**Report Site Inspection World Para Nordic Skiing (WC / WCH)** Version 06.15 la

**Name of competition**

**Dates of competition**

**Event Website :**

**Date of inspection Place of Inspection**

**Representing IPC**

**Present from OC**

**Local Organising Committee Chairs**

Event Chair Transportation Accommodation Media / Broadcast Medical

Venue Operations

Security

Name e-mail phone mobile

Name Function

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**Competition Committee**

Chief of Competition Race Secretary Chief of Stadium Chief of Course Chief of Range Chief of Timing

Chief of Security / Competition Control

Chief of Athletes Compound

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**IPC Appointed Officials\***

WPNS Race Director (IPC RD)\* WPNS Technical Delegate (IPC TD) WPNS Assistant TD CC (IPC Ass TD CC)\*

Name e-mail phone mobile

WPNS Assistant TD BT (IPC Ass TD BT)\* WPNS Jury Member\* WPNS Results IR WPNS Biathlon IR

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WPNS Chief of Classifier\*\*

\* applies to WCH only, \*\* when applicable

**NF Appointed Officials**

National TD Assistant (WC only)

Name e-mail phone mobile

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| --- | --- |
| **EVENT SCHEDULE** Arrival RD\* Arrival TDArrival Ass TD BT\* Arrival Ass TD CC\* Arrival National TD Asst Arrival TeamsPlan for early arriving teamsArrival Classifiers Arrival Timing Crew Arrival BT material Arrival BT staff person | Date : |
| Date : |
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| Date : |
| Date : |
| Date : | coming from : |  |
| Date : |
| \* WCH onlyDay Competition/ Training style format comment |
| **Competition Schedule**to be included : ClassificationInfo meeting Unofficial Training Official Training Team Captain Mtg Competition Ceremonies**Note:**DCAS will be need to be developed by six weeks before event for each day of competition to include detailed start and run times foreach class. TD to provide supply sample DCAS. |  |  |  |  |  |
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| Departure Teams | Date : |  |

Departure TD Date : Departure BT staff person Date :

Departure BT material Date : going to :

**SNOW CONTROL** Normal snow base depth: Snowmaking possible? Snow contingency plan?

Competition courses must be ready latest 5 days before first competition: Must keep TD informed during 3 weeks prior of snow conditions:

Send update report to WPNS + TD 13 days before first race:

Procedure in case of difficult snow condition/weather 13 days before event:

Is there a sufficient supply of 'salt' or other snow hardening product **Y/N**

Does the LOC have experience with salting? **Y/N**

**Back up site** Back up site in case of no snow ? yes

Length of loops at back up site ?

**standing: sit ski :**

Courses according to IPC Homologation Guide ? (sitski course ?) **Y/N**

Possible to install biathlon range at back up site ? Permissions ? **Y/N Cancellation** Latest date to cancel the event (6 days prior to first competition)

**ADMINISTRATION**

**Contracts** Contract with IPC signed ? Date ? **Yes**

Insurance requirements discussed? **Yes Antidoping** Agreement with national antidoping agency in place **Yes** Budget in place for antidoping tests per agreements **Yes**

normal requirement is 5% of total athletes or minimum 5 tests @ WC, 15% of total athletes @ WCH

**Documents** IPC Inspection Checklist **Yes**

IPC Nordic Skiing rule book **Yes** [www.paralympic.org/nordic-skiing/rules-and-regulations](http://www.paralympic.org/nordic-skiing/rules-and-regulations) IPC Homologation Guidelines **Yes** [www.paralympic.org/nordic-skiing/downloads](http://www.paralympic.org/nordic-skiing/downloads) IPC TD Handbook/Technical Guidelines **Yes** Percentages list **Yes**

IPC Guidelines for Hosting Classification **Yes**

**Entries** Send out Announcement 6 months prior to competition Planned date

Send out of invitation latest 90 days before: Planned date

# class/gender, hotel room, transp, extra wax cabins Deadline Preliminary entries

final entries, no penalty if within 10% of preliminary #'s Deadline Final entries

6 weeks prior to first competition :

10 days prior to first competition :

**Entry and service fees collected by OC**

Specify where applicable and how teams will be billed. Will all fees be collected by the OC or will some fees be paid directly to other supplier (ie hotel, bus company ...)?

**World Cup** Entry Fee: 20 Euro per athlete per event:

**World Cup and World Championships** Transportation fees airport? **Y/N**

shuttle? **Y/N**

Accomodation fees **Y/N**

Meals **Y/N** Wax Cabins? **Y/N** Other? **Y/N**

Will all fees be collected by the OC or will some fees be paid directly to other supplier ( ie hotel, bus company etc)?

**Sanction Fees - payable to WPNS (WC)** 750 Euro / Event

(Rule 216: eg 2CC + 2Bt events = 4 events x 750 Euro = 3000 Euro Sanction Fee)

**IPC Officials Reimbursements 304.1.2**

Transp

Accom

Meals

Daily Fee € 80

Other

WPNS Race Director (IPC RD)\* WPNS Technical Delegate (IPC TD) WPNS Assistant TD CC (IPC Ass TD CC)\* WPNS Assistant TD BT (IPC Ass TD BT)\* WPNS Jury Member\*

WPNS Results IR (1 person) WPNS Biathlon IR (1 person)

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WPNS Head of Classification\*\* WPNS Classifiers\*\*

National TD Assistant (WC only)

\* applies to WCH only, \*\* when applicable

n/a n/a Y

Y Y n/a Y Y n/a Y Y Y

Biathlon Equipment Rental? IPC range Other range Cost

Biathlon Equipment Transportation Cost

**ATHLETE / TEAM SERVICES**

**Transportation** Pickup/dropoff from airport provided ? **Y/N** Plan for equipment transportation? **Y/N** Delivery to: Hotel and Wax Cabins? **Y/N** Distance from hotel to stadium? **<25km Y/N** Shuttle Accommodation - Stadium provided ? **Y/N** Vehicle rental by teams possible? **Y/N** Transportation to backup site ? **Y/N**

**Accommodation** IPC Officials :

Teams:

Name :

Name :

Different price options available ? **Y/N**

What's included in this price ?

Price consistent with WPNS Policy?

Max 125 euro/night per person - double occupancy, full board:

Max 95 euro/night per person - serviced apartment + kitchen 6 persons:

**Y/N Y/N**

Max 2 person/room - separate beds, no bunk beds

**Y/N**

Minimum 1 bathroom / 2 toilets per 4 people **Y/N**

One single room per team available at no extra cost

**Y/N**

Sufficient wheelchair accessible rooms available ? **Y/N** Free Internet available at hotel? **Y/N** Rooms cleaned daily? **Y/N** Meals available in hotel, sufficient space, accessible? **Y/N**

**Food service** Breakfast at accommodation ? **Y/N** Lunch at venue ? **Y/N** Dinner at accommodation ? **Y/N**

from from from

Flexibility in meal times? Breakfast, dinner **Y/N**

Special Dietary Considerations

|  |  |  |
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| **Rifles** | Import of rifles : Special documents needed ? | **Y/N** |
|  | Storage for air rifles planned ? | **Y/N** |

**Race Office** Location?

Opening Date : Opening hours : Daily from :

Facilities:

# staff

printers phtocopier mailboxes

# computers Internet Info boards bib management

**Team Captains Meetings** Location: (hotel or stadium)? **Y/N**

Timeframe: **Y/N**

Facilities adequate ? **Y/N** space projector refreshments

Agenda discussed ? **Y/N** Nation flags / place holders? **Y/N** Refreshments planned? **Y/N** Photocopier for start lists? **Y/N** Plan for distribution of bibs ? **Y/N**

**Bib numbers** Type, size, number, discussed ? **Y/N** Bibs for guides (G) : colour ? **Y/N** Bibs for WC leader ? (red A-F) **Y/N** Stickers for legs / sledge? **Y/N**

**COMPETITION VENUE Maps**

Venue Map available? **Y/N** Map of the stadium available ? **Y/N** Map of the range available ? **Y/N** Maps (incl. Profile ) of all the courses available ? **Y/N**

**Overlay & Venue Facilities**

**Spectator Areas** Spectator, parking, pathways, spectating area and service areas? **Y/N** Grandstand (tribune) or standing areas? **Y/N** Any course crossings? **Y/N** Access control planned? **Y/N** Results or info board available? **Y/N** Food, entertainment, toilets considered? **Y/N**

**Media Areas** Media centre/office planned? ( Internet, phone, work areas?) **Y/N** Mixed Zone planned? (design, low fence for sit skis, media zones) **Y/N** Photo positions identified, planned? **Y/N**

Media access control? Special bibs or armbands? **Y/N Broadcast** Broadcast Planned? **Y/N**

**Internet** Available at Venue? Where? **Y/N**

Specify capacity, upload/download: **Y/N**

**Athlete Compound**

The Organizer must make available wax rooms or waxing **Wax Cabins:**

space according to the following requirements: The wax Heated, lockable, ventilated wax cabins available per team ? **Y/N** rooms must provide enough space for waxing and storing Distance from Stadium **Y/N** skis and equipment. The size is calculated according to the

number of athletes: minimum size: 10m2 (1-2 athletes) and Additional cabins / trailers available? Cost? **Y/N**

15m2 (3-5 athletes). For more than 5 athletes, each team

has the right to have 3m2 per athlete. The organiser may **Athlete Lounge:**

charge up to 500 euro per wax space/cabin. If a Nation Athlete Lounge / Changing area? **Y/N** needs more capacity, the Nation has to order the additional Lunch / Refreshments Service? **Y/N** cabins (in the preliminary entries form) latest 6 weeks

before the first competition. The Nation requesting Wheelchair storage: **Y/N**

additional space will be responsible for the full cost. The Sufficient toilet incl accessible toilets? **Y/N**

space must be secure (lockable), heated, and be Wheelchair accessible toilets available close to start / finish ? **Y/N**

sufficiently ventilated using forced air.

**Classification**

Classification of athletes planned ? **Y/N Classification Facilities**

According to IPC Guidelines for Hosting Classification? **Y/N** Classifier Office **Y/N** Waiting Room **Y/N** Assessment Room & Equipment **Y/N**

**Anti-doping Facilities**

According to Antidoping Guidelines?, Accessible? **Y/N** Secure DCO Office and desk **Y/N** Waiting Room, sealed refreshements? **Y/N** Sample Collection Room / Accessible Toilet **Y/N** Secure refridgerated storage **Y/N** Chaperones available? (>18 years old, english speaking) **Y/N**

**Stadium Facilities / Overlay**

**Jury Room** Heated Jury room with view of stadium ? **Y/N**

5 jury radio with own channel available ? **Y/N** Video playback system? **Y/N** Internet connection? **Y/N** Wheelchair accessible for athlete interviews? **Y/N**

**Medical** Facilities / doctor / first aid available during training and comp ? **Y/N** Ski Patrol with skidoo, sled and related medical equipment? **Y/N** Distance to nearest hospital ?

**Sport Production** Separate space for announcer? **Y/N**

Experienced speaker available ? **Y/N** Local language + English ? **Y/N** Commentator Information System (CIS) **Y/N** Other: Music, Show etc **Y/N**

Name :

**Timing Room** Separate space for timing? **Y/N**

Enough space for timing functions and for IPC Results system? **Y/N**

**Timing System** Description of Timing System:

**A System**

**B System**

Will transponders be used ? **Y/N** High speed finish camera available (Sprint / Pursuit / Relay) ? **Y/N** Digital clock that can be started by hand at 0:00:00 for Sprint and Pursuit

heats/finals available ?

**Y/N**

**IPC Result System** Timing & result system has been discussed **Y/N** Connection to IPC Results System (Drivers created) **Y/N** Dedicated laser printer available **Y/N** Calculation of CC Sprint start times clear ? **Y/N** Calculation of BT Pursuit start times clear ? **Y/N**

Examples of entry list /start list/unoff. result list/off. Result list

**Y/N Y/N**

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| **Info Board** | Info board for posting results, weather, course maps, schedule? | **Y/N** |
|  | Electronic Results Board? | **Y/N** |

**Field of Play**

**Stadium**

Layout of indiv. start according to IPC needs ? **Y/N** Layout of sprint - / pursuit start according to IPC needs ? **Y/N** Layout of relay start according to IPC needs ? **Y/N** Storage for wheelchairs (at changing point) available ? **Y/N** Video camera available to control Sprint & Pursuit start ? **Y/N** Lapping : Layout of lapping lane according to IPC needs ? **Y/N** Exchange Layout of exchange zone according to IPC needs **Y/N** Ski exchange box : Layout discussed ? Material available ? **Y/N**

Finish : Layout of finish according to IPC needs ? Width 12m? **Y/N**

Mixed Zone planned? **Y/N**

Comment :

**Courses**

LW 10-12 course according to IPC Homologation Guide ? **Y/N**

LW 2-9 / B1-3 courses according to IPC Homologation Guide ? **Y/N**

Prepared wax test area available ? **Y/N** Warmup course for standing and sitting classes sufficient ? **Y/N** Track setting for classic and free technique discussed ? **Y/N** Check points ( bib number control) **Y/N** Technique control : 3-4 video cameras + playback system available ? **Y/N** Km signs available ? **Y/N** Feeding station ( long distance ) discussed **Y/N** Forerunners available - how many ? (separate bibs / vests?) **Y/N** Course closer available ? ( separate bibs/ vests? ) **Y/N** Course access for sledges / wheelchairs possible ? **Y/N** Course safety ( fencing, tree pads, ...) **Y/N**

Comment :

**Loops to be used**

**sitski standing**

check applicable events

**men women**

**men women**

CC sprint CC short CC middle CC long BT sprint BT middle BT pursuit

BT sprint pursuit

BT individual

**distance loop distance loop distance loop distance loop**

**Homologation data**

use google earth if course data not available @ inspection

Loop / type

Length TC MC HD low pt high pt # laps distance

**Grooming** Sufficient grooming machines available ? Specify types: **Y/N** Sufficient expereinced drivers available (24/7)? #? **Y/N** Tracksetting according to 311.3.3.5 **Y/N** Ability to prepare banking if required? **Y/N** Snow hardening (salting) capability? **Y/N**

**Biathlon Material** Arrival of Biathlon material Date

Installation (wall/targets/shooting platf Date Training of marshals by IPC Bt IR Date Departure Biathlon material Date

**Shooting range** Existing IBU range, or temporary range?

If temporary / in CC stadium, sufficient space for range and penalty loop? Layout according to IPC Biathlon Range Guidelines ? **Y/N** Organizer in possession of drawings of the layout ? **Y/N**

Range + protection wall according to local laws ? **Y/N** Wood at firing lane and to fix targets **Y/N** Entrance of range in competition from the left hand side ? **Y/N**

Number of shooting lanes ?

Type of B-Class shooting system ?

Type of Scoring system ? (paper/sticker/elec…)

**WC: 10LW/10B**

**WCH: 12LW/12B**

Electronic connection to result system ? **Y/N** Mats, lane numbers, windflags, 1 table available ? **Y/N** Lane dividers (1.5m /red) available ? **Y/N** Rifle racks for 60 rifles **Y/N** Sign "Range closed" **Y/N**

1 Shooting result board in range (Info for coaches) **Y/N** Electricity (220 V) available ? **Y/N** Digital clock (large display) for range available ? **Y/N** Compressed air (200bar) available ? Possibility to refill ? **Y/N**

Enough tools available in case of snowfall?(broom,shovel,blower.) **Y/N**

Storage for Biathlon range material available close to range ? **Y/N**

**Bt Volunteers** Range construction / setup / maintenance **Y/N** Unofficial training (**12 lanes :** 6 volunteers at the range ) **Y/N** Off. Training / Competition ( **21** volunteers at the range ) **Y/N**

**Penalty loop** Sufficient space for 150m/100m penalty loop ? **Y/N**

Comment :

**Ceremonies Procedure prize giving :**

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| s for WC, Medals for WCHedals for guides available ?remonies: (only required for WCH) | **Y/N** |  |
| **Y/N** |  |
| **Y/N** |  |
| n stadium or other location? |  |
|  | **Y/N** |  |
| **Y/N** |  |

OC Prize Prizes/m Flower ce Awards i

Podium / stage wheelchair or sit ski accessible ? National hymn / flags ? (WCH only)

**Special events Special events planned ?**

Opening/closing ceremony, excursions, media events, community events, banquet, party,…

**To do list**

Who is doing what ? Until when ?

**General comments**

Date : Signature IPC Representative :

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| --- | --- | --- | --- |
| to be sent to : | Organizing Committee | Head of World Para Snow Sports | dimitrije.lazarovski@paralympic.org |
|  |  | WPNS Head of Technical Control | apedaile@uniserve.com |