

## Orienteering USA (United States Orienteering Federation) Sanctioning Agreement

This agreement is made and entered into by and between the United States Orienteering Federation (hereinafter referred to as Orienteering USA), and the event organizer shown on this Agreement (hereinafter referred to as the Organizer). The Consideration for this Agreement shall be the payment of the fees and the performance by the parties of the terms herein provided.

### **The Organizer agrees to the following:**

1. The event will follow the rules set forth in the current Orienteering USA Orienteering Rules of Competition. If this is an International Orienteering Federation (IOF) World Ranking Event or other IOF-allocated event such as the North American Championships, the IOF Rules shall apply in addition.
2. This Sanctioning Agreement will be submitted to Orienteering USA with the deposit of \$500 no later than 12 weeks prior to the event. This fee is not refundable, even if sanctioning is not granted or is granted and later revoked. The deposit will be counted towards the sanctioning fees due after the event as per the applicable sanctioning fee schedule. This fee is negotiable with the sanctioning committee if necessary.
3. The Event Organizer shall pay all costs and expenses of the Event, including expenses of the assigned Course Consultant and Event Consultant.
4. All participants and all volunteers must sign the Orienteering USA Waiver of Liability form prior to their participation. Parents must sign the form if the participant is younger than 18 years of age.
5. The Event Organizer must carry a minimum of \$1M general liability insurance, and must add Orienteering USA as an additional insured for the sanctioned A meet. Proof of insurance must be received by Orienteering USA by 30 days prior to the event.
6. Preparation of the map and courses and all other organization of the Event will be the responsibility of the Organizer. The Orienteering USA Orienteering Rules of Competition shall be followed.
7. An adequate safety plan shall be provided by the Organizer in accordance with the Orienteering USA Rules of Competition.
8. If, in consultation with the Course Consultant and/or Event Consultant, the Sanctioning Committee determines that this agreement has been breached, then it may revoke sanctioning at any time in advance of the event, by a majority vote of the Committee. If sanctioning is revoked, the Organizer may appeal to the Orienteering USA Executive Committee to have sanctioning reinstated. The decision of the Orienteering USA Executive Committee is final.
9. Orienteering USA membership forms  
The Organizer shall have Orienteering USA membership forms available at registration.
10. Notice of postponement, change or cancellation shall be made in a timely fashion to Orienteering USA.
11. The Organizer shall return the signed Orienteering USA Waiver of Liability Forms, completed Orienteering USA membership forms with payment, and sanctioning fees to the Orienteering USA Director of Membership and Accounting, and submit race results to the Orienteering USA Rankings Committee within 14 days of the event.
12. All incidents and accidents will be reported to Orienteering USA or our Insurance Claims Representative in a timely manner and appropriate paperwork will be submitted as requested.
13. The organizer shall provide automatic placement for Orienteering USA and Orienteering USA sponsors in marketing materials distributed to event participants, and shall not contract with any competing sponsors nor ones not in compliance with Orienteering USA policies without prior Orienteering USA approval.

**Orienteering USA agrees to the following:**

1. Organizer may use the Orienteering USA name and logo for advertising this event.
2. Advertising for this event will be provided through the Orienteering USA website and email newsletters, and the event will be placed on the Orienteering USA calendar of sanctioned events.
3. A link will be provided from the Orienteering USA website to this event website.
4. Orienteering USA will provide a Course Consultant and an Event Consultant by no later than one year in advance of the event or four weeks after the signing of this agreement, whichever is later. If Orienteering USA is unable to provide a course and/or event consultant then the requirement for such a consultant may be waived by the Sanctioning Committee. If the requirement is not waived, the sanctioning deposit will be refunded. Orienteering USA will provide assistance organizing this race through the use of the Orienteering USA Orienteering Rules of Competition, Various Guidelines for Orienteering USA Sanctioned Meet Organization available through the Orienteering USA website (<http://orienteeringusa.org/event-organizers>) and through the advice of the Course and Event Consultants.
5. Orienteering USA members will have the event counted towards the calculation of their Orienteering USA ranking score, in accordance with the Orienteering USA Orienteering Rules of Competition.
6. Orienteering USA will provide referral to our preferred insurance carrier upon request.
7. Orienteering USA will provide current sponsorship information to the event organizer.

This signed agreement is to be submitted by organizer to the Orienteering USA sanctioning committee with all other sanctioning application paperwork. Upon sanctioning approval a copy with Orienteering USA authorized signature will be returned to the organizer.

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Organizer (print name or company)

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Organizer authorized signature Date

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For Orienteering USA Date