

## Checklist for Technical Delegates at Speedski competitions

### Before the event:

- Receive the official mission from FIS
- Contact with O.C. in the resort
- Check the homologation report (changes, recommendations, remarks, etc.) and the race report; eventually ask the TD of the last event.
- Organise the travel (price, dates, possible sponsors, arrangements, hotel, transfers, appointments, etc.)
- Check regularly the preparation and snow conditions
- Fix the last delay for cancellation/report
- Possible report in another resort
- Possible equipment available (FIS machine), doping official controls
- Check if Organiser Agreement between FIS, NSA and Organiser is sent from FIS

### At the arrival at the resort:

- Confirm your arrival at the fixed place (hotel, office, etc.)
- Organise the first inspection with members of the O.C. and/or Jury

### To be checked at the office:

- race office and facilities
- Secretary, insurances, datas, timing results software, printers, etc.
- Meeting with O.C. members, Jury, doctor, timekeeper, etc.
- Rooms for O.C., Jury, Team captains meeting
- Information for racers (race program, results, live info, Parking, etc.)
- Planning, program (plan A,B,C), appointments with O.C., Jury (max 1 per NSA), racers.
- Radios for Jury, speaker, loudspeakers at start/arrival
- Registrations (lists, FIS points list, official by NSA, bib numbers, nations, validity, right categories, start list, racers' representants, etc.)
- Computer draw and bib numbers
- Equipment check tools and equipment control org.
- Equipment transportation
- Award ceremonies, podium, medals, cups, FIS banners, FIS flags, hymnes

### To be checked at the track:

- Preparation according SS FIS standards (starts, line, snow prep, etc.)
- Safety acc. SS FIS standards (nets at start, accesses, colour lines, cateline, along the track, at the braking zone, protection of the spectators, windmeters and windsocks, etc.)
- Lifts to the start (time from the racers zone)
- Safety evacuation (first aid service, medical care, sledges, ambulances, heli, etc.)
- Timing org. and protections
- Racers' zones, tents, blankets
- Media zones and accesses

## During the event:

### To be checked early every days before the race

- Speedtrack preparation, line, snow day conditions, meteo, confirm day program
- All safety measures (start, accesses, along the track, timing zone, braking zone, arrival, spectators, emergency transfers, etc.)
- Nets free of snow/ice
- Control of timing with timekeeper and red line
- Radio and procedures
- Start lists
- Start organisation (starter, referee, help starter)
- Emergency organisation
- Equipment check organisation at the racers' zone
- Arrival organisation (referee, equipment control, media, equipment return)
  
- TD stay in contact with Jury by radio + safety
- TD stay in contact visually with the track
- Moves of TD during race's interruptions or/and only when necessary
- Check the wind, visibility (flatlight), snow conditions
- Check the braking zone (repairs, protections, coloured lines)
- Check the racers ability (with the Jury and team captain) in case of any troubles
- Check the race's conditions with Jury, O.C., team's captains, racers, etc.
- Check results after each run and sign it before to be officially sent to FIS and media
- Check the time (15') for possible protests
- Ask for new starting list
- Stay in the program and time planned or go to plan B, C
- Continual information for O.C. Jury, racers, media
  
- Official award ceremony (podium) at the racer's zone
- Speeches, medals, cups, VIP, media
- Eventual award party
- Officially end of the event

### After the event:

- TD completes his **TD Report**, including any **supplementary reports** and is responsible for ensuring that they and the **Timing Report** are dispatched to the FIS Office immediately
- Checks email receipt of results confirmation from the FIS office.
- Presents to the FIS any proposals for changes on the basis of practical experience at the event in question