

Title	Duty	Name	Contact
LOC Chairs (Suggested)			
Event Chairperson	Oversees all aspects of event		
Lodging/Accommodations/Meals	Athlete/Team services organization and planning		
Transportation	If transportation/parking is required		
Media/Broadcast	Social, Print, TV, etc.. Organization (works with IPC)		
Medical	Build Medical plan and schedule Ski Patrol		
Venue Operations/Security	Leads organization of Flow, set up, tear down and security for Public, Athletes, and staff. Create proper credentials		
Banquette and Ceremony	Plans all Ceremony's and Celebrations		
Competition Committee			
Chief of Race	Executes all aspects of the competition	See "Competition Staff" Tab	
Race Secretary (Race Administrator)	Administrates registration and results		
Chief of Course	Prepares and maintains competition venue and directs crew		
Chief of Timing	Executes the timing of competition		
Appointed Officials			
WPAS Race Director	Oversees all aspects of event representing IPC and Athletes		
Technical Delegate	Oversees all aspects of the competition representing IPC and FIS		
Referee	Represents the athletes		
Assistant Referee	Only used in speed events representing the athletes		
Item	Description	Responsible party	Done?
Appointed Officials			
Required Contracts	IPC/Venue/Etc...		
Competition Trail Homologation up to date	FIS		
Sanction Agreement	FIS		
Wire transfer information	For payment of race fees from each nation		
Announcement/Invitation posted	See WPAS Invitation Template		
Committee Structure/ Job assignments	See Structure tab		
Anti Doping	Requirements met and appropriate testing facilities supplied		
General Public and Observer Plan	Stadium, Flow, Security, etc...		
Medical Plan	Required and must be approved (Local, Regional, Air Transport locations)		
Ski Patrol	Set up with Mountain and to be approved by CR, TD, and RD. Ideal: 2 stations with 2 patrollers and 1 sled at each		
Grooming / Surface preparation Plan	To produce best surface possible, start preparing roughly 5 -10 days in advance. Work out a regular grooming schedule with dedicated Machines.		
Competition Schedule	Work with RD and TD on this		
(weather or snow) Conditions emergency plan	Plan for alternate start locations, times, grooming and track prep personnel.		
Travel arrangements for IPC Delegates	Per IPC Contract		
Site Visit Scheduled	No less then 24 hours before 1st team captains mtng		
Training/Warm up venue	Similar terrain to race hill preferred. Located in vicinity of race venue		
Lift Schedule	Make the proper contacts for approval		
Lift ticket: Athletes	Athlete tickets are at a cost		
Lift Ticket: Volunteers, Coaches, Staff	Staff / voly tix are typically given to OC		

Lunches	Sack lunches for volunteers and Jury on the hill. Delivered on hill or handed out in the morning before lift is loaded		
Bibs	IPC will supply bibs for WC (Guides, Athlete)		
Ceremony awards	Proper number with spare's for ties/guides. Depending on the event, IPC may supply		
Opening ceremony	Build excitement for the event and showcase athletes, staff and venue		

Item	Description	Responsible party	Done?
Prize giving	Showcase the days winners		
Flower Ceremony	WCH only		
Possible athlete/staff/general public social gathering	Help build relationships during the event and create memorable social experiences		
Closing ceremony	Showcase the highlights of the event and build excitement for the success of the athletes and the sport		
Race Headquarters			
Space for Administration	Long table with room for paperwork/Sign in		
Space for TCM	Each Country will typically have 2-3 Reps/Head table for Jury		
Officials Paperwork	Copies of required competition docs and forms (E-Timing log, Hand timers logs, Ref reports, Start log, finish log etc...)		
Clipboards	For Start/Finish Ref's, Gatekeepers, Hand timers		
Gatekeeper supplies	Gate Judge cards and pencils in Plastic bags to protect from h2o		
Event Waivers	Dependant on event and location		
Computers	For RA/Timing (2)/ spare		
Copier	Important for results and start lists (1 ream of paper per day)		
Wireless network / Internet	For posting results and downloading registrations		
Comp Venue			
Anet			
Bnet	Per trail Homologation requirements and jury Inspection		
Cnet/Pop Fence	For containment of Media, Medical, on hill staff staging		
Padding/Willy Bags	Per Homologation and Jury inspection		
Radlos	Based on what is needed for effective and efficient communication. Recommended 25+ radios: Jury (possible back up radios issued) Course crew and slipper leads. Start, finish, timing, RA, ETC...		
Start Area	See WPAS start area construction guide. Start shelter (tent or permanent building) highly recommended to keep starting athletes dry and warm in inclement weather (recommended 10x20 ft Min)		
Timing Equipment	Hardware of choice, IPC timing software only (See venue wiring below) 2 Electronic Timing systems and 1 Hand timing system (2 watches at start, 2 watches at finish) required.		
Headset Communication	Start, mid course (if possible) , Timing, scoreboard		
Start Clock	Optional start beep		
Intermedlate timing locations	Based on trail wiring and event		
Yellow Flags	Per Course set. Have 1 per location and a spare at start		



Timing Shack	Heated space to fit a minimum of 5 people with the ability to see the finish line.		
Finish Corral/ Fence	Size per rule book		
Scoreboard and Official Notice Board	A location outside of finish area where athletes can gather and watch the times. Also notice board for time changes, DSO's, and other notices		
Score sheets	Filled out night before or morning of event with athlete names, country.		
Scoreboard Supplies	Extra markers and tools so times can be written even in inclement weather		
Scoreboard Stapler	Construction or heavy duty stapler to hold score sheets to board or building and also post DQ's and other official posts		
PA System	Music and announcements. Also times and athletes in Start/finish		

Item	Description	Responsible party	Done?
Restroom Facilities	If no lodge is available, Accessable Portable toilets requested		
Drills/wrenches	For course and protectio repair/stationed strategically at start and on hill (10+ total drills with 2 batteries per and # of wrenches dependant on whether or not screw bases are used. If so, 10-30 wrenches also stationed)		
Dye and Sprayers	Red for Finish, Dark blue for marking track, gate location, and abrupt terrain changes. 4 packs recommended for efficiency in set up and touch up.		
Gates and Panels	Per Event (Single gate or with outside gate) with spare (individual pole with outside gate Example: DH 100 (25 Spare), SG 100 (25 Spare), GS 275 (30 Spare), SL 150 (30 Spare)		
Measuring Wheel	To measure length of track. Leave at start		
Rakes/Shovels	Square blades for track work (10+), Grain Scoop to remove snow from track (20+) Rakes to smooth and clean track (20+) Station tools at start and strategically on hill		
Venue wiring	Timing: Checked, Double checked, and triple checked. Check wire resistance and continuity, all connections and pedestals, and test with timing hardware no closer then 48 hours before event. Set timing up again and test 12 hours before event. Electricity: Required generator and burry or hang all extension cords.		
Assorted tools chosen by Chief of Course	Could be hammers, wedges, chemical spreaders, Etc...		

<p>Inspection conducted by : _____</p> <p>Place : _____</p> <p>Date : _____</p> <p>Next visit : _____</p>
