



# **WMA/WMRA**

**W**ORLD

**M**ASTERS

**M**OUNTAIN

**R**UNNING

**C**HAMPIONSHIPS

# **REGULATIONS**

**October 2024**

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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).
- 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 Council.
  - All such changes must be observed by all parties upon receipt of the amended version.
- 100.5 The WMRA will advise the LOC 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:
- “XXth WMA/WMRA World Masters Mountain Running Championships – Venue, Country, Date”.
- In the case there is a title sponsor, the name of the sponsor may also be included:
- “XXth WMA/WMRA/Sponsor World Masters Mountain Running Championships – Venue/Country, Date” or
  - “XXth WMA/WMRA World Masters Mountain Running Championships – Venue/Country, Date presented by Sponsor”
- 100.8 The **event date** is flexible; it must not clash with any other major WMRA or WMA event (Championships, World Cup; see also clause 102).
- 100.9 **Overall Programme**  
As part of its Application, the LOC will propose an overall programme of activities with the following standard format:

Tuesday:		WMRA Delegate arrive
	afternoon	Start of the Accreditation; open till Sunday morning
Wednesday:	All day	Accreditation (continued), WMRA, WMA officials arrive
	All day	Early arrivals visit of the courses
Thursday:	All day	Visit of the courses
	16:00 – 16:30	Press conference – optional
	17:00 – 17:30	Technical meeting – uphill races
	18:00 – 19:00	Opening Ceremony
Friday:	Morning	<b>World Championships – Uphill races</b>
	All day	Visit of the Long Distance course
	Afternoon	Technical meeting – Long Distance Race
	Evening	Awards Ceremony – Uphill races
Saturday:	Morning	<b>World Championships – Long Distance Race</b>
	All day	Visit of the Up-downhill course
	17h	Technical meeting – Up-downhill Race
	18h	Awards Ceremony – Long Distance Race
Sunday:	Morning	<b>World Championships – Up-downhill Races</b>
	17h	Awards Ceremony – Up-downhill Race
	18h	Final Banquet

- 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 **WORLD ATHLETICS, 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 LOC the responsibility of the Member Federation (hereafter called MF) remains 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 WA Members. This invitation will include the “Application Form” as well as the “Regulations” and the “Contract”.
- b) By **30<sup>th</sup> June**, the full Application form must be sent back to the WMRA Secretary with the “**Contract**”, duly signed by the MF 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 WMRA Council in September.
- e) The normal procedure should be as follows:

YEAR 1												YEAR 2												YEAR 3											
Jan	Feb	Mar	Apr	May	Jun	Jul	Avg	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Avg	Sep	Okt	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Avg	Sep			
↓					↓			↓				↓												↓	↓	↓							↓	↓	
Invitation					Candidatures			Council			Appointment of the delegate													Web page	Team manual Invitation							PEF	EVENT		

- 101.3 The **Application** shall include information as indicated in this document, notably:
- the name of the relevant MF
  - details of the LOC, name of the 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 the race venue,
  - transport arrangements,
  - medical arrangements,
  - proposed event program,
  - proposed race course details: figures/map/profile, GPS tracks 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.

**102 AUTHORITY AND DUTIES OF THE WMRA COUNCIL**

The Council shall:

- a) study and propose to WMA any changes to the Regulations proposed by a WMRA Member or where felt necessary
- b) 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, Area Association Mountain Running championships or WMA Championships; see clause 100.8)
- c) enter into a Contract with the Member Federation and LOC
- d) appoint, at least eighteen months before the Competition the WMRA Delegate

**103 OFFICIAL LANGUAGE**

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

## **Section 2 – TECHNICAL REGULATIONS**

The Championship Technical Regulations generally comply with World Athletics Technical rules, Rule 57 and WMA Rules with more detailed specifications specified in this document.

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

#### **200.1 Courses – general**

- a) The Up-downhill and Long Distance races can be on a loop course or on a “point to point course”; if the latter then the Start should not be higher than the finish. The Long Distance course cannot be multiple loops of the same course.
- b) Races must take place on terrain that is mainly off-road, with less than 20% of the distance on asphalted road.
- c) The highest point on the courses must not exceed 3,000 meters altitude.
- d) The courses should not include dangerous sections; in the case such sections cannot be completely avoided, they must be clearly marked or even marshalled.
- e) The courses should not be too steep; the average incline per each 0,5km long sections should not exceed 20% (100 meters per 0,5km).
- f) The courses shall be clearly marked with tapes, arrows or any other signs that shall also indicate the name of event.
  - For the Uphill and Up-downhill courses, this includes kilometre marks that will indicate the distance to the finish every km.
  - For the Long Distance course, this includes kilometre marks that will indicate the distance to the finish at least every 5 km.
  - Before the finish line of all races, 500m / 250m / 100m should be marked.
- g) Using shortcuts must be prevented.
- h) The course distance should be defined in kilometres with an accuracy of 0,1km (i.e. 8,3km).
- i) A detailed course map and GPS track must be provided along with each course profile.
- j) There should be no sharp bends in the first 250m of the courses; the first 100m should be fenced and wide enough to manage at least 200 runners.
- k) There should be no sharp bends in the last 100m of the courses; this should be fenced.
- l) The courses shall be wide enough in the first 0,5km to allow runners to form an extended group.
- m) In the case of extremely bad weather, when the safety of the participants could be threatened, the LOC shall have prepared a “bad weather scenario”, including the possibility of changing the start time and/or the courses. The final decision regarding any changes shall be taken by the WMRA Delegate working with the LOC experts and shall be announced at least two hours before the planned start.

#### **200.2 Recommended Course parameters and basic race regulations**

	Classic Distance		Long distance
	Uphill	Up-downhill	
Distance	8 – 10 km	10 – 15 km	30 – 40 km
Elevation gain	Approx. + 100m/km	Approx. +- 100m/km	Approx. 100m/km
Approx fastest time	45 – 60 min	45 – 60 min	2,5 – 3,5 h
Start	By age and sex cat.	By age and sex cat.	All together
Refreshment stations	Every approx. 3 km	Every approx. 5 km	Every approx. 10 km
Mandatory gear	No	No	Yes
Poles	Not allowed	Not allowed	Allowed

- a) **Course regulations:**
  - The courses depend on the natural conditions and so the values are approximate.
  - When the course distances are inside the limits, here could be one course for all categories.
  - When the courses are close to the upper limit, the categories W/M 55 and older can run a shorter course than the younger categories.
  - The WMRA Delegate shall check the course and advise the LOC regarding the course.

- b) **Mandatory equipment** – for all races, but especially for the Long Distance race, any mandatory equipment should be indicated by the LOC according to the local environment, expected weather situation and terrain. The details must be agreed between the LOC and the WMRA Delegate and defined in the event regulations for the event. If there is mandatory equipment, this must be checked before the start of the race and/or after the finish of the race.
- c) **The use of poles** - The details must be agreed between the LOC and the WMRA Delegate and defined in the technical regulations for the event.

#### 200.3 **Start**

- a) Above the start line, the LOC will build a solid gantry, with the design being approved by the WMRA Delegate. It shall include the title of the event including the edition, the date, the venue, WMRA and WMA logos (sized at least 0,25 square meter), sponsors recognition.
- b) The start line must be clearly marked on the ground and positioned exactly below the gantry.
- c) The warm up area, call room, start box, toilet facilities for all start locations as well as the start procedure shall be defined in the “Event manual” (see Clause 204.4)
- d) A covered area (tent) shall be available for changing and luggage pick up
- e) Drinking water in sealed bottles shall be available.
- f) When entering the call room, start numbers and chips must be checked.
- g) Start procedures:
  - Uphill and Up-downhill: starts should be organized separately for different age/sex (groups of) categories.
  - Long distance: there should be one start for all categories that are running the same course.

#### 200.4 **Finish**

- a) Above the finish line, the LOC will build a solid gantry whose design must be approved by the 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 0,25 square meter), sponsors recognition.
- b) The finish line should be clearly marked on the ground and positioned exactly below the gantry.
- c) The last 100m and the finish gantry must be wide enough to ensure that several runners may finish shoulder to shoulder (at least 3m).
- d) There shall be enough space inside and around the finish area to organise the following necessary facilities:
  - 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 and the jury of appeal

#### 200.5 The LOC should pay due regard to **mountain ecology** and preservation:

- a) when planning the courses, only existing paths should be used.
- b) All materials (marking tapes, cups, bottles, sponges etc) displayed or dropped along the course including start and finish area must be collected at the latest 2 days after the competition.
- c) The runners should sign their energy gels and bars they are taking with them, with their Bib's.

200.6 In the case that the 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 Suitable back up system should be used.
- 201.4 The presentation of the results (and especially the results of the teams) must be in the format defined by WMRA (Appendix to the Regulations).

201.5 The same company will also establish the start lists. Start list should be published on the web site.

## **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:

- a) For the Uphill races approximately 3 kilometres based on weather conditions. Cold plain water and energy drinks (in cups) should be available.
- b) For the Up-downhill races approximately 5 kilometres based on weather conditions. Cold plain water and energy drinks (in cups) should be available.
- c) For the Long Distance race approximately 10 kilometres based on weather conditions. Cold plain water, energy drinks and food should be available.

202.3 At the technical meeting, LOC should specify what energy drink/food will 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 supporters at the official refreshment stations only, and from within the marked area. Gels and bars should be signed with their bibs.

202.6 Competitors, who take refreshments at a place other than the refreshment stations, render themselves liable to disqualification.

202.7 The LOC shall provide a litter drop zone just after the refreshment stations and runners who do not respect this render themselves liable to disqualification.

## **203 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. English and the local language shall be used.

## **204 OTHER TECHNICAL ASPECTS**

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

204.2 It is not allowed to enter the call room or run the race with the headphones or pads.

204.3 If a runner goes off course, thereby shortening the race distance, he or she shall be disqualified.

204.4 **Competition Uniform:**

All participants should wear the same colour competition uniform during the competition and in all ceremonies. Regarding advertising, WA rules shall apply.

204.5 **“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,
- the WMRA will provide a template,
- the LOC prepares a draft and submits it to the WMRA Delegate
- WMA shall also confirm the Event Manual
- the final version 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 committee composition (honorary, LOC, technical LOC)
- Detailed programme and timetable
- Course presentation (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

204.6 **Bibs**

- It is the LOC's responsibility to supply 2 bibs per runner for each race; they should be worn front and back. They must be visible at all times; if the runner has a backpack, the number may be attached to that.
- An additional bib can be used for the personal luggage for the races where start and finish are not on the same location.
- The bib size shall not exceed 20 x 18 cm
- Bibs shall include:
  - full name of the event (with the name, date and the venue + WMA/WMRA logo) on the top
  - start number (different colours background and numbers for different age and gender categories)
  - category
  - runner's name if possible (front); only the age category for the back
  - space for sponsors on the bottom

204.7 **TIC:** the LOC will provide a suitable Technical Information Centre (TIC) with persons and materials necessary for giving information to all the participants. The staff should be able to communicate using international languages.

204.8 **Open Race:** the LOC can propose to the WMRA the staging of 'Open races' for other age groups.

**205 ENTRIES**

205.1 **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 Secretary at least four months before the Competition.

205.2 **Age Categories**

- For Competition, the age group of an athlete shall be determined by the athlete's date of birth on the first day of the competition and athletes shall not compete in any other age group (WMA Technical Rules; Rule 3.1)
- The competition shall be conducted only in the following age groups:

Age group	35 - 39	40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69	70 - 74	75 - 79
female	W35	W40	W45	W50	W55	W60	W65	W70	W75
male	M35	M40	M45	M50	M55	M60	M65	M70	M75

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

205.3 **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.

205.4 **Entries**

- On the Entry form, the LOC shall include the following sentences:
  - ⇒ I confirm that I will respect the World Athletics 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.
  - ⇒ I confirm that I'm physically fit enough to participate.
  - ⇒ I confirm that I'm endorsed by my Federation
- Normally, the entry deadline is 4 weeks before the event. No late entries will be allowed unless the LOC and the WMRA Delegate agrees.
- The LOC should send the list of entered runners from each country to the MF three days after the entry deadline. The MF should be asked to approve/not approve the names on the list within 3 days. Where no response is received from the MF within this time it will be taken as

confirmation of all the names. Athletes whose entry is not supported by their MF, once formally informed by the LOC, will be given a further week to resolve their situation should they wish.

- d) The final start lists should be published by the LOC two weeks before the start of the event and available on the event web page.
- e) For countries with many entries to the event, the provisional entry list should be sent to the MFs in batches of 50/every 2-3 weeks (this will be particularly important for the host country where the number of entries could be several hundred).
- f) The WMRA will provide the list of contacts for all the MF. If this is not possible, the list will be sent to the World Athletics Member Federation standard e-mail address: ABC@mf.worldathletics.org where ABC is the WA country code.
- g) The WMRA Delegate will oversee this process and help where necessary.

#### 205.5 **Final Confirmation**

Entries will be finally confirmed upon arrival when start numbers are given out.

#### 205.6 **Entries procedure**

- a) In case of a need of interpretation of these Regulations, the WMRA Delegate has full authority to take the decision which he/she seems is the most appropriate.
- b) Entries will be accepted either from individuals by direct application to the LOC, or from individuals or groups via the MF.
- c) The LOC must ensure that all competing athletes will guarantee that they will respect the World Athletics Rules in term of doping controls (see 205.4a)
- d) Entry will be refused to any athlete suspended from competition by a national federation (see 205.4a).
- e) Competitors must provide assurance that they are physically fit enough to participate by signing a declaration on the entry form to this effect (see 205.4a).

### 206 **TEAM SCORING**

- a) Team medals will be given to the first three teams in all races and categories.
- b) There can be only one team per country.
- c) In all categories, team results shall be decided by the aggregate of places recorded by the first three runners.
- d) Teams with only two runners will be classified, but after all teams with three members.
- e) There is no requirement to declare team members in advance.
- f) There will be no adjustments for non-scoring athletes.
- g) Any tie will be decided in favour of the team whose last scoring member finishes nearer the first place.

### 207 **WMRA & WMA DELEGATES & OFFICIALS**

#### 207.1 **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.

#### 207.2 **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 shall have direct relations with the WMRA Delegate.

#### 207.3 **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 (economy class) for the site visit and the competition for a period of not more than three days before until one day after the end of the Championships.
- b) WMRA Council members or guests (maximum three people): full board accommodation expenses (overnight in a single room or double and three meals, including drinks) for a period of not more than one day before until one day after the end of the Championships)

- c) Same applies also to the WMA representative and Safety Officer.
- d) Representatives of the next World Championships (two persons, four nights full board accommodation)

**208 DUTIES OF THE DELEGATES**

**208.1 The WMRA Delegate**

- a) Shall act in conformity with WMA / WMRA / World Athletics 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 MF, 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).
- f) Shall approve the event timetable.
- g) Shall approve the courses and the race timetable.
- h) Shall approve the start lists.
- i) Shall oversee the timing – results.
- j) Shall nominate the members of the Jury of Appeal.

**208.2 The WMA Safety Officer**

- a) The WMA Safety Officer's sole authority is 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.
- b) The WMA Safety Officer will liaise with the LOC Medical Director in making any decision to withdraw a runner and where the decision is made will inform the WMRA Delegate of such as soon as possible.
- c) The WMA Safety Officer and the WMA representative may be the same person.

**209 JURY OF APPEAL**

- 209.1 The members of the Jury of Appeal shall be nominated by the WMRA Delegate and shall consist of three members (one representative of WMRA, one of the WMA and one of the LOC), one reserve member and one secretary. The WMRA Delegate also defines the chair.
- 209.2 The nominated members should come from different countries.
- 209.3 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.

**210 COMPETITION OFFICIALS**

The MF is responsible for the appointment of all officials, whose competence must be guaranteed. Normally these 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
• Finance 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 director (*)	Accommodation and catering during the event

(\*): optional

## 211 TECHNICAL MEETING(s)

211.1 They will be held on the days before each competition (Uphill, Long Distance and Up-downhill)

211.2 They will be chaired by the WMRA Delegate.

211.3 They shall include a computer presentation.

211.4 The place and times should be defined in the Event Manual and on the event web page.

211.5 Delegations are invited to send representatives.

211.6 Meetings shall be conducted in English.

211.7 The agenda may include:

- a) Introduction and welcome by WMRA Delegate
- b) Introduction of LOC Officials
- c) Appointment of the 3 +1 members of the Jury of Appeal and its secretary
- d) Event Program and timetable presentation
- e) Race connected details:
  - Timetable and courses
  - refreshment stations
  - timekeeping system
  - transportation (Uphill: luggage start → finish; runners finish → start)
  - check points & Cut off times for long distance race)
  - start procedure (call room)
  - finish line procedure (mixed zone)
  - protests
  - entries – start list,
  - weather forecast (start – finish)
  - anti-doping aspects
  - bib distribution,
  - mandatory gear when needed.
- f) Any other technical matters
- g) Reply to any questions

## **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 there from,
- 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 there from,
- 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 there from,
- 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) to set the level of competitors' entry fees

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

The LOC accepts to bear all the costs of the organisation, such as:

- a) Paying to the WMRA a hosting fee of 2000 EUR, paid in 2 months after signing the contract (after receiving the invoice / 2026)
- b) a WMA/WMRA levy of 10 EUR per entry must be paid to WMRA at latest two weeks before the event as well as the payment of the medals, if supplied by WMRA (see 608.8.c) - 2026
- c) General administration: offices, salaries, mailing, telecommunications, meeting costs
- d) Preparation of the courses
- e) Costs related to the WMRA/WMA Delegates (see §207.3)
- f) Costs related to the competition officials and volunteers
- g) Timing & Results services
- h) Press services
- i) Eventual TV costs
- j) Promotion: bulletin, programme, TV spot, newspaper, posters, press conference, Logo, Mascot, Website ...
- k) Protocol: Opening ceremony, Closing ceremony, Medals, VIP Reception, Hospitality, Flags
- l) Medical and anti-doping services
- m) Accreditation
- n) Security
- o) Event insurance

### **302 LOC BUDGET**

#### **302.1 Initial Budget**

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

### **303 PARTICIPANTS TRAVEL**

Participants are responsible for all their travel and accommodation costs.

### **304 MARKETING**

304.1 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 and
- sales of world-wide television rights (by traditional transmission techniques and by way of telecommunication satellite, cable, closed-circuit) ancillary, video recording rights

304.2 WMRA reserves to itself the possibility to find a "Title Sponsor" for the Championship.

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

## **Section 4 – ACCOMMODATION**

400 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 – PARTICIPANTS TRANSPORTATION**

500 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 OPENING CEREMONY**

#### **600.1 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.

#### **600.2 Timing**

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

#### **600.3 Invited persons:**

- All participating delegations shall be invited to take part in the Opening Ceremony
- – runners, coaches, team leaders – in the arena
- VIPs (seated in the first row):

#### **600.4 Language**

The official language is English in combination with the local language. There should be two announcers – one for local and one for English language. Speeches should be translated (just summary).

#### **600.5 Opening Ceremony Location**

- The location should be big enough for all the expected runners.
- The place should be covered for the case of rain.
- Loudspeakers are necessary.
- Space for spectators should be provided in the arena (behind the teams).

#### **600.6 Flags**

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

600.7 It is recommended to stage a parade of the participating delegations and athletes. Most common is to use local children with flags and panels with the names of the participating countries.

### **601 MEDALS CEREMONIES**

#### **601.1 General**

- a) The Medal Ceremonies and Closing Ceremony are part of the official event program.
- b) Since there are three races on three separate days, there should be three award ceremonies, all on the days of the races. The last one should include the Closing Ceremony.
- c) The WMRA Delegate shall approve the protocol of the Ceremonies.

#### **601.2 Language**

The official language is English in combination with the local language. There should be two announcers – one for local and one for the English language. Speeches should be translated (just the summary).

#### **601.3 Place arrangement for the Medal Ceremonies**

- a) All the runners should be seated. The place should be covered for the case of rain.
  - First row is reserved for the VIP's.
  - Space for spectators should be provided behind the teams.
- b) Podium arrangement (normally raised; loudspeakers are necessary):
  - The podium should be decorated with 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, and the podium should be big enough for the team presentations (3 runners per team).

#### **601.4 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) Special space should be provided for the flags of the winners, which are raised during the presentations (flags should not be behind the winning podium). The rising flags could be also projected via computer.

**601.5 Arrival of the medallists**

- a) National uniforms are obligatory for the medallists who must not bring national flags or any other symbols to the podium.
- b) All the medallists should be collected behind the stage before the ceremony starts.
- c) In the case that this procedure is not possible, all the medallists should be seated in the second (+ third) row to avoid waiting.

**601.6 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, with the design agreed between the WMRA Delegate and the LOC. One side of the medal is reserved for the event logo.

**601.7 Flowers/Gifts**

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

**601.8 Ceremony conduct:**

- a) A short speech of LOC representative (3 minutes max)
- b) Presentation of the medals
- c) 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
- d) The 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.
- e) 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.
- f) At the same time medal winners are escorted to the podium in correct order.
- g) 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).
- h) Medallists mount the rostrum and the medals are presented starting with the 3<sup>rd</sup> place, then 2<sup>nd</sup> and finally the winner.
- i) After all three receive the prizes, the anthem of the winner is played and the three flags are raised (could be digital). After that winners should stay few moments on the podium for taking photographs.
- j) At the end of each category announcer thanks to the presenters and invites next presenters to approach.

**602 Closing Ceremony:**

- 602.1 The Medal Ceremonies and Closing Ceremony are part of the official event program.
- 602.2 Since there are three races on three separate days, there should be three award ceremonies, all on the days of the races. The last one should include the Closing Ceremony.
- 602.3 The WMRA Delegate shall approve the protocol of the Ceremonies.
- 602.4 After all the prizes are presented for the final event, the WMRA President (or representative or WMA representative) gives 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.

602.5 At the end of the speech the WMRA flag is lowered and passed between representatives of the current LOC to next year's LOC via the WMRA President.

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

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

#### **700.1 Definition of the needs**

The medical service should cover medical problems during the event, including daily medical problems and 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 the Championships will be organised. When necessary, helicopter evacuation must 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/individual runners who are required to take an insurance to cover these risks.

### **701 MEDICAL GUIDELINES**

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 must be sufficient qualified personnel to cover the event safely- doctors, first aid, mountain rescue.

**701.2 Adequate location of medical stations** including start, finish and on the course so that runners can be reached easier in an emergency.

**701.3 Adequate equipment and supplies** are required to treat injuries and illnesses likely to be experience from running in the mountains.

**701.4 Communication system** to ensure that all volunteers and medical staff on the course can be reached

### **702 DOPING CONTROLS**

#### **702.1 Principle**

Doping tests must be carried out according to the World Athletics 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 Testing Authority**

The testing authority for the Championships shall be the national anti-doping governing body who should nominate the anti-doping delegate.

#### **702.3 Number of Tests**

As a minimum six (6) tests per each race must be carried out. For avoidance of doubt uphill, Up-downhill and Long distance count as one race each.

#### **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 **Material**

LOC shall ensure that approved materials will be available.

702.6 **Additional tests**

WMA 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 work with the WMRA Delegate and the WMRA Communications Manger to agree the media plan and timetable for the pre and in event promotion. This must be agreed as a minimum six months before the competition.

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**

900 **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 ...

901 **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 Championships.

- Nationally and regionally, in order to attract the spectators and the media and
- 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 **LOGOS - BRANDING**

- a) 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.
- b) The LOC can also create, if it wishes to a Mascot.
- c) The WMRA and WMA logos shall appear in all official material.

1002 **LOC WEBSITE**

1002.1 **General**

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

#### 1002.2 **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.

#### 1003 **OFFICIAL PROGRAMME**

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. Ideally the Program should only be available on line

## **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 team participants (athletes, officials ...), to the Members of the WMRA and WMA 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 and WMA Delegates will have access to all zones other than anti-doping.

1100.4 **Distribution of the cards** for the competitors will take place 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 parking.

#### 1102 **VISAS**

1102.1 Up to 50 Countries may compete in the Championships. As part of its candidature, the LOC has to classify these MF into 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 Category 2, the LOC and the MF 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 the LOC 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 LOC and/or the MF, such insurance to have a minimum per occurrence limit of EUR 5 million (“Public Liability Insurance”);

1103.3 Any other risk required to be insured under the local law applicable to the Championships.

Appendix: **COMPETITION REGULATION 201.4**

**GUIDELINES FOR THE PRESENTATION OF THE RESULTS** (also start list)

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. The **number of edition** should be also presented – like “15<sup>th</sup> World.....”
5. **Date of the race** should be in the format day, month, year, with the year shown in full (i.e. – 10 July 2017).
6. Basic course characteristics should be presented for each category (length; ascent/descent; like »Course: 9,1km; +810m/-30m).
7. **Family name** should be upper case, even for a double-barrelled name (like SMITH-BROWN).
8. **First name** should commence with the first letter in upper case, and all remaining letters in lower case (like “John”).
9. **Gender** and age category should be shown as “F” for Women and “M” for Men plus age category (see item 205.2)
10. In the results, full **date of birth** should appear, like: dd.mm.yyyy. In additional column the **year of birth** should be written limited to the two last digits.
11. **Country name** should be abbreviated to three upper case letters in accordance with the official World Athletics/IOC list, i.e. GBR – Great Britain, ESP – Spain, ITA – Italy, etc.
12. **Presentation of the performances:**
  - Race time should be always presented like h:mm:ss (1:05:15),
  - tenth of second and hundredth of second shall never appear.
13. **Start number** shall also appear on the result sheet.
14. **Athletes not starting** the race have to be listed with the remark “DNS”
15. **Athletes not finishing** the race have to be listed with the remark “DNF”

### TEAM RESULTS (see item 206)

16. There could be only one team per country.
17. In all categories, team results shall be decided by the aggregate of places recorded by the first three runners.
18. Also teams with only 2 members are classified, but after all teams with 3 members.
19. There is no requirement to declare team members in advance.
20. There will be no adjustments for non-scoring athletes.
21. The team with the lowest aggregate of points will be judged the winner.
22. Any tie will be decided in favour of the team whose last scoring member finishes nearer the first place.

### DISTRIBUTION

23. The official results must be **displayed** immediately after the race, on site on a specific place and on the website of the race.
24. Within 24 hours, the Results are to be **forwarded to the WMRA** for display on the WMRA website, in a format respecting those guidelines.

### INDIVIDUAL RESULTS – M40 (SAMPLE)

Course: 9,5km; + 960m/ -20m

Position	Start No	Name	Yob	Dob	Nationality	Category	Time
1.	2	SURNAME Firstname	82	dd.mm.yyyy	AUT	M40	0:59:36
2.	39	SURNAME Firstname	72	dd.mm.yyyy	GER	M40	1:00:16
3.	52	SURNAME Firstname	77	dd.mm.yyyy	ITA	M40	1:01:35
4.	32	SURNAME Firstname	79	dd.mm.yyyy	FRA	M40	1:02:08
5.	16	SURNAME Firstname	78	dd.mm.yyyy	CZE	M40	1:03:10
ETC							
	xx	SURNAME Firstname	xx		XXX	M40	DNS
	yy	SURNAME Firstname	yy		YYY	M40	DNF

### TEAMS RESULTS – M40 (SAMPLE)

Pos.	Country		pts	Start No	NAME	Pos.
<b>1</b>	<b>France</b>	<b>FRA</b>	<b>20</b>	53	SURNAME Firstname	3
				50	SURNAME Firstname	7
				51	SURNAME Firstname	10
<b>2</b>	<b>Germany</b>	<b>GER</b>	<b>31</b>	34	SURNAME Firstname	8
				37	SURNAME Firstname	9
				36	SURNAME Firstname	14
ETC						
<b>7</b>	<b>San Marino</b>	<b>SMR</b>	<b>58</b>	75	SURNAME Firstname	23
				76	SURNAME Firstname	35