typed (not hand written) and be able to be copied (such as "word" format)
- d) The Final Entry Form shall include the following sentence:
 - *"We confirm that all the athletes will respect and abide by the IAAF Anti-Doping Rules and Regulations"*
- e) The Organising Member will confirm this invitation.
- f) WMRA Members shall be represented only by Citizen of the Country (or Territory) which the affiliated Member represents, in accordance with the terms of the IAAF Constitution.
- g) Exceptions to the clause 206.1.f) are accepted for the teams representing a Country (or Territory) with less than 50,000 inhabitants and at the condition that these athletes can proof that they are resident in this Country (Territory) since at least 5 years at the date of the competition.

206.2 **Age Categories**

Juniors under 18 years of age in the year of competition are not allowed to start.

206.3 **Control of citizenship and age:**

On arrival, Team Leaders must present all athletes' passports or other official documents, which indicate the year of birth and nationality.

The LOC will do systematically photocopies of these documents and will hand them over to the WMRA Delegate.

206.4 **Preliminary Entries**

The Preliminary Entry Forms with all requested details shall be sent by the WMRA member to the LOC and WMRA General Secretary not later than two months before the competition day.

206.5 **Final Entries**

- a) The Final Entry Forms with all requested details shall be sent by the WMRA member to the LOC and WMRA General Secretary not later than two Mondays before the day of competition (e.g. Monday, 23rd August for a competition starting on Saturday, 4th September)
- b) The form will also request from the National Federations a guarantee that all athletes will respect the IAAF Rules in term of doping controls (see 206.1.d)

206.6 **Final Confirmation**

Unless specified otherwise in the Team manual, final confirmation of the entries must be made upon arrival, at the registration. No new entry or substitution of names compared to the FEF will be accepted.

206.7 **Conflict in the entries procedure**

In case of a need of interpretation of these Regulations, the WMRA Delegate has full authority to take the decision which he seems is the most appropriate.

207 **TEAMS**

207.1 **Teams composition:**

Each team will consist of a maximum of 6 athletes, including 1 as alternate (only 5 can start).

207.2 **Teams scoring**

- a) Each race shall be scored separately
- b) The team results shall be decided by the aggregate of **places** recorded by the three best competitors of each team.
- c) The team with the lowest aggregate of **points** will be judged the winner.
- d) If a team fails to finish with a complete scoring team, the runners finishing shall be counted as individuals in the race result and be eligible for the individual awards.

- e) Any tie will be decided in favour of the team whose last scoring member finishes nearer the first place.

208 WMRA DELEGATE & OFFICIALS

208.1 List

- a) The WMRA Council will appoint the WMRA Delegate.
- b) Jury of Appeal and its Secretary shall be nominated during the Technical meeting.

208.2 Working conditions

- a) The LOC shall be responsible for providing the best possible working conditions (accreditation, rooms, transportation, equipment etc....) for the WMRA Delegate as well as for the WMRA Officials.
- b) The LOC can have direct relations with the WMRA Delegate but a copy has to be sent systematically to the WMRA General Secretary.

208.3 Expenses - The LOC shall bear the costs of:

- a) WMRA delegate travel (economic class)
- b) WMRA delegate (who may be accompanied) full board accommodation expenses (overnight in a single room or double and three meals, including drinks), for a period of not more than two days before the beginning of the Competition until one day after the end of the Competition
- c) the same applies for the preliminary visits whenever agreed necessary for the successful staging of the Competition.

209 DUTIES OF THE WMRA DELEGATE

209.1 The WMRA Delegate shall act in conformity with IAAF/WMRA **Rules and Regulations**. He shall also send a written report to the WMRA Council (after the site visit and after the event itself).

209.2 He shall at all times retain responsibility for ensuring that the WLDCh is organised to the approved standards.

209.3 The WMRA Delegate

- a) is the liaison between the WMRA Council, the OM and the LOC,
- b) will advise the LOC on all matters related to the staging of the event generally, including: Logistics (accreditations, transport, accommodation...), general programme, ceremonies, race connected details...
- c) he shall approve the course and the races timetable
 - a) he shall control the entries and timing – results
 - b) he shall chair the Technical Meeting.

210 DUTIES OF THE JURY OF APPEAL

210.1 Jury of appeal shall be nominated during the Technical Meeting.

210.2 Jury of Appeal consists of 3 regular members (one representative of WMRA, one of the LOC and from the teams) and one reserve member that acts in the case that the subject of the protest is related to the one of the MF, where one of the regular members is coming from.

210.3 The nominated members should come from different countries – WMRA members.

210.4 Members of the Jury commit themselves that they will be available from the start of the first race until at least 30 minutes after the display of the results of the last race.

210.5 WMRA Delegate is not a member of the Jury.

210.6 The Jury of Appeal and the appointed Secretary to the Jury shall act in conformity with IAAF Rules 119 & 146, as well WMRA Regulations.

210.7 In case of a protest, the Members of the Jury of Appeal may request (if available) from the LOC or the timing company or the TV broadcaster to provide a film of the race to be shown on an appropriate video equipment.

211 COMPETITION OFFICIALS

The OM is responsible for the appointment of all technical officials, whose competence must be guaranteed. Normally those are:

Position	Responsibilities
• LOC President	overall concept, representing LOC
• LOC Director	assembling the team, identifying responsibilities, monitoring progress
• Media & Marketing director	media coverage before, during and after the event; web page; Promotion
• Finances director	bookkeeping, insurance ...
• Race director	responsible for the races
• Course director	Design, measurement, drawing the maps and profiles, preparation, marking, marshalling
• Results director	Start list, time-keeping, results; printing start numbers ...
• Start & finish director	Organisation of the start & finish (call room & start procedure, luggage, mixed zone....)
• Refreshments director	On the course, start and finish
• Medical & doping director	Medical service during the event and in particular for the races (on the finish, along the course); coordination with doping control delegates
• Ceremonies director	Opening, Closing, Flower ceremonies; VIP reception; medals, flags....
• Accreditations director	Welcome office, welcome & info desk(s); accreditations, hostesses
• Transport director	From the int. airport to the hotels and back during the event (races, ceremonies, meetings etc)
• Accommodations director	Accommodations and catering during the event

212 **TECHNICAL MEETING**

212.1 It will be held on the evening before the competition.

212.2 It will be chaired by the WMRA Delegate.

212.3 It shall be followed by computer (.ppt) presentation

212.4 Delegations shall be given due notice of the place and time of the meeting and are invited to send one or two representatives (and, if necessary, an interpreter)

212.5 It shall be conducted in English.

212.6 Its agenda may include:

- a) Welcome by WMRA President
- b) Introduction and welcome by WMRA Delegate
- c) Introduction of LOC Officials
- d) Appointment of the 3 +1 members of the Jury of Appeal and its secretary
- e) Event Programme and timetable presentation
- f) Explanation of the details of the opening and closing ceremonies including logistics
- g) Races connected details:
 - timetable
 - courses
 - refreshments
 - timekeeping
 - transportation
 - start procedure (call room)
 - finish line procedure (mixed zone)
 - clothes
 - protests
 - weather forecast (start – course – finish)
 - anti-doping aspects
 - bibs distribution.
- h) Any other technical matters
- i) Approval of Departures

- j) Reply to the questions

Section 3 – FINANCES & MARKETING

300 RIGHTS OF THE LOC

The LOC has the following rights:

- a) to sell admission tickets to the WLDCh and to keep all revenues derived therefrom
- b) to sell any official programme of the WLDCh, draft to be approved by WMRA, and to keep all revenues therefrom;
- c) the right to sell memorabilia (T-shirts, caps, gloves, any other souvenirs, etc.);
- d) the right to use the logo and the mascot of the WLDCh, as approved by WMRA, and to keep all revenues therefrom;
- e) to grant to Public Institutions some rights relating to the WLDCh as approved by WMRA and to keep all revenues from such grant of rights;
- f) to have the Host City's name or the name of the region, area or state displayed on the athletes' bibs in a manner to be approved by WMRA and to keep all revenues therefrom;
- g) to find sponsors under the provision that the contract is approved, before signature by WMRA (see §305 Marketing)
- h) to receive for the organisation and staging of the WLDCh any value in kind products and/or services supplied by Commercial Suppliers.

301 DUTIES OF THE LOC

By being the candidate, the LOC accepts to bear all the costs of the organisation, such as:

- a) Deposit - See §302
- b) Paying to the WMRA a hosting fee of 1,500 USD
- c) General administration: offices, salaries, mailing, telecommunications, meetings...
- d) Preparation of the courses;
- e) Costs related to the WMRA Delegate (see §208.3);
- f) Costs related to the competition officials and volunteers;
- g) Costs related to the organisation of the Technical Meeting (see §601)
- h) Timing & Results services (see §201)
- i) Press services (see Section 8)
- j) Eventual TV costs (see Section 9)
- k) Accommodation of the WMRA Council Members and Guests (§208.3, 401.3)
- l) Accommodation of Teams (see §401.2)
- m) Local Transportation (Section 5)
- n) Protocol: Opening ceremony, Closing ceremony, Flower Ceremonies, Medals, VIP Reception, Hospitality, Flags ... (see Section 6)
- o) Promotion: bulletin, programme, TV spot, newspaper, posters, press conference, Logo, Mascot, Website ... (see Section 10)
- p) Medical and anti-doping services (see Section 7)
- q) Accreditation (see §1100)
- r) Security (see §1101)
- s) Insurance (see §1103)

302 DEPOSIT

- 302.1 One month after having been awarded the competition by the WMRA Council, the LOC has to pay to the WMRA a deposit of 3.000 USD.
- 302.2 This amount includes the hosting fee of 1500 USD (see §301.a), the cost of the WLDCh medals (including engraved categories and ribbons; see §301.n and §606.9.b,c and a provision to guarantee to the WMRA that all duties of the LOC will be respected (travel of the WMRA Delegate ...))
- 302.3 In case the deposit is not paid by the deadline, a reminder will be sent and a new deadline will be fixed. In case the deposit is not paid by the second deadline it will be considered that the Regulations of the event are not respected and the WMRA Council has the right to appoint a new organiser.

- 302.4 At latest one month after the competition, this deposit will be paid back,
- minus the 1500 USD as “hosting fee” (see §301.a)
 - minus the cost of the medals (see §606.9.b)
 - any dues of the LOC will also be deducted (such as reimbursement of the travel costs of the WMRA delegate ...).

303 LOC BUDGET

303.1 Initial Budget

LOC has to include a budget of expenses as part of the bidding documents. It has to be balanced though reasonable expectations of the income.

303.2 Final Budget

LOC shall send to the WMRA the final accounts of the WLDCh at the latest within three months after the conclusion of the competition.

304 INTERNATIONAL TRAVEL

International Travelling expenses of the teams are met by competing delegations.

305 MARKETING

305.1 The LOC acknowledges that WMRA are the owners worldwide of all the rights to the WLDCh and shall retain all revenues from:

- international commercial sponsorship including supply and service,
- sales of world-wide television rights (by traditional transmission techniques and by way of telecommunication satellite, cable, closed-circuit) ancillary, video recording rights ...

305.2 WMRA will take into account the existing contractual agreements of the race organisers with their sponsors.

305.3 WMRA reserves to itself the possibility to find a “Title Sponsor” for the WLDCh.

305.4 WMRA will ask the LOC to install advertising (in different ways) for the WMRA sponsors associated to the WLDCh.

305.5 WMRA may, by way of a separate agreement, grant to the LOC the right to grant to National Sponsors some of its rights (either freely or in return for an agreed sum of money); the LOC has to request this authorisation to WMRA who will, within one month, give its reply.

Section 4 – ACCOMMODATION

400 HOTELS BOOKING

400.1 The LOC will propose to the WMRA Delegate for decision, the choice of the hotels for the teams and the WMRA.

400.2 The LOC will also help the teams arriving before the official date, to find adequate accommodation.

400.3 Accommodation requirement:

- it should be located within easy reach of the competition course;
- the accommodation must be “hotel type” (meals should be provided in the hotel)
- the accommodation should be clean and comfortable;
- rooms should be with 2 or 3 single beds and with shower and toilet facilities in the room
- team officials listed under §401.2.c) shall have a single room
- additional single rooms should also be available (at the cost of the teams)

401 HOTELS PRICES and PAYMENTS

401.1 Prices in the Application Form must be indicated in EUR or USD and guaranteed for the year of the competition.

401.2 The LOC is responsible for the cost of the accommodation of the teams based on the following:

- for three nights (four nights if the flight exceeds 4 hours)

- b) for a maximum of three runners men, three runners women
 - c) for one official per team (two per team competing with two teams of 3 runners)
 - d) meals are due from the lunch of the first day until the breakfast of the departure day
Additional team members and officials will meet accommodation expenses themselves.
- 401.3 In addition to the WMRA Delegate (see §208.3), the LOC is also responsible for the cost of full board accommodation for:
- a) WMRA Council members and guests: 3 people – 3 nights
 - b) next organiser: 2 persons – 2 nights
- 402 HOTELS SET UP**
The LOC will provide an information desk in the hall in all official hotels. A permanent presence by a volunteer (English speaking) is required in order to be the official contact of the LOC in the hotel. A notice board should also be installed for general information including the display of the timetable of the day and instructions for transportation.
- 403 MEALS**
- 403.1 The opening hours of the restaurants should be adapted to the needs of the competition, especially the hours of the breakfasts for the day of the competition (3 hours before the start of the first race) and the departure day.
- 403.2 In the Athletes' hotels, the menus will also be adapted to the needs of the athletes.
- 403.3 Vegetarian food should also be available
- 403.4 LOC and WMRA will discuss the kind of control system for the access to the restaurant.

Section 5 – LOCAL TRANSPORTATION

500 TRANSPORTATION PLAN

- 500.1 The LOC will provide free local transport to the teams and the WMRA Family (WMRA Council Members, WMRA Delegate, WMRA Guests, Future Organisers, invited Meeting Directors, Press, Sponsors ...)
- 500.2 Reasonable choice of the venues for particular activities (hotels-races-meetings-ceremonies...) could strongly reduce potential difficulties and costs of the transport.
- 500.3 **Local transport** includes the following return transport:
- a) service from/to the international meeting point (international airport, railway station).
 - b) team delegates to the Technical Meeting
 - c) team delegates to the VIP reception
 - d) attendance to the Press Conference
 - e) visit to the courses
 - f) Opening Ceremony
 - g) competition (teams, WMRA, media)
 - h) Award & Closing Ceremony and Final Banquet
- 500.4 The LOC has to send the proposal for the transportation plan two months before the competition to the WMRA Delegate for comments and approval.

501 WELCOME PROCEDURE

- 501.1 **LOC obligation**
The LOC will welcome the teams at the official airport or/and railway station for the agreed days. LOC will do its best to provide the same service for teams coming before the official date.
- 501.2 **LOC Welcome Desk**
There should be a welcome desk at the airport. A waiting area should be set up at the airport.
- 501.3 **Transfers to the hotel**
Nobody (teams, officials ...) should wait more than one hour before being transported to their accommodation venue.

502 DEDICATED CARS

502.1 Two cars with drivers shall be provided for:

- WMRA President and/or General Secretary (if they attend the event)
- WMRA Delegate

502.2 Cars should be available from the first day of arrival for these participants to pick them up at the airport; the cars should also be available for all social functions and return.

502.3 LOC will also provide one car to cover unforeseen services to WMRA Family.

503 PARKING

The LOC will submit to the WMRA Delegate, for approval, the plans for the parking's on the competition site and the social functions.

Section 6 – PROTOCOL

600 SOCIAL FUNCTIONS

The LOC shall, at their own cost, organise any and all social functions, opening, closing and award ceremonies, official meals, receptions and other official functions related to the WMRA.

601 WMRA CONGRESS

Not relevant for this event

602 WMRA COUNCIL MEETINGS

Not relevant for this event

603 TECHNICAL MEETING

This normally takes place in the afternoon on the day before the day of competition. The LOC is responsible for all expenses relating to this meeting.

604 HOSPITALITY

The LOC should provide and furnish a hospitality area and provide drinks and food for WMRA and LOC guests.

605 VIP RECEPTION

- a) Traditionally, the LOC director or the Mayor of the host city invites the VIPs to the VIP reception on the evening before the competition. Invited people are:
 - team leaders (or head of delegations) – one per member federation
 - WMRA Council members & guests,
 - sponsors, earned LOC members, local VIPs....
- b) The host welcomes the invited people.
- c) Snacks or full dinner should be included.
- d) Exchange of memorial gifts between WMRA and LOC president could be included (possible also during the closing ceremony).
- e) Invitation with the programme should be given to the teams upon arrival.
- f) Should be not too long – normally from 20h-22h.

606 OPENING CEREMONY

606.1 General

Opening Ceremony is a part of the official event programme. The script of the Opening Ceremony must be sent to WMRA Delegate who has to approve it.

606.2 Timing

Normally it is organised in the afternoon on the day before the races; common time is 5 or 6 pm. It should not be shorter than 30 min and not longer than 45 min (speeches + cultural programme)

606.3 Invited persons:

- All participating delegations shall be invited to take part in the Opening Ceremony
- Sportsmen – all official team members (runners, coaches, team leaders) – in the arena
- VIPs (seated in the first row):
 - WMRA representatives (President-Secretary-Treasurer-Delegate)
 - other WMRA Council members can choose whether to join the VIPs or to stay with their teams
 - national athletic federation representatives (president or his representative)
 - national authority representative
 - Local authority representative – mayor
 - LOC representative

606.4 **Language**

Official language is English in combination with local language. There should be 2 announcers – one for local and one for English language. Speeches should be translated (just summary).

606.5 **Place arrangement**

- Arena is the place for the teams. All the sportsmen should be seated. The seats could be very simple. All team members should seat together on one row.
- The place should be covered for the case of rain (sport hall...).
- Podium is the place for the announcers and speaker. Podium should be decorated with flowers and a banner with logos and event data (name, edition, date and venue).
- Loudspeakers are necessary.
- Space for spectators should be provided behind the arena (behind the teams)

606.6 **Flags**

Special space for the flags of all present countries should be provided as well as special place for the WMRA flag, which should be hanged up during the opening ceremony and taken from there at the end of the closing ceremony.

606.7 **Parade** is the first part of the opening ceremony

- Teams should not walk too long (0,3 – 0,5km).
- Each delegation in their approved uniforms and officials shall enter behind a shield bearer and the official flag of their delegation
- On the shields shall appear the names of the delegations in the language of the host country (but in Roman script), and in accordance with those listed under IAAF Constitution Article 4
- The parade begins with the music followed by a team with the flag of the WMRA
- The delegations shall enter in the alphabetical order of the language of the host country
- The host country's delegation shall be the last to enter
- Normally local kids carry panels with the names of the countries and the team representatives carry the flags
- Experienced person should take care that teams are ordered correctly.
- When the parade comes to the arena, sportsmen are seated and the flags are put in a nice row; boards could stay with teams or are taken away.

606.8 **Schedule:**

When all teams have assembled, the following sequence must be set out:

- anthem of the Host Country
- welcome by the President of the LOC or his representative
- speech by the WMRA President or his representative
- opening of the Championships by WMRA President or the highest Authority
- Just after that the WMRA flag is raised while solemn music is playing
- Local cultural displays
- Departure of the delegations.
- Each speech should be no longer than 3 min. Speeches are translated from local to English or from English to local (just the summary).
- It is advised, that speakers give their speeches to the announcer in advance, so the announcers can easy tell translated summary to the audience.

607 **FLOWER CEREMONIES**

607.1 **General**

- Flower ceremonies are a part of the official event programme.
 - The main purpose of the ceremonies is to enable the press to make photos of the winners before the final ceremony that is normally organised in the evening. Also to show the winners to the audience once again.
 - Only flowers are given to the medallists.
- 607.2 **Time**
- The Ceremonies shall be conducted so as not to interfere with the competitions in progress.
 - The Flower Ceremonies shall normally take place no earlier than 30 minutes after the announcement of the results in order that there is the statutory time for any protest
 - WMRA Delegate should check if there are any complaints regarding the medallists.
- 607.3 **Invited persons:**
- Individual medallists
 - The designation of the VIPs handing over medal must be agreed in advance by the WMRA Delegate.
- 607.4 **Language**
Official language is English in combination with local language. There should be 2 announcers – one for local and one for English language.
- 607.5 **Place arrangement**
Podium for the winners should be prepared.
There should be a simple back-drop or something else indicating the event data (name, edition, date and the venue). This could be also on the winning podium that indicates event data. Event sponsors may be also displayed.
- 607.6 **Procedure:**
- Speaker announces the presenter and the medallists (starting with 3rd → 2nd → 1st).
 - Hostess gives the flowers to the presenter and he/she gives the flowers to the medallists.
- 607.7 **Remark**
Some of the medallists are normally selected for the doping control. Normally the selected runners first go to change wet clothing, then they to the flower ceremony and finally to the doping control, of course all the time accompanied by the chaperons

608 AWARD & CLOSING CEREMONY

- 608.1 **General**
- a) The Award & Closing Ceremony is a part of the official event program.
 - b) The WMRA Delegate shall approve the protocol of the Ceremony.
 - c) There are two most important aspects of the Ceremony:
 - Medals presentation
 - Handing over of the WMRA Flag to a representative of the OM and/or City of the next edition of the Championships.
- 608.2 **Timing**
This Ceremony is normally organised on the competition day, starting at 6 pm and lasts between 60 and 90 minutes.
- 608.3 **Language**
Official language is English in combination with local language. There should be 2 announcers – one for local and one for the English language. Speeches should be translated (just the summary).
- 608.4 **Invited persons:**
- Medallists – individual + teams
 - Sportsmen – all official team members (runners, coaches, team leaders etc.)
 - WMRA representatives (President or his representative; Delegate)
 - national athletic federation representatives (President or his representative)
 - national authorities representatives
 - local authorities representatives
 - LOC representative
 - VIPs who are not presenting the medals are also seated in the first row in the arena.
- 608.5 **Place arrangement**

- a) Arena is the place for the teams. All the sportsmen should be seated. The seats for the sportsmen could be very simple. The place should be covered for the case of rain.
 - First row is reserved for the VIP's and with not so simple seats.
 - Space for spectators should be provided behind the arena (behind the teams).
- b) Podium is the place for the prize presentation (for the programme)
- c) Podium arrangement (normally raised; loudspeakers are necessary):
 - Podium should be decorated with flowers and a banner with logos and with the event data (name, edition, date, venue).
 - In the centre: winning podium for the medal winners with enough space in front for persons who are presenting prizes. The winning podium should be big enough also for team presentation (up to 5 runners per team → up to 15 persons in total).
 - Enough space for the announcer(s) and speakers
 - Enough space for the photographers between the podium and first rows of sittings
 - Table for prizes (Cups, medals, flowers...) in the corner on one side
 - Present people on the podium during the ceremony:
 - Announcer(s)
 - Ceremony manager in the corner with prizes
 - Hostesses, who carry the prizes from the table and offer them to persons, who are presenting prizes
 - Sportsmen

608.6 **Flags**

- a) Special space for the flags of all present countries should be provided as well as special place for the WMRA flag, which was placed there during the opening ceremony and will be taken from there at the end of closing ceremony.
- b) Special space should be provided for the flags of the winners, which are raised during the presentations. This place should be located so that the winners on the podium can watch the rising flags while the anthem of the winner is playing (flags should not be behind the winning podium). The rising flags could be also projected via computer.

608.7 **Arrival of the sportsmen**

Event participants arrive free at announced time. National vests are obligatory only for the medallists.

608.8 **Arrival of the medallists**

- a) National uniforms are obligatory for the medallists.
- b) All the medallists should be collected behind the stage before the ceremony starts.
- c) Note: There are about 36 medallists at the WLDCh (individual + teams = 3+3 + max 15+15) in practice 25 – 30 persons, because the individual medallists are normally also part of the winning teams and some teams do not have 5 members)
- d) When the announcer announces particular category, medallist are coming to the podium, guided by a hostess. They come to the podium and stay just behind the rostrum according to their positions. When announcer announces particular medallist, he/she just mount the rostrum.
- e) In the case that this procedure is not possible, all the medallists should be seated in the second (+ third) row to avoid waiting.

608.9 **Medals**

- a) The winner, the second and third of each event shall receive a gold, a silver and a bronze-plated medal, respectively.
- b) The medals will be supplied by WMRA at the cost of the LOC.
- c) Design shall be harmonised between the WMRA Delegate and the LOC. One side of the medal is reserved for the event logo.

608.10 **Team Awards**

- a) The LOC will provide and pay for the Trophies for the first three teams in each category.
- b) Trophies shall be approved in advance by WMRA Delegate.
- c) They can be offered by LOC partners.
- d) WMRA medals will be awarded to all members of the first three National teams, men and women.

- e) These awards will be in addition to the normal race prizes.

608.11 Flowers/Gifts

The presentation is optional and must be approved by the WMRA Delegate.

608.12 Ceremony conduct:

- a) WLDCh medals shall be presented first and all other medals and awards afterwards.
- b) Before the program begins, invited people should be seated. Medal presenters' presence should be checked and medallists gathered behind the stage (or in the row just behind the VIP's, see 606.8e)
- c) The announcer announces beginning of the ceremony. Should be on time; in the case of delay this should be announced.
- d) A short speech of LOC representative follows (max 3 min).
- e) Conduct of the presentations:
 - Women individual
 - Women team
 - Men individual
 - Men team
- f) List of medal presenters is decided in advance by the WMRA Delegate, in conjunction with the LOC. Prizes in each category are presented by one couple of VIPs. Each couple is composed of one WMRA representative and one representative of the LOC or local authorities. The medals are presented by WMRA representatives; exceptions are possible and should be agreed in advance by the WMRA Delegate. LOC representative is presenting flowers and a cup to the winning team. The medal is presented first, after the cup and the flowers.
- g) Presentation in each category begins with invitation and short presentation of both people who are presenting the prizes (just name and position). Persons come to the podium and the announcer invites the medal winners.
- h) At the same time medal winners are escorted to the podium in correct order.
- i) Hostesses bring the prizes on the tray and offer them to the presenters (one for the medals, one for the cup and flowers).
- j) Medallists mount the rostrum and the medals are presented starting with the 3rd place, than 2nd and finally the winner.
- k) After all three receive the prizes, anthem of the winner is played and the three flags are raised. Flags should be placed so, that the winners could face them. After that winners should stay few moments on the podium for taking photographs.
- l) During the playing of the anthem and the raising of the flags, the medallists shall face the flagpoles. At all times, they shall conduct themselves in a dignified manner.
- m) Medal winners are not allowed to bring national flags to the podium.
- n) At the end of each category announcer thanks to the presenters and invites next presenters to approach.
- o) After all the prizes are presented, WMRA President (or his representative) holds a short speech with an overview on the past event and thanks to the LOC. Exchange of memorial gifts between the speaker (WMRA representative) and LOC representative could follow /this could be done also during the VIP reception.
- p) WMRA President (or his representative) finishes the speech with "I declare the event closed", while the flag is lowered and folded (this could be done also in advance).
- q) LOC representative of past event and LOC representative of the following event are invited to the podium. Hostess brings the flag and gives it to the hosting LOC representative. He gives the flag to the WMRA President (or his representative) and this one gives the flag to the representative of the next organiser.

609 FLAGS

609.1 Delegations' Flags

The venue shall be decorated with the official flags of the participating delegations to be provided by the LOC. These flags must be checked by the WMRA Delegate before they are displayed.

609.2 WMRA Flags & Banners

The WMRA Flag must be flown at all official sites (including official hotels). WMRA Delegate shall provide the flags and banners.

Section 7 – MEDICAL & ANTIDOPING

700 MEDICAL SERVICES

700.1 Definition of the needs

Medical service should cover medical problems during the event, including daily medical problems and mountain running (race connected) medical problems.

700.2 Medical Services for the teams

The LOC will send to the WMRA Delegate, two months before the competition, the proposed plan for:

- the type of service which will be available to the teams without medical staff.
- for the teams coming with a medical staff (they will need adequate facilities for physio, free of charge to the teams).
- Services on the competition site: personnel, equipment, service, ambulance, system to move the injured athletes in zones where ambulances cannot access

700.3 Hospital

The LOC will inform the nearest hospital that a WLDCh will be organised. When necessary, helicopter should be available.

700.4 Costs

In case of the need of a hospitalisation, the financial responsibility of the LOC ends when the ambulance enters the hospital. Additional costs have to be paid by the teams who are encouraged to take an insurance to cover these risks.

701 MEDICAL GUIDELINES

There are 4 keystones to focus on:

701.1 Competent and sufficient personnel

The medical personnel has to evaluate and treat environmental and exercise related problems such as dehydration, hyperthermia, hypothermia, exercise associated collapse, anaphylactic shock, hives, asthma exacerbation, diabetic insulin reactions, dermatologic and orthopedic problems.

- a) Medical director: should have knowledge about concerns and problems of running, especially mountain running. Medical director has overall control of all medical operations. If the director is not MD, one MD has to be in reach, and be reachable within 5 Minutes at day of the race for advice. The Medical Director should hand out transfer-guidelines for example - District's emergency number, hospitals, emergency medical vehicles, police and fire fighters etc.
- b) Medical staff is divided into professionals and non-professionals/volunteers
 - Professionals: MD, nurses, paramedics, physiotherapists, EMT, who have experience with critical care and emergency room, are able to use the defibrillator
 - Non-professionals: have had CPR certification lately, could be Physiotherapists, nurses, paramedics, massage staff, EMT (emergency medical technician), certified athletic trainers, first responders...
- c) Number of staff: 2-3 MDs, 6 professionals, 4 non-professionals, 8 volunteers depending if the course is a round course, at a critical altitude and weather conditions).
- d) Insurance: The medical director and medical team should be included in the insurance coverage of the race organisation
- e) Organisation during the race:
 - First aid stations
 - Positioned with physician, nurses, paramedics, EMT, or massage therapist with first aid experience.
 - Flexible medical vehicles/ First response teams - MD, Paramedic, nurses, EMT defibrillator on board is necessary
 - Defibrillator equipped motorcycle/car which is able to cross the course within 4 minutes, operators must be trained to use the defibrillator and the team must be integrated to the local

emergency medical system. Several teams assigned along the course to follow the main pack and separated by 2-4 km will give rapid access to most of the runners.

- Finish line personnel: 1 physician, 3 professional medicals, 4 volunteers
 - One person is the director for the finish line field
 - Medical educated personnel, who can evaluate the problems: medical illness and injury/massage category.
 - Non-medical personnel: recording medical data, retrieving dry clothing, distributing census information to concerned parties and general assistance.
- f) Medical staff Identification: the medical staff should wear a sign, which notifies them as medical staff. There should be signs to show the way to medical area. At the medical area the staff has to have telephone number of MD
- g) Transport - advanced life support emergency ambulance coverage should be available at the finish line and along the course.
- First Aid should be available within 4 minutes, emergency vehicle response within 8 minutes. i.e. 2 ambulance cars, 2-3 moving vehicles.
 - when necessary, helicopter should be available
 - Major objective must be in case of severe illness, a runner has to reach the nearest hospital within 20 minutes, if necessary accompanied with one MD. Or an emergency room has to be reached within this time.
 - Transportation for well drop outs should be organised.
- h) Medical authority - Every medical official has the authority to examine a runner who appears ill and to remove the runner from competition.
- i) The LOC shall arrange interpreters.

701.2 **Adequate location of medical stations** – Types of the Medical stations

- a) minor aid station: can supply blankets, water, transport, communication to get further help
- b) major aid stations: should include MD and equipment as at the finish line
- c) finish line: field hospital, fully equipped, at least 1 MD, 3 professionals and 4 non-professionals
- d) flexible vehicles: defibrillator equipped, are able to be at the course within 4-6 minutes
- e) helicopter should be available to reach remoted parts of the course

701.3 **Adequate equipment and supplies**

Finish line, field hospital: tent, cots, stretcher, wheelchair, defibrillator, drug kit, oxygen tank, typical medical supply, 1-2 advance life support ambulances. There is a list of expected minimum equipment.

701.4 **Communication system**

- a) amateur radio & Mobile phone
- b) volunteers at the course about every 2 km
- c) District's emergency number, hospitals, emergency medical vehicles, police, fire fighters must be informed and coordinated
- d) Communication has to work among the medical staff and race director as well as with the public authority (police, ambulance, hospital) as with the team leaders of the competitors country, should develop medical information for Team Manual
- e) The medical director has to proof to the LOC/ WMRA, that in any case of severe illness a runner can be transported to hospital within 20 minutes. The medical director has also to proof that a runner with severe illness can be reached with defibrillator within 8 minutes and reached by a CPR educated staff within 4 minutes. It is also important that the medical staff is equipped with adequate instruments and drug kit in case of emergency.

702 **DOPING CONTROLS**

702.1 **Principle**

Doping tests may be carried out according to the IAAF Rules and Regulations and under the supervision of the WMRA Medical/Doping Delegate. The LOC is responsible for the set-up of the facilities and for all the costs related to all kind of doping controls.

702.2 **WMRA Doping control Delegate**

Not relevant for this competition.

702.3 **IAAF involvement**

The IAAF Medical and Antidoping Department will send in advance to the LOC various information regarding the organisation of the controls, the number of tests to be carried out and the name of the chosen Laboratory for the analysis. These instructions have to be followed carefully.

702.4 **Doping Control room for urine sampling**

The doping control room shall be secured: access restricted to doping personnel, the athlete and one accompanying person per athlete only and/or an interpreter if necessary.

The facilities have to be approved by the WMRA Delegate:

- a waiting room with adequate seating
- a working room
- two adjoining working rooms (male and female).

702.5 **Personnel**

The LOC will provide one doctor and/or doping officer, assistant to witness the urine collection and appropriate number of escorts for the athletes' notification.

702.6 **Material**

LOC shall ensure that approved materials will be available.

702.7 **Additional tests**

IAAF and WMRA may decide to organise additional tests (blood or other) at their costs; the LOC will help to find and educate the requested chaperons; their only financial contribution would be the accommodation costs of the additional people (4 persons maximum).

Section 8 – PRESS

800 **PRINCIPLE**

The LOC will send to the WMRA Delegate, two months before the competition, the proposed plan for services to be provided to the Media, such as:

- Media Centre: location, opening hours, equipment, personal
- Media seats: location, equipment, access
- Telecommunication equipment
- Flash Interviews
- Formal Interviews
- Press Conferences
- Statistical data
- Press releases
- working conditions for the photographers
- Accreditations and photographers bibs

The LOC has also to guarantee that immediately after the competition, a minimum of 5 high quality photos will be available for the use and the needs of the WMRA.

Section 9 – TELEVISION

901 **PRODUCTION**

The LOC will do its best to find a way to find a company to produce the images of the WLDCh: National or regional TV channel, private TV company ...

902 **RIGHTS**

WMRA owns the rights of showing the WLDCh images worldwide, but in case the LOC finds a partner to do the production the rights for the host country will grant free of charge. WMRA, LOC and the TV Company will discuss in good faith the distribution outside the host country. In any case, WMRA will keep the right to show the images on its website (streaming).

Section 10 – PROMOTION

1000 TARGETS

The LOC has to develop ideas to promote the WLDCh

- nationally and regionally, in order to attract the spectators and the media;
- Internationally, in order to promote the City/Region and Mountain Running.

A comprehensive promotion campaign must be organised emphasising that this is a World Event at which the world's best athletes can be seen.

1001 PROMOTION PLAN

The plan should include some, or all, of the following:

- Schedule of press conferences prior to and during the WLDCh,
- Press releases which are sent periodically to the Media,
- Mailing to the Athletics community and other groups,
- Promotion stand/display during athletics competitions and public fairs,
- School promotion (i.e. design or name of the mascot, country attribution per school) and school projects,
- Distribution of stickers and flyers,
- Poster and Billboard displays in public areas and in the city,
- Banner displays in the city,
- Advertising in the newspapers and magazines,
- Radio and Television advertising,
- Flags of the participating countries displayed downtown prior to the event,
- City decoration prior to and during the event ...

1002 LOGOS - BRANDING

- a) At latest six months before the competition, the LOC has to create a logo for the WLDCh and keeps the right of any commercial usage of it on the regional and national levels.
- b) The LOC can also create, if it wishes so, to create a Mascot.
- c) The WMRA logo shall appear in all official print material.

1003 LOC WEBSITE

1003.1 General

- a) The LOC must create a dedicated website, the content of which must be approved by the WMRA Delegate.
- b) It should open at latest 9 months before the competition.
- c) It must be in English; a version in the national language should also be available with eventually different content.
- d) Traditionally, the web site address is: "WLDChyyyy.xxx", where "yyyy" means the year of the event and "xxx" means the IAAF abbreviation for the country.
- e) the front page of web site should present full name of the event including WMRA and event logo and should show the challenge and beauty of mountain running
- f) this website will be linked to the WMRA web page.

1003.2 Typical content:

- a) Host country and city presentation – could be just a short presentation and link to the local web site
- b) Presentation of the venue (detailed maps of the local situation – accommodation-ceremonies-races...)
- c) LOC structure
- d) Program and timetable
- e) Courses (facts, map, profile, description; photos)
- f) Entries (general information, visa information, PEF, FEF, list of; final start list)
- g) Results (of course active only after the event)
- h) Photo gallery (before the event photos of the venue; photos of ceremonies etc and races during and after the event)

- i) statistics (previous results if it is traditional race; results of previous WLDCh editions; could be link to WMRA Web site)
- j) "Team Manual" as .pdf file should be available for download as soon as possible.
- k) Basic info regarding travel, accommodation, local transportation etc should be also available as long as Team manual is not available.

1004 OFFICIAL PROGRAMME

1004.1 Principle

If the LOC decides to print an Official Programme, it should be provided free of charge to the teams, the WMRA, the commercial and public partners of the WLDCh.

1004.2 Languages

The programme should be in English and the national language.

1004.3 Content

Its content must be approved, page by page by the WMRA Delegate, should include:

- Competition logo on cover page (and mascot if any),
- WMRA message,
- Authorities and/or LOC message(s),
- WMRA Council Members - WMRA Delegate - LOC Members
- Timetable,
- Course,
- Presentation of Mountain Running and WLDCh,
- Promotion text about the city/country,
- Editorial texts,
- Statistics of the previous WLDCh and past winners,
- Advertising for the partners of the WLDCh
- Start list, including athletes' bib numbers

Section 11 – OTHER ASPECTS

1100 ACCREDITATION

1100.1 Principles

The LOC is responsible to put in place a very simple system of accreditation.

1100.2 Layout of the cards

- Cards must be given to all teams participants (athletes, officials ...), to the Members of the WMRA Family, to the LOC and its volunteers, to the Media.
- The different categories of people should receive cards with different colours
- Presence of names and photos on the cards is optional.

1100.3 Accreditation Plan

- The LOC will reflect on the definition of the different zones and will number them
- The cards will give access to specified zones.
- The WMRA Delegate and the members of the WMRA Council will have access to all zones.

1100.4 Distribution of the cards

- For the Members of the WMRA Family: on arrival, as part of the "welcome pack";
- For the teams: once the registration (and the financial aspects) have been settled.

1101 SECURITY

LOC will provide a security service to keep safe all equipment (e.g. Timing, Computer companies, Tribune, course preparation) as well as the access to dedicated zones and reserved parkings.

1102 VISAS

1102.1 Up to 50 Federations may compete in the WLDCh. As part of its candidature, the LOC has to classified these federations in three categories

- Cat 1: those for whom no visa is required

- Cat 2: those for whom a visa is required by the Host country and where the Host Country has a diplomatic representation (Embassy, Consulate ...) in the travelling country.
- Cat 3: those for whom a visa is required by the Host country and where the Host Country does not have a diplomatic representation (Embassy, Consulate ...) in the travelling country.

1102.2 For the Category 2, the LOC and the OM will help the delegations to get the visas by sending out an invitation letter, based on the requirements of the Ministry of Foreign Affairs of the Host Country

1102.3 For the Category 3, the LOC will inform the WMRA how these delegations can get their visas.

1103 INSURANCE

The LOC shall secure and maintain, at its own expense, an insurance policy issued by an insurance company to cover:

- the risk of any damages which may be suffered by him as a result of cancellation, abandonment, postponement curtailment of the WLDCh ("Cancellation Insurance");
- the risk of general liability or damages resulting from or arising out of the organisation and staging of the WLDCh, including any liability in respect of spectators and the staff members and contractors of the WMRA, the OC and/or the OM, such insurance to have a minimum per occurrence limit of US\$ 100.000 ("Public Liability Insurance");
- any other risk required to be insured under the local law applicable to the WLDCh



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Appendix: COMPETITION REGULATION 201.4

GUIDELINES FOR THE PRESENTATION OF THE RESULTS

1. **The presentation of the results especially the results for the teams must be in the format defined by WMRA.**

FORMAT

2. It is essential that the results are presented in a **standard format**, using Microsoft Excel, Font Type: Arial, Size: 10, in English, page formatted to Portrait
3. **Location** should be presented as "Location, COUNTRY" (i.e – Madrid, SPAIN).
4. **Date of the race** should be in the format day, month, year, with the year shown in full (i.e. – 10 July 2017).
5. Basic course characteristics should be presented for each category (length; ascent/descent; like »Course: 39,1km; +2810m/-1230m).
6. **Surname** should be upper case, even for a double-barrelled name (like SMITH-BROWN).
7. **First name** should commence with the first letter in upper case, and all remaining letters in lower case (like "John").
8. **Gender** and age category should be shown as "F" for Women and "M" for Men.
9. The **year of birth** should be written limited to the two last digits.
10. **Country name** should be abbreviated to three upper case letters in accordance with the official IAAF/IOC list, i.e. GBR – Great Britain, ESP – Spain, RUS – Russia, etc.
11. **Presentation of the Performances**
 - Race time should be always presented like h:mm:ss (3:05:15),
 - tenth of second and hundredth of second shall never appear.
12. **Start number** shall also appear on the result sheet.
13. **Athletes not starting** the race have to be listed with the remark "DNS"
14. **Athletes not finishing** the race have to be listed with the remark "DNF"
15. **No local letters** should be used (like: ä, ü, ß, ř, č, š, ž, ...).
16. The WLDMRCh could be connected to the **traditional race**. In this case the traditional race (open race) results and the course records men/women should be attached.

TEAM RESULTS

17. **All athletes and teams** have to appear on the results.
18. **Teams not having enough runners on the finish** will appear with the remark "NC".
19. **Non scoring athletes' places** will be in brackets.

DISTRIBUTION

20. The official results have to be **displayed** immediately after the race, on site on a specific place and on the website of the race
21. **Printed version** of the results have to be distributed to the delegations before they leave (number of sets in accordance with the size of the teams, to be discussed with WMRA Delegate)
22. Within 24 hours, the Results are to be **forwarded to the WMRA** for display on the WMRA website.

SAMPLE – INDIVIDUAL RESULTS – MEN

Position	Start No	Name	Born	Nationality	Category	Time
1.	2	HEINZLE Florian	82	AUT	M	3:11:36
2.	39	SCHIESSL Helmut	72	GER	M	3:12:16
3.	52	DEGASPERI Marco	77	ITA	M	3:14:35
4.	32	FONTAINE Raymond	79	FRA	M	3:16:08
5.	16	KRUPICKA Robert	78	CZE	M	3:16:10
ETC						
	xx	SURNEME Firstname	xx	XXX	M	DNS
	yy	SURNEME Firstname	yy	YYY	M	DNF

SAMPLE – TEAM

Pos.	Country		pts	Start No	NAME	Pos.
1	Italy	ITA	20	53	DEGASPERI Marco	3
				50	GAIARDO Marco	7
				51	ABATE Gabrielle	10
				55	MANZI Emanuele	(17)
				52	CHICCO Davide	(25)
2	Great Britain	GBR	31	34	COX Martin	8
				37	JOHNES Andrew	9
				36	VERNON Steven	14
				35	DAVIES Timothy	(17)
ETC						
NC	San Marino	SMR	/	75	GIOMI Paulo	(23)
				76	JACOMINI Alberto	(35)