



# **FIS ROLLER SKI WORLD CUP ORGANISER CHECKLIST**

EDITION June 2018

## **SPORT**

### **1. Selection and preparation of FIS WC ROL site and local OC before Competitions**

- 1.1. Selection of appropriate FIS WC ROL organiser candidate by NSA
- 1.2. Guidance and education of local OC by NSA
- 1.3. Effective communication between local OC and NSA in Competition preparation process.

### **2. Preparations for Competitions**

- 2.1. Invitation (see enclosure)
- 2.2. Unofficial and official training/ starting time
- 2.3. Selection and preparations of competition courses
- 2.4. Accept the entries sent by the NSA only
- 2.5. Entries - checking of FIS codes and quotas according to the FIS World Cup rules
- 2.6. 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
- 2.7. Refreshments
- 2.8. Handing out of starting list and bib numbers
- 2.9. Anti-doping control and blood control mandatory for ROL WSC
- 2.10. Emergency plans, all cases have to be taken in consideration in a written form
- 2.11. All contacts (name, phone numbers) and maps for the teams
- 2.12. Accreditation system
- 2.13. Structure of the OC (mobile and email contacts to FIS Nordic Office and Chairman of Sub-Committee for Roller Skiing at least 30 days before the competition)
- 2.14. Preparation report to the Chairman of Sub-Committee for Roller Skiing by the respective OC until 30 days before the competition.

### **3. Competition courses (Technical Delegate)**

- 3.1. Checking of the tracks if they are according to FIS ICR
- 3.2. Estimate the knowledge and experience of the chief of the course
- 3.3. Estimate the necessary equipment
- 3.4. Check the latest weather report

- 3.5. 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
- 3.6. Check the course preparation
- 3.7. When conditions change, take immediate decisions if necessary
- 3.8. On the competition day finish the course inspection one hour before the competition start
- 3.9. Give the final course preparation, marking and fencing instructions
- 3.10. Marking, signalising
- 3.11. Barricading and fencing
- 3.12. Controllers (technique) - localization and recording
- 3.13. Separate Roller Skiing testing area and warm-up course near start area/course (early and good preparation is important) – clear rules and handouts for teams
- 3.14. Places for coaches and/or definition of the no coaches zones
- 3.15. Places for intermediate time (if there will be)
- 3.16. First aid posts
- 3.17. Medical evacuation from tracks - method, routes
- 3.18. Access control (FIS accreditations, armbands of OC)
- 3.19. Timing and control video camera positions
- 3.20. Places for banners for the FIS World Cup Title and Presenting Sponsor (open)
- 3.21. How to get “clean” TV coverage?

#### **4. Start-Finish Area**

- 4.1. General layout
- 4.2. Traffic flow - athletes, officials, media, VIPs, public – clear fencing and marking
- 4.3. Team tents and facilities
- 4.4. Jury room: set up of all connections (LAN and/or Wi-Fi), video, internet stations
- 4.5. Time keeping location/cabins
- 4.6. Competition office, clear marking
- 4.7. Electricity and water supplies (responsible person has to be on side all the time)
- 4.8. Toilets (ladies/gentlemen): rest rooms for teams with fresh water for hand washing
- 4.9. Parking for teams, officials, media, VIPs, public

- 4.10. Marking, signing (one layout, TD approval is mandatory)
- 4.11. Official information board: clear position and markings
- 4.12. Media/broadcast booths: mobile and internet connection, phones (name of the responsible person)
- 4.13. Public announcing: quality of announcer has to be approved
- 4.14. Side events announced in written form
- 4.15. Information/ scoreboard
- 4.16. Video screen (if it's possible)
- 4.17. Communication (which channels will be used?)
- 4.18. Areas for competitors, media, VIPs, spectators (clear marking)
- 4.19. Start, finish, relay start, exchange zone, equipment control, and warm-up tracks (responsible persons)
- 4.20. Athlete clothing storage/tent or cabin for Ladies close to the finish line
- 4.21. Refreshment area
- 4.22. Access control (FIS accreditations, armbands of OC, FIS TD, TD Assistant, National TD)
- 4.23. Places for banners for the FIS and FIS Roller Ski World Cup Title and Presenting sponsor (open)

## **5. Competition Control (Technical Delegate)**

- 5.1. Start method
- 5.2. Equipment control (see Guidelines for Roller Ski Equipment Specification and Control)
- 5.3. Equipment draw (if officially supplied roller skis are used)
- 5.4. Timing methods and systems: manual backup system
- 5.5. Starting times
- 5.6. Monitoring, recording and results information
- 5.7. Calculation/ checking
- 5.8. Information from guards on track to the Race Office/TD
- 5.9. Procedures after last racer
- 5.10. Result lists formats and distribution: Immediate production of Results in appropriate FIS XML format and sending to FIS [results@fisski.com](mailto:results@fisski.com)
- 5.11. Protest procedures
- 5.12. Control of the course
- 5.13. Safety
- 5.14. Injuries, first aid and evacuation
- 5.15. TD location

- 5.16. Jury meeting times and locations
- 5.17. Unofficial awards ceremony
- 5.18. Doping control
- 5.19. TDs remarks and critique
- 5.20. Preparation of Roller Ski World Cup Standings

## **ORGANISATION**

### **6. Accommodation**

- 6.1. Organising Committee is responsible for the team's accommodation
- 6.2. Enough rooms ordered and available
- 6.3. Quality of accommodations available
- 6.4. The prices for the accommodation may not be higher than the official local prices offered at the time of the World Cup event
- 6.5. Male/female consider special needs (1 single room per team and gender)
- 6.6. Roller skis storage and preparation areas
- 6.7. Accommodation for FIS officials:  
TD/ Ass. & TD/ Chairman of Sub-Committee for Roller Skiing.

### **7. Reception of the Teams**

- 7.1. Transport from and to the airport: OC has to provide to the teams a free of charge shuttle service between the hotels and the stadium. A suitable transport schedule will be fixed in cooperation between the teams and the OC.
- 7.3. Competition office opens to meet arrival teams
- 7.4. Registration method: each member or just team leaders
- 7.5. Eligibility - how will the right to compete be checked? FIS and WC- rules information documents must be available at the competition office
- 7.6. Attachés, interpreters

### **8. Transportation**

#### **Transport Airport - Venue**

Transport Airport - Venue

Teams arriving or leaving by plane have to be transported to and from the venue free of charge under the following conditions:

- 8.1. Only one free of charge transfer per team from the official airport to the venue and one from the venue to the airport.

- 8.2. The arriving and departing times have to be communicated to the organiser latest 10 days before the first competition.
- 8.3. The official airport(s) has to be chosen in cooperation with the organising committee. The official airport has to offer sufficient flight possibilities for all the teams and has to be named early in advance in the official invitation (see WC/WSC Rules art. 8.4.1).
- 8.5 Teams booking accommodation on their own are responsible to arrange their own transportation. The OC does not have to provide any shuttle service for these teams (applies also for hotel-venue transportation  
Assume that each participant brings along an average of 60kg of goods
- 8.6. Clear offers for further transportation and prices need to be available

### **Transport Hotel - Venue**

- 8.7. The OC has to provide to the teams a free of charge shuttle service between the hotels and the stadium. A suitable transport schedule will be fixed in cooperation between the teams and the OC. Teams booking accommodation on their own are responsible to arrange their own transportation. The OC does not have to provide a shuttle service for these teams (see WC/WSC Rules art. 8.4.2).
- 8.8. Places for pick-up and drop-off - make a bus schedule is mandatory
- 8.9. Parking places for teams with own vehicles (incl. service companies)
- 8.10. Clear information for all the teams (special accreditations needed, sticker?)
- 8.11. Transport for officials, parking for private vehicles (special accreditations needed, stickers)

## **9. Awards and Social Program**

- 9.1. Official and unofficial award ceremonies - when, where, who is presenting, photo and TV possibilities
- 9.2. Don't forget FIS logo on the official backdrop of the podium
- 9.3. Clear definition of the podium, positions of photographers, control guards, responsible person
- 9.4. Responsible persons for taking care about the 1-3 (or 1-6) best athletes in the individual competitions and 1-3 best teams in the relay and team sprint
- 9.5. Winner press conference: place/direction/time; who is leading the press conference
- 9.6. Opening and closing ceremonies: FIS flags/banners, FIS fanfare
- 9.7. Official speech of FIS representative (Chairman of FIS Sub - Committee for Roller Skiing if present, or FIS TD).

- 9.8. Receptions, cultural events
- 9.9. Hosting of VIPs (quality)
- 9.10. Athletes presentation (room, timetable)

## **MARKETING**

### **10. Rights of the FIS World Cup Title and Presenting Sponsor – Marketing**

- 10.1. Is the logo of the „title sponsor“ on all publications, start and result lists, etc.?
- 10.2. Are the start and finish installations prepared? Identification by FIS?
- 10.3. Are places reserved for the three banners in prime position for FIS?
- 10.4. Is the podium available to host the photo-ceremony? Is the background of the podium prepared with FIS and sponsor logos?
- 10.5. Are the yellow leader bibs (seniors) and red leader bibs (juniors) provided by FIS available?

### **11. TV - Media**

- 11.1. Place for/and equipment in the press-centre
- 11.2. Press organisation/ chief of press
- 11.3. Time and place for press conferences
- 11.4. TV host broadcaster, present TV networks, TV-production and transmission
- 11.5. Promotion, main sponsors, data and timing service
- 11.6. TV monitor in the press area if there is no video wall
- 11.7. Activities marketing
- 11.8. Connections for photographers and journalists
- 11.9. Photos and short press release from each competition Flower Ceremony (or Prize Giving Ceremony) must be sent on same competition day to the FIS CC Media Coordinator: Michal Lamplot [lamplot@fisski.com](mailto:lamplot@fisski.com)
- 11.10. Report from the Media coverage to Chairman of Sub-Committee for Roller Skiing (10 days after the event)
- 11.11. Plans/maps of the mixed zones

## BOOKS AND RULES

### 12. Necessary Booklets, Documents, etc.

OC must use the latest edition of all FIS Rules and documents available on FIS website: <http://www.fis-ski.com/inside-fis/document-library/cross-country/index.html#deeplink=rollerSkiing>

- 12.1. ICR Cross-Country
- 12.2. FIS Roller Ski World Cup and World Championships Rules
- 12.3. FIS Roller Ski World Cup Organisers Checklist
- 12.4. Guidelines for Roller Ski equipment specification and control
- 12.5. FIS Anti-Doping Rules
- 12.6. FIS Agreement (FIS - National Ski Association - Organizing Committee)
- 12.7. FIS Advertising Rules
- 12.8. FIS Marketing Guide Cross-Country
- 12.9. Specifications for Competition Equipment and Commercial Markings
- 12.10. Illustrations of Commercial Markings and Competition Equipment
- 12.11. FIS World Cup Calendar
- 12.12. FIS Medical Guide
- 12.13. National Guidelines

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

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## Enclosure to Checklist

### **Invitation**

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The updated addresses of the National Ski Associations are on the FIS Website:

<http://www.fis-ski.com/inside-fis/about/national-ski-associations/>

#### **The following points have to be on the invitation:**

1. Addresses for entries and for information
2. Entry deadline
3. FIS official entry forms
4. Information concerning:
  - 4.1 Accommodation with prices
  - 4.2 Transportation
  - 4.3 Competition program
  - 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: Josephine Aschhoff [aschhoff@fis-ski.com](mailto:aschhoff@fis-ski.com)
  - Chairman of Sub-Committee for Roller Skiing  
Martins Niklass [martins.niklass@gmail.com](mailto:martins.niklass@gmail.com)