



WMA/WMRA  
WORLD  
MASTERS  
MOUNTAIN  
RUNNING  
CHAMPIONSHIPS  
REGULATIONS

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# Section 1 – GENERALITIES

## **100 PROMOTION AND NATURE OF THE COMPETITION**

- 100.1 World Masters Athletics (WMA) and the World Mountain Running Association (WMRA) shall sanction the staging, on an annual basis, of the “World Masters Mountain Running Championships” (hereafter called the “Masters WCh”).
- 100.2 WMA Council agrees that WMRA will be responsible for the organisation of the Championships.
- 100.3 **Applications** to stage the Championships may be submitted by any member of WMRA who will present its candidature together with the Local Organising Committee (LOC), or by a Local Organising Committee whose federation is not concerned with masters’ athletics.
- 100.4 These Regulations define the rights and duties of all parties involved in the Championship; they may be amended from time to time. Changes to these rules may be made by agreement between WMA and WMRA Councils. 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 and advice by the WMA appointed safety officer.
- 100.6 All the **rights** related to the Championships belong to the WMRA who can forward them to the LOC through a written agreement.
- 100.7 The **event title** shall normally have also the edition number, the venue and the date:  
“XX<sup>th</sup> WMA/WMRA World Masters Mountain Running Championships – Venue, Country, Date”.  
In the case there is a title sponsor, the name of the sponsor will be included:  
“XX<sup>th</sup> WMA/WMRA/Sponsor World Masters Mountain Running Championships – Venue/Country, Date” or  
XX<sup>th</sup> WMA/WMRA World Masters Mountain Running Championships – Venue/Country, Date presented by Sponsor”
- 100.8 **Date is free**; it shall not clash with any other major WMRA or WMA event (Championships, World Cup; see also clause 103).
- 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 arrive                           |
|           | all day       | Start of the Accreditation                      |
| Friday    | all day       | Accreditation (continued), WMA officials arrive |
|           | all day       | Early arrivals view course                      |
| Saturday: | Morning       | Visit of the courses                            |
|           | 16:00 – 16:30 | Press conference – optional                     |
|           | 18:00 – 19:00 | Opening Ceremony                                |
| Sunday:   | Morning       | World Championships Races *                     |
|           | Afternoon     | Awards Ceremony                                 |
|           | Evening       | Final Banquet                                   |
- . \* - races could be held also over two days consecutive
- 100.10 The LOC must conduct the activities related to the Championships in such a way as to best promote the goodwill associated with the WMA & WMRA and shall not at any time disparage the good name, reputation or image of the WMA & WMRA.
- 100.11 **IAAF, WMRA and WMA 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 Masters WCh 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 and WMA Members. This invitation will include the “Application Form” as well as the “Regulations” and the “Contract”.
  - b) WMA will annually supply the list of current WMA member federations
  - c) By **30<sup>th</sup> June**, the full Application form 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;
  - d) The bids will then be evaluated by the WMRA Council;
  - e) The final decision for the date and the venue is made by the WMRA 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: available hotels with recommended prices
  - accommodation for additional functions: Opening ceremony, Closing & Award ceremony, Press, Medical, Doping, etc.
  - location and accessibility of race venue
  - transport arrangements
  - 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

## 103 **AUTHORITY AND DUTIES OF THE WMRA COUNCIL**

The Council shall:

- implement any changes to the Regulations when they seems necessary
- study and eventually approve any changes to the Regulations proposed by a WMRA Member
- decide the venue and the date of the Championships (this date is variable but must not clash with any other WMRA Championships or World Cup events, IAAF Area Association Mountain Running championships or WMA Championships; see clause 100.8).
- 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 has to be in English.

## Section 2 – TECHNICAL REGULATIONS

The Championships Technical Regulations generally comply with IAAF Rule 251 and WMA Rules with more detailed specifications specified in this document.

### **200 THE COURSE, START AND FINISH**

#### **200.1 Courses – general**

- a) For the masters, uphill courses are preferred; due to tradition in particular countries, every few years also up & down-hill courses are acceptable.
- b) Races take place on terrain that is mainly off-road.
  - Less than 20% of the distance could be on the asphalted road.
  - Trails shall also be included in considerable amount.
- c) The highest point on the course should not exceed 3.000 meters altitude.
- 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) The entire course shall be clearly marked with tapes, arrows or any other signs that shall also indicate the name of event.
  - In non-lap races, this includes also kilometre marks that will indicate the distance to the finish.
  - Before the finish line, 500m / 250m / 100m should be marked.
- g) Using shortcuts shall be prevented.
- h) The course distance should be defined in kilometres with accuracy of 0,1km (i.e. 8,3km)
- i) 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)
- j) Downhill sections must not have rock steps or loose rock.
- k) There should be no sharp bends first 250m of the course; first 100m should be fenced
- l) There should be no sharp bends last 100m of the course; this should be fenced
- m) The course shall be wide enough in the first part to allow runners to form an extended group.
- n) 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 Recommended Course parameters (in force 2019)**

Course:	Mainly uphill		Up & down	
Categories:	Distance	ascent	distance	ascent / descent
⇒ Men & Women 35, 40, 45, 50	10 km	800 m	10 km	400 m
⇒ Men & Women 55, 60, 65, 70, 75	8 km	600 m	8 km	300 m

- The courses depend on the natural conditions and so the values are approximate.
- When, due to the natural conditions, it is not possible to design the two courses with the above mentioned parameters, there could be only one course for all the categories. In this case the length should be between the both parameters (so about 9km).
- The delegate shall check the course and advice the LOC regarding the course.

200.3 Any course which exceeds any parameter specified in rules 200.1 – 200.4 by more than 20% cannot be approved by the WMRA Delegate but the Council can approve such course in exceptional circumstances.

#### **200.4 Start**

- a) Above the Start 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), WMA logo, sponsors recognition.

- b) Start line should be clearly marked on the ground and positioned exactly below the gantry
- c) Warming up area, call room, start box, toilette facilities for all start locations as well as the start procedure shall be defined in the "Event manual" (see Clause 205.4)
- d) Covered area (tent) shall be available at least for changing dresses and luggage pick up
- e) Drinking water in sealed bottles shall be available (especially in the case of hot weather)
- f) When entering the call room, start numbers and chips shall be checked.

#### 200.5 **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, the WMA and 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,
  - desk for unofficial results,
  - space for referees & jury of appeal.

200.6 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.

200.7 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 Event manual.

### **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.
- 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 and other suitable refreshments shall be available at the **finish** of all races.
- 202.2 **On the course**, refreshment stations shall be provided at intervals of approximately 2-3 kilometres (approx. 10 minutes of running), based on weather conditions. Cold plain water, energy drinks and sponges should be available
- 202.3 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.
- 202.4 Competitors providing their own refreshments may take it only from their supporters at the official refreshment stations only.

202.5 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**

Not relevant for this event

**204 ANNOUNCEMENTS TO THE PUBLIC**

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 WMA, WMRA and National Partners involved in the event, specifically naming each individual sponsor. English and local language shall be used.

**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 course, thereby shortening the race distance, he or she shall be disqualified (IAAF Rule 251.6).

205.3 **Competition Uniform:**

All participants should wear the same colour competition uniform during the competition and in all ceremonies.

205.4 **"Event Manual":**

The LOC is responsible for the production of an Event 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)

The standard content of the Event Manual shall be:

- full name of the event with the venue, date and WMA, WMRA & event logos on the cover
- VIP speeches (possible: WMA, 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 participants
- 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) Bibs shall be different colours for different age and gender categories
- e) Bib shall include:
  - full name of the event (with the name, date and the venue + WMA/WMRA logo) on the top
  - start number (different colours for different age and gender categories if possible)
  - space for sponsors on the bottom



- 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.
- 205.7 **Open Race:** the LOC can propose to the WMRA the staging of 'Open races' for other age group.

## 206 **ENTRIES**

### 206.1 **Invitation to Compete** (see also: 101.2.a, b)

- All WMRA and WMA Member Federations shall be entitled to compete.
- Invitations to compete will be sent by the WMRA General Secretary at least four months before the Competition

### 206.2 **Age Categories**

- Athletes' age group shall be determined by the date of birth. An athlete shall compete in the age group for which he/she qualifies on the day of the championships.
- The competition shall be conducted only in the following age groups:

Age	Male Age Group	Female Age Group	
35 - 39	M35	W35	Longer course See 200.2
40 - 44	M40	W40	
45 - 49	M45	W45	
50 - 54	M50	W50	
55 - 59	M55	W55	Shorter course See 200.2
60 - 64	M60	W60	
65 - 69	M65	W65	
70 - 74	M70	W70	
75 - 79	M75	W75	

- There is no category for age 80+. Masters 80+ years old are not allowed to compete.

### 206.3 **Control of citizenship and age:**

- It is a LOC responsibility to check the evidence of age and nationality (passport or other)
- For the citizenship, the WMRA Rules will be implemented.

### 206.4 **Preliminary Entries**

Not relevant for this event

### 206.5 **Final Entries**

The LOC decides on the deadline for the entries to be received. No late entries will be allowed unless the LOC and the WMRA Delegate agrees. On the Entry form, the LOC shall include the following sentence: *"I confirm that I will respect the IAAF Anti-Doping Rules and Regulations and in particular, I agree to comply with any request from a certified official to provide a sample for anti-doping analyses"*.

### 206.6 **Final Confirmation**

Entry will be finally confirmed upon arrival when taking over the start number.

### 206.7 **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.
- Entries will be accepted either from individuals by direct application to the LOC, or from individuals or groups via the national athletic federation.
- The LOC must ensure that all competing athletes will guarantee that they will respect the IAAF Rules in term of doping controls.
- Entry will be refused to any athlete suspended from competition by a national federation
- Competitors must provide assurance that they are physically fit enough to participate by signing a declaration on the entry form to this effect.

## 207 **TEAMS SCORING** (in force 2018)

- Team medals will be given to the first three teams in all categories.
- There could be only one team per country.
- In all categories, team results shall be decided by the aggregate of places recorded by the first three runners.

- d) Also teams with only 2 members are classified, but after all teams with 3 members
- e) There is no requirement to declare team members in advance.
- f) There will be no adjustments for non-scoring athletes
- g) The team with the lowest aggregate of points will be judged the winner.
- h) Any tie will be decided in favour of the team whose last scoring member finishes nearer the first place.

## **208 WMRA & WMA DELEGATES & OFFICIALS**

### **208.1 List**

- a) The WMRA will appoint the WMRA Delegate as well as a maximum of three additional representatives.
- b) The WMA will appoint a WMA representative and nominate a WMA Safety Officer.

### **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.
- 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) The WMRA Delegate: (who may be accompanied) full board accommodation expenses (overnight in a single room or double and three meals, including drinks), travel (economic class) for the site visit and the competition (for a period of not more than two days before until one day after the end of the Championships)
- b) Accommodation of a maximum of 2 people (or couples) nominated by the WMRA (Council members or guests) for a maximum of two nights
- c) The WMA representative and Safety Officer: full board accommodation for the period of competition.

## **209 DUTIES OF THE DELEGATES**

### **209.1 The WMRA Delegate**

- a) shall act in conformity with WMA / WMRA / IAAF Rules and Regulations.
- b) shall send a written report to the WMRA Council and WMA (after the site visit and after the event itself).
- c) shall at all times retain responsibility for ensuring that the Championships is organised to the approved standards.
- d) is the liaison between the WMRA Council, the WMA, the OM, the LOC and all other appointed Delegates,
- e) will advise the LOC on all matters related to the staging of the event generally, including Logistics (accreditations, transport, accommodation...), technical matters, general programme and timetable, protocol (ceremonies shall approve the course
- f) shall approve the races timetable
- g) shall control the timing – results
- h) shall nominate the members of the Jury of Appeal

### **209.2 The WMA Safety Officer**

- a) The World Masters Athletics (WMA) Safety Officer has the authority to withdraw from competition any athlete whose continued participation in that competition would, in the opinion of the Safety Officer, endanger the athlete's health or the safety of the other competitors. The Safety Officer may exercise his authority through the WMRA Delegate, the LOC and the Medical Services of the Championship.
- b) The WMA Safety Officer will work through the WMRA Delegate on safety matters.
- c) The WMA Safety Officer and the WMA representative may be the same person.

## **210 DUTIES OF THE JURY OF APPEAL**

210.1 The members of the Jury of Appeal shall be nominated by the WMRA Delegate.

210.2 Jury of Appeal consists of 3 regular members (one representative of WMRA, one of the WMA and one of the LOC), one reserve member and (eventually) one secretary.

- 210.3 The nominated members should come from different countries – WMRA members.
- 210.4 The Jury of Appeal and the appointed Secretary to the Jury shall act in conformity with IAAF Rules 119 & 146, as well WMA and WMRA Regulations.
- 210.5 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, VIP reception; medals, flags....
• Accreditations director (*)	Welcome office, welcome & info desk(s); accreditations, hostesses
• Transport director (*)	during the event (races, ceremonies, meetings etc)
• Accommodation Dr. (*)	Accommodation and catering during the event

(\*): optional

**212 TECHNICAL MEETING**

Not relevant for this event.

## **Section 3 – FINANCES & MARKETING**

**300 RIGHTS OF THE LOC**

The LOC has the following rights:

- a) to sell any official programme of the Championship, draft to be approved by WMRA, and to keep all revenues therefrom;
- b) the right to sell memorabilia (T-shirts, caps, gloves, any other souvenirs, etc.);
- c) the right to use the logo and the mascot of the Championship, as approved by WMRA, and to keep all revenues therefrom;
- d) to grant to Public Institutions some rights relating to the Championships and to keep all revenues from such grant of rights;
- e) 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;
- f) to find sponsors under the provision that the contract is approved, before signature by WMRA (see §305 Marketing)
- g) to receive for the organisation and staging of the Championships any value in kind products and/or services supplied by Commercial Suppliers.
- h) The LOC may set the level of competitors' entry fees.

### **301 DUTIES OF THE LOC**

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

- a) a WMA/WMRA levy of 5 EUR (6 EUR starting in 2020) per entry must be paid to WMRA at latest two weeks before the event as well as the payment of the medals (see 608.8.c).
- b) General administration: offices, salaries, mailing, telecommunications, meetings...
- c) Preparation of the courses;
- d) Costs related to the WMRA/WMA Delegates (see §208.3);
- e) Costs related to the competition officials and volunteers;
- f) Timing & Results services (see §201)
- g) Press services (see Section 8)
- h) Eventual TV costs (see Section 9)
- i) Promotion: bulletin, programme, TV spot, newspaper, posters, press conference, Logo, Mascot, Website ... (see Section 10)
- j) Protocol: Opening ceremony, Closing ceremony, Medals, VIP Reception, Hospitality, Flags ... (see Section 6)
- k) Medical and anti-doping services (see Section 7)
- l) Accreditation (see §1100)
- m) Security (see §1101)
- n) Insurance (see §1103)

### **302 DEPOSIT**

Not relevant for this event.

### **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 Championships at the latest within three months after the conclusion of the competition.

### **304 INTERNATIONAL TRAVEL**

Participants are responsible for all their traveling costs

### **305 MARKETING**

305.1 The LOC acknowledges that WMRA are the owners worldwide of all the rights to the Championships 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 reserves to itself the possibility to find a "Title Sponsor" for the Championship.

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

## **Section 4 – ACCOMMODATION**

Participants are responsible for all their accommodation costs. LOC may help the participants to find suitable accommodation in conformity with their statement in the Application Form.

## **Section 5 – LOCAL TRANSPORTATION**

The LOC has no obligation towards the athletes but must provide all necessary support to the WMA/WMRA delegates and representatives to help them to achieve their mission.

## **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.

### **601 WMRA CONGRESS**

Not relevant for this event.

### **602 WMRA COUNCIL MEETINGS**

Not relevant for this event.

### **603 TECHNICAL MEETING**

Not relevant for this event.

### **604 HOSPITALITY**

Not relevant for this event.

### **605 VIP RECEPTION**

Not relevant for this event.

### **606 OPENING CEREMONY**

#### **606.1 General**

The LOC should organise an Opening Ceremony. It should follow the following recommendations.

- 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):
  - WMA & WMRA representatives
  - other WMRA Council members can choose whether to join the VIPs or to stay with their teams
  - international athletic organisation representatives
  - 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. It should be big enough for all the expected sportsmen.
- 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 and WMA flag, which should be hanged up during the opening ceremony and taken from there at the end of the closing ceremony.

606.7 It is recommended to stage a **Parade** of the participating delegations and athletes. Most common are the local kids with flags and panels with the names of the participating countries.

## 607 **FLOWER CEREMONIES**

Not relevant for this event

## 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:
  - o medals presentation
  - o 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.

### 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
- VIPs who are presenting prizes:
  - o WMA/WMRA representatives
  - o national athletic federation representatives (President or his representative)
  - o national authority representative
  - o local authority representative – the mayor
  - o 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 (3 runners per team → 9 persons).
  - Enough space for the announcer(s) and speakers
  - Enough space between the podium and first rows of sittings for the photographers
  - Table for prizes (Cups, medals, flowers...) in the corner on one side
  - Present people on the podium during the ceremony:
    - o Announcer(s)
    - o Ceremony manager in the corner with prizes
    - o Hostesses, who carry the prizes from the table and offer them to persons, who are presenting prizes
    - o 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 and WMA flags.

- b) WMRA flag was placed there during the opening ceremony and will be taken from there at the end of closing ceremony.
- c) 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 medallists**

- a) National uniforms are obligatory for the medallists.
- b) All the medallists should be collected behind the stage before the ceremony starts.
- c) There are about 120 medallists at the Championships
- 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.

**608.8 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 are presented for individuals and for the teams.
- c) The medals will be supplied by WMRA at the cost of the LOC.
- d) Design shall be harmonised between the WMRA Delegate and the LOC. One side of the medal is reserved for the event logo.

**608.9 Trophies**

Not relevant for this event.

**608.10 Flowers/Gifts**

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

**608.11 Ceremony conduct:**

- a) Before the program begins, invited people should be seated. Medal presenters' presence should be checked and medallists gathered behind the stage.
- b) The announcer announces beginning of the ceremony. Should be on time; in the case of delay this should be announced.
- c) A short speech of LOC representative follows (max 3 min).
- d) Conduct of the presentations:
  - Women first, then men
  - First older, then younger categories
  - Individual first, then teams
    - W75 - individual      • W75 teams
    - M75 - individual      • M75 teams
    - W70 - individual      • W70 teams
    - M70 - individual      • M70 teams
    - .....                      • .....
    - W35 - individual      • W35 teams
    - M35 - individual      • M35 teams
- e) List of medal presenters should be agreed in advance between the LOC and the WMRA Delegate. The medals are presented by WMRA/WMA representatives; exceptions are possible and should be agreed in advance between the LOC and the WMRA Delegate.
- f) 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.
- g) At the same time medal winners are escorted to the podium in correct order.
- h) Hostesses bring the prizes on the tray and offer them to the presenters (one for the medals, one for the eventual other gifts or flowers).
- i) Medallists mount the rostrum and the medals are presented starting with the 3<sup>rd</sup> place, than 2<sup>nd</sup> and finally the winner.
- j) 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.

- k) 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.
- l) Medal winners are not allowed to bring national flags to the podium.
- m) At the end of each category announcer thanks to the presenters and invites next presenters to approach.
- n) After all the prizes are presented, WMRA President (or his representative or WMA 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.
- o) WMRA president finishes the speech with "I declare the event closed", while the flag is lowered and folded (this could be done also in advance).
- p) 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 and he 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 and WMA Flags**

The WMRA and WMA flag must be flown at all official sites. WMRA Delegate shall provide the WMRA flags and banners and WMA representative shall provide WMA flags.

## **Section 7 – MEDICAL & ANTIDOPING**

## **700 MEDICAL SERVICES (See below)**

### **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 Championships 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**

The WMA Safety officer must cooperate with the LOC Medical Staff before the event. Arrangements shall be made for the attendance of qualified medical doctors and ambulances for the use in case of emergency. 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 remote 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 advanced 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 every 0,5km; every 0,25km in the last 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.
- 701.5 WMA Safety Officer Role: The World Masters Athletics (WMA) Safety Officer has the authority to withdraw from competition any athlete whose continued participation in that competition would, in the opinion of the Safety Officer, endangers the athlete's health or the safety of the other competitors. The WMA Safety Officer will always work through the LOC Medical Services on medical matters.

## **702 DOPING CONTROLS**

### **702.1 Principle**

Doping tests will be carried out according to the IAAF Rules and Regulations. 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 Doping control delegates**

A doping delegate can be nominated by national anti-doping governing body; they will work in close cooperation.

### **702.3 IAAF involvement**

The IAAF Medical and Anti-doping 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 10 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 Championship: National or regional TV channel, private TV company ...

### **902 RIGHTS**

WMRA owns the rights of showing the Championships 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 Championship

- 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 Championship,
- 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**

- At latest six months before the competition, the LOC has to create a logo for the Championships and keeps the right of any commercial usage of it on the regional and national levels.
- The LOC can also create, if it wishes so, to create a Mascot.
- The WMRA and WMA logos 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 a different content.
- d) Traditionally, the web site address is: "WMMRChyyyy.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, WMA and event logo and should show the challenge and beauty of mountain running.
- f) this website will be linked to the WMRA and WMA website.

#### 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, 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 Championships editions; could be link to WMRA Web site)
- j) "Event 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 participants, the WMRA, the WMA, the commercial and public partners of the Championship.

#### 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 and WMA Presidents' messages,
- Authorities and/or LOC message(s),
- WMRA Council Members – WMRA/WMA Delegates - LOC Members
- Timetable,
- Courses,
- Presentation of Mountain Running and the Championship,
- Promotion text about the city/country,
- Editorial texts,
- Statistics of the previous Championships and past winners,
- Advertising for the partners of the Championship
- 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/WMA Delegates 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 competitors: 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 About 50 Federations may compete in the Championships. 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:

- 1103.1 the risk of any damages which may be suffered by him as a result of cancellation, abandonment, postponement curtailment of the Championships (“Cancellation Insurance”);
- 1103.2 the risk of general liability or damages resulting from or arising out of the organisation and staging of the Championship, including any liability in respect of spectators and the staff members and contractors of the WMRA, WMA, the OC and/or the OM, such insurance to have a minimum per occurrence limit of US\$ 100.000 (“Public Liability Insurance”);
- 1103.3 any other risk required to be insured under the local law applicable to the Championships.