

OC GUIDELINES

This OC Guidelines gives guidelines to organizers about the organization and duties of the Organizing Committee and various important aspects of organizing events, and presents sample biathlon facilities and competition documents and a checklist for organizers. The Event and Competition Rules must be consulted in conjunction with using this Guide.

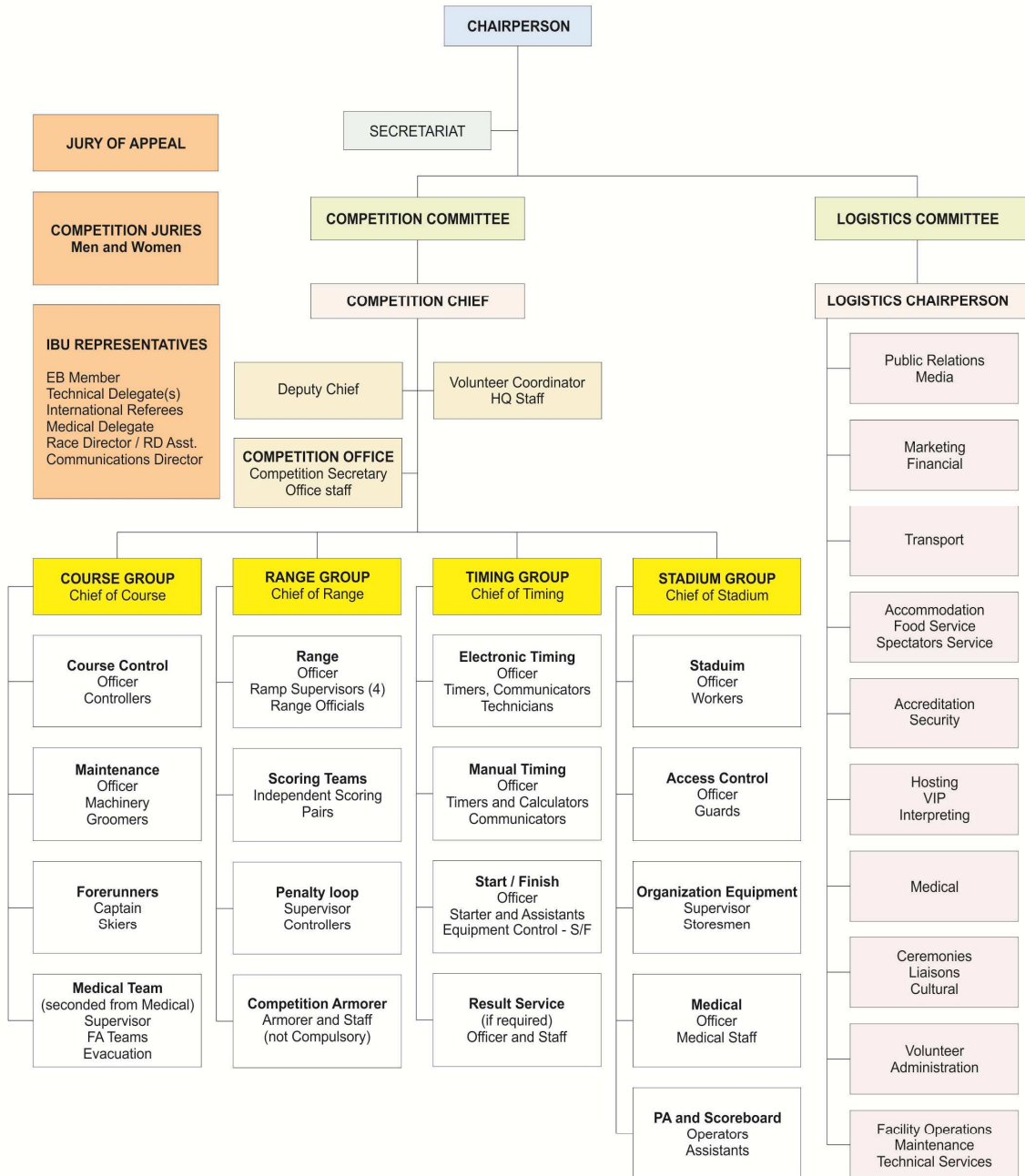
OUTLINE OF STRUCTURE AND DUTIES OF ORGANIZING COMMITTEE

In accordance with Section 2.2. of the Event and Competition Rules, the Organizing Committee is responsible for all preparations for, and the conduct of, an event or competition. In order to fulfill its duties, the Organizing Committee is normally divided into two main bodies according to function. The two organizations and their main functions are:

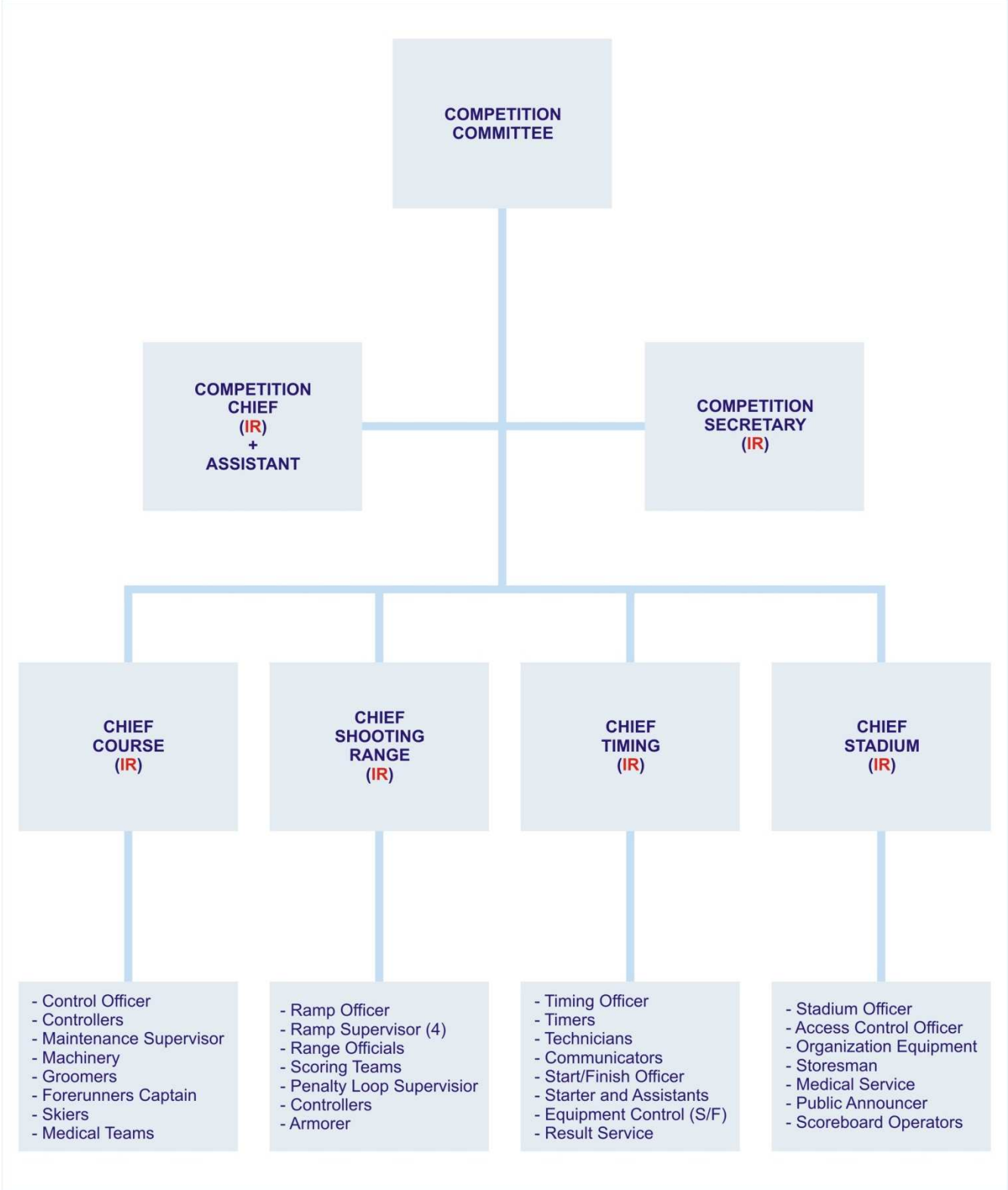
- a. the Logistics Committee - all non-technical functions;
- b. the Competition Committee - all technical functions.

Both Committees are established by and are subordinate to the Organizing Committee.

BIATHLON ORGANIZING COMMITTEE CHART



Competition Committee



GENERAL RESPONSIBILITIES AND SPECIFIC DUTIES

The Competition Committee is responsible for the technical preparations for, and the conduct of, the competitions, including the competition facility. It is headed by the Competition Chief who may have a small headquarters staff, and has a secretariat under the Competition Secretary. The Committee consists of four main functional groups: Course, Range, Timing and Stadium (or Support).

The following members of the Competition Committee must hold a valid IBU IR license in order to function in the position at IBU events: Competition Chief, Chief of Range, Chief of Timing, Chief of Course, Chief of Stadium and Competition Secretary.

The general responsibilities of all Competition Committee functions and the specific duties of the appointments are as follows:

(In all of the following descriptions, the male form (he, him, his) has been chosen for simplicity's sake but refers equally to people of both genders)

Competition Chief

The Competition Chief is in charge of the Competition Committee and is responsible for ensuring that the competition facilities are prepared and the competition is conducted according to the rules and in an orderly manner, in keeping with directions issued by the TD and the Competition Jury. He directs the activities of all competition officials via the chiefs of the functional groups and supervises the work of the Deputy Chief, Volunteer Coordinator, Secretary and the four group Chiefs. As well, he chairs all Team Captains Meetings and draws, and is a member of the Competition Juries. He is responsible for ensuring that all teams and officials are informed and kept up to date about all aspects of the competition. He reports to the Organizing Committee Chair and cooperates and liaises directly with the Race Director, TD and Competition Juries as required and is subject to rules-based directives given by them.

Competition Headquarters

Leader - Deputy Competition Chief

Responsible for providing assistance to the Competition Chief in the conduct of his work, including:

- coordination of all volunteer (Committee members) matters, including availability of officials, transport, meals, accommodation and general welfare,
 - manning and operating an operations center if required,
- providing runners, communicators and drivers to the Competition Chief as required.

The Deputy Competition Chief reports to the Competition Chief and is the leader of the Competition Committee Headquarters. He will perform any duties assigned to him by the Competition Chief and will perform the duties of the Competition Chief in his absence. If an Operations Center is in use, he will oversee the work of the staff in the Center.

Volunteer Coordinator

The Volunteer Coordinator reports to the Competition Chief. He will coordinate the administrative and logistic functions required by the Competition Committee members, such as: arranging and coordinating the availability of officials for work on various days of an event; arranging transport, meals and accommodation for officials as required, establishing and maintaining the Competition Committee nominal roll; general discipline of officials; and keeping the Competition Chief informed of the morale and welfare of the Committee.

Headquarters Staff

The staff of the Headquarters will report to the leader of the Headquarters and will carry out their duties as directed.

Competition office

Leader - Competition Secretary:

Responsible for all Competition Committee administrative matters, including:

- manning and operating the Competition Office (and sub-office if required),
- administrative support to the Competition Committee,
- producing initial bulletins and invitations; checking registrations and entries, with the TD and Competition Jury,
- preparing for and helping to conduct Team Captains Meetings and draws,
- taking minutes at all meetings, including team captains and Juries,
- receiving protests,
- providing information to teams,
- providing mailboxes for teams,
- providing administrative support to teams as appropriate and possible
- providing administrative support to the TD and IRs
- collecting and archiving competition records from all functional groups
- producing and distributing competition results as required
- producing Results Booklets.

Competition Secretary

The Competition Secretary reports to the Competition Chief and is in charge of the Competition Office. He directs and supervises the work of the office staff in providing the services that are the responsibility of the Competition Office. The Competition Secretary at OWG, WCH, Y/JWCH and WC events must be able to speak English.

Competition Office Staff

The staff in the Competition Office will report to the Competition Secretary and will carry out their duties as directed. As they interface frequently with various team members, they should have some additional language capabilities. As well, they must behave in a friendly and polite manner with everyone visiting the Office.

Course Group

Group Leader - Chief of Course

Responsible for all matters related to the course, including:

- course layout and configurations,
- manning and operating the course,
- ensuring the orderly conduct of the competition within the Group mandate,
- competition course, warm-up loop, penalty loop and ski test area grooming,
- establishing the ski test area and TV zones on the course as directed by the RD/TD
- coordinating and controlling all traffic on the course – athletes, coaches, media, broadcasters, etc.
- trail marking and signage,
- fencing, and barricading unused trails,
- course control (of competitors),
- forerunners,
- first aid and evacuation on the course,
- ensuring that all IBU rules are enforced, and recording all violations of rules,

- safety on the course
- submitting all competition records to the Competition Office.

Chief of Course

The Chief of Course reports to the Competition Chief and is responsible for conducting the competition on the course, outside the start/finish and range areas. He will direct and supervise the work of the Course Group.

Course Control Officer

The Course Control Officer reports to the Chief of Course and directs and supervises the activities of the Course Controllers. He selects the locations of course control points in consultation with the Chief of Course. He coordinates the compiling of the control records and ensures that the reconciled course control information and the records are reported to the Chief of Course and are available to the Competition Jury as soon as the last competitor has finished the competition.

Course Controllers

The Course Controllers report to the Course Control Officer and record the start numbers and the time of passage of all competitors who pass their control point. They must ensure that all rules are followed by competitors on the course. If there is an accident, they must render first aid and immediately inform the Chief of Course.

Course Maintenance Officer

The Course Maintenance Officer reports to the Chief of Course and directs and supervises the work of the groomers, grooming machine operators and Course Guards. He is responsible to ensure that the trails are prepared, groomed and traffic controlled in accordance with the rules. He directs the placement of all course markings and signage, and the placement of fencing and barricades, and Course Guards as required. During the competition he must monitor the condition of the trails and the traffic on the trails and orders repairs or controls as necessary, without interfering with the competition.

Course Groomers, Grooming Equipment Operators and Course Guards

The grooming staff and Guards report to the Course Maintenance Officer and carry out their duties as directed by him in preparing, maintaining and traffic controlling the course.

Forerunner Captain

The Forerunner Captain reports to the Chief of Course and directs the work of the Forerunners. If ordered by the RD or TD, he will ski the trails with his group prior to the competition and will ensure that the grooming and the marking of the trails is in accordance with the rules. If errors are found, he will try to correct them with his group and will contact the Chief of Course immediately by radio if additional resources are required. When more than one trail loop is to be used, he may divide his forerunners so that all loops are skied concurrently. In any case, he must ensure that the Forerunners return to the stadium 15 minutes before the first start.

Forerunners

The Forerunners report to the Forerunner Captain and perform their duties as directed by him. Numbers of Forerunners are not set, but if used as a ceremonial show, six or more should be used.

Course Medical Supervisor

The Medical Supervisor reports to the Chief of Course while performing his duties; however, the first-aid teams are normally seconded to the Course Group by the Medical Officer. He directs and oversees the work of the first-aid personnel assigned to him for the task. His primary tasks are to select and recommend to the Chief of Course the locations of first-aid posts on the trails, to set out evacuation routes from the course and to

stipulate emergency medical procedures for all potential situations on the course. In all his work, he will ensure that there is no interference with the conduct of the competition.

Course Medical Teams

The Medical Teams report to the Supervisor and carry out his instructions.

Range group

Group Leader - Chief of Range

Responsible for all matters related to the shooting range, including:

- range layout and configurations,
- manning and operating the range and penalty loop,
- ensuring the orderly conduct of the competition within the Group mandate,
- ensuring the timely operation of the range
- range grooming,
- targets: painting, adjustments, operation,
- range markings, numbering and signage,
- rifle repair (emergency only), exchange of rifles, delivering replacement ammunition,
- control and supervision of competitors on the range and the penalty loop,
- range scoring and recording,
- penalty loop recording,
- conducting zeroing and training on the range, including changing paper targets as required,
- operating range video cameras,
- ensuring that all IBU rules are enforced, and recording all violations of the rules,
- safety on the range
- submitting all competition records to the Competition Office.

Chief of Range

The Chief of Range reports to the Competition Chief and is in charge of the areas of the range and penalty loop. He directs the work of the Range Officer, Armorer, independent scoring teams and the penalty loop staff in performing the duties of the Range Group. At all times he must be highly alert about safety. NOTE: at smaller events, the duties of the Range Officer may be carried out by the Chief of Range and in such a case it would not be necessary to appoint a Range Officer.

Range Officer

The Range Officer reports to the Chief of Range and is in charge of the shooting range. He directs the work of all range staff. His primary responsibilities are to ensure that the range is prepared according to the rules and that all activities take place in accordance with the rules. Above all, he must ensure safety on the range.

Ramp Section Supervisors

The Ramp Section Supervisors report to the Range Officer and are responsible for the section of the range assigned to them. Normally there are four Supervisors, each responsible for six to eight targets, depending on the total number of targets. They perform the same overall supervisory function for their section as the Range Officer does for the entire range and must watch for and stop any safety or rule violations, or other errors such as a competitor going to the wrong lane during a Relay competition. As well, they are responsible for delivering a reserve rifle or spare ammunition to a competitor in their section, if necessary. They will also time and record any incident that may require a Competition Jury decision.

Range Officials

The Range Officials report to their Ramp Section Supervisor and record the shooting lane number, the start number, the number of shots fired and the number of the misses for each competitor that uses the lane for which they are responsible. Depending on the procedures established for the Committee, they may be required to verify each shooting score with their Section Supervisor or another official. As well, the Range Officials must watch for and stop or report to the Ramp Section Supervisor, and record, any safety or rule violations, or other errors such as a competitor going to the wrong lane during a Relay competition. There is normally one Official for each target.

Independent Scoring Teams

Independent Scoring Teams are used if the procedures and target system in use for the competition do not provide three independent observations of each shooting score. They consist of two officials per Team responsible for six to eight targets, depending on the total number of targets. They report to the Chief of Range, and record the lane number, start number and shooting score (number and position of misses) of each competitor who uses one of the targets for which they are responsible.

Competition Armorer

If a Competition Armorer is on duty in a competition, he reports to the Chief of Range. He performs emergency repair of rifles on the range, if requested by the competitor. As well, he must be on call at the start equipment control for emergency repairs. In order to perform his function effectively, the Competition Armorer must be thoroughly familiar with all biathlon rifles. It is not mandatory for an Organizing Committee to have an Armorer.

Penalty Loop Supervisor

The Penalty Loop Supervisor reports to the Chief of Range and directs the work of the Penalty Loop Controllers. He must ensure that the Controllers are working independently in their recording of loops done by competitors. Continuously during the competition, he must compile the records of the Controllers and resolve any discrepancies, and pass the records to the Timing Group. As well, he must establish the average time taken to ski the penalty loop by recording and averaging the times of at least five different competitors. The average time is required by the Competition Jury in case a time adjustment must be made for a competitor who has skied too many loops due to a target malfunction or an error by the organizer.

Penalty Loop Controllers

The Penalty Loop Controllers report to the Penalty Loop Supervisor. They shall record, independent of one another, the start number of each competitor that passes by their position on the penalty loop, each time. There must be a minimum of three controllers; however, three teams of two Controllers are recommended - one person calling the number and the other recording. The Controllers or teams must be placed at intervals around the loop.

Timing and Results Group

Group Leader - Chief of Timing

Responsible for all matters related to time-keeping, compiling records of the competition and controlling competitors in the start and finish areas, including:

- manning and operating all timing and start/finish functions,
- ensuring the orderly conduct of the competition within the Group mandate,
- electronic timing,
- manual timing,
- collating and compiling records sent by other Groups,
- providing a feed of competition information to the PA, broadcast commentators and display boards

- applying Jury decisions to the results
- producing Provisional and Final Results, control and supervision of start and finish,
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- control and supervision of the Relay hand-over zone,
- operating photo-finish camera and video at finish,
- ensuring that all IBU rules are enforced, and recording all violations of the rules,
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- supporting the Competition Office with Team Captains Meetings and draws
- submitting all competition records to the Competition Office.

Chief of Timing

The Chief of Timing reports to the Competition Chief and directs the work of the Timing Group personnel. He supervises the performance of the Electronic Timing Officer, Manual Timing Officer, Results Officer and the Start/Finish Officer.

Electronic Timing Officer

The Electronic Timing Officer reports to the Chief of Timing and is responsible for directing the work of the officials who are determining and recording the start, intermediate, finish and competition timings, and ranking each competitor. As well, he is responsible to ensure that the shooting results for each competitor are applied and inserted into the Interim Results for each competitor. If the penalty loop is in use, he must ensure that a comparison is made with the range records to verify the correct number of loops for misses. He will direct time penalties to be applied to the results, if so ordered by the Competition Jury. At the end of the competition he will have the competition data passed to the Results Officer for production of the results (if necessary). He will liaise with any commercial firm which has been contracted to perform electronic data/timing services for the event.

Electronic Timing Officials

The Electronic Timing Officials report to the Electronic Timing Officer and carry out their duties as directed by him. The number of Officials and their specific duties will be determined by the type of electronic timing system and equipment in use.

Manual Timing Officer

The Manual Timing Officer reports to the Chief of Timing and directs the work of the Manual Timing Officials. His technical responsibilities are the same as those of the Electronic Timing Officer except that his operation is with manual equipment and as a backup system. However, his personnel must be totally in pace with the competition throughout the competition, including all current data, and must be ready to take over all timing functions at any time in case of failure of all or parts of the electronic systems. In order to be able to take over, the manual section must receive all competition data at the same time as the electronic section.

Manual Timing Officials

The Manual Timing Officials report to the Manual Timing Officer and perform their duties as directed by him. It must be noted that personnel must be assigned to perform manual calculations to determine competition times for each competitor. These calculations must be done independently by at least two persons and then compared. The number of Officials will be determined by the type of manual timing equipment and the communication systems and procedures that are used.

Start/Finish Officer

The Start/Finish Officer reports to the Chief of Timing and directs the work of the officials in the start and finish areas. He is responsible to ensure that all starts and finishes are conducted according to the rules. As well, he will oversee the placement of the photo-finish camera and the finish video. Reporting to him are the Starter

and Finish Supervisors. The Start/Finish Officer must report any violations of rules by competitors to the Chief of Timing.

Starter

The Starter reports to the Start/Finish Officer and is responsible for controlling and supervising the start area and the start assistants. He directs the start area to be configured for efficient and controlled traffic flow of competitors and ensures that all starts are made according to the start list and the rules. He must report all rule violations, discrepancies, and did-not-starts to the Start/Finish Officer. At Relay competitions he acts as the supervisor in the hand-over zone. For Pursuit competitions, there will be a minimum of four Starters, including one for the spare lane.

Start Officials

The Start Officials report to the Starter and work under his direction. Normally there are four or five. Their functions are to marshal competitors from the warm-up area into the start lane in the correct order, perform the final inspection before they take their place at the start and act as stoppers for false starts. When the Relay hand-over zone is in use they will act as officials in that area as directed by the Starter. For the Pursuit Competition, there must be a Start Official for each lane at the start board to assist the Starter and approximately 10 Start Officials are required in total.

Finish Supervisor

The Finish Supervisor reports to the Start/Finish Officer and oversees the operation of the finish area. He is responsible for supervising the work of the Finish Recorder and Finish Officials. He must report all rule violations to the Start/Finish Officer.

Finish Officials

The Finish Officials report to the Finish Supervisor and work under his direction. Their primary responsibilities are to marshal finishing competitors out of the finish area and to open the rifle bolts for safety when competitors leave the finish area. There are normally two or three Finish Officials.

Finish Recorder

The Finish Recorder reports to the Finish Supervisor and is responsible for recording the start numbers of all competitors as they cross the finish line, in the sequence in which they finish.

Stadium Group

Group Leader - Chief of Stadium

Responsible for all support functions related to the competition, primarily in the stadium area, including:

- stadium layout and configurations,
- manning and operating all support functions,
- control and supervision of start and finish equipment check points including safety,
- manual grooming of non-competition stadium areas,
- stadium marking and signage,
- preparation and updating of all information boards (temperatures, etc),
- preparation, care and cleanliness of all stadium facilities, including team waxing huts and toilets,
- organizer's equipment storage and issue,
- access control in the stadium area,
- traffic and parking control,
-

- medical and first aid in central area,
- evacuating casualties,
- ensuring that all IBU rules concerning the stadium area are implemented,
- submitting all competition records to the Competition Office.

Chief of Stadium

The Chief of Stadium reports to the Competition Chief and directs the work of the Stadium Group. His primary responsibilities are start/finish equipment control, stadium grooming and hygiene, stadium access control, and organizer's and medical equipment. Most of his medical personnel work in the Course Group and are directed in their work by the Chief of Course.

Stadium Officer

The Stadium Officer reports to the Chief of Stadium and directs tasks of the Stadium Workers. He is responsible for grooming, cleanliness and marking of the stadium area.

Stadium Workers

The Stadium Workers report to the Stadium Officer and carry out his directions in marking, grooming and cleaning the stadium area, including toilets unless they are contracted with a commercial firm. They shall also do any work required in the team wax huts. The Stadium Workers will also update all stadium information boards.

Access Control Officer

The Access Control Officer reports to the Chief of Stadium and directs the work of the Access Control Guards. He is responsible to ensure that security policy is effectively implemented for access to restricted stadium areas, and for traffic and parking control.

Access Control Guards

The Access Control Guards report to the Access Control Officer and carry out his directions in restricting access to areas as required. They will function as traffic or parking controllers when required. In carrying out their duties they must be diligent in checking accreditations and must know the accreditation system thoroughly. In dealing with people, they must act confidently and firmly, but in a friendly and courteous manner.

Start and Finish Equipment Control Supervisors

The two Supervisors, for Start and Finish Equipment Control, report to the Stadium Chief. They oversee the work of the Start and Finish Equipment Control Officials and ensure that all competitors' equipment is inspected, marked and recorded according to the rules at both start and finish. During the competition, they must report all rule violations to the Stadium Chief and must be extremely alert for rifle safety at both start and finish.

Start and Finish Equipment Control Officials

The Officials report to their Supervisor at the start or finish and carry out their directions. Their responsibility is to inspect, mark and record the equipment and clothing of each competitor at start and finish, according to the rules.

Equipment Supervisor

The Equipment Supervisor reports to the Chief of Stadium and is responsible for the storage, issuing and accounting for all Organizing Committee equipment. He oversees the work of the Storekeeper.

Storekeeper

The Storekeeper reports to the Equipment Supervisor and is responsible for storing and issuing equipment, for recording issues and returns, and for the maintenance of equipment under his direction.

Medical Officer

The Medical Officer reports to the Chief of Stadium and oversees the work of the medical personnel in the Competition Committee. He is responsible for providing the Medical Teams to the Course Group when required and medical personnel for the range when it is in use. As well, he is responsible for providing any necessary medical information to the Competition Chief through the Chief of Stadium. He shall oversee the set up of a medical station in the stadium area and ensure that it is staffed when required. During competitions, he shall remain near the finish area. In addition to his normal duties, he may be directed to assist in doping control procedures or other necessary medical tasks.

Medical Personnel

Medical Personnel report to the Medical Officer, except when they have been seconded to another Group, such as the Medical Teams for the Course Group. They shall carry out their medical duties as directed.

Communicators

The numbers and duties of Communicators have not been addressed under the personnel of the various Functional Groups; however, each group will require some Communicators. Particularly, the communications link between the range and timing can be very heavily in need of Communicators. As the function of Communicators is very similar regardless of the environment, they can be generically trained. In some cases, runners are used instead of radio or telephone to send competition data. In any case, the Organizing Committee must do an in-depth analysis to ascertain the numbers of Communicators required for their event, based on the event, systems in use, equipment available and the numbers of people available. The communications section contained later in this Guide will provide some additional guidance in determining the Communicator requirements.

Other personnel

There are other functions that must be performed but which are very dependent on local circumstances, which cannot be definitively discussed without parameters, and which may require additional personnel. In some cases such as the OWG, some of the functions - such as access control - may be taken over by the overall organizing committee and may reduce the numbers of people required by the Biathlon Competition Committee.

COMMUNICATIONS SYSTEMS AND PROCEDURES

General

For all IBU events the organizers must establish an effective and efficient communications system, primarily based on radios. The system is required to control the conduct of the event and to convey information, including various elements of results, in a timely manner. For other events, it is recommended that these guidelines be followed as closely as possible.

Communication Types and Uses

The most commonly used types of communications at biathlon events are radio, locally established telephone system, mobile phones and runners. Which types are used to what degree depends on local circumstances and the resources that are available to the organizer. As a principle, control and information functions should communicate via radio, results information (such as shooting scores) should be communicated via landline telephone or via runners using written information. Course control information can usually only be effectively compiled from the course control checkpoints by radio unless the checkpoints have telephones.

Communications Systems

Radio Networks, Control and Call-Signs

At any event there must be at least one radio network through which the Competition Chief and other key appointments can receive current information and control the conduct of activities. For any major event there may be from two to six different networks, depending on the physical layout of the stadium and the extent of the local telephone system.

If more than one radio network is in use, it is strongly recommended that single-channel radios be used. Any person who is required to be on two networks should carry two radios. There are many possible critical situations that require instantaneous responses, and in an urgent situation it may be very difficult to contact a key appointment who may have switched to another radio channel.

Networks may be controlled by the most senior appointment on the network, or if an Operations Center is in use the Center may act as control on all networks. The control function includes the enforcement of disciplined use of radio procedures, conducting network opening and closing procedures, and acting as a relay if communications are difficult.

The following are some examples of typical radio networks and the appointments using them, with suggested call-signs which can be used to identify various individuals on the air:

Command Network

| | |
|-----------------------|-----------------|
| Competition Chief | CHIEF |
| Competition Secretary | SECRETARY |
| Chief of Course | COURSE |
| Chief of Range | RANGE |
| Chief of Timing | TIMING |
| Chief of Stadium | STADIUM |
| Public Announcer | PA or ANNOUNCER |
| Medical Officer | MEDIC or DOCTOR |
| IBU Race Director | IBU |
| TD | TD |

Other stations can be added as required, such as Chairman, Office, etc.

Course Network

| | |
|----------------------------|---|
| Chief of Course | CHIEF |
| Course Control Officer | CHECKER (not CONTROL - can be confused with Control station) |
| Course Maintenance Officer | GROOMER |
| Checkpoint 1 | POINT 1 |
| Checkpoint 2 | POINT 2 |
| Checkpoint 3 | POINT 3 |
| Medical Supervisor | MEDIC |
| Forerunner Captain | RUNNER |

Range Network

| | |
|--------------------------|-----------------------|
| Chief of Range | CHIEF |
| Range Officer | RANGE |
| Ramp Section Supervisors | RAMP 1 (2, 3, 4, etc) |
| Penalty Loop Supervisor | LOOP |

If shooting scores are being passed by radio, the Range Network would include communicators on the range and in Timing.

Competition Jury Network

| | |
|-------------------|--------------------|
| TD | TD |
| IBU Race Director | IBU |
| Competition Chief | CHIEF |
| Member | FIRST or LAST NAME |
| Member | FIRST or LAST NAME |
| Member | FIRST or LAST NAME |

The IRs may also be on the Jury Network, as follows:

| | |
|-----------------|----------|
| IR Course | COURSE |
| IR Range | RANGE |
| IR Start/Finish | START |
| IR Material | MATERIAL |

It is to be noted that the foregoing is only an example of common sense usage of radio systems, and the organizer is at liberty to establish the systems in keeping with circumstances, resources and normal local customs, provided that it is effective and efficient and is approved by the RD/TD.

General radio and telephone usage principles and procedures

The following procedures are based on principle and apply to both radio and telephone use:

- a. When accepting a telephone or radio on an established biathlon event network, you become obligated to listen for traffic at all times while the network is in operation. If you do not, you may miss an important message which could have serious negative effects on the event; earphones are recommended.
- b. Messages must be short, precise and clear;
- c. Think out your message before starting the transmission;
- d. No swearing;
- e. Numbers must be said as digits - 17 is sent as "one seven" instead of seventeen, and 2043 is sent as "two zero four three" to avoid confusion with similar sounding numbers;
- f. All results-related information must be read back by the receiver and the sender must check the read-back, and make corrections in the case of an error;

- g. Remember that anyone can be scanning and listening to your radio transmission - the media does it at major events - and use discretion in what you say. Even your telephone conversations may be monitored.

Radio voice procedure

In order to make maximum effective use of radios, the following voice procedures are recommended:

- a. When using a radio, press the transmit button for one second before beginning to speak so that the beginning of your message is not cut off.
- b. To establish contact with another station on your network: say the call-sign of the station you are calling and identify yourself "CHIEF, THIS IS POINT 4, OVER"
- c. For subsequent transmissions during the same conversation you only have to identify yourself - "POINT 4, THE LAST COMPETITOR HAS PASSED CHECKPOINT 4, OVER"
- d. Use "OVER" if you want to continue the conversation but want to give the other station a chance to speak. This tells other stations that you are not yet finished.
- e. Use "OUT" when the entire conversation is finished. This tells other stations that your use of the network is finished and they are free to transmit.

It is recommended that an answering sequence be established for all radio network for multi-station calls.

Critical Reports

During a biathlon competition there are several critical reports that should be made, particularly on the Command Network so that key people know what is happening in the competition:

- a. Facility is prepared for the competition.
- b. Equipment check is open/closed.
- c. Zeroing has started/finished.
- d. All known DNS.
- e. First/last start.
- f. First/last shooter on range.
- g. Last skier past last checkpoint.
- h. First/last finish.
- i. First/last Relay hand-over.
- j. All DNS and DNF as they occur.
- k. Provisional Results posted.
- l. Any unusual or serious incidents.

Problems that occur during the competition should be reported as they happen. Immediately after the last finish, or before if possible, the following reports must be made to the Competition Chief so that the information can be given to the TD and Competition Jury; these reports should be only the final confirmation:

- a. Course all correct (or the problems that were encountered). This means that the checkpoint records were compiled and found correct.
- b. Range all correct (or the problems that were encountered). This means that all shooting and penalty loop records have been verified.
- c. Finish all correct (or the problems that were encountered). This means that there were no rule violations at the finish and finish equipment control.

EVENT SCHEDULES AND PROGRAMS

Event programs are approved in accordance with the Rules, and competition day schedules are under the jurisdiction of the TDs and Competition Juries. That notwithstanding, examples of typical schedules and programs are given here to aid organizers. Actual schedules and programs will vary with various local conditions and circumstances.

Example WC event program

This example is based on a WC event with Individual, Sprint and Relay competitions.

| | | |
|-----------|-------------|--|
| Monday | | Team arrival Accreditation. |
| Tuesday | 0900 - 1500 | Team arrival Unofficial Training - Men and Women (can be divided by gender). |
| | 1900 | Team Captains Information Meeting and Election of Juries, Preliminary examination of equipment (may be held Wednesday) |
| Wednesday | 0900 - 1200 | Official Training - Men. |
| | 1200 - 1500 | Official Training - Women. |
| | 1700 | Team Captains meeting, draws for Individuals. |
| | 2000 | Reception for team leaders and coaches. |
| Thursday | 0900 | Opening ceremony at stadium (can be held Wednesday evening). |
| | 1000 | Men's 20 km Individual competition. |
| | 1300 | Women's 15 km Individual competition. |
| | 1900 | Social/cultural function - all. |
| Friday | 0900 - 1200 | Official Training - Men. |
| | 1200 - 1500 | Official Training - Women. |
| | 1600 | Team Captains meeting. Draws for Sprints and Relays (if required) |
| Saturday | 1000 | Men's 10 km Sprint competition. |
| | 1300 | Women's 7.5 km Sprint competition. |
| | 1900 | Awards ceremony and social function. |
| Sunday | 1000 | Men's 4 x 7.5 km Relay competition. |
| | 1230 | Relay awards ceremony - Men. |
| | 1300 | Women's 4 x 7.5 km Relay competition. |
| | 1530 | Relay awards ceremony - Women. Teams depart. |

Example competition day

This example is based on a WC Individual competition day with a 1000 hr start time for men and 1300 hr start time for women, and 100 competitors in both the men's and women's Individual competitions, and a 30 second start interval.

| | |
|------|--|
| 0700 | Posting of temperatures in ski test area begins and continues at 0700, 0730, 0800, 0830, 0900, 0930, 1000, 1030, 1100, 1130, 1200, 1230, 1300, 1330, 1400 hrs. |
| 0800 | TD, IRs, Competition Chiefs meeting. |
| 0845 | Competition Jury meeting - men. Equipment check opens |
| 0900 | Zeroing starts - men. |
| 0920 | Change of paper targets. |

| | |
|---------|---|
| 0925 | Zeroing. |
| 0950 | Zeroing ends. |
| 1000:30 | First start - men. |
| 1035 | Equipment check closes (approximately). |
| 1050 | Last start. First finish (approximate). |
| 1145 | Last finish (approximate). Competition Jury meeting - men. |
| 1150 | Provisional Results posted. |
| 1155 | Flower ceremony - men. Doping control. Press conference |
| 1145 | Competition Jury meeting – women. Equipment check opens |
| 1200 | Zeroing starts - women |
| 1205 | Protest time ends - men. |
| 1220 | Change of paper targets. |
| 1225 | Zeroing |
| 1250 | Zeroing ends. |
| 1300:30 | First start - women. |
| 1335 | Equipment check closes (approximate). |
| 1350 | Last start. First finish (approximate). Competition Jury meeting - women. |
| 1440 | Last finish (approximate). |
| 1445 | Provisional Results posted. |
| 1450 | Flower ceremony - women. Doping control. Press conference. |
| 1500 | Protest time ends - women. TD, IRs, Competition Chief’s debrief meeting. |

Example official training day

This example is based on a WC Official Training day preceding an Individual competitions day with start times of Men - 1000 hrs and Women - 1300 hrs. The facility must be prepared as for the competitions. Some organizational meetings and other preparatory activities will take place during the Official Training day but they are not included in this example as they vary with circumstances.

| | |
|------|---|
| 0900 | Range opens for men, assigned lanes, paper targets only Course opens for men, prepared and marked as for the competition |
| 0920 | Change paper targets, |
| 0925 | Range open for metal and paper targets - free choice of lanes |
| 1150 | Range closes, repaint metal targets and prepare paper targets for women |
| 1200 | Course closes for men Course is changed and marked to women’s configuration Course opens for women Range opens for women, assigned lanes, paper targets only |
| 1220 | Change paper targets |
| 1225 | Range open for metal and paper targets - free choice of lanes |
| 1500 | Range closes, course closes, training day ends TD, IRs, Competition Chiefs debriefing. |

Note:

A preliminary equipment check must be held at each IBU event on the Official Training day prior to the first competition at a time set by the RD/TD. It is responsibility of the OC to provide an appropriate indoor space and personnel at the venue.

Program Details – Social and Cultural Functions

Most program details for a biathlon event are stipulated in the Event and Competition Rules. However, social and cultural functions provide an opportunity for the participants at biathlon events to relax, enjoy themselves and to meet other participants and members of the organizing committee in a non-competition environment. As well, they allow the organizers to exercise their imagination and to present the special cultural aspects of their community, region and nation. Social and cultural events are left to the discretion of the organizers, but the following points should be noted:

- a. There should be at least one function which will include all participating athletes, team staffs, representatives of the organizing committee and IBU representatives.

- b. If a meal is offered, it should be nutritious and healthy in recognition of the special food requirements of elite athletes.
- c. All parts of the program of a social or cultural function must be secular and sensitive to the international character of events and must protect the dignity and sensitivities of all participants.
- d. If a head table is used, the seating should include: the senior representatives of the IBU (IBU EB members, Race Director, TD), ,Chairman of the Organizing Committee, Competition Chief, host NF representative, national and local dignitaries, and a male and female athlete. If space is available, important sponsors, additional senior members of the Organizing Committee and national, regional and local dignitaries can be included.
- e. When alcohol is provided at a function, local laws about drinking ages must be observed and consideration be given to safe and legal post-function transport.
- f. Functions must terminate at a reasonable hour to ensure athletes and officials are rested for the next day's activities.

Ceremonies

The following table gives guidelines for the conduct of ceremonies:

| | WC | WCH | CCH | IBU Cup |
|--------------|------|------|-----|---------------------------------------|
| Opening | NO** | YES | YES | NO |
| Start bibs | YES* | YES* | NO | NO |
| Flowers | YES | YES | YES | YES |
| Prize giving | YES | YES | YES | YES (at stadium or hall in all cases) |
| Closing | NO | YES | YES | NO |

* Recommended but not mandatory

** If held – only a short ceremony before the competition at the stadium.

For the welfare of the athletes, the athlete involvement in the opening ceremonies must not last longer than 30 minutes and may be coupled with the issue of start numbers to the top athletes. If there is no great potential for spectators, the ceremony should be held at the stadium for approximately 5 minutes.

A closing banquet can be held if possible.

MEETINGS

Team Captains Meetings (also see Rules Article 1.7.)

The strongest first impression given by the organizer to the teams is the first Team Captains Meeting. In order to give the best impression, organizers must concentrate on the planning and preparation of Team Captains Meetings.

The Meetings must be held in a suitable, large room with sufficient space, good lighting and visibility, and good acoustics. The appropriate visual and sound aids must be used. If a speaker system is required for everyone to hear, then it must be used - a simple acoustic test beforehand will tell. A computer projection system will normally be the best for presenting of all information and it must be ensured that it is large enough to be read from the last row. It is recommended that a separate computer projection be used for the draw. The necessary interpretation/translation must be provided. Refreshments should be provided.

The following points are suggested for all Team Captains' Meetings:

- a. State the date, time and location of the meeting clearly in the information package.
- b. Post signs outside the meeting room so that it can be found – ensure adequate parking is available
- c. Place neatly on each team's table: the team's national flag or name, the agenda, the draw groups, the next day's schedule and technical information, minutes of the previous meeting (if any), weather report and any other necessary information, and refreshments. All of the documents should be compiled into a package with a list of contents. It is normal to allow three seats per team, but circumstances will dictate.
- d. Prepare computer presentation or overhead projector slides of the agenda, the technical briefing of the course and stadium, the next day's schedule, weather report and any other necessary information.
- e. Ensure that entry lists and draw groups have been independently checked.
- f. Conduct a rehearsal, including the draws.
- g. Follow the agenda, do not present unnecessary information, and do not insist on questions.
- h. Call the attention of the meeting to the draw group lists before the draw and ask for corrections.
- i. Ensure that sufficient staff is present and trained to compile, and bag, start number bibs for each team prior to their departure from the meeting room. A separate room should be provided for bib sorting.
- j. Ensure that a photocopying system is ready to make copies immediately after the draw so that start lists can be issued before the teams depart.
- k. Give the start list to the TD for approval prior to photocopying it.

Room Arrangement for Team Captains' Meetings

The following diagram gives a basic layout of a meeting room. Different configurations may be used, such as different numbers of rows of tables, but the basic components shown in the diagram must be present. As well, a photocopying machine should be in an adjoining room for making copies of the start list.

Arrangement for Team Captains' Meeting – see Graphics Guide.

Organizational Meetings

In order to be current and to pass timely information to the Competition Committee, the Competition Chief must conduct meetings twice daily for his key personnel. It is recommended that meetings be held about two hours before the first start, and daily at the conclusion of the training and competition during an IBU event week. The timings may be changed due to local circumstances and various scheduling factors. Agenda items for the meetings will normally be situation reports from all groups and reviewing the next activity. The meetings should have in attendance the following persons (or representatives), if possible:

- a. Competition Chief (Chair)
- b. IBU Race Director
- c. TD and IRs

- d. Chairman of the Organizing Committee (if necessary)
- e. Deputy Chief (if necessary)
- f. Competition Secretary
- g. Chiefs of Course, Range, Timing and Support
- h. Any other necessary persons

CRITICAL PROCEDURE AT LAST FINISH

One of the situations in biathlon competitions that causes most difficulty for organizers is the critical and urgent procedure that must be done immediately after the last finish of a competition. The objective is to begin the Flower Ceremony as soon as possible after the last finish and at the latest 5 minutes after. The reasons for urgency are live TV coverage, ensuring that spectators remain for the ceremony, and to release teams to return to their accommodation as soon as possible. Delay in this function can have a serious negative effect on the credibility of the Organizing Committee.

The critical procedure at the last finish is detailed below:

- a. After the last shooting or approximately 5 minutes before the last finish, the Competition Jury meets in Jury room.
- b. Organizing Committee officials conduct final checks and finish compiling range and course reports.
- c. The Competition Chief and TD ensure that they have received all available reports about the competition, particularly course control and range - including penalty loop.
- d. The last competitor crosses the finish line and results are printed.
- e. Final reports (there should be only the last finish control report) are received by the Competition Chief, normally by radio, and he reports them to the TD and Competition Jury.
- f. Results are delivered to the Jury room immediately when they are printed.
- g. The TD and Competition Jury confirm top 8 placings. If there are questions or protests that might affect the top 8 places, the Competition Jury must deal with them prior to the start of the Flower Ceremony.
- h. The RD/TD authorizes the Flower Ceremony to begin.
- i. The Competition Chief passes the direction immediately, by radio, to the ceremonies personnel and the Public Announcer to make the announcement that the ceremony will commence.
- j. The Flower Ceremony begins.
- k. The TD and Competition Jury check the results - if correct, the TD signs the results, recording the time beside his signature, and authorizes them to be posted as the Provisional Results.
- l. Provisional Results are posted and the Public Announcer informs that the Provisional Results have been posted. The TD and Competition Jury remain in the Jury room awaiting protests.
- m. 15 minutes after posting of Provisional Results, the protest time ends and if there are no further Jury matters, the Provisional Results become Final Results.

ACCREDITATION

In order to ensure security of sensitive areas, such as electronic timing, and to prevent obstruction and interference with competitors and competition activities, it is necessary to have an accreditation system for IBU events. The detailed IBU accreditation system is provided in the *IBU Rules for Accreditation*.

Accreditation Office

The accreditation office should be located conveniently in proximity to team accommodation, etc. As well, the office must have sufficient space to handle the required numbers of people, and must have good traffic flow.

TRAINING OF OFFICIALS

The best insurance for conducting a good biathlon event or competition is well-trained leaders, officials and communicators. To assist those organizers that do not have a formal training program for officials, outline training plans for basic biathlon officials, communicators and leaders are presented here. Instructors for officials training should be trained in instruction and should be qualified as an IBU TD or IR.

Basic biathlon officials training outline (12 hours)

This is the outline of basic (beginner) training for biathlon officials. It should be conducted in conjunction with a biathlon competition so that the new officials can gain practical experience. As well, the training should end with a test to confirm the training and to set the required standard for officials.

National and IBU Officials Training Programs

- a. principles of biathlon officiating
- b. structure of national and IBU officials training programs
- c. qualification requirements
- d. insignia

General Biathlon Information

- a. definition of biathlon and application of rules
- b. biathlon history
- c. biathlon governing organizations and other related sport organizations
- d. current status of biathlon internationally and in nation

Classes of Competitors and Types of Competitions

- a. classes of competitors
- b. types of competitions
- c. eligibility (age, gender, signing of agreements, advertising)

Organization and Duties of the Organizing Committee

- a. basic hosting policies and responsibilities
- b. the structure and duties of the Organizing Committee
- c. the structure and duties of the Competition Committee

Organization and Duties of Juries

- a. types (Competition and Appeal), structure and authority of the Juries
- b. the duties of the Juries
- c. Competition Jury procedures
- d. handling of protests

TDs and IRs

- a. the appointment and authority of Technical Delegates
- b. duties of Technical Delegates
- c. the appointment and authority of International Referees
- d. duties of International Referees

Competition Facilities

- a. general layout and configuration of the competition facility
- b. technical specifications of each functional component of the competition facility, including:
 - stadium area
 - range and targets
 - course
 - penalty loop
 - simultaneous start area and Relay hand-over zone
 - ski test area
 - warm-up trails

Preparations for Competitions

- a. the event program and schedules
- b. official and unofficial training
- c. preparation for and conduct of the Team Captains Meetings
- d. draws of start numbers
- e. briefings to the Competition Committee
- f. facility inspections and preparations
- g. zeroing and equipment checks

The Operative Competition Rules

- a. correct use of the IBU Event and Competition Rules and the Organizers' Guide
- b. rules for equipment and the correct use of measuring devices to determine that equipment is in conformity with rules
- c. rules for advertising
- d. rules for start
- e. rules for skiing
- f. rules for shooting
- g. rules for finish and results
- h. penalties and the rules for protests

Duties and Tasks of an Official in a Competition

- a. supervising or monitoring all competition activities
- b. use of manual timing equipment
- c. use of electronic timing equipment
- d. use of competition recording forms for all functions
- e. use of competition calculation forms
- f. producing Provisional and Final competition results

Organization of a Biathlon Event

- a. event rules and policies for hosting major events - WCH, WC, YJWCH, CCH, CC, national championships and other domestic events
- b. applications to host
- c. sanctioning, sanction fees and licenses
- d. invitations, registrations and entries
- e. recruiting and training volunteers
- f. accommodation and meals
- g. transport
- h. medical
- i. marketing and finances
- j. public relations
- k. use of the Organizers' Guide for organizing a biathlon event

Biathlon communicator training outline (2 hours)

- a. biathlon event communications types and systems
- b. principles of effective communications
- c. call-signs and network procedures
- d. radio and telephone voice procedures
- e. types, characteristics, operation and maintenance of communications equipment
- f. sending and receiving messages by telephone (practical usage)
- g. sending and receiving messages by radio (practical usage)
- h. use of independent check procedures, read-back drills
- i. emergency communications procedures

Biathlon leadership training outline (12 hours)

This training should be conducted for all Chiefs, Officers and Supervisors from the Organizing Committee.

- a. history and development of the art of leadership
- b. leadership and organizational principles
- c. methods, techniques and styles of leadership
- d. planning, coordination and supervision
- e. individual and group dynamics, and motivation
- f. effective communication
- g. giving directions
- h. counseling of subordinates
- i. practical application of leadership in biathlon (case study - practical exercise)

EVENT AND COMPETITION DOCUMENTS AND FORMS

GENERAL

Examples or descriptions of the following documents and forms are presented in this Part and organizers are expected to conform to them. The Rules must be consulted in conjunction with using this Part:

1. Participation List
2. Entry Form
3. Group List
4. Zeroing Allocation
5. Start Lists
6. Intermediate Results
7. Provisional Results
8. Final Results
9. Analytical and Shooting Results
10. Cup Scoring -Total, Individual, Sprint, Pursuit, Relay, Mixed Relay, Mass Start, Nations Cup
11. Invitations and Bulletins
12. Range Record Sheets
13. Equipment Control
14. Course
15. Penalty Loop

Report Header Format

| | | | |
|---------------------|-------------------------------------|--------------------|--------------------------|
| Event Title | E.ON IBU World Cup Biathlon | | |
| Location | Kontiolahti | | |
| Event Period | 17 – 20 MAR 2002 | | |
| Report Title | START LIST | | |
| Competition | Men 10 km Sprint Competition | | |
| Stadium, Date, Time | Kontiolahti | 18 MAR 2002 | Start Time: 10:00 |

Report Footer Format

| | |
|-------------------------|---|
| Quality control: | |
| Competition code | BT0102SWRLCP01 SMIN 51A 1.0 |
| Report Code, Version | Printed: 17 MAR 2002 16:15 |
| Print Date and Time | Page 1/2 |
| Page x / y | |
| Credits | Space reserved for Credits of IT provider of the event |

RESTORE COMPETITION CODES (ABBREVIATIONS)

| | |
|----|--------------------------|
| IN | Individual Competition |
| SP | Sprint Competition |
| RL | Relay Competition |
| PU | Pursuit Competition |
| MR | Mixed Relay Competition |
| MS | Mass Start Competition |
| SS | Super Sprint Competition |

Event Related Reports

Participation List

| Nation | IBU-ID | Name | Gender | Date of birth | Function |
|--------|------------------|------------------|--------|-------------------|----------|
| AUT | BTAUT12103196801 | GREDLER Ludwig | M | 21 MAR 1968 | Athlete |
| | BTAUT11708197201 | SUMANN Christoph | M | 17 AUG 1972 | Athlete |
| ... | | | | | |

Order by Nation, Gender, Name

The Participation List is grouped alphabetically by nation and must contain participation numbers by nation.
Event functions for use in Participation List:

ATHLETE
TEAM LEADER
COACH
MEDICAL PERSONNEL
ADMINISTRATIVE PERSONNEL
TECHNICAL PERSONNEL

Competition related reports

Shooting Lane Allocations

| Lane | Position | Nation(s) |
|------|----------|-----------|
| 1 | P | GER |
| 2 | P | USA NOR |
| ... | | |

Schedule: Paper/Metal Targets etc.

Order by Lane

Entry Form

The entry Form is distributed to the participating teams for each event on schedule. The deadline when the forms must be returned to the competition office must be printed clearly on the reports.

Austria

Registered: 2/8

Entry Quota: 6

| IBU-ID | Name | Top 10 * | Start Group |
|------------------|-----------------|----------|-------------|
| BTAUT12103196801 | GREDLER Ludwig | | |
| BTAUT11708197201 | PERNER Wolfgang | | |
| ... | | | |

1 Page per participating country, order by name

* "Top 10" columns and Entry Quota are for World Cups and Senior World Championships only

Group List

The group list is produced before the draw in order to control the teams entries before the final start list is produced.

Group 1

| IBU-ID | Nation | Name |
|------------------|--------|-----------------|
| BTAUT12105197801 | AUT | GREDLER Ludwig |
| BTAUT10208197801 | | PERNER Wolfgang |
| | ... | |

Order by Group, Nation and Name

Start Lists

Interval Starts

| Bib | Name | Nat | Start Group | Start Time | P | S | (P) | (S) | T | Notes |
|-----|----------------|-----|-------------|------------|---|---|-----|-----|---|-------|
| 1 | GREDLER Ludwig | AUT | 1 | 10:00:30 | — | — | — | — | — | _____ |
| 2 | FISCHER Sven | GER | | 10:01:00 | — | — | — | — | — | _____ |
| ... | | | | | | | | | | |

Order by Start Time. Report Start Group only for the first competitor of a (new) group.
Add "y" or "r" to the Bib number in event of yellow or red leader bibs.

Pursuit Start

| Bib | Name | Nat | Start Behind | P | P | S | S | T | Notes |
|-----|----------------|-----|--------------|---|---|---|---|---|-------|
| 1 | GREDLER Ludwig | AUT | 0:00 | — | — | — | — | — | _____ |
| 2 | FISCHER Sven | GER | 0:17 | — | — | — | — | — | _____ |
| ... | | | | | | | | | |

Order by Bib. Format Start times in M:SS format as shown in the above example.

Mass Start

| Bib | Name | Nat | Start Row | P | P | S | S | T | Notes |
|-----|----------------|-----|-----------|---|---|---|---|---|-------|
| 1 | GREDLER Ludwig | AUT | 1 | — | — | — | — | — | _____ |
| 2 | FISCHER Sven | GER | | — | — | — | — | — | _____ |
| ... | | | | | | | | | |

Order by Bib. Report Start Row only for the first competitor of a (new) row.

Relays

| Bib | NAT Bib Color | Team Names | Start Row | P+ | S+ | T+ | Notes |
|-----|------------------|-------------------|--------------|----|----|----|-------|
| 1 | AUT | Austria | 1 | — | — | — | _____ |
| 1-1 | y | PERNER Wolfgang | | — | — | — | _____ |
| 1-2 | r | GREDLER Ludwig | | — | — | — | _____ |
| 1-3 | g | MESOTITSCH Daniel | | — | — | — | _____ |
| 1-4 | b | LOCHMAN Wolfgang | | — | — | — | _____ |
| ... | | | | | | | |

Results

NOTE:

Provisional Results are made in the same format as Final Results, without the cover page, but with the time of posting marked on the front.

Sprint Competitions

| Rank | Bib | Name | Nat | P S T | Result | Behind | WC | NC |
|------|-----|----------------|-----|-------|---------|--------|----|-----|
| 1 | 35 | GREDLER Ludwig | AUT | 0 0 0 | 27:23.5 | | 50 | 150 |
| 2 | 56 | FISCHER Sven | GER | 0 1 1 | 27:25.8 | +2.3 | 46 | 46 |
| | ... | | | | | | | |

Individual Competitions

| Rank | Bib | Name | Nat | Runtime | P S P S T | Result | Behind | WC | NC |
|------|-----|-------------------|-----|---------|-----------------|----------|---------|----|-----|
| 1 | 35 | GREDLER Ludwig | AUT | 45:18.4 | 0 0 0 0 0 | 45:18.4 | | 50 | 150 |
| 2 | 56 | FISCHER Sven | GER | 45:20.7 | 0 0 1 0 1 | +46:20.7 | +1:02.3 | 46 | 46 |
| | ... | | | | | | | | |

Pursuit and Mass Start Competitions

| Rank | Bib | Name | Nat | P P S S T | Result | WC |
|------|-----|----------------|-----|-----------|---------|----|
| 1 | 35 | GREDLER Ludwig | AUT | 0 0 0 0 0 | 45:18.4 | 50 |
| 2 | 56 | FISCHER Sven | GER | 0 0 1 0 1 | +1.5 | 46 |
| | ... | | | | | |

Relay Competitions

| Rank | Bib | NAT Bib Color | Team Names | P+ S+ T+ | Leg Time | Leg Rank | Team Time | Team Rank | Behind | WC |
|-----------|----------|------------------|-------------------|-------------|-------------|-------------|------------------|--------------|------------|-----------|
| 1. | 1 | AUT | Austria | | | | 1:21:18.7 | | 0.0 | 50 |
| | 1-1 | y | PERNER Wolfgang | 0+0 0+1 0+1 | 20:37.6 | 1 | 20:37.6 | 1 | 0.0 | |
| | 1-2 | r | GREDLER Ludwig | 0+2 0+3 0+5 | 20:02.0 | 2 | 40:39.6 | 1 | 0.0 | |
| | 1-3 | g | MESOTITSCH Daniel | 0+0 0+0 0+0 | 20:45.7 | 6 | 1:01:25.3 | 1 | 0.0 | |
| | 1-4 | b | LOCHMAN Wolfgang | 0+0 1+3 1+3 | 19:54.4 | 3 | 1:21:18.7 | 1 | 0.0 | |
| | ... | | | | | | | | | |

Final Results – Competition Data Summaries

| Participation | | | | |
|---------------------|----|--|--|--|
| Number of Entries: | 60 | | | |
| Did not start: | 1 | | | |
| Did not finish: | 1 | | | |
| Disqualified: | 0 | | | |
| Ranked Competitors: | 58 | | | |

| Atmospheric Conditions at the Stadium | | | | |
|---------------------------------------|-------------------------|------------------|------------------------|----------------|
| | 30 min. before Start | At Start Time | 30 min. after Start | At End Time |
| Weather | Sunny | Sunny | Sunny | Sunny |
| Snow Condition | Hard | Hard | Hard | Hard |
| Snow Temperature | -6.6 °C | -6.6 °C | -6.6 °C | -6.6 °C |
| Air Temperature | -2.3 °C | -2.3 °C | -2.3 °C | -2.3 °C |
| Humidity | 61 % | 61 % | 61 % | 61 % |
| Wind Direction/Speed | E 0.7 m/s | E 0.7 m/s | E 0.7 m/s | E 0.7 m/s |
| Wind Direction at Shooting Range | → | → | → | → |

| Jury Information | | |
|----------------------|--------------------|-----|
| IBU TD President | BAIER Norbert | GER |
| Chief of Competition | STARK Franz | AUT |
| Member | GOLEV Alexandre | RUS |
| Member | KHOVANTSEV Anatoli | FIN |
| Member | ZINGERLE Andreas | ITA |

| Course Information | |
|--|----------|
| red 2.437 m + green 2.597 m + yellow 2.597 m + blue 2.597 m + brown 2.573 m | |
| Total Course Length: | 12.801 m |
| Height Difference: | 26 m |
| Max. Climb: | 19 m |
| Total Climb: | 395 m |

| Jury Decisions |
|----------------|
| none |

| |
|----------------------------|
| IBU TD President |
| BAIER Norbert (GER) |

Analytical Results

There is no set format for Analytical Results, which are normally produced and issued by the data, timing or target firm. When such results are issued, they should contain useful information such as intermediate timings, shooting timings, ski loop timings, etc.

Cup Results

| | |
|--------------|--|
| Report Title | World Cup (Total/Discipline) Score Men/Women |
| Sub Title | Intermediate After 1 Competition or Final Result – 21 of 24 Results Scored |
| Date | As Of Sat 8 Dec 2001 |

(World) Cup Venues

| | | | | | |
|---|-----------------------------|-------------|---|----------------|-------------|
| 1 | Hochfilzen, (Competition *) | 8 Dec 2001 | 4 | Antholz | 26 Jan 2002 |
| 2 | Pokljuka | 15 Dec 2001 | 5 | Salt Lake City | 18 Feb 2002 |
| 3 | Ruhpolding | 16 Jan 2002 | 6 | Lahti | 15 Mar 2002 |

* Competition Title, if Total Score

| Rank | Name | Nat | Total | 1 | 2 | 3 | 4 | 5 | 6 |
|------|----------------|-----|-------|------|---|---|---|---|---|
| 1 | GREDLER Ludwig | AUT | 50 | 1/50 | | | | | |
| 2 | FISCHER Sven | GER | 46 | 2/46 | | | | | |
| ... | | | | | | | | | |

INVITATIONS AND BULLETINS

General

Invitations and bulletins must be sent out by the organizing committee of an event to all IBU NFs for IBU events and all invited teams for other events, as stipulated by the applicable event rules, containing the required information and at the right dates. The actual invitation formats are left to the discretion of the organizers. However, for all IBU events, all pertinent IBU regulations and policies must be followed and the IBU RD, or Asst RD, must approve all invitations prior to distribution. Invitations must include the information listed in this article and should include marks such as the logos of the organizing committee and sponsors...

Invitations

Invitations for IBU events must contain the following information:

- a. name, location and dates of the event
- b. organizing committee contact information - address, telephone, fax, website, e-mail
- c. host community facts and weather data and altitude difference between venue and accommodations
- d. event schedule with all event activities, including time and place of team captains meetings
- e. technical specifications of the competition facility, including targets, with stadium and course maps
- f. list of key organizing committee persons, IBU EB Representatives IBU Race Director, IBU Communications Director, IBU TDs and IRs, IBU Medical Delegate
- g. travel connection information with maps
- h. Visa (list of NFs requiring visas and the respective consular information), customs, rifle, ammunition and medicine import/export regulations, and regulations for use of radios
- i. accommodation and meal information with costs and payment method, and reservation information
- j. arrival and departure transport arrangements
- k. on site transport arrangements (hotel - stadium), and rental vehicle availability and costs;
- l. registration and entry forms with deadlines
- m. any other necessary information, including accreditation and insurance information, media information, exceptions to IBU rules

Example of an invitation at:

<http://docs.biathlonresults.com/0708/BT/SWRL/CP05/invitation.pdf> **Bulletins**

Preliminary bulletins for those events for which they are required must contain the necessary information needed by the NFs or participating teams to make their preparations to attend the event. Normally the event program, accommodation, travel and transport information and costs are included in the bulletin.

Example of a Bulletin at:

http://www.biathlon-ruhpolding.de/global/pdf/2011/Flyer_WM.pdf

RANGE RECORD SHEETS

The correct observation and recording of shooting results is one of the most critical functions of conducting a biathlon competition. A special record sheet for firing point officials has been designed to ensure that they observe and record shooting results most effectively.

ORGANIZER'S CHECKLISTS FOR EVENT AND COMPETITION ARRANGEMENTS

GENERAL

This checklist is provided for the assistance of organizers, and can be used by TDs and IRs in preparing for and conducting an event or competition. The list is intended for all biathlon events and competitions - club, regional, national and international - but primarily for IBU events. The sequence of the list is generally chronological but local circumstances will dictate in what order activities must happen. Use of this checklist should be in conjunction with the IBU Event and Competition Rules. A checklist for mechanical target maintenance is given at the end of the general checklist.

Preliminary preparations

- a. form Organizing Committee - recruit suitable people for key positions
- b. establish Logistics Committee
- c. conduct feasibility study - facility, accommodations, transport, officials, finances, dates, media requirements, reserve site – and study applicable rules
- d. apply for and obtain an IBU site license
- e. bid for the event in accordance with applicable policies - IBU or other
- f. ensure approval or sanction is granted, and required contracts and agreements are signed
- g. make event schedule and program:
 - dates of event
 - competition types, dates and timings
 - team captains meetings and draws
 - official and unofficial training - dates and timings
 - ceremonies - opening, closing, awards (official and unofficial)
 - social and cultural activities
 - press conferences
 - preliminary equipment check
- h. send the required bulletins and invitation with the necessary information, at the right times
- i. conduct publicity/advertising campaign to attract interest and sponsors
- j. conduct aggressive fund raising/sponsorship drive
- k. form preliminary Competition Committee structure - ensure all Chiefs are appointed and have appropriate training and required qualifications
- l. make contingency plans for weather - reserve site, snow-making, trucking snow
- m. determine how Juries are to be established - TD and IRs are appointed according to IBU or other applicable rules
- n. TD makes inspection visit(s) - make corrections and changes to plans
- o. control registrations - eligibility and qualification

Competition Committee preparations

- a. recruit volunteers
- b. identify available expertise and qualifications, ensure that officials qualified to the required levels can be recruited or trained in time
- c. conduct officials training - seminars and practice competitions
- d. plan and practice all procedures
- e. refine facility

Accommodation and meal planning

- a. space available and requirements
- b. quality of accommodation available
- c. proximity to facility
- d. costs of accommodation - within rules, payment arrangements
- e. male/female - consider special needs
- f. rifle and ammunition storage, dry firing area

- g. ski storage and waxing areas
- h. meal arrangements for teams - full board ('pension') or separate
- i. costs for meals - within rules, payment arrangements
- j. meal arrangements for officials

Travel to host community

- a. determine what methods are available
- b. locations of airports/railway stations and distances from host community
- c. costs - will anyone come?
- d. are subsidies available?

Reception of teams

- a. place - sufficiently large for teams and possibly equipment, good traffic flow and control
- b. timings - open to meet team arrival timings
- c. registration and accreditation methods - each member or just team leader
- d. entry fees if any - how will they be collected, is there flexibility in payment?
- e. eligibility - how will the right to compete be checked - passport, driving license?
- f. accommodation, transport and competition information must be available at reception
- g. issue of team information packages should be done at reception
- h. attachés, interpreters

Transportation during event

- a. quantity required - numbers of teams
- b. cost - can it be provided gratis to teams?
- c. check with teams when and where transport is required
- d. places for pick-up and drop-off, and timings - make a bus schedule
- e. if teams have own vehicles, where they can drop-off and park
- f. is transport available for other than competition days, such as training days or for sightseeing?
- g. transport for officials, parking for private vehicles

General preparations for competitions

- a. unofficial and official training (skiing and shooting)
- b. facility preparation
- c. entries and control of eligibility
- d. team captains meetings - timings, location, equipment and staff requirements, preparations, space, procedures, agenda, how are Juries established, refreshments, start list and bib issue
- e. draws - method, equipment, preparation of start lists
- f. briefings and information dissemination to teams and officials
- g. preliminary equipment check
- h. doping control, blood test

Facility checks

- a. Range
 - specifications - size, layout, direction, slopes, deviations, safety
 - approaches and grooming
 - 10 m markings at entrance and exit
 - firing points
 - numbering (firing points and targets)
 - lane markings
 - mats
 - targets (mechanical or electrical, paper for zeroing) - placement, quantity, condition, paint, adjustments, reserves

- relay cups
 - signage
 - wind flags
 - scoring - manual, electronic, independent checks
 - communications/information and results passage
 - safety drills and contingency plans
 - officials - numbers, control, tasks
 - coaches, officials, press, spectator areas
 - access control
- b. Penalty Loop
- specifications (size, location, shape)
 - marking and signing
 - communication and information passing
 - number and location of officials
 - procedures for resolving discrepancies
- c. Course
- specifications - lengths, widths, profiles
 - sequences
 - grooming
 - marking, signage
 - check point locations
 - barricading and fencing
 - officials - numbers, locations
 - control procedures and recording
 - communication and information passing
 - forerunners
 - first aid posts
 - medical evacuation from trails - method, routes, control
 - access control
- d. Stadium
- general configuration and layout
 - traffic flow - athletes, officials, media, VIPs, public
 - team warm-up and waxing huts
 - Jury room
 - officials building
 - competition office
 - power, water, heat
 - toilets (male/female)
 - parking - teams, officials, media, VIPs, public
 - marking, signing, information boards
 - media/broadcast booths, phones, faxes
 - public announcements
 - information/score board (electronic or other)
 - communications - radios, phones, runners
 - areas for competitors, media, VIPs, spectators
 - ski testing area
 - start, finish, simultaneous start area, relay hand-over zone, equipment control area, athlete warm-up area, mixed zone
 - athlete clothing storage arrangements
 - warm drink area
 - access control

Competition checks

- a. start method for each competition
- b. equipment check controls (start and finish)
- c. timing methods and systems
- d. start times
- e. monitoring, recording and results/information passage
- f. communications systems
- g. reports of significant incidents during competition
- h. calculating/checking
- i. procedures after last finisher
- j. results formats, preparation and dissemination
- k. protests and penalties procedures
- l. course configuration and control
- m. safety
- n. injuries, first aid and evacuation
- o. TD and IR tasks and locations
- p. Competition Jury meeting times and locations
- q. Flower Ceremony
- r. doping control
- s. RD/TD critique

Awards and social functions - when, where, how, presenters, speakers, media coverage

- a. awards ceremonies
- b. opening and closing ceremonies
- c. meet and greet, receptions, cultural events
- d. banquet - food, head table, etc
- e. hosting of dignitaries/VIPs
- f. gifting

Miscellaneous equipment and items list

1. trigger pressure gauge or weight
2. rifle weight scale
3. rifle measuring templates and devices
4. bibs (4 color sets required for relays)
5. rule books
6. paper targets
7. officials record and scoring forms
8. trophies, medals, flowers and other presentation items
9. timers and stopwatches
10. event timetables
11. site plans and profiles
12. telephones (land and mobile), radios (including batteries and recharge systems), fax(es)
13. loudhailers, whistles for range
14. clipboards
15. pencils
16. receipt book
17. thermometers
18. signs, markings, trail flags
19. spray paint (for targets and lines)
20. tables/chairs
21. computers and printers,
22. photocopier
23. information/score board (electronic or other)
24. wind flags
25. relay cups

26. shooting mats
27. target numbers/firing point numbers, T markers, lane dividers
28. rifle racks – start area, range, training
29. magic markers, stickers, paint (equipment marking)
30. start pistol and flag
31. grooming machines, over-snow vehicles with cargo sleds
32. medical evacuation sled
33. blankets
34. first aid kits
35. casualty stretchers
36. paper tissues for finish
37. drink containers and cups for finish
38. axes, shovels, rakes, brooms, general tools, target tools
39. barricades or tape and pickets and fencing
40. officials identification (uniforms, armbands)
41. stationary supplies
42. advertising signs and banners
43. V Boards
44. Portable toilets
45. video cameras (range, finish, start)
46. finish line board
47. measuring wheel and 50 m measuring tap
48. range flags (red and green)
49. photo-finish camera

Checklist for mechanical target inspection and maintenance

- a. Centering
 - remove paint from holes
 - measure to ensure that prone target hole is centered in black aiming circle
 - adjust according to rules
- b. Target (falling) plate
 - bearing tolerance is 0.5 to 2 mm
 - ensure falling plates are not in contact with the target face plate
 - use only automatic viscosity oil for lubrication of bushings
- c. Hit indicator paddle (white)
 - in good condition
 - not loose
 - distance from target face approximately 1cm
- d. Raising bar (for resetting falling plates)
 - bearing tolerance is 0.5 to 2 mm
 - ensure red reset indicator disc is in good condition, firmly attached and correctly adjusted
 - ensure return spring is functional and in good condition
 - use only automatic viscosity oil for lubrication of bushing
- e. Plate bearings
 - must roll freely
 - ensure casings are in place
- f. Prone/standing plate
 - ensure spring is not stretched or rusty
 - ensure attachment is solid
- g. Reset wire
 - ensure that bolt is not severing wire
 - attachment must be inspected before each Relay competition
 - wire must not be twisted or frayed
 - ensure wire is original length
- h. Pull spring
 - spring must not be stretched
 - ends of spring must be crimped so that the spring casing cannot become loose or unattached
- i. Rope
 - thickness may not exceed 4 mm
 - ensure rope is attached with the wire and spring in the same link
 - no knots in the rope
 - rope clean of ice and snow
- j. Prone/standing plate stopper
 - when changing configurations the stopper "tongue" must drop freely into its slot
 - chains attached to the raising bar must be in totally good condition - without break or flaw
 - chains must not be twisted
- k. Sandblasting
 - before base painting, the targets must be sandblasted or the old paint layer must be otherwise removed
 - targets must be disassembled before sandblasting
 - prone/standing plate stoppers must not be sandblasted

I. Painting

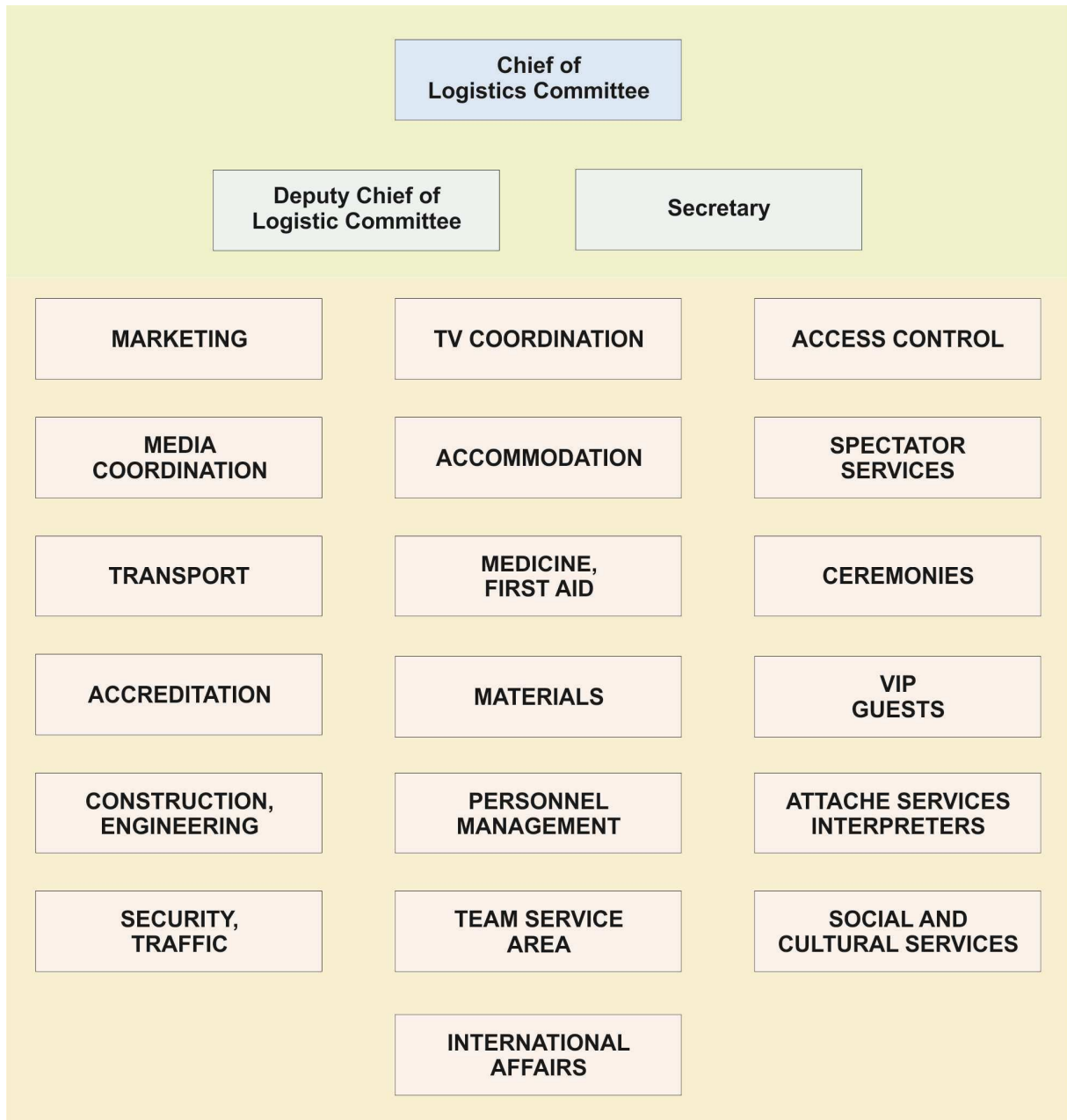
- base painting must be done only when the temperature is above 15 °C
- only thin coats of paint should be applied when targets are in use, and the paint should be heated if possible.

LOGISTICS COMMITTEE

The **Logistics Committee** plays an important part in the preparation, planning and realization of a successful organization.

The Logistics Committee is in charge of all functions and tasks that are not directly related to competitions, which the Competitions Committee is responsible for.

The IBU rules for event organizers, competition rules, rules for media and accreditation, rules for advertising as well as additional rules of the respective organizing contract provide the foundation.



Different departments can be combined with or complemented by others. This is decided based upon the size of the event.

Each department is to be filled with the necessary personnel and employees.

Duties and Responsibilities:

1. Chief of Logistic Committee

- administrating and leading the department of Logistics - main duty
- coordination of the work of the chiefs of departments
- planning and construction of the infrastructure
- planning and construction of temporary facilities
- planning and preparation of all technical facilities
- initiates and leads training and instruction of the staff of the Logistics Committee
- continuous reporting to the Organizing Committee

2. Secretary

- leads the office of logistics
- attends to all written communication in logistical matters
- keeps the minutes in meetings regarding logistical matters
- preparation of all information, bid invitations
- preparation of plans, lists, minutes

3. Chief of Finances and Marketing

- compiles budget plans
- supervises and controls adherence to the budget
- prepares sponsor contracts and supporting measures
- directs monetary transactions
- prepares the revenue and expense statement
- prepares the final accounting report

4. Chief of Media

- compiles preliminary media information, and distributes this information to the media
- preparation of working opportunities for media, photographers
- creation of press center, furnishing - WLAN, telephone, facsimile, copying machine
- preparation for photographers
- reporting during events and distribution to all parties
- media support during events
- leads press conferences
- creates press review

The basis for this work is the IBU Media Guidebook.

5. Chief of Transportation

- determining transportation needs, which transports are necessary
- determining the need for cars, which vehicles are needed
- creating transportation and shuttle plans
- transportation plans for the social program
- transportation plans for guests of honor, VIP, IBU
- considering transfer plans prior to, during and after events
- shuttle plans and transportation for spectators

6. Chief of Accreditation

- determine place of accreditation (outside of the competition venue in the center or at the entrance of town)
- prepare access and parking options
- visibly affix signs and information boards
- equip and furnish the accreditation office
- check participation eligibility and participant lists
- arrange catering for personnel
- cooperation with the logistics office, lodging office and transportation service

The basis for this work is the IBU Rules for Accreditation.

7. Chief of Construction and Engineering

- plans and constructs the technical portions of competition facilities
- plans and constructs temporary facilities
- arranges for respective professional personnel
- compiles material planning
- determines and provides necessary electricity
- constructs supply lines for consumers
- determines need for other equipment
- plans for and organizes emergency power generators
- checks the operational readiness of existing facilities and supply lines
- ensures proper ventilation and fume extraction in waxing cabins
- prepares heating systems for the various consumers
- stadium sounding – information system
- lighting system - stadium, shooting range, tracks, sidewalks and other facilities
- communication equipment - telephone, internet, facsimile, 2-way radios
- sign and light emergency exits and escape routes

8. Chief of Traffic and Traffic Security

- compile security concept
- collaborate with authorities
- create traffic plans, include authorities
- determine access roads
- create traffic management system
- determine parking options and parking lots
- affix signs, information boards and arrows
- parking for: teams, officials, VIP, press, service vendors, spectators, shuttle buses
- ensure snow removal and salting, around the clock service
- ensure auto and towing service
- personnel for traffic management and parking spot assignment

9. Chief of Security

- compose a security concept - what, when, how
- create checking plans - what is being checked when and how
- create the personnel's plan of action
- create plans for access areas

- compose escape route concept
- security checks and control of the event venue
- security personnel - trained security guards
- plan for day and night service
- check and supervise the access areas together with staff
- compose work schedule with daily time table
- identification of inspectors, vest with writing
- catering for the security staff - food and beverages

10. Chief TV Coordinator

- coordinates all matters with broadcaster and the regulations of the TV contract in collaboration with the TV station.

Basis for work is Annex 2 to Event Hosting Declaration: TV technical requirements.

11. Chief of Accommodation

- coordinates all matters of lodging
- creates lodging plans for:
 - teams
 - officials
 - sponsors, partners
 - visitors, fan groups
- catering for teams - VP, sport-friendly cooking, beverages
- meal times, coordination with the training and competition plan
- possibly snacks between meals
- requirements for hotels, furnishings etc. 3 stars
- activities at hotels - discos, etc.
- WiFi at hotels
- contractual determination of agreements with lodging providers

12. Chief of Medical Services / First Aid

- compile rescue concept
- construct first aid station
- snow mobile with sled and blankets
- determine first aid materials
- determine escape routes, consider obstruction of traffic
- plan for emergency physician, keep in mind national event laws (number of participants, teams, spectators)
- assign competition physician
- create doping control points, equipment, staff
- catering for first aid station - food, beverages
- compose plan of action - possibly day and night shift
- plan for phone lines, radio system

13. Chief of Material Management

- determine material requirements

- creating material and equipment depot
- managing materials inventory
- maintaining inventory lists
- procuring necessary materials
- maintenance and repair of materials
- issuing and taking back of materials

14. Chief of Volunteers

- creates staff plan in collaboration with the departments
- coordinates availability of necessary functionaries and volunteers with the departments
- creates and edits list of employees
- regulates the assigns volunteers to the different areas
- regulates the lodging requirements for staff
- regulates and coordinates the necessary transportation for staff
- provides catering for staff

15. Chief of Team Service Area:

- responsible for waxing cabins, attendance
- number of containers/waxing boxes for teams for waxing and lounging
- number of containers/boxes for service vendors
- sufficient ventilation and exhaust
- providing enough electricity and heating
- lounge and changing rooms, internet
- providing cleaning equipment, trash bags
- cleaning service
- security, surveillance

16. Chief of Access Control

- responsible for all controls at different access points
- create plan of accesses and type of control
- engage proper staff to manage all access points
- create plans for access areas
- establish access control points
- plan and initiates signposting
- check and supervise the access areas together with staff

17. Chief of Spectator Services

- ticket sales and reservations
- create information points
- compose layout plans
- determine traffic patterns and signposting
- signs for what is where, where can I find what
- parking for spectators
- paths to the shuttle service
- toilet facilities - sufficient facilities, separate for men and women
- organize snow removal and salting service

- create food and beverage options, spectator tents, kiosks
- merchandising, fan shop, etc.
- social program, evening events and cultural programming
- offer sight-seeing options

18. Chief of Ceremonies

- create plan for ceremonies - what is taking place when
- create schedule for each ceremony
- determine ceremony locations
- determine and block off access areas
- prepare and distribute invitations in a timely manner
- determine design and construction of ceremony location
- sound system according to place and number of spectators
- plan opening ceremonies, award ceremonies, closing ceremony
- set up flags
- award ceremony - raising of the flag, prepare system
- prepare national anthems
- band, participants
- toilet facilities

19. Chief of Guests and VIP Guests and VIP Care

- plan and construct VIP facilities
- catering and beverages of highest category
- offer a variety of local and international culinary specialties
- prepare honor tables, reservations
- service and waiting staff
- cleaning of VIP facilities
- bathroom facilities
- reserved areas for special guests
- TV sets and video screens
- sound system
- checking of access areas
- appropriate heating, ventilation
- attend to access and exit paths - snow removal, salting

20. Chief of Attaché and Interpreting Service

- create plans of action for attachés and interpreters
- determine need
- determine skilled personnel
- appropriate training and language skills required
- appropriate clothing for the occasion
- performing translations
- plan and organize transportation plan
- acquire necessary knowledge about sport and event
- interpreters must be sufficiently informed and trained about the sport
- discipline and friendliness as well as punctuality
- appropriate appearance

- assign trained interpreters
- be able to provide information about event location, region and country

21. Chief of Social and Cultural Matters

- create cultural programs
- local and regional cultural amenities, exhibitions, etc.
- consider transportation plan
- planning of expenses, participation free of charge, discounted price, etc.

22. Chief of international Affairs

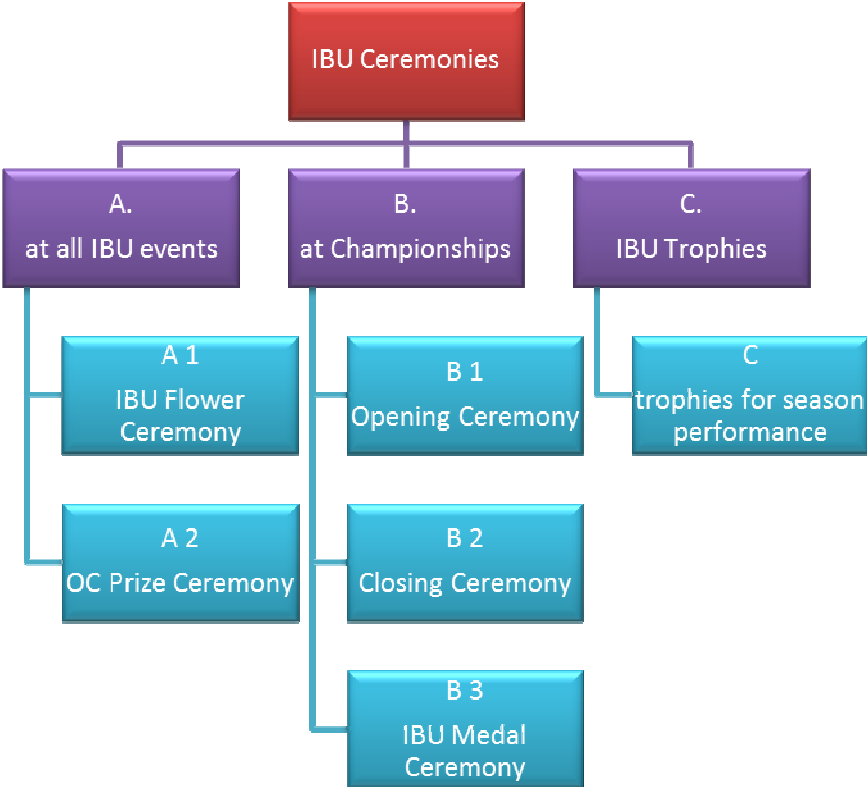
- responsible for international affairs
- contacts with NFs
- contact with authorities

23. Chief Stadium production

- prepare plan of all activities connected to stadium entertainment
- prepare technical and other staff for execution of production
- prepare scenario and schedule of program
- prepare technical equipment for stadium production
- contact with TV broadcaster and IBU officials about running of production, volume of speakers and execution of stadium ceremonies

Ceremonies

IBU Event Ceremonies



A. Ceremonies at all IBU events

A. 1. Flower Ceremony

a. Definition:

The flower ceremony is the presentation of the top 3 competitors and top 3 relay teams (at events with live TV coverage) and top 6 competitors and relay teams (at IBU events with no live TV coverage) immediately after the end of the competition.

The competitors must appear wearing their competition start numbers, and may have with them their competition materials/ equipment.

A flower bouquet is to be provided by the OC for the IBU representative to hand out to the athlete at the flower ceremony. It should have an appropriate size and shape, so that it will not cover the athletes' face and body.

The schedule of the IBU Flower ceremony is attached at the end of the chapter.

b. Preparation of Flower Ceremony

Flower ceremony is to be held in the stadium immediately after the last athlete has finished the competition. The following persons must attend the flower ceremony:

- Top 3 athletes or top 3 relay teams
- Presenters: IBU Representative
- Staff IBU: IBU Race Director/Asst. Race Director
- Staff OC: OC Ceremonies Coordinator, Presenters Companions, Anti-Doping Marshals, Volunteers, Announcer

The ceremony has to start with the IBU Hymn. The athletes are to be called on the podium from rank 1 to 3. The ceremony has to end with the IBU Hymn. After the flower ceremony, photographers are allowed to take pictures.

The OC is requested to prepare (alone and/or in cooperation with IBU and/or Infront):

- Winner podium
80 x 80 cm each step. Rank 1 is in the middle at highest level (60 cm), rank 2 on the right from winner and rank 3 on the left on equal lower level (30 cm).
If applicable, ranking 4 – 6 are left of rank 3 and on the ground. The podium should indicate rank (2, 1, 3), the name of the venue and the IBU logo (according to IBU Rules for Advertising).
- Presentation space
Vacant space of around 10 x 6 m; could be higher than the ground. The location of the presentation place should be discussed with TV HB and IBU RD, to assure the best TV picture and at the same time good view for spectators. The location should also

not be too far away from finish exit zone, so athletes and media have a short distance to the presentation.

- Advertising wall

The background of the winner podium is or could be used as an advertising banner, of course according to advertising rules. In case an inflatable wall is used, the OC have to ensure a power outlet (220 V) and some volunteers to help to keep wall in place.

- Photographers or media border

TV cameras and photographers need to have a clean view of the podium (athletes) so a border line should be installed to keep proper distance to the athletes. A simple border can be made using a rope held by volunteers.

- Marshaling area to the podium

The OC needs to ensure athletes and presenters free access from the gathering point to the podium location.

- Announcement and music

At the presentation, the Announcer or his assistant need to be present with radio communication. The audio technician needs to prepare the IBU Anthem for the beginning of the ceremony.

SCHEDULE - WC/WCH Flower Ceremony Stadium

| <i>Time</i> | <i>Duration in minutes</i> | <i>Action</i> | <i>Persons</i> |
|--------------|----------------------------|--|----------------------------------|
| - 08:00 | 01:00 | Last athlete from shooting range | |
| - 07:00 | 07:00 | Preparation of podium, advertising, flowers | OC Ceremony Coordinator |
| 00:00 | 00:00 | Last athlete cross finish line | |
| 00:00 | 01:00 | Final preparation of podium | OC Staff, Infront |
| 01:00 | 01:00 | Gathering of presenters and companions IBU Representative | OC Staff |
| 02:00 | 01:00 | Calling top 3 athletes for presentation Gathering of top 3 athletes | Announcer OC Staff, IBU Staff |
| 03:00 | 00:10 | Athletes ready, presenters ready, TV ready | IBU RD |

BEGINNING OF FLOWER CEREMONY - TV PRESENTATION

| | | | |
|-------|-------|--|---------------------------------|
| 03:10 | 00:20 | IBU Anthem | Sound track |
| | | Marching to podium; athletes and presenters | IBU RD |
| 03:30 | 00:20 | Presentation of names of presenters IBU Representative - Flowers | Announcer |
| 03:50 | 00:10 | Announcing rank 1 Awarding flowers to rank 1 | Announcer IBU Representative |
| 04:00 | 00:10 | Announcing rank 2 Awarding flowers to rank 2 | Announcer IBU Representative |
| 04:10 | 00:10 | Announcing rank 3 Awarding flowers to rank 3 | Announcer IBU Representative |
| 04:20 | 00:50 | Photo session for top 3 ranks <div style="background-color: red; color: white; text-align: center; padding: 2px;">IBU Anthem</div> | IBU RD |

END OF FLOWER CEREMONY - TV STOP

possible start of the OC PRIZE GIVING CEREMONY

| | | | |
|-------|-------|---|-------------------------|
| 05:10 | 01:30 | End of photo session, OC present prizes to 1- 6 | Announcer |
| | | Awarding OC Prizes to ranks 1 - 6 | OC Representative |
| 06:40 | 00:30 | Photo session | OC Ceremony Coordinator |
| 07:10 | | End of ceremony | Announcer |

A. 2. OC Prize Giving Ceremony

The OC is authorized to conduct a prize-giving ceremony for the athletes ranked 1 – 6 after the flower ceremony is completed.

The OC is free to decide if this prize-giving ceremony should be conducted in the stadium or at an evening function. If the prize-giving ceremony is conducted in the stadium it may not interfere with the preparation and conduct of the IBU Flower Ceremony.

The prize-giving ceremony is to be planned in coordination with the respective IBU Race Director.

Proposals for prizes that the OC plans to award to the athletes are to be sent to the IBU Race Director concerned 2 months in advance of the event for approval.

The prizes should meet the following minimum criteria:

- Representative quality
- Engraved event dates and location of the IBU event
- Size, weight and shape suitable for travel
- No sports equipment

B. Additional ceremonies at IBU Championships

At IBU Championships, Opening Ceremonies, Closing Ceremonies and Medal Ceremonies are to be conducted in addition to the IBU Flower Ceremony and the OC prize-giving ceremony.

B.1. Opening Ceremony

Opening Ceremonies are to be held at all IBU Championships - WCH, YJWCH, OECH, SB WCH, etc. The program has to be sent to the IBU Race Director concerned 2 months in advance of the event for approval of the venue and the program.

The intent of the Opening Ceremony is for the IBU President/IBU Representative to officially open the event.

a. Preparation for Opening Ceremony

The OC is to provide a schedule for the opening ceremony to the respective Race Director, which should include the following minimum content:

- Place of Opening Ceremony
The OC has to provide an appropriate location for the conduct of the opening ceremony, which is to be agreed on with the IBU Race Director concerned. The

number of teams, estimated spectators, officials and guests are to be taken into account.

- Officials and speakers at Ceremony

The following speakers may present words of welcome at the Opening Ceremony:

- o Host country's NF representative
- o Host city representative (mayor, OC president...)
- o Representative of host country's political authorities (government, regional government...)

- Opening of the event

The IBU President/Representative opens the event.

- Team's attendance

All participating teams' members are to be invited to the opening ceremony. They may be present as part of official program (parade of teams) or just as spectators at reserved space.

- Transport for teams, media, officials, VIP

The OC has to organize specific transportation for all participating groups of persons, if the ceremony is not conducted within walking distance of the accommodating hotels (max. 10 – 15 m walk). Priority is to be placed on the transport of teams and officials to the venue from their hotel and back to the hotel after the ceremony.

- IBU flag raising

There could be more flags displayed at ceremony venue, but the raising of the IBU flag with the IBU anthem need to be included in the program. The flag pole must be easily visible to most of the participants without obstruction. Normally the IBU flag is brought to the main presentation area as part of the ceremony.

The OC should also include the raising of the host nation national flag with the national anthem in the program – at the very beginning of the ceremony.

b. Conduct of Opening Ceremony

The OC is free to formulate the overall of the ceremony, but the main part of the opening ceremony should be as described in the schedule.

An entertainment program may be held before the official beginning of the Ceremony. Any entertainment program after the official opening by the IBU President/Representative may be organized by the OC as approved by the IBU Race Director concerned.

c. Language and translation

The Opening ceremony is to be held in the host nation language and to be translated into English.

SCHEDULE - IBU Championships Opening Ceremony

| Time | Duration in minutes | Action | Persons |
|---------|---------------------|---|---------------------------------------|
| 00:00 | 01:00 | Announcing the beginning of ceremony | Announcer |
| 01:00 | 03:00 | Introduction | Announcer |
| 04:00 | 02:00 | Keynote speakers are invited to the stage and presented (and other high guests) | Announcer |
| 06:00 | 01:00 | * Rising of host nation national flag - National anthem | Sound track / orchestra |
| 07:00 | 20:00 | * Parade of teams with or without team members (In alphabetical order, host nation is the last) | Announcer |
| 27:00 | 00:30 | Introduction of 1 st speaker | Announcer |
| 27:30 | 04:00 | 1 st Speech | Host nation government representative |
| 31:30 | 00:30 | Introduction of 2 nd speaker | Announcer |
| 32:00 | 04:00 | 2 nd Speech | Host city representative |
| 36:00 | 00:30 | Introduction of 3 rd speaker | Announcer |
| 36:30 | 04:00 | 3 rd Speech | Host NF representative |
| 40:30 | 00:30 | Announcing arriving of IBU Flag | Announcer |
| 41:00 | 10:00 | IBU Flag arrives into presenting space / flag pole | |
| 51:00 | 00:30 | Introduction of 4 th speaker | Announcer |
| 51:30 | 04:00 | 4 th Speech (CH Opening) | IBU President/ Representative |
| 55:30 | 00:30 | Rising of IBU Flag - IBU Anthem | Sound track / orchestra |
| 56:00 | 30:00 | Cultural program | by OC scenario |
| 1:26:00 | | End of Opening ceremony | |

* optional

B.2 Closing Ceremony

Closing ceremonies are to be held at all IBU Championships - WCH, YJWCH, OECH, SB WCH, etc. The program has to be sent to the IBU Race Director concerned 2 months in advance of the event for approval of the venue and the program.

The intent of the Closing Ceremony is for the IBU President/Representative to officially close the event and hand over the IBU flag to the NF/OC hosting the next event.

a. Preparation of Closing Ceremony

The OC is to provide a schedule for the closing ceremony to the Race Director concerned, which should include the following minimum content:

- Location of Closing Ceremony
The closing ceremony is to be held in the stadium immediately after the last medal is awarded.
- Officials and speakers at ceremony
The following persons are speakers at the ceremony:
 - o Representative of host NF/OC
 - o Representative of NF/OC hosting next WCH
- Closing of the event:
The IBU President/Representative will officially close the IBU event.
- Team attendance
The teams are to be invited to the closing ceremony. There is no obligation for them to attend.
- OC attendance
All OC officials should be present at the closing ceremony in their official uniform.
- IBU flag lowering
At the stadium the IBU flag is to be displayed for the whole duration of the WCH. The flag will be formally lowered from the same post. When lowering the flag, the IBU hymn is to be played.
The OC must organize a second IBU flag to be handed over to the IBU President/Representative, which he will then hand over to the next hosting NF/OC Representative.

b. Language and translation

The closing ceremony is to be held in the host nation language and translated into English.

SCHEDULE - Championships Closing Ceremony

| Time | Duration in minutes | Action | Persons |
|------|---------------------|--------|---------|
|------|---------------------|--------|---------|

The closing ceremony is to be held in the host nation language and translated into English (duration includes both languages)

| | | | |
|-------|-------|---|---|
| 00:00 | 01:00 | Announcing the beginning of ceremony | Announcer |
| 01:00 | 02:00 | Introduction | Announcer |
| 03:00 | 01:30 | Keynote speakers are invited to the stage and presented | Announcer |
| 04:30 | 00:30 | Introduction of 1 st speaker | Announcer |
| 05:00 | 04:00 | 1 st Speech | Actual CH representative |
| 09:00 | 00:30 | Introduction of 2 nd speaker | Announcer |
| 09:30 | 04:00 | 2 nd Speech (Closing) | IBU President/ representative |
| 13:30 | 00:30 | Lowering of IBU Flag - IBU Anthem | Sound Track |
| 14:00 | 05:00 | IBU Flag arrives into presenting space | |
| 19:00 | 00:30 | Hand-over of IBU Flag to next CH host | Actual CH representative IBU President/ Representative Next CH representative |
| 19:30 | 00:30 | Introduction of 3 rd speaker | Announcer |
| 20:00 | 04:00 | 3 rd Speech | Next CH representative |
| 24:00 | | End of Closing ceremony | |

B.3 Medal ceremony

a. Definition

The Medal Ceremony is held at IBU Championships for the athletes and relay teams ranked 1 – 6. It is to be held separately after the IBU Flower Ceremony, either in the stadium or at an evening function. Proposals for the conduct have to be presented to the respective IBU Race Director for coordination and approval.

IBU medals and certificates will be awarded to athletes. No other prizes or gifts are allowed at the Medal Ceremony. The schedule is attached at the end of the chapter.

b. Preparation of Medal Ceremony

The following persons need to attend the Medal Ceremony:

- Top 6 athletes or top 6 relay teams
- Presenter: IBU Representative
- IBU staff: IBU Race Director/Asst. Race Director
- OC staff: OC Ceremonies Coordinator, Presenters, Anti-Doping Marshals, Volunteers, Announcer

The OC must prepare (alone and/or in cooperation with IBU and/or Infront):

- Winner podium (same as for flower ceremony)
- Presentation space
The Ceremony takes place at the stage that the OC is using for the entertainment program but there needs to be enough space for podium placement and to accommodate presenters. If the Medal Ceremony takes place in the stadium, the same place as for the Flower Ceremony will be used.
- Advertising wall
If an advertising wall is to be used the IBU RD should be consulted.
- Photographers or media border
TV cameras and photographers need to have an unobstructed view of the podium (athletes).
- Marshaling area to the podium
If the Medal Ceremony takes place immediately after the Flower Ceremony, athletes and presenters should leave the podium and the ceremony begin again after the athletes have left their sports equipment and the OC have prepared the medals and presenters. The marshaling area is the same as for the Flower Ceremony.

Outside the stadium a place behind or near the stage should be reserved for athletes to wait before they are called by the announcer.

- **Announcement and music**
At the presentation area the announcer or his assistant need to be present with radio communication. The audio technician needs to prepare the IBU Anthem for the beginning of the ceremony and the winner's national anthem for the flag-raising ceremony.
- **Flagpoles and flags**
Before the beginning of the ceremony the OC needs to organize the flags of the winners' nations (top 3) and place them on the flagpole ropes. The flags are to be positioned as follows (seen facing towards the flags): winner middle, second place left and third place right on same lower level. The flags must be raised to the top of the pole during the national anthem. The position of the flagpoles must be visible to athletes without obstruction and the background of the flags should not be obstructed by spectators or installations.
- **Staff for raising flags**
The OC needs to ensure enough people to smoothly execute flag raising with necessary respect for the flags and anthems.

SCHEDULE - WCH Medal Ceremony (rank 1 - 6)

| Time | Duration in minutes | Action | Persons |
|--|---------------------|--|--|
| <i>If this ceremony take place in stadium directly after Flower ceremony, it will begin immediately after athletes put down sport equipment and all materials are ready.</i> | | | |
| - 05:00 | 02:00 | Athletes rank 1 - 6 arrived to the stage Presenters arrived to the stage | |
| - 03:00 | 01:30 | Final preparation of flag poles Final preparation and check of flags Flag lifting staff on the spot Winner's National Anthem checked and ready Medals ready Preparation of podium (advertising) | |
| - 00:30 | 00:30 | Announcing Award Ceremony | Announcer |
| 00:00 | 00:20 | IBU Anthem | Sound track |
| 00:20 | 00:20 | Presentation of names of presenters IBU Representative: | Announcer |
| 00:40 | 00:20 | Announcing rank 1 Awarding medal to rank 1 | Announcer IBU Representative |
| 01:00 | 00:00 | Announcing rank 2 Awarding medal to rank 2 | Announcer IBU Representative |
| 01:20 | 00:20 | Announcing rank 3 Awarding medal to rank 3 | Announcer IBU Representative |
| 01:40 | 00:20 | Announcing rank 4 Awarding certificate to rank 4 | Announcer IBU Representative |
| 02:00 | 00:20 | Announcing rank 5 Awarding certificate to rank 5 | Announcer IBU Representative |
| 02:20 | 00:20 | Announcing rank 6 Awarding certificate to rank 6 | Announcer IBU Representative |
| 02:40 | 00:10 | Announcing National Anthem of the winner | Announcer |
| 02:50 | 00:30 | National Anthem Flags rank 1 - 3 are rising to the top of the pole | Sound track or orchestra Flag lifters |
| 03:20 | 00:40 | Photo session | OC Ceremony Coordinator |
| 04:00 | | End of ceremony | Announcer |

C. IBU Trophies

a. Trophy Award Ceremony

The World Cup will be awarded at the end of the competition season based on the WC or IBU Cup final standings. Disciplines and ranks are listed in the IBU Event and Competition Rules.

The Trophy Award Ceremony will take place in the stadium at a suitable occasion at the end of a WC or IBU Cup final.

b. Preparation of Trophies Award Ceremony

The following persons are to attend the Trophy Award Ceremony:

- Trophy winners (teams, athletes, team leaders)
- Presenters: IBU Representative
- IBU staff: IBU Race Director/Asst. Race Director
- OC staff: OC Ceremonies Coordinator, Presenters, Volunteers, Announcer

The schedule of this ceremony is basically the same as the Medal Ceremony and should be discussed with the IBU RD concerned.

- IBU Trophies: are provided by the IBU. The OC needs to organize safe storage for them.
- Presentation podium: the presentation podium is different from the normal winners' podium. The podium has to be of only one level (height). It can possibly be combined with the podium for 2nd and 3rd place if they are at the same level. If this is not possible, the podium must be 30 cm high and 0.8 x 1.6 m in size (minimum).
- Advertising wall: the same as for Flower ceremonies at WC/WCH
- Table: beside the presentation podium should be a table with a nice tablecloth and with a floral decoration if possible (the table should be big enough for all trophies (15))
- Photographer line: same as for Flower ceremony
- IBU Anthem: the OC needs to prepare the IBU Anthem
- National anthems: no national anthems are played at Trophy Award Ceremonies.

SCHEDULE - IBU Trophies' Ceremony

| Time | Duration in minutes | Action | Persons |
|-------|---------------------|--|--|
| 00:00 | 01:00 | Announcing the beginning of ceremony | Announcer |
| 01:00 | 01:00 | Presenters are invited to the stage and presented | Announcer |
| 02:00 | 00:30 | Introduction of 1 st speaker | Announcer |
| 02:30 | 01:00 | 1 st Speech | IBU President |
| 03:30 | 01:00 | MIXED RELAY Team of ... Awarding winner of Mixed Relay Photo Session | Announcer IBU representative |
| 04:30 | 01:00 | RELAY WOMEN Team of ... Awarding winner of Women Relay Photo Session | Announcer IBU representative |
| 05:30 | 01:00 | RELAY MEN Team of ... Awarding winner of Men Relay Photo Session | Announcer IBU representative |
| 06:30 | 01:30 | INDIVIDUAL Winner Women... Awarding winner of Women Individual Winner Men... Awarding winner of Men Individual Photo Session | Announcer IBU representative Announcer IBU representative |
| 08:00 | 01:30 | SPRINT Winner Women... Awarding winner of Women Sprint Winner Men... Awarding winner of Men Sprint Photo Session | Announcer IBU representative Announcer IBU representative |
| 09:00 | 01:30 | PURSUIT Winner Women... Awarding winner of Women Pursuit Winner Men... Awarding winner of Men Pursuit Photo Session | Announcer IBU representative Announcer IBU representative |
| 11:00 | 01:30 | MASS START Winner Women... Awarding winner of Women Mass Start Winner Men... Awarding winner of Men Mass Start Photo Session | Announcer IBU representative Announcer IBU representative |
| 12:30 | 02:00 | TOTAL WORLD CUP SCORE Winner Women... Awarding winner of Women WC Total Score Winner Men... Awarding winner of Men Mass WC Total Score Photo Session | Announcer IBU representative Announcer IBU representative |
| 14:30 | 01:30 | TOTAL NATION CUP SCORE Winner Women... Awarding winner of Women Nation Cup Score Winner Men... Awarding winner of Men Nation Cup Score Photo Session | Announcer IBU representative Announcer IBU representative |
| 16:00 | | End of ceremony | |

DESCRIPTIONS OF ROOMS, OFFICES, FACILITIES

1. Venue and Sports Management

1.1. Chief Venue Manager – Assistant Chief

- Area of 15 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)

1.2 Office venue management

- Area of 20 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)

The office is used by the venue secretary or secretariat (if more people are involved in the work). The same office can also be used by some Logistics Department Chiefs: international affairs, volunteer coordinator.

1.3 Meeting Room

- Area of 20 m²
- 1. Office furniture (tables and chairs) with enough space for around 8 people
- PC projector
- Flip chart

The meeting room is needed for venue management briefing and/or meetings with other involved parties.

1.4 Information Desk

- Area of 15 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)

The info desk offers all information about the venue and event and should offer good, friendly contact between the OC and participants.

1.5 Transport Office

- Area of 30 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)
- Divided into Transport Desk area and office of Transportation Chief and (if possible) drivers.

The transport service is one of the most important departments at every event. The OC needs to organize transport for different groups or events:

- Athletes and team officials
- IBU Officials
- Media
- VIP
- Other official participants
- Transport to and from ceremonies
- Transport to and from official dinners or similar events
- Transport for anti-doping and blood controls

1.6. Logistic Office

- Area of 20 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)

The office is used by some Logistics Department Chiefs:

- Accommodation
- Marketing
- Hospitality
- Customs procedures

1.7 Safety and Access Control / Security and Traffic

- Area of 15 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)

1.8 First-aid station, Competition Doctor

A first-aid station for athletes and teams, with a Competition doctor (medical team) who must be present in the stadium during all competitions and official training (plus available 24 hours a day by telephone starting from the first day of official training). The first aid station needs to have the following equipment:

- Examination bed
- Appropriate medical necessities, properly stored
- Automated external defibrillator (AED); the location is to be clearly signposted
- Proper lighting and air condition system
- Table and chairs
- Telephone

An ambulance with paramedics needs to be parked outside/near the first-aid station during all competitions and official training.

A similar station must be organized for spectators and other guests – local laws governing events must be respected.

1.9 Store

Large enough place to store different equipment, archive documents...

1.10 Toilets

- Men with washbowl
- Women with washbowl
- Handicapped persons' toilet

2. Sport – Technical Management

2.1 Chief of Competition/Assist. Chief of Competition

- Area of 15 – 20 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)
- Venue maps and plans

2.2 Competition Office/Competition Secretary

- Area of 20 – 30 m²)
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)
- Desktop for customers (coaches, officials...)
- Copying machine; at least 2 (can be organized in separate room – photocopying room)
- IBU rule handbooks (ENG, GER, RUS)
- Info board
- Venue map/map of stadium with all course maps
- Daily program
- Weather forecast and weather info
- Teams and officials' post boxes (sufficient number)

The Competition Office is the place where all information about the event can be found, and it is a place where the OC communicates with teams on all matters connected directly with the competitions (entries, results, protests, start lists...)

2.3 Competition office storeroom

Sufficient space for various office equipment items and office materials. The storeroom should be connected to the Competition Office to avoid unnecessary delays.

2.4 Meeting Room for Sport/Technical Management

- Area of 20 - 30 m²
- Office furniture (tables and chairs)
- PC projector
- Flip chart

2.5 Office of Main Competition Area Chiefs

- Area of 20 – 30 m²
- Office furniture (tables and chairs)
- Communication infrastructure (phone, PC with internet connection, fax...)
- Venue maps and plans

This office should be used by following Area Chiefs:

- Chief of Shooting Range
- Chief of Course
- Chief of Timing
- Chief of Stadium

2.6 Rooms for main Competition Areas Groups

Dry and warm rooms for TC staff should be organized in the stadium. Rooms can be divided between the following groups:

- Shooting range
- Course
- Stadium
- Timing

2.7 Store room for competition equipment

During a competition a lot of equipment and materials are in use that need to be stored. The OC can organize one big storeroom, or separate storerooms, for the three main groups:

- Shooting range
- Course
- Stadium

3. Timing

3.1 Timing room (Siwidata)

In order to support the official timing firm of the IBU (Siwidata) the Organizing Committee needs to guarantee the following:

- Office with minimum area of 30 m² (near the finish area)
- ADSL or equivalent broadband internet connection and an ISDN line as an outage precaution
- Providing the cables and wiring of external interim results (outside the stadium) as directed by Siwidata
- Consultation with Siwidata in regard to existing high voltage cables in the stadium so as not to impede the set-up of Siwidata transponder equipment
- Prevention of interruption of any kind of work by Siwidata such as incorrect loudspeaker announcements in the start and finish area and/or in the office
- Coordination with Siwidata the erection of additional technical equipment in order not to interfere with Siwidata's technical equipment
- Provide Siwidata with exclusive use of at least one free WLAN frequency in the 2.4 GHz bandwidth or in the 5 GHz bandwidth in the stadium (should a license of the WLAN frequency by the authorities be necessary the OC shall prepare this accordingly)
- A contact person with technical knowledge of the stadium
- Support in gaining access to existing network infrastructure
- Enough volunteering experts assistants to support Siwidata (manual timing support, handing out and collecting transponders, setting up and taking down technical equipment)
- One ski-doo (snow scooter)
- Support of Siwidata with all customs modalities and transport of technical equipment as well as staff on location
- Proper light and air condition inside office
- Tables and chairs
- Always try to instal a durable network infrastructure/fiberglass connection between the timing and the TV Compound

All specifications and information can be obtained directly from Siwidata. Please contact:
Christian.winkler@siwidata.com

3.2 Graphics Room

- A heated office (minimum 10 m²) in the TV Compound if for technical or operative reasons the TV graphics need to be produced within the TV Compound

3.3 Result controlling room

- Area of 15 m²
- Tables and chairs

4. Stadium production

4.1 Announcer

- Area of 10 m²
- Tables and chairs
- PC with internet connection
- CIS monitor with live results

4.2 Stadium production directing/storeroom

- Area of 20 m²
- Audio and video equipment
- PC with internet
- Office furniture
- Space for storing equipment boxes and materials

4.3 Room for Ceremonies and entertainment staff

- Two different connected rooms (30 and 10 m²)
- Tables and chairs
- Equipment for Flower or Award ceremonies
- Store for flowers or awards

5. Service area for teams and service companies/suppliers

5.1 Team cabins area

- Cabin need to have a working area of 15–20 m²
- Sufficient number of cabins for teams (wax cabin, athletes/wardrobe cabins) *
- Sufficient numbers of cabins for service companies/suppliers
- Heated to minimum 20 degrees Celsius
- Ventilation system
- Sufficient number of electric sockets with enough power
- Lockable door and windows
- Chairs
- Ski racks on the walls
- Broom and dustpan
- Trash bin or bag
- Health hazard warning hung up
- Space for team wax trucks

*** How to calculate the number of team cabins:**

- Starting quota of 10 or more athletes: 2 wax cabins and 1 athlete cabin
- Starting quota of 4 to 9 athletes: 1 wax cabin and 1 athletes cabin
- Starting quota of less than 4: combine cabins with other small teams
- Number of registered service/supplier companies: 1 cabin each
- Whether the team has a wax truck or not

5.2 IBU Family Club (team/athletes lounge)

- Area of 100 m²
- Simple dining furniture
- Heated
- Near team cabins
- Food and beverages (sport simple food, warm...)

5.3 Internet café

- Area of 50 m²
- LAN or WLAN internet connection possibility
- Tables and chairs
- Could be combined with IBU Family Club

5.4 Toilets

- Men (not portable toilet cubicles)
- Women (not portable toilet cubicles)
- Washbowl

5.5 Rifles and ammunition storage room

- Area of 100 m² (enough space to store 250–300 rifles)
- Tables for rifle cleaning
- Organized in accordance with local laws

5.6 Dry shooting room

- Area of 80 m²
- Sufficient light
- Shooting mats
- Near rifle storage (or in the same protected area if only one entrance control for storage and dry shooting)

6. International Federation

6.1 IBU Office

- Room with minimum 15 m²
- Office furniture
- Telephone
- Fax
- WLAN or LAN internet connection
- TV

6.2 IBU Secretary General Office

- Room with minimum 15 m²
- Office furniture
- WLAN or LAN internet connection

6.3 IBU Communications Director Office

- Room with minimum 15 m²
- Office furniture
- WLAN or LAN internet connection

6.4 Meeting Room

- Room with minimum 30 m²
- Office furniture
- WLAN or LAN internet connection
- TV, DVD and Video Player
- Map of stadium with all course map
- Daily program
- Possible to host Jury of Appeal Meeting

6.5 IBU Race Director and Asst. Race Director Office

- Room with minimum 15 m²
- Office furniture
- Map of stadium with all course map
- Daily program
- WLAN or LAN internet connection
- TV

6.6 IBU Technical Delegate and Competition Jury Office

- Room with minimum 15 m²
- Office furniture with minimum 8 chairs
- DVD and video player
- WLAN or LAN internet connection
- TV
- Map of stadium with all course map
- Daily program

6.7 IBU International Referees Office

- Room with minimum 15 m²
- Office furniture for 4 persons
- PC with printer
- WLAN or LAN internet connection
- Map of stadium with all course map
- Daily program

6.8 Service area for IBU Officials

- Snacks and beverages
- Coffee, tea...

6.9 Toilets

- Men's, with washbowl
- Women's, with washbowl

7. Team Captains Meeting

- Area of 150 m² (enough to host up to 120 persons)
- Tables and chairs in classroom organization with chair table
- Sound speakers and microphones (for chair table and audience)
- Translators
- PC projector or other image projection possibility
- Table inscriptions with participants names or nation

8. Doping control station

8.1 IBU Medical Delegate Office (Doctor's Office)/Blood and Urine Control

- Area of 20 m²
- Two (2) large, lockable refrigerators with freezer compartments; both refrigerators must be switched on two (2) days prior to the first official training
- Table for anti-doping control equipment
- Table for Medical Delegate and Assistant
- 4–6 chairs
- Hand basin with soap and towel (paper)
- Waste box
- Electric power sockets (10)
- Internet connection (WLAN or LAN)
- Proper lighting and air condition system (heating/cooling)

8.2 Toilet

- Area of 3-4 m²
- Toilet seat
- Hand basin with soap and towel (paper)
- Direct access from/to working room

8.3 Athletes' Waiting room

- Area of 20 m²
- Ergometer
- Table or refrigerator with sealed, non-alcoholic beverages
- Up to 10 chairs
- Proper lighting and air condition system
- TV

8.4 Chaperones / Doping Marshals Room

- Area of 15 m²
- Chairs

8.5 Storeroom

- Area of 10 m²

9. Telecommunications

9.1 Telecommunications Operator Room

- Office furniture
- Special equipment
- Area depend on OC

9.2 Internet/Satellite Links

- Office furniture
- Special equipment
- Area depend on OC

9.3 Frequencies (Frequency Control Room)

- Office furniture
- Special equipment
- Area depend on OC

9.4 Radio Device Distribution Room

- Office furniture
- Special equipment
- Area depend on OC (enough to store and charge all radio devices)

9.5 Video Control/Shooting Range, Penalty Loop, Start, Finish

- Office furniture
- TV
- DVD Player
- Video Player

10. OC Volunteers

In order to ensure good working condition for OC Volunteers and Referees, the OC should organize sufficient space for:

- Kitchen with large dining room (100 persons)
- Changing room and toilets
- Meeting room; large enough to hold different seminars

11. Biathlon Stadium Area

11.1 Shooting range

11.1.1 Electronic target operator room

- Area of 10 m²
- Tables and chairs
- LAN or WLAN internet connection
- Cable connection with Timing room and targets

11.1.2 Targets

- 30 targets (electronic)
- Solid roof and shooting wall construction
- Light for targets (minimum 1000 lux)
- Led collectors
- Paper target holders

11.2 Start/Finish Area

11.2.1 Equipment control station (rifles and skies)

- Area of 15 m²
- Desktop for rifles and skies
- Measure devices and color markers and control stickers

11.2.2 Mixed zone

See description in *IBU Media Organization Handbook*.

12. Media Center, TV Compound, TV Commentators Cabins, Broadcast Center

All these areas and requirements are described in the *IBU Media Organization Handbook*.

13. Accreditation office and arrangements

All the necessary descriptions and information can be found in the *IBU Rules for Accreditation*.

The official accreditation firm of the IBU is PLARAS BIATHLON. Please contact:
plarasoffice@gmail.com.

General Instructions and Recommendations

1. Members of Logistics Committee

1.1. Engagement

Based on duration and/or status of members we have the following types of members:

- Full-time employees
- Part-time employees
- Volunteers
- Professional services

1.2. Determining the required number of members

When determining the number of members required for the various logistics areas, the OC should take into account the:

- Qualifications of the members
- Experience of the members
- Personal characteristics of the members
- Leadership ability of the members

2. Event liability

2.1. General

The OC should plan the event revenues and expenses to ensure the financial stability of the event, in order to protect themselves from a bad end result and possible negative effects on the federation and community. In all its marketing activities the OC must respect the provisions in the IBU Rules for Advertising. It is important to discuss marketing media with the IBU to avoid future problems with for example ambush marketing or similar.

2.2. Insurance

The OC must present proof of proper insurance for the event as described in the (WCH, WC, YJWCH) Event Hosting Declaration. In addition, the OC should consider other types of insurance, especially insurance in case of cancellation of event, and liability insurance.

2.3. Snow warranty

The OC must make a plan far in advance of the actual event date to ensure that the snow volume is large enough to hold all competitions as scheduled. In order to avoid a lack of snow or bad snow quality, event organizers have several options:

- Artificial snow-making system (snow guns, water supply, water cooling system)
 - Snow storage (filling the storage, capacity of storage, location of storage)
 - Transport of snow from a remote location (high altitude)
 - Transport of snow around the competition courses (plan of transport)
- Which option is actually used will depend on the weather situation or even the long time weather prognosis.

3. Accommodation

3.1. Location

By planning and arranging sufficient accommodation capacity (for all official participants) the OC needs to consider:

- Location
- Altitude
- Distance from stadium (maximum 30 km or 30 minutes' driving time)
- Number of hotels
- Quality of hotels
- Number of rooms/beds

3.2. Price

Hotel prices should be set according to the standard of accommodation:

- Category A/ ****
- Category B/ *** (according to the IBU Rules: €70.00 per person for full board in double room)
- Category C/ **
- Apartments
- Addition for single rooms

3.3. Services

Hotels and other accommodation must meet certain requirements on behalf of the accommodated guests:

- Flexible meal schedules
- Different food options (possibility of ordering special dishes)
- Soft drinks free of charge at meals
- Internet connection options
- Possibility to use swimming pools, sauna, fitness rooms, team equipment storage
- Storage for rifles and ammunition (local laws)
- Parking spaces

4. Transport

4.1. System and means of transport

Transport is one of most important logistical demands at every event, so the transport department needs to carefully plan the system of transport that will be in use. There are several options:

- Shuttle bus system (scheduled circular routes)
- Transport on demand
- Special transport (blood control, anti-doping, ceremonies, official events)

The OC must also make a plan of what kind of vehicles will be used by the transport service and how they will ensure all the necessary vehicles. In addition to this the OC needs to check marketing options when using sponsored vehicles. All kinds of vehicles can be used for the transport system, from cars to big buses.

4.2. Routes

The OC must organize different types of routes and calculate driving times:

- Transport from nearest airport: distance and driving time
- Transport from nearest railway station: distance and driving time
- Transport from accommodation to stadium: distance and driving time
- Costs for specially requested transport

When the OC calculate distances and driving times, the transport department needs to consider winter conditions and find the optimal driving routes.

The transport department also needs to have an action plan in case of heavy snowfall or other unpredictable circumstances. One of the most important issues is to have road maintenance machines on stand-by to react as quickly as possible.

4.3. Parking lots

The OC must compose a special plan to ensure enough parking places for authorized vehicles (with parking permits). The OC also needs to plan the location of various parking categories, which are:

- Teams
- Press
- TV
- Officials
- Sponsors and suppliers
- VIPs
- Rescue vehicles and ambulance vans
- Police, Fire trucks, Security
- Delivery transports
- OC Transport service
- OC Members
- Maintenance trucks
- Spectators

5. Electric energy

At the venue the OC must ensure sufficient electricity supply and must consider:

- Power sources (different networks)
- Voltage and Watt
- Different sockets
- Backup power generators

6. Guidelines for guest invitations for IBU events

Sponsors, partners and sports politics representatives from local, national and international bodies should be invited to all IBU events.

The NF/OC and the IBU share joint responsibility for the invitations according to their respective areas of authority. The IBU Rules for Accreditations define the capacity limits for invited guests.

A. Responsibilities of the NF/OC

It is the sole responsibility of the NF/OCs to invite local, regional and national sponsors, partners and sport politics representatives within their accreditation options as laid down in the IBU Rules for Accreditation.

Representatives to be invited can be, for instance:

- Local representatives:
 - Local sport clubs
 - Local sponsors
 - Local government

- Regional (if applicable)
 - Regional biathlon federation
 - Regional sponsors
 - Regional government
 - Regional guests of honor

- National
 - Host national biathlon federation
 - National Olympic Committee
 - National government
 - National guests of honors

B. Responsibility of the IBU

It is the sole responsibility of the IBU to invite international sponsors, partners and sport politics representatives, such as for instance:

- Sport
 - IOC
 - International Olympic Sport Federations (e.g. AIOWF; ASOIF)
 - WADA
 - UNESCO
 - Olympic Organizing Committees
 - Other International sport organizations

- International Marketing and TV Partners
 - EBU
 - INFRONT and the IBU Sponsors
 - IBU Partners
 - Others as necessary

- IBU
 - Executive Board members
 - Honorary Guests
 - Committee members if meetings are held as part of the event
 - IBU Auditors
 - IBU Guests of Honor

The OC is requested to provide their guest list to the IBU at least 8 weeks in advance. For WCHs the guest list is to be submitted to the IBU for its information 3 months in advance.

Any requests by persons/legal entities to attend the event, who are not expressively invited or listed above, are to be dealt with according to the IBU Rules for Accreditation. (e.g. IBU event organizing committees for observation purposes)

7. Service areas for guests and spectators

The OC must also take care of guests and spectators and must ensure locations and opportunities for:

- VIP area (with reserved space for IBU)
- VIP stands
- Spectator hospitality area/tent
- Spectators stands
- Souvenir shops
- Catering

All areas must have proper staff and/or inventory such as:

- Trained waiters and proper tableware
- Trained staff at VIP reception desks
- Gate keepers and security staff

8. Official events or receptions

During the event the OC can or should organize different official events or receptions such as:

- Official opening and/or closing
- Opening reception
- Media reception
- Sponsor reception
- Entertainment program for spectators

For receptions requiring an invitation, the OC must send out the invitation early enough so that invited persons can get organized in time. The invitation must include the date, time and location of the reception, the name or organization of the host and the recommended dress code.

9. Training of members of Logistics Committee

As with members of the Competition Committee, the OC must provide the members of the Logistics Committee with adequate training. In order to ensure an adequate level of skills and knowledge about the event, the OC should:

- Organize Logistics Committee meetings
- Make a training program for all departments
- Present all important persons so that members can recognize them and know how to act
- Emphasis the importance of kindness and helpfulness
- Arrange daily briefings during the event

10. Other

In addition to all the above-mentioned issues other important tasks/duties are:

- Preparation of different maps; course map, stadium map, parking map, facility map, plan of wax cabins...
- Installation of all necessary signs and direction marks outside stadium; parking lots, service areas...
- "No smoking" signs; the entire competition area is a non-smoking area