## FIS Nordic Combined World Cup Check list for site inspections

The Organiser is required to review and conform to the FIS Covid-19 Prevention Guidelines for Event Organisers which include the following two publications of the World Health Organisation (WHO) providing a COVID-19 risk assessment and mitigation checklist in relation for sports event organisers:

FIS Covid-19 Hub: https://www.fis-ski.com/en/inside-fis/covid-19-hub

Site:		Date:
Items	Description	To do
1. Contacts Organizing Committee	Name, email and phone number	
Contact Person		Please prepare an additional sheet with all key persons
Chief of competition		
Chief of Press		
Financial issues		
Prize Money		
Transport		
Accommodation		
Chief of Ceremonies		
Responsible for Site Events		
Responsible for VIP and Ticketing		
Contact for FIS M+M -Team on site (persons before the events)		
Main worker for FIS M+M on-site (not the		
chief but the coordination person on-site)		
Operator video screen (including contact)		
Responsible for marketing (bibs, print		
material) and mail address for bib delivery		
Mail address for banner delivery		
2. Administrative Matters		
Race office	Location, opening times	
Event program	Online form available in each FIS Calendar Entry	
Registration process	FIS Online System, deadlines, planned changes	
Entries	FIS Online System, final entries on paper until 2 hours before the TCM,	
Accreditations	Bibs for the athletes, additional local accreditations	
Parking cards		
Financial matters	Prize Money (Attention:New Rule for Team Sprint! Bank transfere is recommended.	
Team Captains' Meeting	Location, Templates	
3. Event Schedule		
Dates and competition program		
Starting times		
Official training	Short time (not entire day) that TV/STS/FIS M+M have time to set up	
Prize Giving Ceremonies	Any evening ceremonies planned ?	
Team Captains' meeting		
Opening ceremonies		

4. Transport		
Official Airport(s)	Name, distance to the venue	
Transport Airport / Hotels	Organisation, Prices for additional transfer	
Shuttle service Hotels / Venue	Organisation, Schedule	
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5. Accommodation		
Number of rooms available	Single, double, level of accommodations	
Hotels requirements	Check World Cup Rules about standards - is as well valid for STS and FIS M+M!	
Hotels location	Maximum 30km from the stadium	
Hotel information	Late Check out?, Flexibility, Food quality & quantity	
Prices	Connected to the standards and location - maximum 125CHF per person in double rooms	
Internet connection	a must	
Parking	at accommodation	
Team information	The teams have to be fully and clearly informed early in advance about their accommodation (standards, distance to the venue, cost)	
Reservation	Online registration system, 10 days rules	
Food for officials & staff	Lunch FIS Officials, FIS M+M, Swiss Timing should be arrange close to the stadium, same for waxing staff	
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6. Waxing / change Cabins		
Technical solution adopted	Containers, building, tent	
Location		Draft maps should be ready for the site inspection
Size		
Waxing trucks		
Ventilation and heating system		
Parking space, access		
Opening times		
Food in the team area		
Warm room for the athletes	An heated separate athlete's room has to be provided close to the wax cabins area	
Toilets		
Internet connection		
7. Courses		
Courses maps, profiles and names	Including Coaching zones, intermediate time position, GPS datas for new courses	Draft maps should be ready for the inspection
Homologation		
Ski testing area	Location, ski testing on the competition course	Draft maps should be ready for the inspection
Warm-up course	Location	Draft maps should be ready for the inspection
Snow production and/or storage		
Course marking	OC Guidelines, Signs, branches, lines	
Skidoo traffic	Special ski doo tracks needed	Draft maps should be ready for the inspection
Course preparation	machines available, salt	
Security		
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8. Stadium		
Stadium layout, Maps	Overview of the stadium	Draft maps should be ready for the inspection
Start area	Location, Access, transponders, coaching zone, clothes transportation	Draft maps should be ready for the inspection
Finish area	Finish zone, Top 3 box, Photo positions, Flash TV, Winner ceremony	Draft maps should be ready for the inspection
Sport area (athletes, coaches, SRS)	Location, access, clothing area, heated tent, CIS and TV screens, refreshments	Draft maps should be ready for the inspection
Mixed zone	Location, Access, Organisation	
Competition management	Jury room (location, equipment (TV screen, Video Cam)), FIS room, Timing room	
TV commentors cabins		
Toilets	Also team area	
Antidoping control		
Additional equipment (CIS)	Additional CIS has to be order via STS, ask for an offer	
Jumping hill		
Preparation	Cooling system, artificial snow making system, in-run/out-run, Equipment, starting area	
Infrastructure	Cabins, warm up area, judge tower, coaches stands, mixed zone,	
Equipment control	Cabin needs to be min 12 m2 with power, placed near the exitgate.	
Wax and changing cabins	Accoridng ICR	
Security	Wind protection, safty barriers outrun/FIS M+M, weather information,	
Data	Swiss timing location, wind flag poles, scoreboard,	
Communication equipment	Jury radios, OC radios, speaker	
Preparation	Stampers, manpower, machines,	
First aid	location, manpower, transport route	
9. Manpower		
Volunteers	Number, 4 volunteers needed for FIS M+M, 4-6 for Swiss timing	
Course guards		
Forerunners/Testjumpers	Number, level	
Technique control		
Volunteers center	Location, Food	
10. Venue Production		
Producer? Announcer?		
Video Wall	Quality & Quantity; Offer FIS M+M	
Stadium TV?		
11. TV Production		
НВС	Main persons in the production	
TV rights holder		
Camera plan		
Skidoo on course or special requests		
Test competition	Is a must - time needs to be fixed early	
TV Coordination meeting	Invitation by the rights holder, will take place the day before the first race	

12. Press and Medias		
Media Center	location, Internet connetion, food, sub press center, opening times	
Press Conference	location, equipment, live streaming?	
Photographers	photo positions in the jumphill, on the stadium and on course, photo bibs	
Videos		
Twitter	live commentary of WC competitions	
Accommodation		
Transport		
Parking space		
Media Shuttle service on-side		
Media Service staff	organigramm of the Media Staff including photo chief	
Media Invitation		Has to be approved by NC Media coordinator and FIS M+M (for sponsors)
Media Services plan	which services will you provide to Media (hardwear and also information service)	First draft of Media Services plan should be ready for site inspection
Accreditation		
Site Program		
13. Event Promotion		
Communication plan	TV, radio, posters, flyers, newsletter, press conference	Draft of the promotion plan should be ready for the inspection
LOC Website	Contents, World Cup logo with link to FIS website, Sponsor logos with link to sponsor website	
Social Medias		
www.fiscrosscountry.com		
Special offers	Packages for Fan clubs, groups, ski clubs	
14. Marketing		
Official sponsors	Viessmann	
Local sponsors		Approval by FIS M+M
Marketing guide	Read marketing guide regarding preparation details	
Bannering plan	Check evaluation of the last season, build stable fence in stadion prior arrival of FIS M+M, build frames for banners on course	Send stadium/course plans to FIS M+M until (including measurements), Return of plans to LOC with fence positions until September
Print Material		Send to FIS M+M for approval
Logo bib number in eps		Send to FIS M+M 30 days prior event (if applicable)
Extra wood	Please make sure there is engouh wood available to build extra frames (latches and posts)	
Heated container for FIS M+M	Close to the tracks	
Skidoo with trailer for FIS M+M		
15. Activation on site		
Sponsor activities		Inform FIS M+M
VIP hospitality	cost for VIP tickets, what is included in VIP package?	
Spectator activities		
Amators races		
Kids events		
Fan clubs activities		
Transport, parking for spectators		
Event tickets	Ticket price?	