

Rules for IBU Licenses

1. Types of license

1.1 According to Art 1.3.3 of the IBU Constitution there are two types of license: an A-license is required to hold IBU World Championships for Seniors and for World Cups; a B-license for all other IBU events.

1.2 In order to hold Summer Biathlon WCH and other summer biathlon events, a Summer B-license is required.

2. Applications for an IBU License

2.1 Applications for the issue of an IBU License must be submitted to the IBU Headquarters by a person who is legally entitled to represent a biathlon stadium vis-à-vis third parties. A declaration of support signed by the President or Secretary General of the IBU Member Federation concerned must be attached to the application. The type of license being applied for must be stated in the application. In addition, the biathlon stadium and the area/town must be described in the application using an application form, and every question on the application form be answered. The application form may be obtained from the IBU Headquarters and may be downloaded from the IBU website.

2.2 Applications must be submitted one year at the latest before the planned participation in the bidding procedure for a respective event. In the case of World Championships, bids may be entered by those in possession of a B-license. In such cases, the application for an A-license must be initiated three years at the latest before the start of the event.

2.3 The successful application must be decided in writing following an inspection by the IBU inspection team. The decision must be reached within a year from submission of the application to the IBU Headquarters. The decision must be signed by the IBU Secretary General and is to be confirmed by the IBU President and the IBU Secretary General. The decision may contain conditions that have to be met by the bidder before they are given authorization to hold a respective event.

2.4 The license will be issued with a validity period of eight years. A license may be revoked at an earlier date if the conditions for its issue are no longer met. Applications for an extension of a license must be made a year at the very latest before the expiry date. In principle, the same procedure applies for an extension as for the issuing of the first license.

3. IBU inspection team

The IBU inspection team shall consist of the IBU Vice-President for Sport, a representative of the IBU Technical Committee, the IBU Race Director (Ass. RD) and a representative of the Host Broadcaster.

4. Inspection

The IBU Vice-President for Sport and the IBU Secretary General are responsible for setting the dates and the conditions of the inspection.

5. Expenses

All travel expenses and costs of accommodation and full board must be covered by the applicant. The IBU Rules for Reimbursement of Expenses shall apply.

6. License issuing

Licenses shall be issued on the basis of a checklist, which is attached below as an annex and will be sent to the applicants.

Annex: Checklist



**INTERNATIONAL BIATHLON UNION
LICENSE FOR BIATHLON COMPETITION VENUES
CHECKLIST FOR THE INSPECTION**

This checklist is intended for the team of inspectors issuing licenses and ought to help the Organizers in their preparations for the inspection. The IBU Event and Competition Rules, in particular Article 3 of the Event and Competition Rules, must be fully and entirely adhered to with regard to various specific criteria for technical facilities.

A- LICENSE – WCH and WC

| 1. Evaluation of the REGION / TOWN / DISTRICT | COMMENTS |
|--|-----------------|
| 1.1 Description of the area/town - Town - Region - District - Area of interest to tourists - Industrial area - Education center | |
| 1.2 Attitude of the area/town - Negative/positive - General interest | |
| 1.3 Size, population - Town - District - Region (radius of 30 km) | |
| 1.4 Shopping, leisure - Shops - Restaurants | |

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| <ul style="list-style-type: none"> - Leisure activities - Event program in area/town - Places for sightseeing - Places of historic interest - Particular activities during the year | |
| Evaluation total 1: | |

| 2. Geographical situation | COMMENTS |
|---|-----------------|
| <p>2.1 General</p> <ul style="list-style-type: none"> - Name of the host area/town - Location of the host area/town - Nearby surroundings (region, city etc.) - Absolute altitude of the area/town - Name of the stadium - Altitude of stadium - Latitude - Especial facts | |
| <p>2.2 Topography</p> <ul style="list-style-type: none"> - Type of landscape (flat, hilly, mountainous) - Altitude profile in/around the host area/town | |
| <p>2.3 Vegetation</p> <ul style="list-style-type: none"> - General, meadows and forests - Especial | |
| Evaluation total 2: | |

| 3. Climatic conditions | COMMENTS |
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| <p>3.1 Temperatures</p> <ul style="list-style-type: none"> - General - Average max., min. in: <ul style="list-style-type: none"> o November o December | |

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| <ul style="list-style-type: none"> ○ January ○ February ○ March <p>- During the scheduled event dates</p> | |
| <p>3.2 Snow conditions</p> <ul style="list-style-type: none"> - General - Snow conditions in the winter months Nov. – March - Average during the scheduled event dates | |
| <p>Evaluation total 3:</p> | |

| <p>4. Organizational conditions IBU event hosting Rules</p> | <p>COMMENTS</p> |
|---|------------------------|
| <p>4.1 National Federation</p> <ul style="list-style-type: none"> - Involvement in the organization - Responsibility in the organization | |
| <p>4.2 Structure of the Committee</p> <ul style="list-style-type: none"> - Depiction of chain of command, diagram of Organization - Employees - Honorary - Part-time | |
| <p>4.3 Executive</p> <ul style="list-style-type: none"> - Key executive positions - Competencies/experience | |
| <p>4.4 Functionaries/volunteers</p> <ul style="list-style-type: none"> - Total number - Qualifications (including IRs is mandatory) - Experience | |
| <p>4.5 Local club, association</p> | |

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| <ul style="list-style-type: none"> - Kind of sport - Club organization - Number of members | |
| <p>4.6 Events already held</p> <p>Nationally:</p> <ul style="list-style-type: none"> - Type and total number - Evaluations <p>Internationally:</p> <ul style="list-style-type: none"> - Type and total number - Evaluations | |
| Evaluation total 4: | |

| 5. Financial situation | COMMENTS |
|--|-----------------|
| a. Who is the owner of the competition venue | |
| b. Is the owner responsible for operating it | |
| c. Is the owner responsible for maintenance of the venue | |
| d. Who guarantees funding for the running of the venue | |
| e. Are the NF and the Host entitled to hold IBU events at any time | |
| f. Who guarantees financial safeguarding when int'l. events are held | |
| Evaluation total 5: | |

| 6. Logistics situation – IBU event hosting rules | COMMENTS |
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| 6.1 Logistics center | |

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| <ul style="list-style-type: none"> - Locations - Logistics office - Organizing Committee office - Information office - Accreditation office - Office for accommodation - Office for transport - Spectator visitor center - Meeting rooms - Refreshment facility for staff - Shelter, common-room for voluntary staff | |
| <p>6.2 Accommodation, meals for teams, officials, press</p> <ul style="list-style-type: none"> - Locations - Absolute altitude - Accommodation within 10 km of the host venue - Accommodation outside of the host venue up to 30 km or 30 min. drive away - Distance from the competition venue - Total number of hotels and quality - Total number of rooms - Total number of beds <ul style="list-style-type: none"> up to 750 beds over 1000 beds <ul style="list-style-type: none"> ▪ Hotel prices - category <ul style="list-style-type: none"> ○ A: ○ B: acc. IBU Rules ○ C: ○ Apartments: - Flexible with meal times and range of special sports nutrition | |
| <p>6.3 Transport conditions, transport system</p> <ul style="list-style-type: none"> - Distance from airport - Driving time from airport - Costs - Distance from train station - Driving time from train station - Costs - Distance from hotel to stadium - Driving time to stadium, normally - Driving time to stadium in the winter - Transport during the event from hotel to the stadium | |

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| <ul style="list-style-type: none"> - Costs - Roading quality and regulation - Organization of road traffic | |
| <p>6.4 Conditions for medical support staff</p> <ul style="list-style-type: none"> ▪ Hospital <ul style="list-style-type: none"> - Distance and type ▪ First aid center <ul style="list-style-type: none"> - Distance and type - Other medical services - Doctor on site - Info system | |
| <p>6.4.1 Treatment room in stadium</p> <ul style="list-style-type: none"> - Location - Capacity - Equipment | |
| <p>6.4.2 Anti-doping control station</p> <ul style="list-style-type: none"> - Place and location - Doctor's room - Waiting room - Equipment - Facilities, refrigerator - Toilets | |
| <p>6.4.3 Ambulance</p> <ul style="list-style-type: none"> - General - Stadium - Courses - Access roads - Emergency plan - Course map for retrieving casualties - Info system | |
| <p>6.5 Security</p> <ul style="list-style-type: none"> - General - Accommodation - Stadium, competition venue | |
| <p>6.6 Cultural/social events</p> <ul style="list-style-type: none"> - Place and locality for awards ceremonies - Program during the event | |

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| - Social programs – what is on offer | |
| Evaluation total 6: | |

| 7. Conditions at COMPETITION VENUE – IBU Event & Competition Rules Art. 3 | COMMENTS |
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| <p>7.1 Stadium</p> <ul style="list-style-type: none"> - Layout – map provided In accord. with 3.1 and 3.1.1 <p>Descriptions:</p> <ul style="list-style-type: none"> - Material/clothing inspection site - Warm-up area at start - Start area for Individual/Sprint - Pursuit start area - Start area for Relay, Group and Mass Start competitions - Relay hand-over zone - Finish area - Material/clothing inspection at finish - Finish exit zone - Mixed Zone - Lighting system in the stadium - Location of electronic information board - Type (fixed/moveable) - Size (min. 6 lines) - Function - Video screen - Number - Location - Ski testing area, place - Distance to team cabins - Warm-up course (3.3.13) - Signage, information boards - Area for flower ceremony | |
| <p>7.2 Courses and course preparation</p> <ul style="list-style-type: none"> - Number of courses and lengths - Altitude profiles and descriptions (1.3.7) | |

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| <ul style="list-style-type: none"> - Width of competition course (3.3.2) - Locations for recording intermediate times <ul style="list-style-type: none"> ▪ Course preparation ▪ Course grooming equipment - Type - Total number, min. 2 ▪ Snowmobiles - Type - Total number, min. 4 <ul style="list-style-type: none"> ▪ Course boundary protection, fencing - Type (plastic nets, wooden fences) - Total number - Sign boards, markings (3.3.6) - Safety (3.3.4) | |
| <p>7.3 Shooting range</p> <ul style="list-style-type: none"> - Layout, shooting direction N (3.4) - Safety requirements - Areas, measurements (3.4.2.5) - Shooting range over-roofing - Lighting system at the shooting range <ul style="list-style-type: none"> ▪ Target system – electronic, electro mechanic - Shooting lanes – number of targets (30) - Background color of targets – white - Sign boards, markings, numbering - Wind flags 360°, min. 22 - Rifle racks, min. 40 holding 8 each - Cups for holding ammunition, min. 30 - Shooting mats 200 x 150 cm, min. 30 - Width of shooting lanes min. 270 cm - Video cameras, 2 of them. <ul style="list-style-type: none"> ▪ Penalty loop - Distance from the shooting range – as close as possible | |
| <p>7.4 Conditions for the technical building</p> <ul style="list-style-type: none"> - IBU room, Jury of Appeal room - TD/jury room - IR room - Office of Competition Chiefs - Competition office - Info site for the teams - Room for equipment - timing, data | |

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| <ul style="list-style-type: none"> transfer, min. 30 m² - Common-room for athletes and coaches - Internet room for athletes - Toilets for athletes and team staff - Toilets for functionaries - ADSL, ISDN, internet connections | |
| <p>7.5 Team service facilities Wax cabins</p> <ul style="list-style-type: none"> - Type – permanent, prefab hut - Number, see 3.6 - Location (distance to start/finish area) - Heating/lighting - Ventilation system - Security <ul style="list-style-type: none"> ▪ Toilets - Locations and total number - Common-rooms, warming and changing rooms - Shelter at the finish for changing clothes | |
| <p>7.6 Timing system and computers</p> <ul style="list-style-type: none"> - Types/numbers - Interface with the electronic target system - System of manual timing - System of presenting the results - Data links and connections | |
| <p>7.7 Competition office</p> <ul style="list-style-type: none"> ▪ Location in - Stadium - Town, district - Size min. 20 m² - Equipment - Suitability - Internet connection - ISDN connection - Photocopying service - Info for teams | |
| <p>7.8 Team Captains Meeting</p> <ul style="list-style-type: none"> ▪ Site ▪ Seating capacity - Min. 100 people | |

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| - Acoustics, lighting, audiovisual equipment | |
| Evaluation total 7: | |

| 8. Conditions in organization infrastructure IBU Event and Competition Rules | COMMENTS |
|--|-----------------|
| <ul style="list-style-type: none"> - Rifle storage and ammunition – acc. to national law - Stadium - Hotel <ul style="list-style-type: none"> ▪ Area for dry shooting - Stadium - Hotels | |
| <p>8.1 Spectator area</p> <ul style="list-style-type: none"> - Stadium capacity – seating capacity min. 3000 people - Course capacity - Quality of visibility - Toilets - acc. to local law <ul style="list-style-type: none"> ▪ Infrastructure - Services (food, etc.) - Entertainment area | |
| <p>8.2 Condition of electricity supply</p> <ul style="list-style-type: none"> - Power sources - Tension voltage/wattage (min. 450 KW) - Power sockets - Emergency power generator | |
| <p>8.3 Service areas for guests, spectators</p> <ul style="list-style-type: none"> - VIP area - Spectator tent, refreshments - Shops - Catering incl. catering areas - Meeting rooms | |
| <p>8.4 Parking spaces</p> | |

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| <ul style="list-style-type: none"> - Functionaries - Teams - Media - Services - Sponsors and Suppliers - Volunteers - Ambulance and emergency services - Security services, police - VIPs - Spectators - Equipment for general snow removal | |
| Evaluation total 8: | |

| 9. Conditions for MEDIA REPORTING | COMMENTS |
|---|-----------------|
| <p>9.1 Media center - facilities</p> <ul style="list-style-type: none"> ▪ Locations <ul style="list-style-type: none"> - Stadium - Town, district ▪ Seating capacity <ul style="list-style-type: none"> - Up to 100 people - Up to 200 people - Locations / visibility - Separate rooms for print, photo, radio <ul style="list-style-type: none"> ▪ Set-up <ul style="list-style-type: none"> - Number of tables and chairs - Equipment required additionally ▪ Telephone lines <ul style="list-style-type: none"> - Total number of phone lines - Total number of phones ▪ Internet connections <ul style="list-style-type: none"> - Adequate numbers of connections - Computer available - Internet terminals and printers - Photocopying service - Facilities for press conferences - Parking spaces for media representatives - Refreshment opportunities in stadium | |
| <p>9.2 Faxes</p> <ul style="list-style-type: none"> - Total number of faxes | |

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|---|-----------------|
| - Locations | |
| Evaluation total 9: | |
| 10. Conditions for TV production | COMMENTS |
| <ul style="list-style-type: none"> - TV center (TV compound) - Camera locations/positions - Course - Shooting range - Stadium - Total number of commentator booths - Vehicle accessibility - Parking spaces for TV - Service facility - Power supply <p>acc. to annexes in IBU – EBU Contract</p> | |
| 10.1 Host TV broadcaster | |
| <ul style="list-style-type: none"> - Possibility of production and broadcasting - Experience - National signal - International signal | |
| Evaluation total 10: | |

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|--|-----------------|
| 11. Alternative plan if lack of snow | COMMENTS |
| <ul style="list-style-type: none"> - At site - Obtaining snow - Type of snow cannons - Total number of snow cannons - Water freezing system - Snow transport <ul style="list-style-type: none"> ▪ Snow storage - Location and capacity <ul style="list-style-type: none"> ▪ Alternative competition venue - Location - Distance from original location - Descriptions of alternative competition venue | |
| Evaluation total 11: | |

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| 12. Specific summer criteria | COMMENTS |
| <ul style="list-style-type: none"> - Competition venue – as in winter - Organization – as in winter - Logistics – as in winter - Stadium – generally as in winter <ul style="list-style-type: none"> ▪ Courses – acc. to IBU Rules <li style="padding-left: 40px;">Cross-country running <li style="padding-left: 40px;">Roller skiing course - Shooting range – generally as in winter | |
| Evaluation total 12: | |

| 13. CURRENT CONDITION/STATE | COMMENTS |
|--|-----------------|
| 13.1 What has been completed | |
| 13.2 What is planned | |
| 13.3 Planned time of completion | |

| 14. Overall evaluation | COMMENTS |
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14.1 Overall evaluation

14.2 Necessary corrections in order to receive an **A–license**:

15. ADDITIONAL COMMENTS

16. Declaration of obligation:

The owner/operator of the competition venue guarantees adherence to the above specifications and to ensure and adhere to the specifications listed in the “**leasing**” terms for the respective event.

Name of person responsible:

Date:

Signature: Stamp:

IBU

LICENSE FOR COMPETITION SITES

CERTIFICATE PROPOSAL

An IBU license is hereby proposed for the competition
site:

Name of competition location

Name of Organizing Committee

On _____

Type _____

Inspection team

Members:

Signature

Chairperson:

IBU Race Director:

IBU TC Member:

Representative of Host Broadcaster:

NOTE: This is not a checklist for a TD inspection, for which reason none of the factors stated by the Organizer and/or TD for an event – such as e.g. the program, invitations, team welcome ceremony or various technical routines or layouts of facilities for a particular event – will be taken into consideration.

COMMENTS ON ADMINISTRATION AND ROUTINES
