



FÉDÉRATION INTERNATIONALE DE SKI
INTERNATIONAL SKI FEDERATION
INTERNATIONALER SKI VERBAND

FIS World Cup Organisers Cross-Country
Checklist Season 2009-2010

SPORT

1. Preparations for Competitions

- 1.1 Invitation (see enclosure)
- 1.2 Unofficial and official training / starting time
- 1.3 Preparations of tracks for training
- 1.4 Entries - checking of FIS codes and quotas according the World Cup rules 2009-2010
- 1.5 Team captains' meeting - time, location, seating arrangements (identification of teams), procedure, agenda, setting of the start list or presentation of groups, draw method, general information to the teams (weather forecast in writing), all presentation sheets or at least a summary of it should be given as handout to the team leaders
- 1.6 Refreshments
- 1.7 Handing out of starting list and bib numbers
- 1.8 Anti-doping control and blood control (optimal layout is attached)
- 1.9 Waxing cabins (follow the WC rules)
- 1.10 Facilities and location for snow production
- 1.11 Emergency plans, all cases have to be taken in consideration in a written form
- 1.12 All contacts (name, phone numbers) and maps for the teams
- 1.13 Accreditation zones, which company is doing the accreditations (clear definition) or which system will be used?
- 1.14 Structure of the OC (mobile and email contacts to Race Director at least 30 days before the competition)
- 1.15 Snow report to FIS Office
- 1.16 Summary of the summer activities from the OC to Race Director (constructions, minutes of the meetings etc.) until 30 days before the competition.

2. Tracks (Technical Delegate)

- 2.1. Specifications - compare with homologation
- 2.2. Grooming, summary of the machines which are available
 - 2.2.1. Estimate the knowledge and experience of the chief of the course
 - 2.2.2. Estimate the machine and equipment ability
 - 2.2.3. Check the last weather report
 - 2.2.4. Decide together with the chief of course about the time and the way of preparation that will be made for training and for the competition
 - 2.2.5. In difficult weather conditions take part of the course preparation (even during the night)
 - 2.2.6. When conditions change take immediate decisions if necessary
 - 2.2.7. On the competition day finish the course inspection one hour before the competition start
 - 2.2.8. Give the final course preparation, marking and fencing instructions



- 2.3. Marking, signaling
- 2.4. Barricading and fencing
- 2.5. Controllers (technique) - localization and recording
- 2.6. Ski testing area and warm-up course near athletes cabins/stadium/course (early and good preparation is important) – clear rules and handouts for teams, ski depots
- 2.7. Places for coaches and/or definition of the no coaches zones
- 2.8. Places for intermediate time (cables according ST SPORTSERVICE service catalogue)
- 2.9. First aid posts
- 2.10. Medical evacuation from tracks - method, routes
- 2.11. Access control (FIS accreditations, armbands of OC)
- 2.12. Official thermometers
- 2.13. Camera positions
- 2.14. Places for banners for the FIS World Cup Title and Presenting Sponsor
- 2.15. How to get “clean” TV coverage?

3. Stadium

- 3.1 General lay-out
- 3.2 Traffic flow - athletes, officials, media, VIPs, public – clear fencing and marking
- 3.3 Team huts and facilities for ski waxing, clear marking (where is the handout of the keys for the cabins, depot for the key)
- 3.4 Jury room, set up all connections (LAN and/or W-less), video, internet station
- 3.5 ST SPORTSERVICE Time keeping location/cabins (all connections according the service catalogue (telephone line, ISDN/ADSL)
- 3.6 Competition office, clear marking
- 3.7 Power, water, heat (responsible person has to be on side all the time)
- 3.8 Toilets (ladies/gentlemen), rest rooms for teams with fresh water for hand washing
- 3.9 Parking - teams, officials, media, VIPs, public
- 3.10 Marking, signing (one layout, approving by Race Director is mandatory)
- 3.11 Official information board, clear position and markings
- 3.12 Media/broadcast booths, phones, connections, faxes (name of the responsible person)
- 3.13 Public announcing, quality of announcer has to be approved
- 3.14 Side programme in a written form
- 3.15 Information / scoreboard
- 3.16 Video screen (to be approved by Race Director)
- 3.17 Communication (which channels will be used?)
- 3.18 Areas for competitors, media, VIPs, spectators (clear marking)
- 3.19 Ski testing tracks
- 3.20 Start, finish, relay start, handover zone, equipment control, ski marking, warm-up tracks (responsible persons)
- 3.21 Athlete clothing storage/tent or cabin for Ladies close to the finish line
- 3.22 Warm drink area
- 3.23 Access control (FIS accreditations, armbands of OC, FIS Viessmann bibs for TD, TD Assistant, National TD)
- 3.24 Places for banners for the FIS World Cup Title and Presenting sponsor and for FIS data-partners

4. Competition Control (Technical Delegate)

- 4.1 Start method
- 4.2 Equipment control (competition equipment rules)
- 4.3 timing methods and systems, manual backup system
- 4.4 start times
- 4.5 monitoring, recording and results information
- 4.6 calculation / checking
- 4.7 Forerunners, prepared for all conditions
- 4.8 Information from guards on track to the Race Office/TD/ST SPORTSERVICE staff f.e. DNF
- 4.9 Procedures after last racer
- 4.10 Result lists formats and distribution
- 4.11 Protest procedures
- 4.12 Control of the course
- 4.13 Safety
- 4.14 Injuries, first aid and evacuation
- 4.15 TD location
- 4.16 Jury meeting times and locations
- 4.17 Unofficial awards ceremony
- 4.18 Doping control
- 4.19 TDs remarks and critique

ORGANISATION

5. Accommodation

- 5.1 Enough rooms ordered and available
- 5.2 Quality of accommodations available
- 5.3 Costs for board and lodging
 - Standard category *** CHF 125.-/day, max. 2 persons in one room
- 5.4 Male/female - consider special needs (1 single room per team and gender)
- 5.5 Ski storage and waxing areas
- 5.6 Accommodation for FIS officials:
 - TD / Ass.-TD / Press Coordinator, Race Director
- 5.7 Accommodation ST SPORTSERVICE staff
- 5.8 Accommodation Infront (former APF) staff

6. Reception of the Teams

- 6.1 Transport from airport:
 - Calculate that each participant brings along an average of 120 kg of goods
- 6.2 Competition office open to meet arrival teams
- 6.3 Registration method - each member or just team leaders
- 6.4 Eligibility - how will the right to compete be checked? WC - rules
- 6.5 information documents must be available at the competition office
- 6.6 Attachés, interpreters
- 6.7 Clear offers for further transport(s) and prices, than the basic transport according to the World Cup rules

7. Internal Transportation

- 7.1 Quantity required - number of teams
- 7.2 Check with teams when and where transport is required (transport office, telephone number)
- 7.3 Places for pick-up and drop-off - make a bus schedule is mandatory
- 7.4 Parking places for teams with own vehicles (incl. service companies)
- 7.5 Clear information for all the teams (special accreditations needed, sticker?)
- 7.6 Transport for officials, parking for private vehicles (special accreditations needed, stickers)

8. Awards and Social Program

- 8.1 Official and unofficial award ceremonies - when, where, who is presenting, photo and TV possibilities
- 8.2 Clear definition of the podium, positions of photographers, control guards, responsible person
- 8.3 Responsible persons for taking care about the three bests in the individual competitions and three bests in the relay and team sprint
- 8.4 Winner press conference - place/direction/time, who is leading the press conference
- 8.5 Opening and closing ceremonies
- 8.6 Receptions, cultural events
- 8.7 Hosting of VIPs (quality)
- 8.8 Athletes presentation (room, timetable)

MARKETING

9. Rights of the FIS World Cup Title and Presenting Sponsor - Marketing

- 9.1 Is the „title sponsor“ logo on all publications, start and result lists, etc.?
- 9.2 Are the start and the finish installations prepared? Identification by Infront (former APF)/FIS.
- 9.3 Are places reserved for the three banners in prime position? Banners by Infront (former APF)/FIS.
- 9.4 Is the podium available to host the photo-ceremony? The background will be brought by APF/FIS.
- 9.5 Are the yellow bibs (4 for relay and 2 for individual events) available?
Please mail logos latest 2 weeks in advance to Stalder & Partner: info@stalder-partner.ch.

10. TV - Media

- 10.1 Place for / and equipment in the press-center
- 10.2 Press organisation / chief of press
- 10.3 Time and place for press conferences
- 10.4 TV hostbroadcaster, present TV networks, TV-production and transmission
- 10.5 Promotion, main sponsors, data and timing service
- 10.6 TV monitor in the press area if there is no video wall
- 10.7 Activities marketing
- 10.8 Connections for photographers and journalists (approved by Media coordinator)
- 10.9 Report from the Media coverage to FIS office (30 days after the event to Media coordinator and Race Director)
- 10.10 Plans/maps of the mixed zones (approved by media coordinator 30 days before the competition)

BOOKS AND RULES

11. Necessary Booklets, Documents, etc. Available on the FIS Website: www.fis-ski.com

- 11.1 ICR Cross-Country version 2008
- 11.2 FIS World Cup rules 2009-2010
- 11.3 FIS Cross-Country Guide 2009-2010
- 11.4 Organizer's Guide (CD)
- 11.5 Map Antidoping facilities
- 11.6 FIS Agreement (FIS - National Ski Association - Organising Committee)
- 11.7 FIS Advertising Rules 2009-2010
- 11.8 FIS Sponsor Guide 2009-2010
- 11.9 FIS Calendar 2009-2010
- 11.10 FIS Points list 2009-2010 (FIS-Website:<ftp://ftp.fis-ski.ch>)
- 11.11 FIS Medical Guide
- 11.12 Service Catalogue ST SPORTSERVICE and POLAR/RICOH (enclosure to item 11.6)
- 11.13 National Guidelines
- 11.14 World Cup Organizing Committee Manual

Please check the FIS-Website: www.fis-ski.com/ for the above documents
or contact FIS-Office if something is missing:

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INTERNATIONAL SKI FEDERATION

Jürg Capol
Race Director Cross-Country

Enclosure to Checklist

Invitation

The updated addresses of the National Ski Associations are on the FIS Website:
<http://www.fis-ski.com>.

The following points have to be on the invitation:

1. Addresses for entries and for information
2. Latest time for entry
3. FIS official entry forms
4. Information concerning:
 - 4.1 Accommodation with prices
 - 4.2 Transportation
 - 4.3 Waxing facilities
 - 4.4 Competition programme
 - 4.5 Race Office (opening times, telephone/fax numbers, e-mail address)
 - 4.6 Time and place for the first Team Captains' meeting
 - 4.7 Time and place of the official Prize Giving Ceremony
 - 4.8 Track descriptions with profiles
 - 4.9 Name of the substitute resort
5. Please don't forget the logos for FIS and the World Cup title sponsor "VISSMANN" and presenting sponsor "RAUCH" which have to appear on the invitation.
6. Please don't forget to send your invitation to:
 - FIS Nordic Office, Blochstrasse 2, CH-3653 Oberhofen (friedrich@fisski.com)
 - FIS Press and Media Coordinator (spitz@fisski.com).