



GUIDE FOR TECHNICAL DELEGATES AND ORGANISING COMMITTEES OF LONG DISTANCE POPULAR CROSS-COUNTRY RACES

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PREFACE

This booklet, which was first produced in 1999 by the International Ski Federation's Sub-Committee for Popular Cross-Country Skiing is designed to assist Technical Delegates appointed to officiate at popular long distance races, as well as the Organising Committees of such races, in the preparation and administration of their events and is particularly relevant to the organisers of new long distance events or of events in areas of the world where cross-country skiing is in an early stage of development. The booklet has now been revised several times, last one in 2016.

Popular cross-country races are open to all cross-country competitors, whether licensed or non-licensed. Although popular races are normally held over longer (marathon) distances, there is no limitation either on the competition distance or the format of the race. Courses are not homologated, since they will vary according to the nature of the local terrain, to the availability of suitable routes and to the historical origins of the competition.

The guidance in this book amplifies, but does not supersede, the rules for Popular Cross-Country Competitions contained in ICR.

The Sub-Committee for Popular Cross-Country Skiing acknowledges with gratitude the help it has received in the preparation of this booklet.

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1. DEFINITION (ICR 380.1.1 and 380.1.2)

Popular Cross-Country competitions (PCCC) are competitions open to all Cross-Country competitors, licensed and non-licensed.

There is no limitation on the competition distance or format of Popular Cross-Country competitions and the main race may be supported by a series of shorter races to create a varied program with opportunities for skiers of all ages and standards and of both genders to compete.

The main races in the program, entitled to assign FIS POINTS, must be in mass start format and of a minimum distance of 50 km for men and for ladies (42 km if the race takes place over 1500 m above sea level).

It is not permitted to have different distances for different classes of skier within the same race. Elite skiers, recreational skiers, men, ladies and skiers with handicaps must all compete over the same course, starting at the same time. Wave, real time and other forms of similar start are permitted to spread out the race and to avoid bottlenecks.

Where circumstances necessitate a race being held over more than one lap, (strongly recommended not more than 2 laps) there will be no penalty for the slower skier, who will be permitted to continue the race to the finish.

Where dramatic weather or snow conditions make it impossible to carry out a popular race over the designated course, the Jury may shorten the race to a minimum 50% of the original length of the course on the program.

2. THE ORGANISING COMMITTEE

2.1 Responsibilities

The organizing Committee consists of those members (physical or legal) who are delegated by the organizer and by the FIS. It carries the rights, duties and obligations of the organizer. (ICR 210)

The Organizing Committee will bear the legal and financial responsibility for the conduct of the race and should be formed of experienced persons, each responsible for a specific area of technical or administrative expertise. These committee members will normally include the key officials as set out in paragraph 2.2.

2.2 Appointment of Key Officials

The Organizing Committee must appoint individuals or sub-committees to oversee all of the administrative and technical aspects of the competition. These may well vary according to the exact nature of the competition, but may include:

- Chief of the Competition
- Chief of the Course
- Chief of Stadium
- Chief Medical Officer
- Chief of Antidoping Control
- Chief of Timekeeping and data processing
- Chief of control and competition security
- Public Relations and Marketing
- Protocol, Press and Media
- Transport

- Communications
- Logistics
- Administration, Secretarial and Finance

2.3 Liaison with Outside Authorities

The organization of a major race, often attracting thousands of competitors and spectators, will involve a wide range of organizations to deal with traffic, security and other matters. The Organizing Committee must establish early liaison with these organizations and must work closely with them to ensure the success of the event. Important outside organizations will include:

- Local Government Authority (Regional, Departmental, County, Municipal etc)
- Police and Traffic Authorities
- Ambulance and First Aid organizations
- Education Authority (e.g. for the use of school premises)
- Meteorological Office

The use of military personnel or local volunteer groups may also be possible (up to 1000 people may be needed to help in various functions on the day of the race) and early contact to determine the availability and scope of such help is essential.

2.4 Insurance (ICR 212)

Before the competition, the organizer must be in possession of a binder or cover notes issued by a recognized insurance company and present it to the Technical Delegate. The Organizing Committee requires liability insurance with coverage of at least CHF 3 million; whereby it is recommended that this sum is at least CHF 6 million; this sum can be increased according to decisions of the FIS Council.

Additionally, the policy must explicitly include liability insurance claims by any accredited participant, including competitors, against any other participant including but not limited to officials, course workers, coaches, etc

The insurance requirements, both of the race organizers and of the competitors, may vary from one country to another according to local law. The Organizing Committee may wish to take out adequate insurance to cover possible financial loss in the event of cancellation and must ensure that it carries insurance to meet its possible legal commitments in regard to a claim lodged against the organizers either by a competitor (generally as a result of death or injury) or from a spectator or other member of the public (public liability).

It is important to note that in most countries an Organizing Committee cannot generally dissociate itself from its legal responsibilities. The signing of a waiver by a competitor may not prevent him/her later suing the organizers for alleged negligence, although the fact that the dangers of participation had been brought to his/her attention in writing might be a limiting factor in assessing the amount of any damages awarded in the event of a successful claim.

The Organizing Committee should seek legal advice if in doubt about the insurance requirements necessary to meet their potential liabilities.

2.5 Press and Media

The long-term success of an event and its long-term financial viability may well be governed by the extent and quality of its media coverage. Everything possible must be done to facilitate such coverage. In particular, each Press or Media

organization should receive a comprehensive press briefing document, which should include:

- The date, time and place and all relevant details of the event
- The past history of the event
- A map of the course
- A list of previous winners
- A copy of the start list
- Profiles of the leading elite competitors
- Profiles of “local heroes”
- Numbers of competitors (and comparisons with previous years)
- Details of prizes to be awarded
- Details of major and minor sponsors

Where large numbers of Press and Media representatives are likely to be present, a pre-race Press Briefing (generally the day before the race) should be held. Provision must be made for media facilities in the start and finish areas i.e workspace with internet connection. A dedicated Press transport should also be provided during the race. An early copy of the results must be made available to the Press and Media, who must also be afforded the opportunity to interview the leading athletes shortly after the finish. Dedicated facilities must be provided for these interviews.

2.6 Finance

A race budget must be drawn up, which will include amongst its outgoings:

- The salaries of any paid staff, whether part- or full-time
- The costs of preparing the course, including the provision of flags, notice boards and other ancillary equipment
- The cost of race numbers
- Prizes in different categories and commemorative medals for finishers
- Accommodation and subsistence for key officials and invited (elite) athletes
- Official transport
- Any payments to local authorities, police or helpers
- Advertising
- The printing of information booklets, entry forms, result sheets etc
- Provisions (drinks, food) at feeding stations
- Transport to start, or from finish, if provided for competitors
- The cost of baggage sacks and their transport from start to finish, if necessary
- Post-race meal for competitors, officials and Press
- The cost of entering the race in the FIS Calendar and any fees payable to national federations
- Hire of buildings, marquees, portable toilets etc
- Payments for medical, first aid and rescue services
- Insurance premiums
- TD expenses

This is not an exhaustive list and organizers should add to it in the light of local circumstances.

To meet these costs, an entry fee must be determined. In calculating the amount of the entry fee, the following factors should be taken into account:

- The amount of total expenditure
- Any offset accruing from sponsorship etc
- The likely number of competitors
- The extent of facilities provided
- The ability and willingness of competitors to pay a realistic entry fee (this may vary from country to country)
- The fees charged by other similar races, particularly those which might be regarded as competitors

Race organizers may decide to charge increased fees for entries received after previously specified dates, or conversely to offer a discounted fee for early entries.

In many cases, income raised from entry fees will be insufficient to cover total outgoings and the balance will need to be made good through sponsorship. The Organizing Committee will be responsible for seeking such sponsorship, which may come in the form of cash subventions, through the provision of cash or other prizes, or through contributions in kind, e.g. the provision of food and drink at refreshment stations, the provision of baggage sack or race numbers etc. Income can also be derived from advertising on the course or on km marker boards, in the race program or similar. Sponsors can broadly be divided into two groups:

- Major sponsors – national or international companies, sports goods firms etc.
- Minor sponsors – local businesses, advertisers in the race program, providers of assistance in kind etc.

For major races, additional income may be generated through the negotiation of payments for local, national or international TV coverage.

2.7 Entries and Information

Outline details of the race should be published at the FIS website www.fis-ski.com or NSA Calendars for the year. The race should have a specific website with entry forms and fuller information available to potential competitors at least four months in advance of the event.

For races on the FIS Calendar, the information for competitors should be available at least in the national language(s) and in German and English.

Information and entry forms should be published and sent promptly to all enquirers. To increase the field of potential competitors, organizers should consider mailing their information and entry forms to:

- All competitors from the previous year(s)
- All clubs affiliated to the NSA
- External National Ski Associations for distribution to clubs.

Initial information issued in response to enquiries or sent out to advertise the race need not be detailed, but must as a minimum include information as set out in ICR Section G (Popular Cross-Country Competitions). (ICR 382.1).

More detailed information must be issued to competitors before the start of the competition. This may either be sent by post in response to the receipt of race entries, or may be handed to competitors when collecting their race numbers. This information must cover the items listed in ICR Section G. (ICR 382.2)

3. JURY

3.1 Technical Delegate (ICR 303.2)

The Technical Delegate (TD) is the delegate of FIS or the governing body which appoints him (see below) and is a guarantor for the FIS or other governing body that the competition is conducted in accordance with the FIS Rules. The TD must have a valid TD license. The TD acts as a consultant to the organizing committee in all matters relating to the preparation, carrying out and following up of the competition and is responsible for organizing the work of the Jury. The TD is the chairman of the Jury (ICR 303.3-303.4.4, 383)

For races entered in the FIS Calendar, the TD will be appointed by the International Ski Federation (FIS). In other cases, the TD will be appointed by the relevant National Ski Associations (NSA). Where a FIS TD is appointed, the NSA shall appoint an Assistant TD to help the TD in his duties and to provide local knowledge, e.g. language, laws and local geography. The organizing committee must liaise with the TD from the date of his appointment and must provide him with copies of all relevant information about the event. They are responsible for the payment of the TD's expenses in accordance with ICR.

The TD is expected to arrive at the race venue in time to have two full working days prior to the competition. One of his first actions must be to organize a meeting with the principal members of the Organizing Committee and other members of the Jury.

3.2 Reimbursement of TD Expenses

The Organizing Committee is responsible for reimbursement of the TD's expenses, including travel, accommodation and subsistence costs, in accordance with ICR 304.1.1.

3.3 The Jury (ICR383)

In addition to being a forum for dispute resolution, the Jury should act as an adviser for the competition Organizer in dealing with various aspects of the competition. In PCCC the safety of the competitor should be given priority. The Jury should consist of:

- the TD who is the chairman of the Jury
- the National Assistant TD, appointed by the NSA
- the chief of competition

The TD may invite additional persons to attend Jury meetings where appropriate. These persons are advisory in capacity and do not carry a vote.

4. RACE PROGRAMME

4.1 Compilation of the Program

When compiling the race program, the Organizing Committee must consider the following questions:

- The distance over which the race is to be held
- Whether the race is to be held in Classical or Free Technique
- Whether to stage supporting races over shorter distances
- If so, whether these should be in the same technique as the main race
- If more than one race, should all the races be held on one day, or spread over two or more days
- Whether there should be special races for different groups (e.g. children, ladies)
- Whether any special arrangements can be made to enable disabled, handi-capped or sit-skiers to compete

4.2 Athletes Invitation

The Athletes Invitation should contain the following information:

- organizing body
- name of the competition
- competition site and the alternative site, if any
- course distance (s) and technique (s)
- competition date and starting time
- seeding procedures
- entry deadline
- registration fee
- refund policy if the competition is cancelled
- bib distribution time and location
- lodging and transportation information
- prizes and awards
- race cancellation
- insurance regulations
- any other useful or necessary information

4.3 Information for Competitors

Before the start of the competition, competitors should receive information regarding the following:

- starting time
- course description and profile
- technique(s)
- transportation information
- identification sticker and control card, if any
- ski-marking
- starting procedures
- warm-up area and procedures
- feeding station locations and refreshments available
- procedure to follow if a skier does not complete the competition
- finish line procedure
- information regarding emergency medical procedures

- safety precaution in case of extreme weather (f.e. how to dress, to use sun/cold protection etc.)
- cut-off times, if any
- clothing drop off and pickup sites
- changing area, shower location, and food sites
- results service with grouping and announcements
- protest procedures
- prizes and awards
- procedures for short notice competition cancellation
- time and location of Team Captains' and Jury meetings, press conferences and other meetings
- communication services
- other necessary information

See appendix 1 to this booklet for a complete list of matters to be covered in the race information.

4.4 The Opening Ceremony

Major events will normally include an Opening Ceremony, which should be staged in a conspicuous place, such as the town center, where it will attract spectators and bring maximum publicity to the event. The Opening Ceremony will generally be organized to take place on the evening before the main race and can include:

- Presentation of dignitaries and elite athletes
- Parade of the flags of competing nations
- Playing of the national songs/anthems of the competing nations
- Cultural activities (music, dancing etc) from the host nation
- Fireworks

Where space permits, the Opening Ceremony can be accompanied by a short ski event, such as a knockout sprint competition, which will attract and thrill spectators and give greater exposure to the main event and its sponsors.

5. START LISTS

A Start List must be produced and made available to competitors, officials and media representatives before the start of the race. The Start List should contain the skier's name, bib number, club or nationality, FIS-code, year of birth or class/age group, if any.

Nationality must be designated in all official documents (Start Lists, Results etc) using the internationally-recognized three-letter code as FIS is using.

6. LADIES RACES

The relatively small number of ladies participating in popular races, especially those over the longer distances, has been a cause of concern both to race organizers and to the International Ski Federation.

Research carried out by the FIS Ladies Sub-Committee for Cross-Country Skiing indicates a very positive preference from female competitors for races of a shorter distance than those raced over by men, with a maximum of around 45 km.

In some countries, very successful competitions are organised that are open to ladies only and which are held over shorter distances. In the cases of the Inga Lami (NOR 15 and 30 km) and Tjejvasan (SWE 30 km) races, this has resulted in very large numbers of competitors taking part, with fields of several thousand female racers in each event.

The lessons to be learnt from these races are:

- There is a strong demand for races in which ladies are competing only against others of their own gender
- Races attract larger numbers of competitors when they are part of a framework of events, perhaps including group travel arrangements and a social program

One possibility for organizers to consider is to hold a Ladies race over a shorter distance either on the preceding weekend or during the week prior to the main race, whilst also giving ladies the opportunity to take part later in the main race over the longer distance.

Where ladies do compete in races where participation is statistically male-dominated, arrangements should be made, wherever possible, for a separate start line or section of the start area to be allocated to ladies. This enables ladies, particularly the leading racers, to compete directly against each other within their own section of the race.

7. SKIERS WITH PHYSICAL DISABILITIES

7.1 Encouragement to Participate

Races should take every opportunity to encourage participation by skiers with physical disabilities, including sit-skiers. Whether or not such skiers can start at the same time as the rest of the participants will depend on the nature of the start area and the width and profile of the course in each case. The primary consideration must be the safety both of the disabled skier and of other competitors who could be impeded, for example, by a sit-ski on a downhill or narrow section of the course. Early or late starts, or a dedicated section of the track for the disabled skiers, may be possible to overcome this problem

7.2 Course Requirements

Where it is possible to provide a dedicated section of track or where sit-skiers are using the same course as other participants, organizers must recognize the difficulties of following the track around corners in a sledge (sit-ski). Every attempt must be made to ensure that the angle of the corners is not less than 90 degrees on flat sections and with a larger angle for downhill corners.

7.3 Further Information

Further information on the requirements (not specific to popular racing) of sit-skiers and other disabled skiers can be found in IPC Nordic Skiing – Biathlon and Cross-Country Rules & Regulations and in the IPC Nordic Skiing Homologation Guide.

8. THE START

8.1 The Start Area (ICR 384.2)

Finding a suitable start area can be one of the most difficult tasks facing the Organizing Committee. The start area must be wide enough to accommodate the anticipated number of participants, to give each of them a fair and equal chance (i.e. without one side of the start area being more favorable than another) and to enable the start to take place smoothly. The start should gradually narrow to the width of the course over a distance sufficient in length to allow competitors to spread out before entering the tracks and without creating bottlenecks.

The Start Area must be fenced off to prevent spectators and other unauthorized persons gaining access. Only those taking part in the race or officiating at the start should be permitted to enter the start area. Such entry should be through one or more control gates, where the competitor's bib should be stamped manually or by the timekeeping chip/transponder to indicate that he/she has started the race. Skis should also be checked to ensure that they are correctly marked (for elite skiers only). Once through the control gate, no competitor should be allowed to leave the starting area, other than as part of the race.

The following facilities should be provided within the immediate vicinity of the Start Area:

- Sufficient toilets for the number of competitors (recommended ratio 1:100 for ladies and 1:200 for men)
- Parking area for competitors, spectators, press and officials
- Ski waxing facilities (often provided by specialist firms)
- Medical facilities (competitors are particularly prone to cardiac arrest whilst waiting for an event)
- Late collection of race numbers
- A collection area for outer clothing (to be transported to the finish or otherwise safeguarded)
- Advertising space for sponsors
- A Press/Media area, suitably sited to attract the best possible photographic possibilities
- A loudspeaker system, with announcements being made in at least the local language(s) and English.

Before the start, competitors waiting in the start area should be encouraged to keep themselves warm and active. It can be very motivational if a warm-up program is provided, with special music and good aerobic instructors leading the exercise from a visible vantage point.

8.2 Starting Procedures

The start will normally take place on an audible signal, such as a shot from a gun or a blast on a hooter, when the starting nets will be lifted on rope pulleys to allow the competitors to start. This system must be rigorously tested before the race to avoid an embarrassing failure on race day.

Where there is a large number of competitors, racers may start in groups. The group in which any competitor is placed may be determined by:

- Invited top athletes
- Elite competitors with FIS points
- Results in previous years' competitions
- Results in other competitions
- Date on which entry is received
- Age
- Gender

Invited racers, leaders of respective cup, winners of previous edition or those entered by their national ski federations should be placed in an elite group, which will start in front of the rest of the racers and the best elite racers should have an individual marked start position.

Groups should be physically separated in the start area, e.g. by net barriers, but will normally all start on the same signal. Groups may, however, start at fixed time intervals ("wave" starts). Where this procedure is followed, each wave should wear a clearly defined set of numbers (e.g. 1-999, 100-1999, 2000-2999 etc) and the computer program used for producing the result must be adapted to make allowance for the different starting time of each wave (see also paragraph 8.4).

8.3 Equipment Exchange

Mass starts frequently result in breakages of equipment. At a point approximately 800 meters after the start, and every 5 km, on a flat or uphill section of the course, several equipment post should be set up to enable skiers to exchange broken or damaged poles or skis. The Organizing Committee will need to ensure that the post is equipped with poles and ski of different lengths to cover possible breakages.

8.4 Types of Start

There are various methods of starting a popular race and the method selected must take account of the number of competitors, combined with the width of the starting area and the course. The objective must be to ensure that there is a smooth flow of competitors along the course and that bottlenecks in narrow areas are avoided. The most common types of start are:

Mass Start – competitors are seeded on the start line according to ability and previous performance and all start on the same signal and final results are determined by finish arrival order. An example of a Mass Start is shown below:

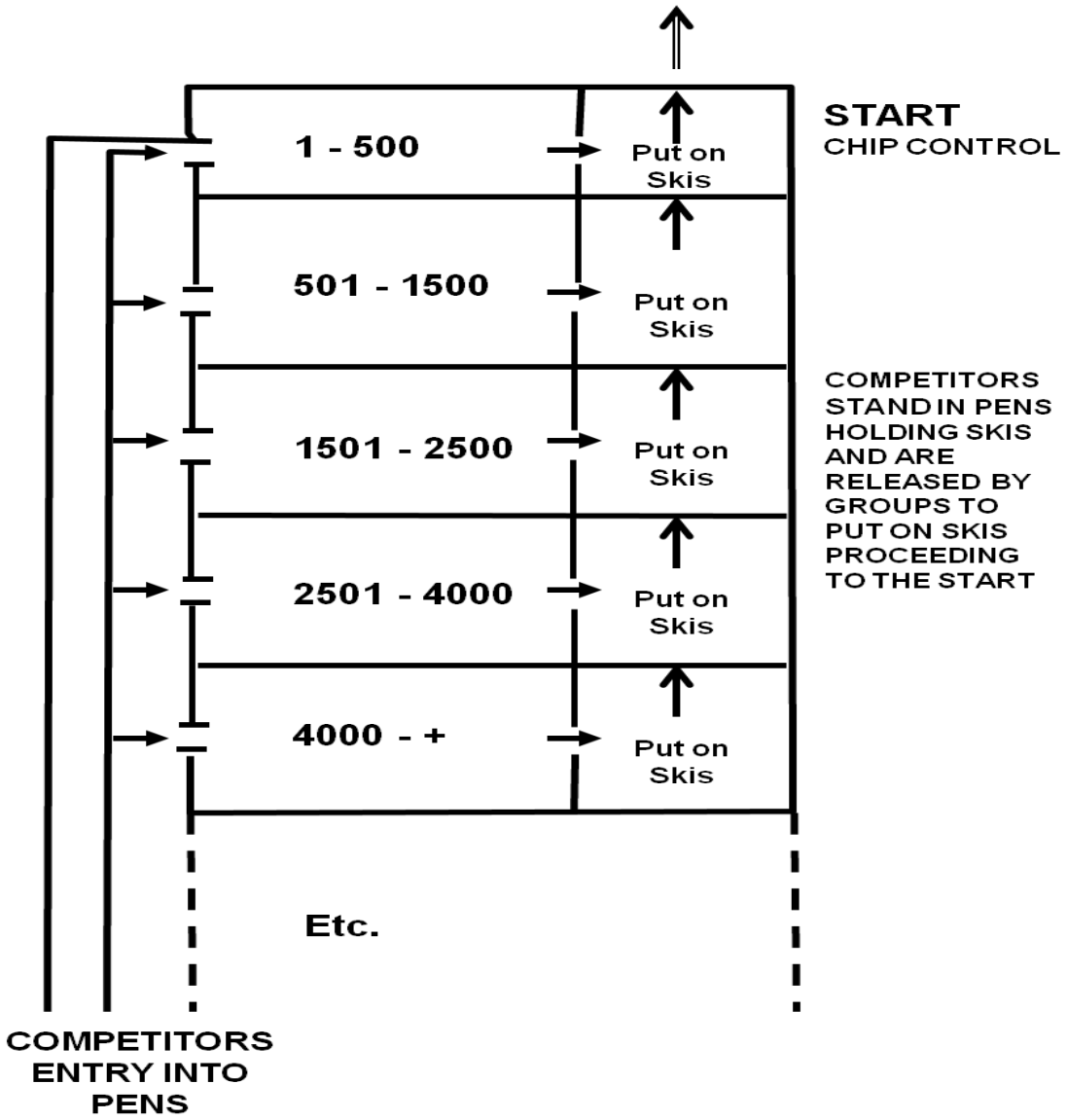


Wave Start – competitors are seeded into groups according to ability and previous performance, but each group ('wave') starts at a predetermined interval, usually with one to five minutes between each wave. Final times will be adjusted either by subtracting the elapsed time from the start of the first wave and subsequent waves from the overall time, or by achieving an exact time for each competitor by using transponder/chip timing technology. An example of a Wave Start is shown below:



'Le Mans' Start – a recent innovation to popular races is the 'Le Mans' Start. In this method, which is combined with a Wave Start, competitors are held in groups in a waiting area, with skis in hand, before the start. On the starting signal, each wave of competitors is released in turn to the starting area, where they must put on their skis before crossing the start line and proceeding onto the course. This method achieves a steady flow of competitors through the start line and is very effective in reducing bottlenecks where there is a narrow area of the course shortly after the start.

MARCIALONGA



9. THE COURSE

9.1 Preparation of the Course

Pre-Season

Work must continue on the preparation of the course throughout the year. During the Summer, work should be carried out to level the track, to remove large stones, tree roots and saplings, to eliminate excessive camber, to improve drainage, to rectify identified dangerous areas and to ensure that the competition can be held safely with a minimum of snow cover (15-30 cm). If possible, narrow parts of the course should be widened to reduce the risk of bottlenecks during the race.

The widening of courses, particularly where this involves the cutting down of existing trees, may cause problems with local environmental authorities or groups. Their concerns must be understood and attempts made to avoid confrontation. Objections may be overcome by proposing remedial measures, such as the planting of additional trees to compensate for those which have to be taken out.

Early Season

Preparation of the course should start as soon as there is sufficient snow to make this possible. The track should be regularly groomed and compacted and if necessary snow should be brought to the course from surrounding areas. A well compacted and prepared base will retain its form even through a long period without snowfall and will ensure that the event can take place even under these adverse conditions. Where there is inadequate natural snow and artificial snow-making equipment is available, stockpiles of snow may be prepared for use in the final preparation of the track and to improve those areas where snow is sparse.

9.2 Recommended Norms

Items	Preparation for	
	Classical technique	Free technique
COURSE		
Uphills width	4 – 6 m	6 – 9 m
Undulated terrain width	4 – 6 m	6 – 9 m
Downhills width	4 m	6 m
Classical tracks	2 tracks minimum in ideal line	1 track in 0.5 m from border line
Distance between tracks	Minimum 1.2 m	
START		
Organization/preparation	Mass start	Mass start
Classical tracks		
Length of tracks (after the start line)	50 to 100 m	30 to 50 m
Distance between tracks	Minimum 1.2 m	

FINISH		
Width (minimum)	6 m	9 m
Length of the finish (min)	100 m	100 m
Number of corridors	3 tracks minimum	3 corridors (3 m each)
Length of the corridors	50-100 m	50-100 m
Distance between tracks	Minimum 1.2 m	

9.3 The Event

Classical Technique: The course should be set with a minimum of two tracks throughout. Where the width makes it possible, more tracks should be set. In curves, the tracks should only be set if the skis can glide unrestrained in the set track. Where the curves are too sharp or the speed is too great to remain in the tracks, then the tracks should be removed. In steep downhills, or other locations designated by the TD and the Chief of Competition, no tracks should be set.

In the finish area, the last 100 meters should be set with as many tracks as possible. The last 50-100 meters should have a minimum of three finishing corridors with set tracks, separated by appropriate markings which will not interfere with the skis. The beginning of this zone must be clearly marked with a colored line.

In appropriate conditions (e.g. heavy snowfall) and with the approval of the TD and the Chief of Competition, course grooming may take place during the competition.

Free Technique: In Free Technique competitions, the course should be well packed and wide enough to allow at least two competitors to ski side by side. Where possible a single track may be set along one or both sides of the course. The last 100 meters should be prepared to a width of at least 8 meters. The last 50-100 m should be divided into at least three equal lanes each 3m wide, separated by appropriate markings which will not interfere with the skis.

Where more than one race is being held over the course at the same time (e.g. a 25 km and a 50 km race) more lanes should be provided and certain lanes dedicated to the finishers in the shorter race, leaving a minimum of three lanes each 3m wide for the finish of the main race.

Competitions may be carried out in both Classical and Free Techniques at the same time and along the same course. In such cases, the course for Free Technique should in principle be separated from the course for Classical Technique, preferably with physical barriers (e.g. a low snow wall) or a separation in distance, or with flags or other markings, to prevent classical skiers from gaining an advantage by using the skating course, and likewise preventing the racers in the Free Technique from destroying the classical tracks by skating across them. Each of the two courses should be prepared as set out above. An example of how Classical and Free Techniques can be separated is shown below.

9.4 Measuring and Marking

There should be a detailed plan for course markings, barricading and fencing. The final fencing should be done the morning before the race day. There must be a final check of course marking just prior to the race.

The course should be so well marked that the competitor should never be in any doubt as to which direction he should take. The marking is normally effected with flags and/or signs and V-boards. V-boards should be used to delineate the edge of the course and function as main lane dividers. The V-boards should be set out using long, marked ropes for straight lines and even spacing of the V-boards.

Marshals may also be used at track junctions or other points where there is any likelihood of doubt. (Marshals may also be needed on the course to control road crossings or to restrain the general public from encroaching onto the course.) The height of the fences should be above 1.25 m if the purpose is to stop persons from crossing (or striding over). It is also important to make sure persons can not climb through the fence (use mesh or a banner if needed).

It is permissible for a snowmobile to precede the leading racers and this may also be used by, or accompanied by, a similar vehicle for the TV, although great care must be taken to ensure that sufficient separation is maintained to prevent the racers from being hindered or distracted or affected by exhaust fumes from the vehicles.

The competition course must be measured for length from start to finish. This has historically been carried out using a chain, tape or measuring wheel, but modern GPS systems may also be used. A GPS survey of the course will also enable a precise and accurate course profile to be produced. In principle, the course should be restricted to areas that are below 1800 meters above sea level.

Each kilometer should be marked with an indicator board clearly visible to all competitors, showing the distance to finish. (Kilometer boards may be provided by sponsors or "sold" for advertising). If the race has 2 or more laps these signs must indicate which lap the number is valid.

The last 500 meters and the last 200 meters should be clearly marked. The last 50-100 meters should be designated as a finish zone in accordance with ICR . Where "hot spot" sprints or prime prizes are awarded, the sprint line must be clearly marked and distance marker boards set up before the sprint line.

Difficult areas, such as steep downhills (where no tracks should be set), curves, crossings or other potentially hazardous locations should be clearly marked. Warning signs should be placed along the track before reaching the hazard and the area itself should be clearly marked (e.g. with streamers or flags). Any such areas should be brought to the attention of the competitors before the start of the race. Where necessary, protective devices, such as barrier netting or padding around trees and other hard surfaces should be installed. Organizers should take care not to use the word "dangerous", as this could be used against them in litigation in the case of an accident. Instead, the warning signs pictured in paragraph 8.9 should be used.

Courses should normally be confined to one single lap to avoid the situation where the leading skiers, on a second lap, have to thread their way through groups of slower competitors who are being overtaken.

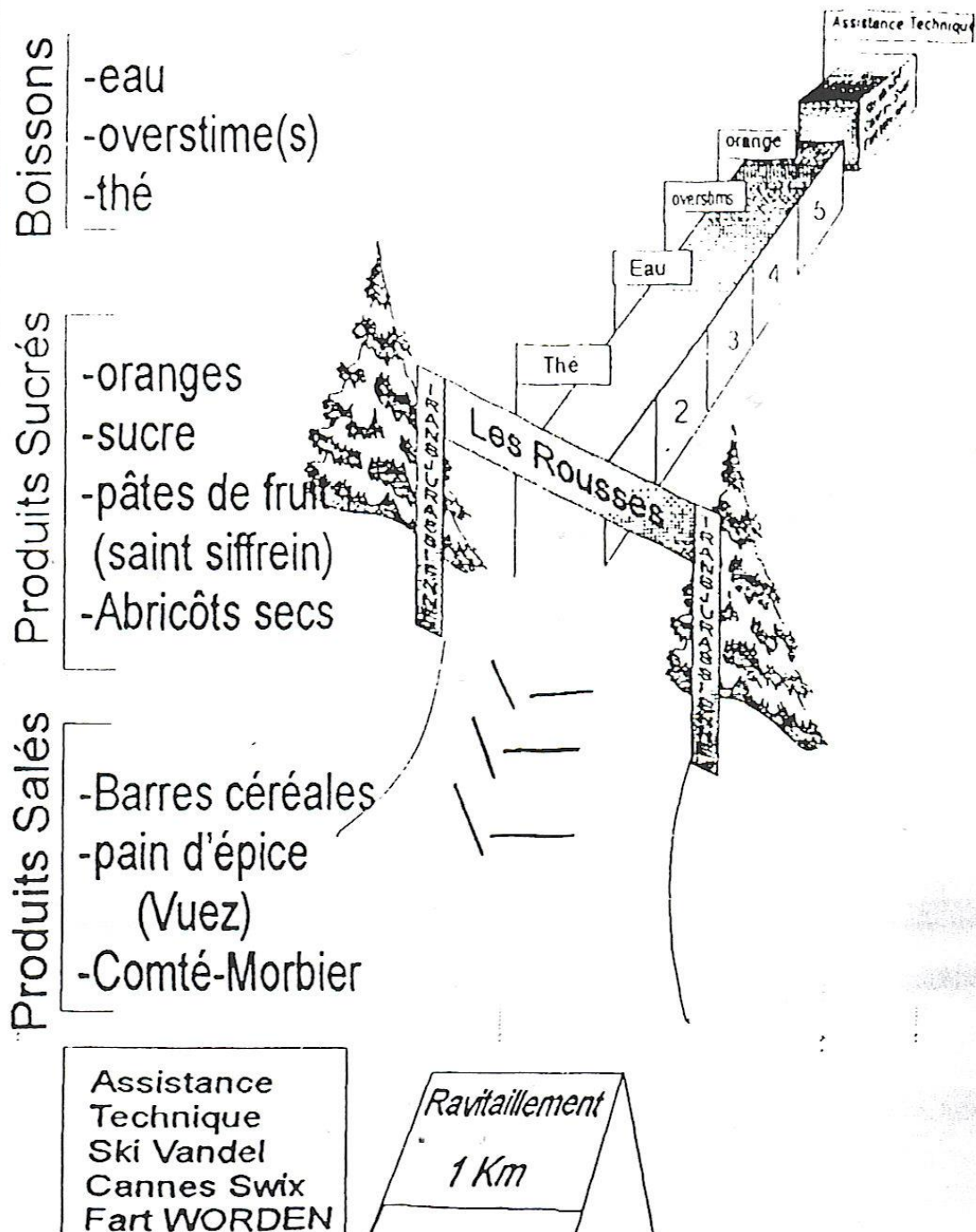
9.5 Feeding Stations

Feeding stations must be provided at intervals of approximately 10 km. The exact location of each feeding station may be dictated by the terrain and (e.g.) the location of villages or access points along the course. The feeding stations should be set up on flat stretches or at the top of uphill stretches and should be clearly visible to approaching racers. Boards should also be set up 200 m before each feeding station informing competitors that they are nearing the refreshment point. These should be written in several languages or should use internationally recognized signs (see paragraph 8.9). If the terrain or weather conditions make the course more than usually difficult, the distance between feeding stations may be shortened, whereas on a relatively easy course the distance may be increased.

The types of food and drink available at feeding stations should be made known beforehand to competitors and, wherever possible, should be laid out in the same order at each feeding station, so that racers do not have to spend time searching for their preferred refreshment. This also aids the through-flow of skiers at the refreshment station. Drinks should always be warmed before serving and must not be allowed to get cool by being poured out too soon before the arrival of the first racers. (An example of a feeding station layout, from La Transjurassienne, is shown bellow):

Organisation des ravitaillements

Chaque Stand présentera ses produits dans l'ordre suivant :



9.6 Equipment Exchange

Consideration should be given to providing equipment exchange posts following difficult descents or congested sections of the course.. Equipment exchange posts may be conveniently located at feeding stations.

9.7 First Aid Stations

Medical posts with shelter, blankets and first aid equipment should be set up at intervals of no more than 5 km along the course. These first aid stations must be manned by suitably qualified staff, provided with communications equipment linking them to a central control point, and with the means to evacuate sick, injured or exhausted competitors. In warm weather conditions, plenty of liquid should be available at first aid stations to combat the effects of dehydration; in very cold weather, extra blankets and clothing should be provided to protect competitors showing signs of hypothermia. In very cold conditions, staff must be designated to physically check the features of competitors for signs of frostbite.

The first aid stations will be under the overall control of the chief medical officer, who must be a licensed medical officer. He will be responsible for the production of a written safety plan, coordinating the work of the medical and rescue services.

9.8 Time Limits

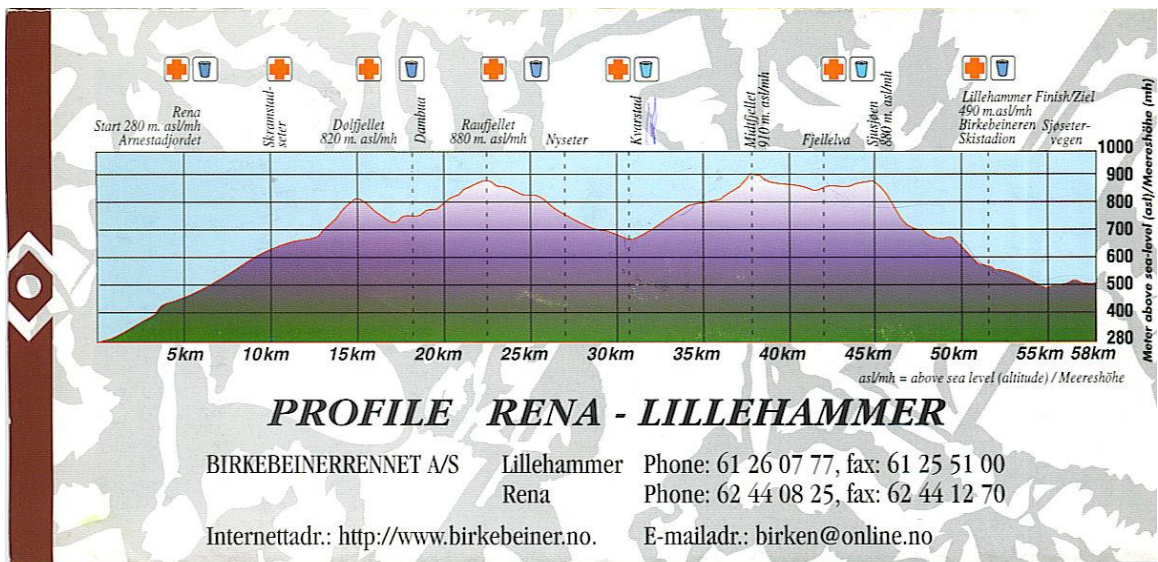
Where the information to competitors has indicated time limits at various points along the course, controls must be set up to enforce those limits, which may only be varied with the prior consent of the TD. The purpose of setting time limits at intermediate points is to ensure the safety of the competitors. **Skiers arriving late at a time check should not be permitted to proceed even if they undertake to do so at their own risk.**

9.9 Technique Controls

Where the race is being conducted in Classical Technique, periodic controls, which may be either static or mobile, must ensure that competitors complete the course without skating. These control posts must be manned by people of suitable qualification or experience, who may be supported by video cameras. Or other Movie recording Equipment. Organizer should provide Equipment and staff who collect movie materials from technique controls and to support the Jury. Any infringements, by recreational skiers as well as by athletes in the elite group, must be reported to the Jury.

9.10 Information to the Competitors

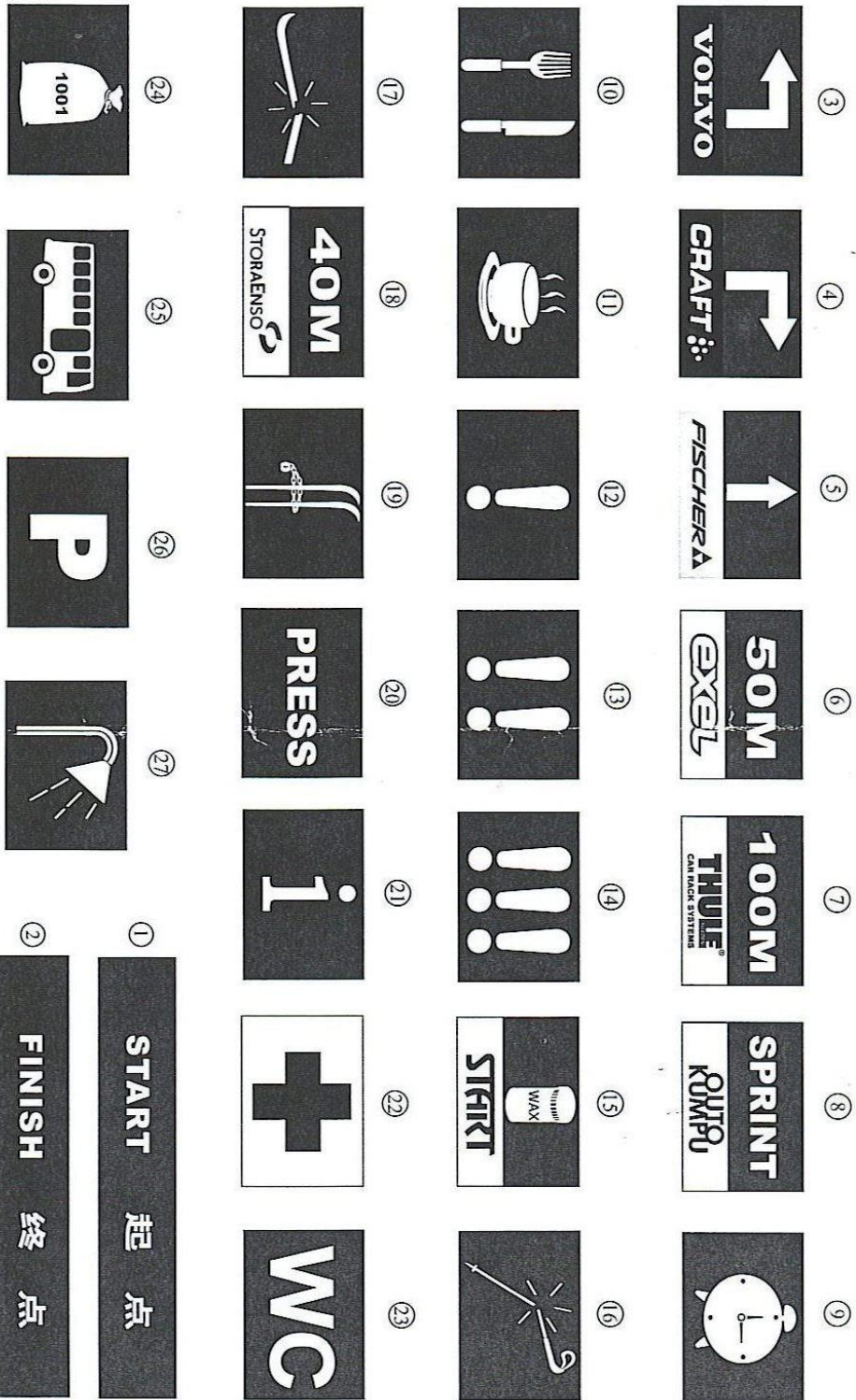
A map of the course, including the course profile with heights above sea level, and showing the location of feeding, first aid and equipment stations and indicating time limits at intermediate points along the course, must be issued to all competitors as part of their pre-race information. An example from Birkebeinerrennet is shown on the next page:



As with all other information, English versions should be included as well as the language of the host nation. Universally recognised signs, examples of which are shown below, should be used wherever possible:

1. START – English and local language may be displayed on the banner in conjunction with race motif and/or sponsors' logos
2. FINISH – English and local language may be displayed on banner in conjunction with race motif and/or sponsors' logos
3. TURN LEFT – to be used in conjunction with race motif and/or sponsors' logos
4. TURN RIGHT – Same comments as for 3. above
5. STRAIGHT ON - Same comments as for 3. and 4. above
- 6-7. DISTANCE MARKERS – to be used in conjunction with appropriate signs. Distances shown on signs to be relevant to the circumstances
8. SPRINT – Always to be used in conjunction with distance markers (e.g. 200 m, 100 m)
9. TIME CHECK/LIMIT – To be used in conjunction with distance markers
10. FEEDING STATION – To be used in conjunction with distance markers
11. DRINKS STATION – to be used in conjunction with distance markers
- 12-14. TAKE CARE – PROCEED WITH CAUTION – EXTREME CAUTION – to be used at downhills, road crossings, icy stretches etc
15. WAXING FACILITY – to be used in conjunction with the logo of the company providing the service. Also in conjunction with distance markers
16. REPLACEMENT POLES – may be used in conjunction with the logo of the firm providing the service
17. REPLACEMENT SKIS – comments as for 16. above
18. Km SIGNBOARDS – showing distance to the finish
19. SAFE CUSTODY OF SKIS
20. PRESS/MEDIA – signs may be in English and local language (as for START and FINISH – see 1. and 2. above)
21. INFORMATION
22. FIRST AID
23. TOILETS
24. OUTER CLOTHING SACK COLLECTION POINT
25. TRANSPORT

- 26. PARKING
- 27. SHOWERS



10. THE FINISH

10.1 The Finish Area

The area selected for the finish must be chosen bearing in mind not only the space available to accommodate the finish of the race, but also the many supporting services and facilities that are required. Access to the finish area must be restricted to competitors and officials and the general public must be confined to defined spectator areas and physically restricted, normally with barriers, from entering the finish area itself.

The course should enter the finish area on a flat and straight approach. The finish itself should be flat and sufficiently wide to allow several competitors to finish at the same time without impeding each other. The last 50-100 meters should be designated as a finish zone as set out in ICR. The beginning of the zone must be clearly marked by a colored line. This zone should be divided into at least three lanes separated by flags or other appropriate markings which do not interfere with the skis.

Where two races, e.g. a long and a short race, are held on the same course on the same day, care must be taken to ensure that the slower skiers finishing the short race do not impede the leaders finishing the long race. A special finishing corridor should be dedicated to those finishing the shorter race.

The finish line must be clearly marked in the snow by a red line and visible to incoming skiers, officials and spectators as well as to the Press and Media. The width of the finish line should be from 2 cm to maximum 10 cm. A control line is marked 10-15 meters after the finish line. There should be a minimum separation distance of 30 meters between the finishing line and any finishing chutes or pens.

10.2 Mixed Zone

Immediately after the end of the competition, the winning athletes are requested for TV and Radio interviews. The Mixed Zone is the pathway that the athletes are required to walk through after finishing the competitions. The design of the finish area must allow radio and TV reporters to interview athletes and winners (especially for live transmissions). There should be a photographers' stand with a frontal view on the finishing straight. The public must be kept away from this corridor.

10.3 Wireless Zone

In order to comply with the modern needs of participants and media, it is recommended to install a hot spot in the stadium for wireless LAN data transfer.

10.4 Timekeeping and Recording

Timekeeping facilities must be immediately adjacent to the finish line. Where the race number includes a tear-off portion, sufficient officials must be provided at the finish line to ensure that these are removed from the bib and passed immediately to the recorders. A separate backup system must be provided in case of computer failure.

Computerized chips are now the normal method of recording finish times in large races and can also provide timings at intermediate points along the course. Many computerized systems require the competitor to wear a chip around the ankle

and these must be recovered from the skier in the finish area to be used again in other competitions. Other systems are incorporated within the race bib for once-only use.

Video cameras or professional cameras for timekeeping must be provided to record the finish in case of later protests. For best results, one camera should be placed above the finish line and the other at an angle to it.

10.5 Facilities

At the end of a long race, skiers may be exhausted physically and tired and confused mentally. It is therefore important that facilities are provided within a closely confined area and are clearly identified. The competitor should be channelled to follow a logical and clearly defined route from one facility to the next.

In races which attract international participation, all signs and announcements made at the finish should, as a minimum, be in the local language(s), and English. Signs may use internationally recognized graphics to depict food, drink etc (see paragraph 8.9).

Immediately after they have finished the race, competitors should be channelled through the following functions:

- Check of ski marking and advertising (elite group only)
- Award of commemorative medal (if awarded)
- Collection of outer clothing
- Safe custody of skis (to be handed in against a receipt and returned only to the competitor in person)
- Food and drink
- First aid and recuperation
- Toilets, showers and changing rooms
- Return transport (if needed)
- Result list wall and/or video.

Additionally, the finish area must make provision for:

- Stands for spectators, including special provision for VIPs
- Sponsors signs and advertisements
- Press and Media
- Interview Room
- Doping control room
- Prize giving ceremony

A suggested layout of a finish area, from La Transjurassienne, is shown on the next page:

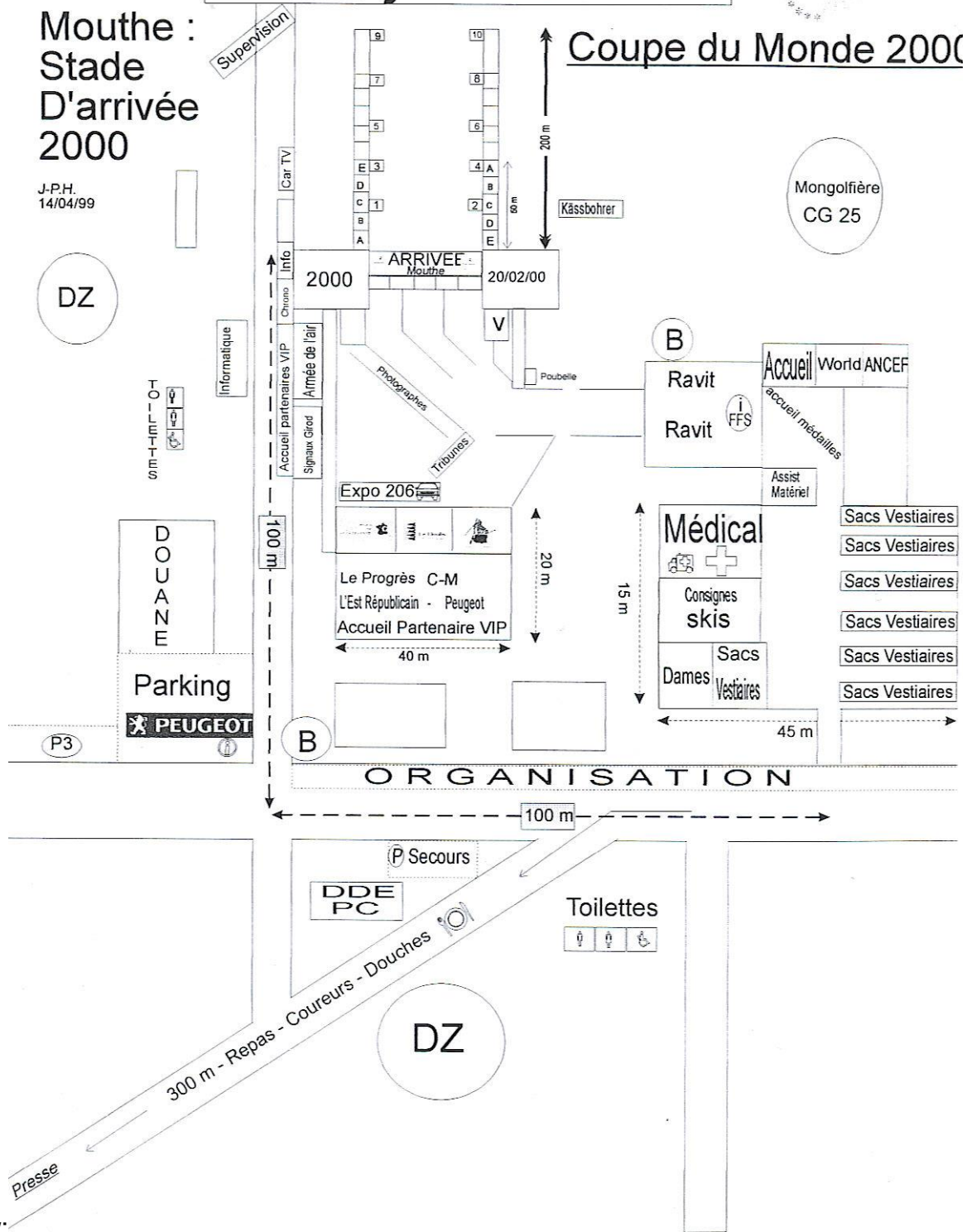
Transjurassienne



Mouthe :
Stade
D'arrivée
2000

J.-P.H.
14/04/99

Coupe du Monde 2000



below:

11. CONTROLS

The Organizing Committee will be responsible through its appointed officers for the following controls:

- **Ski Marking** – in Start and Finish areas for elite group only. See paragraphs 7.1 and 9.3
- **Advertising** – in Start Area for elite group only, who must comply with the limitations on advertising set out in ICR.
See the FIS Visual Guide of Commercial Markings on Clothing and Equipment:
http://www.fis-ski.com/mm/Document/documentlibrary/Marketing/03/24/51/CommercialMarkings_Final_English.pdf
- **Equipment** – in Start Area for elite group only, who must use equipment which satisfies requirements (e.g. length of ski) set out in ICR
- **Technique** – for races in Classical Technique, with static or mobile controls. See paragraph 8.8
- **Route Controllers** - where necessary, control points (marshals) may need to be set up to ensure that racers follow the competition course without short cuts
- **Medical** - In addition to the routine first aid stations (see paragraph 7.6), medical controls must be set up at intervals along the course in adverse weather conditions to combat hypothermia, frost bite, dehydration and similar conditions
- **Time Limits** - Controls must be set up at predetermined points along the course to enforce time limits which have been announced to competitors beforehand. See paragraph 8.7
- **Doping** - Facilities for doping controls must be available in or near to the Finish Area for use by national or international specialist teams. See paragraph 15.5

12. MEDICAL AND SAFETY

12.1 Safety of Competitors

Popular races are generally long distance events, which may take place in all weather conditions and in arduous terrain. The safety of the competitors in these competitions is the primary responsibility of the Technical Delegate and the Organising Committee.

Although competitors are responsible for their own health and fitness, for wearing appropriate clothing for the weather conditions and for being well trained for the competition, they may not necessarily be well prepared, nor in the first flush of youth, and frequently strain themselves to the point of exhaustion and collapse.

Such a situation may occur in an isolated area of the course, where shelter and medical facilities would not normally be available.

The Organizing Committee has not only a moral responsibility for the safety of the competitors, but also exercise a legal duty of care, for which they may afterwards be held to account. Medical and safety considerations are therefore of prime importance in the organization of any popular event and race organizers must take great care to minimize unfavorable situations, such as long periods waiting in cold temperatures before the start, which might give rise to physical difficulties amongst the athletes.

12.2 The Chief Medical Officer

The Organising Committee must appoint a Chief Medical Officer (CMO) for every race. The CMO will be a member of the Competition Committee and may be invited to attend Jury meetings in an advisory capacity. The CMO must be a licensed medical officer. The CMO will be responsible for the equipping and setting up of First Aid stations and medical controls along the route and for ensuring that the staffs who man them are properly trained. The CMO will also be responsible for ensuring that adequate backup and evacuation facilities are available and that there is an effective communication link between the various elements under his control, as well as with outside medical agencies. He/she will be responsible for liaison with the national doping agency/WADA (see paragraph 15.2).

The detailed regulations concerning the medical and safety aspects of the competition are contained in ICR 386 and 387.

12.3 Medical and Safety Plan

Every Organizing Committee, acting in concert with the CMO, must prepare a detailed Medical and Safety Plan, which should incorporate measures for the rapid evacuation of casualties during the race. The success of the plan will be heavily dependent on the efficiency of communications and all elements of the plan should be rehearsed before the event.

For a large race, with competitors numbering in their thousands, the medical plan should include:

- completion by the competitor of his/her medical history, including any heart disease or problems, high blood pressure or other long-standing medical complaint or treatment. Where these exist, the competitor should have obtained written medical authorization to take part
- written information to competitors, to be delivered in their race pack, on how to avoid frostbite, dehydration, general preparation for the race and conduct during the event
- a plan of medical posts under cover at the start and at intervals along the course, equipped with medical supplies and manned by trained staff
- arrangements for the provision of massage and physiotherapy where possible
- means of evacuation for injured skiers along the course (normally by skidoo) and from the course (by ambulance or helicopter)
- means of communication between the medical posts and control and a list of contact numbers, including police and other emergency services

- details of a closing patrol
- the name of the Chief Medical Officer and his principal assistants, with their contact details
- All the information mentioned above must also be at the OC web-site.

12.4 Fatal Accidents

In the event of death or serious accident, particularly one which might give rise to a later claim against the organizing committee or its national governing body, or against the FIS, a full written report must be submitted by the CMO to the TD as soon as possible after the event. The TD must include this in his report, or forward it, as soon as received, to those bodies to which the TD Report was sent.

12.5 Management of Cold Weather Issues

The FIS temperature limit for popular races is -25C, 5 degrees lower than in other FIS races, because in the experience of the FIS Medical Committee popular competitors are less likely to push their limits in cold conditions and are more likely than elite racers to dress conservatively for the races. However, the Jury has also to consider the health and safety of the elite competitors.

It is essential that both elite and popular competitors are kept clearly informed about the temperature and are given advice on the necessity to wear extra clothing, if appropriate.

See Section 14 for detail on the considerations to be taken into account by the TD and Jury in managing cold weather issues, particularly in regard to cancellation or postponement.

13. RESULTS AND MEDIA

All participants in the race shall appear on the same result list, whether elite competitors or recreational skiers.

There shall even be separate result lists for men, women.

Age groups should follow the international system (see appendix 2).

A short provisional result sheet, listing the first 50 or 100 finishers, must be posted conspicuously in the finish area as soon as possible after the finish to allow protests to be lodged.

Full provisional result lists should be produced and presented to the TD as soon as possible after the last competitor has completed the course. Result lists should be in finishing order and should contain at least the following information: position in race; bib number; family and forenames; club or country (using the internationally recognized 3-letter code – see Section 4 – Start Lists); year of birth or class (if any); FIS-code if available and finishing time.

Separate result lists must be published for men and ladies. Other classes (e.g. age groups) need not be shown separately, but can be differentiated within the two overall lists.

A copy of these results should be made available to local, national or international Press and Media agencies and representatives. It is essential that the Press receive this information immediately to enable publication on the following day. Using Internet makes it possible for results to be displayed to a wider audience on the website in real time.

Immediately after the race the LOC (timing company) must send to the FIS Server a complete results in XML format (Elite skiers and athletes with valid FIS Code) in order to calculate/update the FIS point list. (Only for long distance races entitled to assign points).

14. PRIZES AND PRIZEGIVING

14.1 The Prize List

A good prize list can be a strong motivating factor in attracting elite and other athletes to an event; however, in seeking to create an attractive list of prizes, it must be remembered that the cash value of any prizes awarded must not exceed the current limits specified in ICR.

Prizes for the leading skiers may be either cash prizes or valuable and attractive gifts, or a combination of the two. As a principle, the prize money for the first second and third man and for the first second and third lady should be the same. Where there is a numerically larger field of skiers in the men's race than in the ladies' race. It is acceptable (but not recommended) to have a longer list of prize winners in the men's race. As an example (with illustrative figures only) the respective prize lists might be:

	Men	Ladies
1 st	3,000	3,000
2 nd	2,000	2,000
3 rd	1,000	1,000
4 th	750	500
5 th	500	200
6 th	300	100
7 th	200	---
8 th	100	---
9 th	50	---
10 th	25	---

14.2 The Prize Giving Ceremony

The Prize Giving Ceremony should take place where it can be seen by a large number of people, e.g. close to the Finish Area. The timing of the Ceremony must be clearly stated in the pre-race information to competitors and to Press and Media. The timing must allow the leading competitors the opportunity to recover from their exertions

Where the official Prize Giving Ceremony has to be scheduled to take place at some time after the race has finished, or in a different place, it is permissible to hold an unofficial flower ceremony with a presentation of top three competitors immediately after the race. If possible, the stage for the flower ceremony should be located in front of both spectators and photographers and not too far away from the TV interview positions.

It is essential that sponsors, particularly those associated with the prizes, are publicly acknowledged at the Prizegiving. Wherever possible, representatives of the sponsor companies should be invited to attend the ceremony and to hand out the prizes and/or be presented to the spectators.

14.3 Commemorative Medals

In addition to the main prizes, two types of commemorative medal or memento may be considered. The first system, which is commonplace in Scandinavia, is to award medals based on performance. Medals may, for example, be awarded to any competitor finishing within 25% of the average time of the best three finishers in each class or age group. The second system, which is used more

widely, is to award medals as a reward for participation. These medals are normally handed to every competitor as he or she crosses the finishing line.

Both systems may, of course, be used in conjunction if finances permit.

15. CANCELLATION OR POSTPONEMENT

15.1 Factors to be considered

The factors to be considered when taking a decision to cancel a race and the procedures to be followed are set out in ICR 388. Whereas the lower temperature for FIS races is -20C, for popular races the limit is -25C, measured at the coldest point of the course. The figure of -25C has been accepted because competitors in popular competitions may feel less compelled to push their limits and are more likely than elite racers to dress conservatively for the race.

In calculating temperatures likely to be encountered during the race, the Jury must take account of the wind chill factor and its effect on the ambient temperature. Instruments to measure wind speed should be available in exposed parts of the course.

A chart showing the effect of wind chill on ambient temperatures is reproduced below:

WIND CHILL TEMPERATURE EQUIVALENTS

wind speed in Km/h									
Temp °C	10	15	20	25	30	35	40	45	50
0	-3	-5	-8	-10	-11	-13	-14	-14	-15
-1	-4	-6	-9	-11	-12	-14	-15	-16	-17
-2	-5	-7	-9	-13	-14	-15	-17	-18	-18
-3	-6	-8	-11	-14	-15	-16	-18	-19	-19
-4	-7	-10	-12	-15	-16	-18	-19	-20	-21
-5	-8	-11	-13	-16	-18	-19	-21	-22	-22
-6	-9	-12	-14	-18	-19	-20	-22	-23	-24
-7	-10	-13	-15	-19	-20	-22	-24	-24	-25
-8	-11	-14	-17	-20	-22	-23	-25	-26	-27
-9	-12	-15	-18	-22	-23	-25	-27	-27	-28
-10	-13	-16	-19	-23	-24	-26	-28	-29	-30
-11	-14	-18	-20	-24	-26	-27	-29	-30	-31
-12	-15	-19	-22	-26	-27	-29	-31	-32	-33
-13	-17	-20	-23	-27	-28	-30	-32	-33	-34
-14	-18	-21	-24	-28	-30	-31	-34	-35	-36
-15	-19	-22	-25	-29	-31	-33	-35	-36	-37
-16	-20	-23	-27	-31	-32	-34	-36	-37	-38
-17	-21	-25	-28	-32	-34	-36	-38	-39	-40
-18	-22	-25	-29	-33	-35	-37	-39	-40	-41
-19	-23	-26	-30	-35	-36	-38	-41	-42	-43
-20	-24	-27	-32	-36	-38	-40	-42	-43	-44

light grey: ICR 387.2.1

dark grey: ICR 387.3.1

Note to the table above:

This is only a guide - decision to start or not will be made by the Jury in consultation with the Medical Officer.

Cancellation of a race should be regarded as a last resort since, particularly for races on the International Calendar, many competitors will have committed themselves – often at considerable expense – to travelling to the event on the published date. In many cases this may involve international air travel, which cannot easily be amended.

15.2 Alternate Course

Where snow conditions or other factors make it impossible to hold the race over the intended course, the race should, if possible, be switched to an alternate

course. The Organizing Committee must make early contingency plans for this eventuality and early measures must be taken to prepare the reserve course if there is a likelihood that it will be needed.

15.3 Announcement of Cancellation

If a decision is taken to cancel a race, the announcement should be made in sufficient time to reach competitors before they set out for the race venue. This can best be achieved by posting notice of the cancellation on the Internet as soon as the decision has been taken. The announcement should, where possible and if applicable, state a revised date on which the race will take place. If a decision to cancel the race is taken at the last moment, i.e. the day before the race, the decision must be transmitted to all hotels and accommodation where competitors may be staying. The notice should include a helpline telephone number on which competitors can obtain further information.

15.4 Refund policy if the competition is cancelled

If a decision is taken to cancel a race due to the lack of snow and force majeure (extraordinary event or circumstance beyond the control of the organizer, such as a war, strike, riot, flooding, earthquake, hurricane, storm etc.) the Organizing Committee should reserve the right to keep 50% of the entry fee to cover the already existing costs and the expenses caused by returning the fees, for example: if the race will be cancelled due to reasons mentioned above the entry fee will not be refunded and 50% of the entry fee will be transferred to the next year's participation fee.

15.5 Postponement of the Start

A decision to postpone the start of the race, taken on the day of the race, is rarely a feasible option. The practical and logistical difficulties of informing the competitors and officials; the safety of competitors waiting in the start area in adverse weather conditions; the possibility of participants remaining out on the course until a late hour as a result of a delayed start; the amendment of transport schedules and of TV or radio broadcasts; all make on-the-day postponement an undesirable and impracticable option.

16. DOPING CONTROLS

16.1 Clean Winners

All competitors must be confident that they have competed in a race which has been fairly contested and in which no banned substances have been used. Spectators must equally be able to enjoy the competition knowing that the winners have achieved success without the use of illegal substances.

16.2 Responsible Person

The Organizing Committee must appoint one person, normally the Chief Medical Officer or a colleague working under his direction, who will be responsible for all contacts with the World Anti-Doping Agency (WADA) and the National Doping Agency (NDA), as well as with the National Ski Federation, on all matters relating to doping. He/she will be responsible for organizing all facilities and services for the doping control officers and will also be responsible for drawing up a check list of facilities and necessary actions before, during and after the race.

16.3 World Anti-Doping Agency (WADA)

At popular races included in the World Cup, doping controls (blood screening and hemoglobin start prohibition controls) will be carried out by WADA in accordance with FIS Rules. The Organising Committee is responsible for the on-site expenses of two doping control officers, such as meals and accommodation, and all related anti-doping costs.

WADA will determine where unannounced in-competition doping controls are carried out and there will be no prior notification. All doping officers must be provided with the necessary accreditation to enable them to access all relevant sites at all times.

16.4 National Doping Agencies (NDA)

Other in-competition doping controls will be organised by the NDA of the host country and practical arrangements for the tests remain the responsibility of the NDA, the Organising Committee or the National Ski Federation, depending on their national arrangements. Where the tests are the responsibility of the NDA, they must be carried out by two registered Doping Control Officers and according to FIS/WADA regulations.

16.5 Facilities and Equipment at the Doping Control Station

The Organising Committee must provide a doping control station near to the finish area and clearly marked. The Doping Control Station shall consist of a waiting area, a working room and separate toilets for men and ladies. It is recommended that the station is also equipped with running water, shower and a TV set. Canned or sealed bottled refreshments (mineral water, soft drinks, fruit juice etc) must be available in the waiting area. These drinks must contain no caffeine or alcohol.

16.6 Chaperon(e)s

A chaperon(e) (companion) of the same gender must remain together with the person being tested from when this person is notified that he/she will be tested until the tests have been completed.

17. POST RACE ACTIONS AND FORWARD PLANNING

17.1 Post-Race Meetings

Wherever possible, the principal members of the Organizing Committee should meet the TD immediately after the race to discuss with him lessons learnt from the race. As soon as possible after the race, and while events are still fresh in the mind, the Organizing Committee should meet to discuss the success or otherwise of the event and to decide what organizational changes need to be made for the following year. Particular attention should be paid to budgetary issues. The meeting must be prepared to be self-critical in its analysis of the race, thus enabling the organization, by working on areas which are less than perfect, to improve from year to year. Any points made by the Technical Delegate in his report should be discussed seriously and acted upon if necessary.

17.2 Setting the Date

The date for the following year's event should be set as soon as possible, to assist in forward planning, and to avoid the possibility of a clash of dates with similar races in the same geographical area. It is helpful in formulating national and international calendars and in enabling competitors to plan their programs, if major long distance races are held every year on the same weekend (e.g. Vasaloppet on the first Sunday in March each year).

17.3 Letters of Thanks

Letters of Thanks should be sent as soon as possible after the event to major and minor sponsors and to volunteers and other helpers.

17.4 Key Officials and Forward Check List

Key officials for next year's event should be appointed and the key dates leading towards the next year's race should be noted on the calendar. If not already in existence, a check list of forward actions should be drawn up and work set in hand as soon as possible to start preparations for next year's event. The check list should include some or all of the following items:

- Fix time and date of next event
- Appoint key officials and members to Organizing Committee
- Book stadium and other necessary facilities and premises
- Arrange services of police and traffic authorities
- Arrange medical, ambulance and first aid cover
- Notify date of event to International and National Ski Federations
- Book all necessary transport
- Arrange insurance cover
- Publicize event to Internet and social media, press and media, to other race organizers and to prospective participants
- Draw up budget
- Secure sponsors
- Engage necessary full- or part-time staff
- Ensure availability of adequate volunteer support
- Order race bibs
- Design and order commemorative medals
- Reserve accommodation for officials and athletes
- Decide on number and level of prizes
- Fix level of entry fees
- Draw up contract for timekeeping and results publication
- Place order for portable toilets and temporary marquees, cabins etc for start and finish areas
- Place order for baggage sacks
- Ensure availability of maintenance and track-setting machinery
- Make arrangements for pre-season work on course
- Decide on alternate course, if necessary
- Measure course(s)
- Prepare course descriptions and profiles
- Contract with service companies for waxing services and equipment exchange
- Draw up medical/evacuation plan
- Draw up communications plan

- Arrange for training of first aid teams
- Appoint multi-lingual commentator(s)/announcer(s)
- Prepare information for competitors
- Prepare entry forms
- Prepare media briefing documents
- Make arrangements for the Opening Ceremony
- Arrange Prizegiving Ceremony
- Invite dignitaries to Opening Ceremony and to Prizegiving, if appropriate
- Arrange hospitality for VIPs
- Make provision for supplies at feeding stations
- Organize facilities and services for doping controls
- Prepare multi-lingual signposting for start, finish and around course
- Prepare km markers
- Set up start and finish areas
- Set up feeding stations
- Arrange preparation/dissemination of results
- Thank sponsors and helpers
- Arrange review meeting – and start again!

17.5 Race Results

A full copy of the race results must be published on the race website with the minimum of delay.

It is recommended to publish even age groups results, gender and all available intermediate times.

MODEL FOR REGULATIONS FOR POPULAR XC SKI MARATHON

*all text in Italic print must be replaced/adapted by the organiser
organisers may choose to replace model text entirely, but the information must
be provided (event name) (event date)*

RACE REGULATIONS Organising body

The *(event name)* is organised by *(name, address, telephone and e-mail of the organising body)* under the regulations of the *(FIS, local ski federation, etc)* and is part of the following series *(FIS Marathon Cup, Worldloppet, Euroloppet, etc.)* It is to be held on *(event date)*.

1. Distance and technique

The event will be held in *(CL/ FT)* technique on a *(distance)* course.

The race course is marked with kilometre markers every *x km / x m*.

Sprints are marked *x m* before the timing line.

In case of several distances, add the schedule of the events identifying Worldloppet gold master events race and silver master events.

2. Age limits

The *(event name and distance)* is open to all skiers, men or women who are *xx* years old or older the day of the race.

3. Registration

a) Registration can be made via online registration system on www.xxx.xx from *dd.mm.yyyy* at 00:00 up to *dd.mm.yyyy* at 00:00 or until limit of *xxxx* entries has been reached.

b) Registration can be made at the Race Centre *(address)* from *(opening hours)*.

c) Registration can be made via bank transfer from *dd.mm.yyyy* until *dd.mm.yyyy* at 00:00 to the following bank account *(bank payment details)*.

d) Registration can be made via postal mail by sending your registration form and payment to the Race Center *(address)* until *dd.mm.yyyy*.

To take part in the race it is necessary to be physically and technically prepared. When entering the race every participant assumes the responsibility of assuring they are properly trained to participate.

All racers must provide a medical certificate furnishing proof of medical attitude for participation in Nordic ski races on a competitive level.

4. Entry fees and registration deadlines.

	<i>Distance 1</i>	<i>Distance 2</i>	<i>Distance 3</i>
<i>1 deadline date</i>	10 €	15€	20 €
<i>2 deadline date</i>	20 €	25 €	30 €
<i>3 deadline date</i>	30 €	35 €	40 €

Registration is valid only after payment of the entry fee and after all necessary documents are received by the organizing committee.

The entry gives the right to complete the race and to use all the services provided by the Organising Committee: (*list of services: start bib, x feeding stations, technical assistance on the course, pole exchange, medical assistance, transport of clothes from start to finish (max weight x kg and value), ski stickers, timing, finisher medal, diploma, participants' pin, meal after the race, parking and transportation*).

All other expenses will be charged to the competitor.

5. Liability/insurance

All participants are entirely responsible for his/her state of health during the race and must have personal medical and liability insurance.

The organiser cannot be held responsible on any account in the event of an accident or failure due to bad health or to insufficient preparation.

The Organising Committee disclaims all liability in case of loss, theft or deterioration of equipment during transport, before, during and after the event.

The organisers of the competition have carry liability insurance for all its members (jury included) for the duration of the event.

The organisers decline liability towards spectators and third parties.

6. Start number distribution time & location

The start numbers will be handed out at the Race Centre (*address*), from:

Friday, January xx: 00:00 – 00:00

Saturday, January xx: 00:00 – 00:00

At the start area (*address*):

Sunday, January xx: 00:00 – 00:00

7. Competitor cancellation and entry re-registration

In the case of illness or injury, it is possible (or not possible) to transfer xx% of entry fee to the next year's participation, if doctor's notice has been sent to OC before *dd.mm.yyyy* (attested by date on postmark).

In the case of not showing up, the entry fee will not be refunded.

Competitors who are unable to take part in the race may transfer their entry fee (not bib number) to a person of their choice. It is also possible to change the race distance provided that replacement numbers are available. The re-registration takes place by written application to xxx@xxx.xx sent before *dd.mm.yyyy* at 00:00.

Re-registration costs as follows:

Name change – x €

Distance change from long to short – x €

Distance change from short to long – x €

Change of technique for the same distance - x €

Participants starting under a false name shall be disqualified. In case of lost/left behind start bib xx € replacement fee must be paid.

8. Race cancellation

Procedures of cancellation date of the latest notice about cancellation, amounts and procedures of refund.

For example:

- a) For circumstances beyond one's control (force majeure) the OC can decide to make course changes or cancel the race. If the race must be cancelled due to unforeseen circumstances the OC reserves the right to keep 50% of the entry fee to cover the already existing costs and the expenses caused by returning the fees.
9. If the race is forced to cancel due to lack of snow or *force majeure* the entry fee will not be refunded, 50% of the entry fee will be transferred to the next year's participation fee. *Force majeure* is an extraordinary event or circumstance beyond the control of the organisers, such as a war, strike, riot, fire, flooding, earthquake, hurricane, storm etc.).

Starting blocks and seeding procedures

Xx km	Bib numbers	Start time	Result in 2014	Result in 2013	Result in 2012
Wave 1/ Elite	1-200	8:00	Up to 0:00	Up to 0:00	Up to 0:00
Wave 2	201-500	8:05	0:00-0:00	0:00-0:00	0:00-0:00
Wave 3	501-1000	8:10	0:00-0:00	0:00-0:00	0:00-0:00
Wave 4	1001-1500	8:20	0:00-0:00	0:00-0:00	0:00-0:00
Wave 5	1501-2000	8:30	No result in last 3 years	No result in last 3 years	No result in last 3 years
Wave 6	2001-2500	8:40	New skiers	New skiers	New skiers

The FIS Marathon Cup is open to all skiers who have an active FIS code and who qualify for the elite line.

The previous results will be taken into consideration in assigning start numbers if indicated upon registration before *dd.mm.yyyy* according to the chart above. The result on the same distance has priority. Organiser does not guarantee a start number in the same group as the previous result would have provided. If the group is full, the skier will move to the next lower available starting group.

Results of other races of the three previous seasons are taken into account if indicated upon registration before *dd.mm.yyyy*.

The re-seeding requests with one's results should be sent to xxx@xxx.xx by no later than *dd.mm.yyyy*. Later complaints shall not be taken into consideration.

Re-seeding/changing of start group costs x € which must be paid at the start bib hand-out or in advance via a bank transfer (*bank payment details*).

Skiers who have not participated during last three seasons will get start numbers in the last start groups in the order of registration.

All skiers must enter the start gate according to his/her start number. Participants who start from an earlier start corridor than their number are subject to disqualification.

The start list by start numbers will be published on the website (*indicate link*) *xx* days before the race at the latest.

10. Start procedure

- a) The start order is mass start; the time starts from the moment of the gunshot for all the waves together. The start gates will be open *x min* before the start.
- b) The start will be given in waves according to the timetable above. The start gates will be open *x min* before the start of according wave.

11. Feeding stations and cut-off times

	Distance	Cut-off time	Services
Start	<i>0 km</i>	<i>15 min after last start</i>	<i>Drinks, waxing, pole exchange</i>
Station 1	<i>10 km</i>	<i>00:00</i>	<i>“</i>
Station 2	<i>20 km</i>	<i>00:00</i>	<i>“</i>
Finish	<i>30 km</i>	<i>00:00</i>	<i>“</i>

All skiers must pass all check points to be ranked. Any skier who does not pass these stations within the indicated cut-off times will be pulled out of the race; the timing chip will be removed, and transported by OC to the finish site.

In the case of withdrawal or abandon from the event, regardless of the motives, participants must inform the closest first aid post, or member of the organising committee at the nearest feeding station and hand over the timing chip.

Transportation will be provided by the organizing committee to the finish area. Skis may be changed during the race only if the skis or bindings are broken or damaged. The Competition Jury must be notified of the problem with damaged equipment immediately after finishing the event.

12. Medical service during the race and emergency number

Ambulances and medical staff are available at (*all service stations and finish area*). If you see someone in trouble call *xxx*.

Write the name of your emergency contact person on the reverse side of your bib.

13. Shuttle service/transportation/parking

The transportation to the start from *xxx*, *xxx* and *xxxx* and back from the finish area is *included in the entry fee/is not included in the entry fee*. Bus tickets cost *x €* and must be purchased *via website www.xxx.xx/from the Race Centre/from the bus driver*.

Time tables of the shuttle service/transportation information will be available *HERE (link)* at least *one month/one week before the race*.

Parking at the start and finish areas is *free/is to be paid for*. Parking costs *x €*, permits are available *via website www.xxx.xx/from the Race Centre/from the parking personnel*.

Please take your time while driving and allow for enough time to accommodate slow traffic.

14. Accommodation

For all accommodation requests and travel arrangements please turn to our partner agency X X by e-mailing xxx@xxx.xx

15. Luggage service

The OC provides a clothing bag identified with the start number for each

participant for the transport of personal belongings with a maximum weight of x kg from start to the finish area, should the bag be damaged or lost, the LOC guarantee up to an amount equal as the entry fee.

Bags must be deposited by the participant in the provided trucks parked near the start area to be transported to the finish.

16. Finish services

Technical assistance return area, finish feeding area, clothing area, shower location, ski storage, diplomas, medals, participation awards, results board location, Worldloppet stamping location, etc)

17. Timing procedures

Start numbers must be visible from the front and back during the entire race and the timing chip must be attached properly to assure racer's results. After exiting the finish corridor, the timing chip must be returned to the organiser. In the event of a lost chip, please notify the organisers immediately. If a racer abandons or does not participate in the event, the timing chip must be returned to organisation.

Participants are responsible for the chip from the moment the start bib is handed out until it is returned at the finish. Lost or non-returned chips will result in a penalty of $xx\text{€}$.

Requests regarding missing results/timing errors can be brought up until $dd.mm.yyyy$ by $00:00$ by e-mail xxx@xxx.xx.

18. Awards ceremony

The awards ceremony will take place at (*time and location*). X first men and x first ladies of the x km will be awarded with monetary prizes as follows: 1st place: $xxx\text{€}$, 2nd place: $xxx\text{€}$, 3rd place $xxx\text{€}$.

The sprint winners will be awarded as follows: 1st sprint: $xxx\text{€}$, 2nd sprint: $xxx\text{€}$, 3rd sprint: $xxx\text{€}$.

Any competitor called on to the podium during the awards ceremony must wear his/her race bib. An athlete who is not present during the awards ceremony loses their right to the award.

Top XX of every age group will be awarded. The age groups are:

Ladies: L 17 (birth years 2000-1998), L 20 (1997-1995), ...

Men: M 17 (birth years 2000-1998), M 20 (1997-1995), ...

Monetary prizes will be paid out in cash (*working hours and location of financial office*)/transferred to the competitors' bank accounts after the official result lists have been validated and the results of the doping tests have been confirmed.

The income tax $x\%$ is withheld from all of the cash awards in accordance with the national legislation.

19. Doping control

Doping tests will be carried out in accordance with the regulations of (*the responsible anti-doping agency*) and all participants must cooperate. Refusal of the test will be considered equal to a positive doping result.

20. Data protection

Personal details given upon registration will only be used for the race database and will not be given out to third parties.

21. Image rights

By entering the competition, participants allow the organizing committee, its partners and media in general, to use images in which he/she appears, taken on the occasion of his/her participation in the competition, on any media including promotional and/or advertising documents, all over the world and for the longest statutory duration.

22. Littering/waste areas

Participants are asked to respect the environment. There will be marked waste areas on the race course before and after every feeding station and at other specially signed sections. Please dispose of your waste (drink bottles, gel tubes etc.) next to the course. Do not throw waste into the forest or in road ditches as it will be hard for the cleaning crew to find it after the event.

It is prohibited to litter outside of the waste areas, violators will be sanctioned or disqualified.

23. Respect of volunteers and race officials

All skiers must respect the volunteers and OC members. Inappropriate behaviour towards the volunteers and organiser may result in a penalty or disqualification.

24. Use of audio equipment during the race

For safety reasons it is forbidden to use audio equipment (earphones) during the race.

25. Racer conduct

Ski marathons involve competitors with a wide range of experience and ability, good sportsmanship and courtesy toward other competitors is essential.

26. Accepting the regulations

By completing the registration each participant acknowledges having read the race regulations and accepts them unconditionally. Offenses may lead to disqualification for current or future events and the forfeit of any or all awards.

27. Protests

All protests concerning race results and breaking the regulations etc. must be brought up to the Jury as follows:

- Concerning *elite* finishers during 1 hour after first participant have finished;
- Concerning all the others, during 48 hours after first participant have finished;
- During the protest time based on video or photo evidences the Jury has the right to disqualify the participants for the violation of technique (skating at classical events), skis exchange or start with the bib of another person.

The amount of xx € must be deposited with the submittal of the protest. This deposit will be returned if the protest is upheld.

Jury consists of FIS Technical Delegate (chairman), Assistant Technical Delegate and chief of competition.

Attachment 2

Age groups. (from ICR 341.1.6)

At Popular Cross-Country Competitions a competitor must have reached his birthday before the end of the calendar year (1st January – 31st December) to be registered in the certain age group. For example:

Year of birth 1977 = Age 2017 – 1977 = 40 years = 40 – 44

Group	Age	2015/2016	2016/2017
U20	19 – 20	1997 – 1996	1998 – 1997
U23	21 – 23	1995 – 1993	1996 – 1994
ML29	24 – 29	1992 – 1987	1993 – 1988
ML34	30 – 34	1986 – 1982	1987 – 1983
ML39	35 – 39	1981 – 1977	1982 – 1978
ML44	40 – 44	1976 – 1972	1977 – 1973
ML49	45 – 49	1971 – 1967	1972 – 1968
ML54	50 – 54	1966 – 1962	1967 – 1963
ML59	55 – 59	1961 – 1957	1962 – 1958
ML64	60 – 64	1956 – 1952	1957 – 1953
ML69	65 – 69	1951 – 1947	1952 – 1948
ML74	70 – 74	1946 – 1942	1947 – 1943
ML75+	75 +	1941 -	1942 -