



FIS Rollerski World Cup Organizers Checklist - 2009

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. Accept the entries sent by the NSA only
- 1.5. Entries - checking of FIS codes and quotas according the World Cup rules 2009
- 1.6. 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
- 1.7. Refreshments
- 1.8. Handing out of starting list and bib numbers
- 1.9. Anti-doping control and blood control mandatory for ROL WCH
- 1.10. Emergency plans, all cases have to be taken in consideration in a written form
- 1.11. All contacts (name, phone numbers) and maps for the teams
- 1.12. Accreditation zones, which company is doing the accreditations (clear definition) or which system will be used?
- 1.13. Structure of the OC (mobile and email contacts to FIS Nordic Office and Chairman of Rollerski Subcommittee at least 30 days before the competition)
- 1.14. Preparation report to Chairman of Rollerski Subcommittee by the respective OC until 30 days before the competition.

2. Tracks (Technical Delegate)

- 2.1. Checking of the tracks if they are according to ROL ICR
- 2.2. Estimate the knowledge and experience of the chief of the course
- 2.3. Estimate the necessary equipment ability
- 2.4. Check the last weather report
- 2.5. 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
- 2.6. Check the course preparation
- 2.7. When conditions change take immediate decisions if necessary
- 2.8. On the competition day finish the course inspection one hour before the competition start
- 2.9. Give the final course preparation, marking and fencing instructions
- 2.10. Marking, signalizing
- 2.11. Barricading and fencing
- 2.12. Controllers (technique) - localization and recording
- 2.13. Rollerski testing area and warm-up course near athletes stadium/course (early and good preparation is important) – clear rules and handouts for teams
- 2.14. Places for coaches and/or definition of the no coaches zones



- 2.15. Places for intermediate time (if there will be)
- 2.16. First aid posts
- 2.17. Medical evacuation from tracks - method, routes
- 2.18. Access control (FIS accreditations, armbands of OC)
- 2.19. Camera positions
- 2.20. Places for banners for the FIS World Cup Title and Presenting Sponsor (open)
- 2.21. How to get "clean" TV coverage?

3. Stadium (Start-Finish Area)

- 3.1 General lay-out
- 3.2 Traffic flow - athletes, officials, media, VIPs, public – clear fencing and marking
- 3.3 Team huts and facilities
- 3.4 Jury room, set up all connections (LAN and/or W-less), video, internet station
- 3.5 Time keeping location/cabins
- 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 TD 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 programs in a written form
- 3.15 Information / scoreboard
- 3.16 Video screen (if it's possible)
- 3.17 Communication (which channels will be used?)
- 3.18 Areas for competitors, media, VIPs, spectators (clear marking)
- 3.19 Rollerski testing tracks
- 3.20 Start, finish, relay start, handover zone, equipment control, warm-up tracks (responsible persons)
- 3.21 Athlete clothing storage/tent or cabin for Ladies close to the finish line
- 3.22 Refreshment (drink) area
- 3.23 Access control (FIS accreditations, armbands of OC, FIS TD, TD Assistant, National TD)
- 3.24 Places for banners for the FIS and FIS Rollerski World Cup Title and Presenting sponsor (open)

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/
- 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
- 4.20 Preparation of Rollerski World Cup Standings

ORGANISATION

5 Accommodation

- 5.1 Organizing Committee is responsible for the teams accommodation
- 5.2 Enough rooms ordered and available
- 5.3 Quality of accommodations available
- 5.4 Costs for board and lodging
 - Standard category (**), max. **EUR 40**.- person/day full board, max. 2 persons in one room
 - Superior category (***) and more), max. **EUR 60**.-person/day, max. 2 persons in one room
- 5.5 Male/female - consider special needs (1 single room per team and gender)
- 5.6 Rollerski storage and preparation areas
- 5.7 Accommodation for FIS officials:
TD / Ass.-TD / Chairman of Rollerski Subcommittee.

6 Reception of the Teams

- 6.1 Transport from airport:
Calculate that each participant brings along an average of 60 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? FIS and 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

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 six 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. Let FIS Officials to speak.
- 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 FIS?
- 9.3 Are places reserved for the three banners in prime position for FIS?
- 9.4 Is the podium available to host the photo-ceremony? Is the background of the podium prepared with FIS and sponsor’s logo?
- 9.5 Are the yellow bibs (4 for relay-team and 4 for individual events) available?

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
- 10.9 Report from the Media coverage to Chairman of Rollerski Subcommittee (10 days after the event)
- 10.10 Plans/maps of the mixed zones

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 Rollerski World Cup rules 2009
- 11.3 FIS Rollerski World Cup Organizers Checklist 2009
- 11.4 Map Antidoping facilities
- 11.5 FIS Agreement (FIS - National Ski Association - Organising Committee)
- 11.6 FIS Advertising Rules 2008/09
- 11.7 FIS Sponsor Guide 2008/09
- 11.8 FIS Calendar 2008/09
- 11.9 FIS Medical Guide
- 11.10 National Guidelines

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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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 Competition programme
 - 4.4 Race Office (opening times, telephone/fax numbers, e-mail address)
 - 4.5 Time and place for the first Team Captains' meeting
 - 4.6 Time and place of the official Prize Giving Ceremony
 - 4.7 Track descriptions with profiles
5. Please don't forget the logos for FIS and the World Cup title (open) and presenting sponsor 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 (lessing@fisski.com)
 - FIS Press Officer
 - Chairman of Subcommittee for Rollerskiing