



IBU

RULES FOR ACCREDITATION

as of 18th of November 2010

International Biathlon Union

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INDEX

1. Introduction
2. Obligations of the OC
3. Obligations of PLARAS Biathlon
4. Timetable
5. Season and Trimester Accreditations
6. Biathlon Family Club
7. Access Guides
8. Accreditation Cards
9. VIP Vouchers

ANNEX A List of Formats

ANNEX B Set-up Diagram

1. INTRODUCTION

The Rules for Accreditation are decided by the IBU Executive Board and stipulate the mandatory accreditation system for the specified IBU events based on applicable IBU regulations.

In individual cases, the IBU Executive Board reserves the right to approve deviations from the Rules for Accreditation through the IBU Headquarters. Furthermore, the Executive Board reserves the right to grant persons additional access authorization in individual cases.

In the event of any queries, which are not adequately resolved by the Rules for Accreditation, the Race Director Biathlon World Cup shall be contacted for sporting matters and the Communication Director shall be contacted for administrative and media matters. Both shall work in close cooperation with regard to the daily coordination.

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The IBU shall carry out the entire accreditation procedure for all WCH, Y/JWCH, Summer Biathlon WCH, WC and EC and has tasked PLARAS Biathlon with the realization of the services (see point 3)

CONTACT PLARAS BIATHLON

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2. OBLIGATIONS OF THE OC

The OC shall name a local Head of Accreditation, state his/her details in the invitation to the respective event. He / She will contact PLARAS Biathlon at least two months before the event. It is his/her responsibility to support PLARAS Biathlon in its provision of services on behalf of the IBU.

For the duration of the event, the Head of Accreditation shall be available as a point of contact in the office during opening hours and is authorized and empowered by the OC to make the necessary decisions on site.

Furthermore, in accordance with the respective IBU event declaration, at least three to four persons will be provided at no cost to assist PLARAS Biathlon for the entire duration of the event or, if need be, up to five persons on the main arrival days until the beginning of the first competition.

The organizer will provide suitable facilities for accreditation, as well as furniture, such as desks, chairs and counters. The facilities should be at least 40m², dry and light, and be equipped with a stable power supply.

The facilities should be easily accessible to the accreditation team and their vehicle and there should be suitable parking spaces for the duration of the production of accreditation.

PLARAS Biathlon will be provided with a stable ADSL/WLAN connection with high bandwidth and landline in order to fulfill its responsibilities at the venue. Each workstation must be permanently connected with the internet to be able to work and produce accreditation card. This shall occur at no cost and from the time of its arrival until the time of its departure

During the event, the organizer is responsible for securing PLARAS Biathlon' materials against theft, destruction, confiscation and the illegal copying of company software and data. The organizer is fully liable for any

claims for damages from PLARAS Biathlon.

The organizer of the event shall support PLARAS Biathlon in terms of transport to and from the event, e.g., by providing complimentary shuttles services to and from the airport and shuttle services at the venue.

If a charter flight or other flights are organized for the event, PLARAS Biathlon will be granted the same conditions as the athletes of the National Federations for up to two of its staff and their baggage and material.

The accommodation of the up to two PLARAS Biathlon staff member preferably will be provided in the same hotel as of the IBU Sport Technical Functions with 3-4* classification with half-board (breakfast and dinner). Breakfast should be served at 0700 hours at the latest (and dinner until 2200 hours on the main travel days, if possible).

At lunch, snacks and drinks should be served in the office, as the staff will not be able to leave the office.

The OC should coordinate these logistical points in time with PLARAS Biathlon.

3. OBLIGATIONS OF PLARAS BIATHLON

The obligations of PLARAS Biathlon for the OC's are as follows:

- Production of the IBU season and trimester accreditations
- Realization of the general competition accreditation
- Provision of an online portal for entering and accessing accreditation and contact data and the online importing and exporting of team data with SIWIDATA
- Material (Accreditation card prints, foils)
- Production of VIP vouchers (max. 1,000 per WC and 2,000 for the WCH)
- Provision of the Pre-Accreditation Booking possibility
- Pre-Print possibility from 4 weeks before the respective event till beginning of the event
- Provision of a Basic Scan Equipment for the 9 BWC's and the Senior World Championships (1 Server, 1 WLAN point, 5 Handheld Scanners + Software)
- Checking the IBU declarations and implementation in the online data portal
- Service personal as agreed with the IBU

4. TIMETABLE

Day before the first official arrival day	PLARAS Biathlon arrives by 2200 hours
First official arrival day	0800 to 2000 hours
Second official arrival day	0800 to 2000 hours
Training day(s) before the first competition day	0800 to 1900 hours
Competition days	0800 to 1900 hours
Last competition day	0800 till start of the last competition

This plan represents a basic timetable, which may then be customized in coordination with the OC of the respective event and also allow for individual opening hours

5. SEASON AND TRIMESTER ACCREDITATIONS

There are two types of long-term accreditation that are valid solely for the 9 World Cup events:

- **Trimester accreditation for teams**
- **Season accreditation in exceptional cases as approved by the IB**

5.1 TRIMESTER ACCREDITATION FOR TEAMS

The registration for the trimester accreditation is made by the teams (including team staff) using the IBU online team registration tool on www.biathlonworld.com. Registration is made as of the first World Cup event of a trimester, i.e., BWC 1, 4 and 7.

The trimester accreditation for teams (including team staff) will be issued upon the arrival of teams at World Cups 1, 4 and 7. If there are changes within the team or to the status of team staff members, an event accreditation will be issued at the next World Cup.

The trimester accreditation does not replace the required registration or entry for the event.

The IBU issue teams with one trimester accreditation card bearing a "Z", allowing access to the OC's VIP area.

The remaining team staff and athletes have access to the Biathlon Family Club.

5.2 SEASON ACCREDITATION FOR OTHER GROUPS

These season accreditation cards feature green markings and will be issued to person who can prove that their presence is necessary at almost all World Cups because of their area of responsibility. The season accreditation will be issued at the accreditation office upon arrival at the respective World Cup events.

Season accreditation does not replace the obligation to register with the OC and at the local accreditation office. Any necessary parking permits will also be issued there.

6. BIATHLON FAMILY CLUB

The Biathlon Family Club should be open daily from the first official training day to the last competition day from 1000 to 1700 hours and, in the case of evening competitions, until the end of the last competition. The opening times should be coordinated with the Race Director World Cup.

The following drinks should be served during all opening hours: coffee, tea, mineral water and juices.

The following food should be served during all opening hours: snacks, sandwiches and soups.

The following meals should be served for lunch, and in the case of evening competitions, for dinner: warm pasta dishes and/or warm basic food consisting of potatoes/rice, vegetables and meat/fish.

7. ACCESS GUIDES

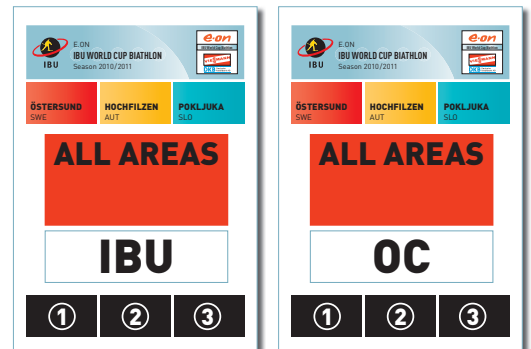
The IBU and the OC shall each name one person to guide individuals or groups of up to 7 people, who do not have the access authorization normally required, around areas that would otherwise be off limits to them.

During this time, the access guides are responsible for those individuals. In general, this is the IBU Communication Director for the IBU.

This arrangement applies particularly for special guests of honor, sponsors and observer groups.

Furthermore, the IBU President, the IBU Secretary General and the president/chief of the local OC may also take people without the corresponding access authorization into these areas. The total number of persons having such special authorization has hereby been listed conclusively.

The two access guides shall hand out special access cards to the individuals or group members (see example above), which will be collected afterwards. These cards are valid for the entire year and can be obtained in the accreditation office from the PLARAS staff. This will make it easier for the access inspectors to identify the people in question.



8. ACCREDITATION CARDS

The following color codes apply for season/trimester accreditation cards:

Teams	Trimester accreditation
IBU	Red
VIPs	Purple
Media	Orange
Service	Blue



8. ACCREDITATION CARDS



During the main competition time, areas 3B, 4A and 4B will be accessible only to those team staff members wearing the corresponding extra card (3 x 3b plus 1 x 4A and 4B per team and gender class). These cards will be issued at the first World Cup of each trimester (BWC 1, 4 and 7).

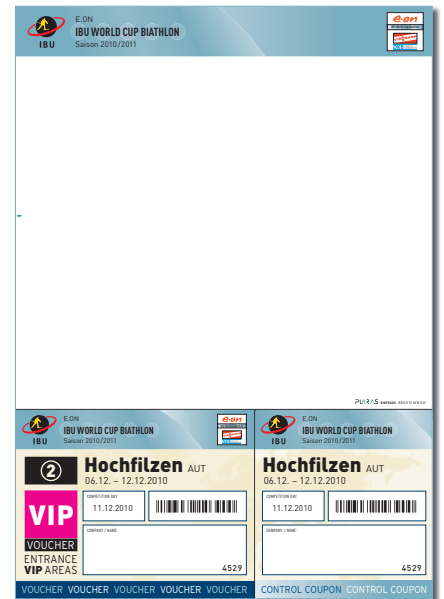
The same applies for the service staff of the corresponding IBU Supplying Partner companies, who are issued one 4A and one 4B card per company brand.



9. VIP VOUCHERS

The VIP vouchers are produced in such a way that they can also be manufactured by the OC.

If the OC has provided PLARAS Biathlon with a list of VIP vouchers in time stating the required days and sponsors, PLARAS Biathlon will take care of production (of up to 1,000 vouchers per event within the IBU-PLARAS Biathlon contract) and forward the vouchers to the marketing agencies of the IBU and OC. If this is not the case, the vouchers will be sent to the OC without individualized printing.



ANNEX A LIST OF FORMATS

IBU- ACCREDITATIONS Season 2010/11

as of 18.11.2010

RESTRICTED AREAS for special personal groups

1	=	Ski Test & Waxing Areas & Team Cabins
2	=	Course (outside of stadium)
3	=	Shooting Range Areas
3a	=	Shooting Range Ramp + Penalty Loop
3b	=	Shooting Range Coaches Zone
4	=	Start-Warm-up and Finish Exit Areas
4a	=	Warming up Area before Start
4b	=	Finish Exit Area
5	=	Start- and Finish Area
6	=	Competition-Office
7	=	Technical Areas (Timing/Electronic Target-Computer Areas,TV Interface,Photo-Finish)
8	=	Antidoping Control Area
9	=	Media Areas
9a	=	Presscenter
9b	=	Mixed Zone
9c	=	Media Area at Shooting Range
9d	=	Fotographer Areas
9e	=	TV-Compound and Commentary Positions
Z	=	VIP Area(s)
Y	=	Biathlonfamily Club
X	=	OC Staff Service Center

Operational Areas

a.	X	mandatory to be given
b.	X	recommended by IBU but free to OC
c.		not allowed to be given
d.		depends on the different places - individual decision

Z Contingents

based on account of
IBU
Infront Austria
OC Hospitality

recommended for IBU-Season Accreditation
recommended for IBU-Trimester Accreditation

main symbol	subordinate symbol	description of groups / colour of accreditation card	access to restricted areas																
			1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y
A																			
IBU																			
201	A	EBI	EB-Member IBU *	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
202	A	MFI	Mainfunctions IBU	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
203	A	TDI	Technical Delegate	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
204	A	IRI	International Referee	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
205	A	ADI	IBU-Medical Delegate / IBU Medical Assistant	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
206	A	COI	Member IBU-Committee	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
207	A	STI	Staff IBU (Headquarter)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

3ab and 5 only for Race Director/Assist.RD WC

8 only for Medical Committee

* contingent only for those IBU EB members which costs are NOT taken over by OC

main symbol	subordinate symbol	description of groups / colour of accreditation card	access to restricted areas																
			1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y
T																			
TEAM																			
101	T	ATH	Athlete	X	X					X									X
102	T	CHD	Team Leader (1 person per Team)	X	X					X	X	X						X	X
103	T	CHM	Head Coach Men (1 person per Team)	X	X					X	X	X						X	X
104	T	CHW	Head Coach Women (1 person per Team)	X	X					X	X	X						X	X
105	T	COA	Coach	X	X					X	X	X						X	X
106	T	MDP	Medical Personnel	X	X					X	X	X						X	X
107	T	PAD	Personnel Administrative	X	X					X	X	X						X	X
108	T	PTC	Personnel Technical	X	X					X	X	X						X	X
109	T	PRE	Press Attache	X	X					X	X	X	X	X	X	X	X	X	X
M																			
MEDIA-Press / TV / Radio																			
301	M	JOU	Journalists															X	X
302	M	FOT	Fotographers															X	X
303	M	FJO	Fotjournalist / Internet															X	X
304	M	TVH	TV-Reporters/Editors of Hostbroadcaster	X	X					X	X	X	X	X	X	X	X	X	X
305	M	TVP	TV-Reporters/Editors with priority (special contract) *	X	X					X	X	X	X	X	X	X	X	X	X
306	M	TVN	TV-Reporters/Editors normal status															X	X
307	M	EBH	Camera Teams of Hostbroadcaster (EB-Teams)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
308	M	EBP	Camera Teams of TV with priority (EB-Teams) *	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
309	M	EBN	Camera Teams of TV normal status (EB-Teams)															X	X
310	M	RAD	Radio Reporters/Editors															X	X

field to play access with bib
for 3a/4a/4b special access card per Trimester
for 3a/4a/4b special access card per Trimester
for 3a/4a/4b special access card per Trimester
for 3a/4a/4b special access card per Trimester
for 3a/4a/4b special access card per Trimester

for 3a/4a/4b special access card per Trimester
one person per team if exclusively working for Media work of the NF

4a/4b/5 only one camera
4a only by Wild Card via Hostbroadcaster (total 2 per BWC)

Remark: Annual Accr. only for about 10-12 high valued Media representatives

** one person out of the group Team CHD, CHM or CHW will be given one VIP Access by choice of the Team

main symbol	subordinate symbol	description of groups / colour of accreditation card	access to restricted areas																
			1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y
V																			
VIP																			
401	V	IOC	Members of IOC /Pr./SG of International Fed.	X	X					X								X	X
402	V	EBC	Company of IBU-EB Members	X	X					X	X	X	X	X	X	X	X	X	X
403	V	TDC	Company of TD / International Referees															X	X
404	V	NFI	Pres./SG of IBU Member Fed. and company	X	X					X								X	X
405	V	IAM	Infront Austria-Management	X	X					X								X	X
406	V	SIA	IBU Honors and Awards Recipients and company	X	X					X								X	X
407	V	MSI	IBU Main Sponsors (ruhrgas,viessmann,DKB.) a comp.	X	X					X								X	X
408	V	SGP	IBU Supplying Gold Partners (adidas.....)	X	X					X								X	X
409	V	SSP	IBU Supplying Silver/Bronze Partners	X	X					X								X	X
410	V	VIP	VIP															X	X

max. of 2, only official repr. of President/SG

Olym. Winners, IBU Vip Pin&Zero Club, a.comp.

only high representatives (not staff)

main symbol	subordinate symbol	description of groups / colour of accreditation card	access to restricted areas																
			1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y
G																			
GUEST																			
501	G	OBS	Observer of other OC's (up to 5 Leadership-Positions)																
502	G	GEB	Guest of Executive Board / IBU															X	X
503	G	OCG	Guests of OC																
504	G	ATH	Relatives of Athletes (quota up to OC)															X	X
505	G	BAS	Basic Accreditation																

tour with IBU or OC Access Guides,VIP up to decision OC

strong limitation

up to OC

free entrance

main symbol	subordinate symbol	description of groups / colour of accreditation card	access to restricted areas																
			1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y
S																			
SERVICE																			
601	S	IAS	Infront Austria Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
602	S	SRT	Shooting Range Technicians (Hora,Kurvinen)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
603	S	SVS	Service: Ski,Sticks,Wax,Cloth	X	X													X	X
604	S	SVG	Service: Rifles,Amunition	X	X													X	X
605	S	DST	Data Service and Timing (SIWIDATA, Zingerle,...)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
606	S	ACR	Accreditation Staff (PLARAS)	X	X					X	X	X	X	X	X	X	X	X	X
608	S	TVH	Staff of Homebroadcaster	X	X													X	X
609	S	TVP	Staff of TV/Radio with priority *	X	X													X	X
610	S	TVR	Staff of TV/Radio normal status															X	X
S																			
SERVICE																			
611	S	VSS	Video Wall /Speaker Systems (special company)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
612	S	MSS	Staff of Main Sponsors IBU (Erdinger etc.)	X	X													X	X
613	S	LSS	Local OC-Sponsor Service	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

*travel staff

Z only for work purpose,catering in "Y"

4a/4b per special access card one per company/brand, 9a one per company,Z due to IBU contract

9a one per company,Z due to IBU contract

3a - 7 due to individual list of HB

3a - 7 due to individual list of HB

Z only for work purpose, catering in "Y"

ANNEX A LIST OF FORMATS

Cc		OC-Leadership Positions		1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y	X	
701	Cc	OCC	Chairman of OC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
702	Cc	OCP	Presidency of OC (up to about 5 people)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
703	Cc	OCS	Chief of Competition /Competition Secretary	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
704	Cc	OCD	Group Chiefs of Committee	X	X																	
705	Cc	OCO	Officers and Supervisors of Competition Committee											X	X							
706	Cc	OCA	Medical Doctor of OC	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
707	Cc	OCM	Member of OC																			
708	Cc	OCH	Honourary Members of OC																			
709	Cc		reserve																			

8 for Chairman of OC, as far as outside active Doping Control
 individual due to working position
 3a-5+8 for Chief of Competition as far as outside of active Doping Control
 Stadium,Course,Range,Timing,Media due to individual position
 individual due to their tasks

Cs		OC-Staff		1	2	3a	3b	4a	4b	5	6	7	8	9a	9b	9c	9d	9e	Z	Y	X	
801	Cs	WST	Wax-Cabins/Skiting Area	X	X							X										
802	Cs	EOC	Equipment Control	X				X	X	X												
803	Cs	STF	Start-and Finish					X	X	X												
804	Cs	COU	Course			X	X															
805	Cs	SHR	Shooting Range			X	X															
806	Cs	PNL	Penalty-Loop			X	X															
807	Cs	PRR	Pre-Runners	X	X																	
808	Cs	TIM	Timekeeping (local Data-Serv. Support Staff/Transp.etc.)	X	X			X	X	X	X	X	X	X	X	X						
809	Cs	ADC	Anti-Doping Control (Doping Marshalls etc.)	X	X			X	X	X	X	X	X	X	X	X			X	X	X	X
810	Cs	AID	First Aid /Medical Care	X	X			X	X	X	X	X	X	X	X	X						
811	Cs	ACC	Access Control	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
812	Cs	SEC	Security (not OC but civil police etc.)	X	X					X									X	X	X	X
813	Cs	ADM	Administration (not C but Marketing, Finance,Cultural)										X									
	main symbol	subordinate symbol	description of groups / colour of accreditation card		access to restricted areas																	
815	Cs	OFF	Office (Competition O./Accred. etc.)	X				X					X	X	X	X						
816	Cs	MAC	Media Care (Press Center etc.)	X				X		X			X	X	X	X	X					
817	Cs	IPC	VIP Care (if not attachees)	X						X				X	X	X				X		
818	Cs	ANS	Announcers and their Support Staff (up to 5 people)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
819	Cs	INT	Interpreter (high qualified group-up to 5 people)	X				X	X	X	X	X	X	X	X	X						
820	Cs	ATT	Attachees										X	X	X	X						
821	Cs	SHS	Shuttle-Service	X									X	X	X							
822	Cs	CVC	Catering VIP (Tent, House etc.)																	X		
823	Cs	CMC	Catering Media (Tent,Center,House etc.)											X						X		
824	Cs	CSC	Catering Staff/Catering Biathlonfamily Club											X						X		
825	Cs	TCH	Technicians (max.3-5 people/electricity,speakers)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
826	Cs	CON	Construction (fences etc.)	X	X									X	X	X						
827	Cs	CER	Ceremony (opening-closing ceremony, winners present.)					X														
828	Cs	SNA	Staff with no access (work away from access control z.)																			
829	Cs	CSH	Cash Desk (Ticket sales)																			
830	Cs	SOU	Souvenir and Snack Shop																			

local OC Staff

more access with bib

more access in case of emergency with on duty cloth

will be guided after end of competition

This list will be revised and updated after each season

- TV /Radio-Stations with priority status due to existance of special contracts are as follows:
 ARD (GER),Eurosport, NRK (NOR),ORF (AUT), SVKT (SVK), SVT (SLO), YLE (FIN), ZDF (GER)

Remarks: Signs at the competition area have to use the numbers and expressions
 Access to the restricted operational areas has to be only organized by the numbers, the bearer of the accreditation has on his/her card.
 Access to the restricted operational areas **only** by accreditations **with photo**.
 OC's are free to choose their specific event colour as long as their colour is not used a second time by another OC

Regarding the classification of the OC, the Rules for Accreditation follow the Organizer's Guide. PLARAS Biathlon must be notified of any deviations no later than seven days before the beginning of the event. PLARAS Biathlon must be notified of the names and details of members of OC groups no later than at their arrival at the venue.

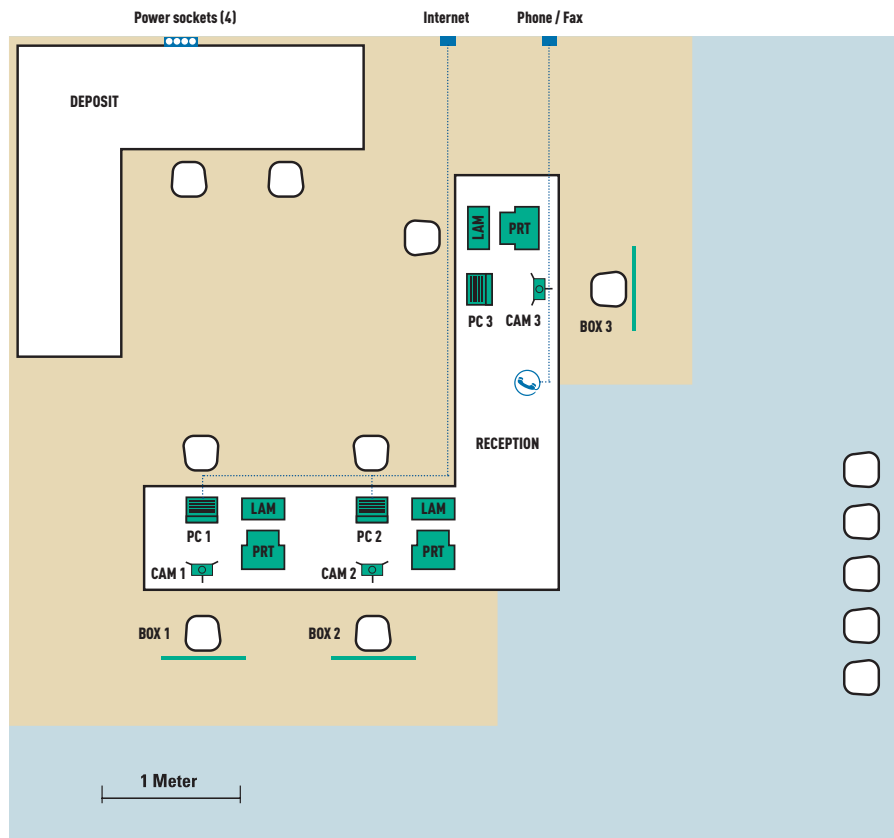
Comments on the guest hosting areas:

- Z** VIP area for IBU sponsors, their contingents, for the IBU itself, important guests of the OC and the representatives of IBU Supplying Partner groups (e.g., in front, adidas, Fischer, etc.), high-level representatives of the National Federations (president, secretary general, sports and marketing directors and team leadership).
- Y** Biathlon Family Club (please refer to section 6)
- X** an area reserved for providing the volunteer staff with food, for particular companies, or for people who have purchased VIP tickets.

No additional access authorization may be requested for accreditation cards in the categories Z, Y and X.

ANNEX B SET-UP DIAGRAM AND PREMISES

As part of the office logistics concept (with accommodation and transportation), the accreditation office should be clearly signposted and be located near the important hotels and town center.



SETUP

- | | |
|-----------------|--|
| Hardware | <ul style="list-style-type: none"> • 2-3 Laptops (Accreditation) • 2-3 Printer • 2-3 Digital Cameras • 2-3 Laminator etc. • 2-3 Internetaccess Points
1per Workstations • 1 Telephone • Fax |
| Staff | <ul style="list-style-type: none"> • 1-2 PLARAS Biathlon • 3-5 OC Staff |