**Information for the organiser**: This document serves as template. Feel free to adjust it according to your needs by adding/deleting any sections.

INVITATION

# [Year] FIS Para Cross-Country

### *WC/COC/NC/FIS*

# **(Logo of the organizer and/or Event sponsors**)

## place / Country

Dates

**Organizing Committee** (please outline critical roles and contact information here)

|  |  |  |
| --- | --- | --- |
| OC President | Name | Phone: |
| E-mail: |

|  |  |  |
| --- | --- | --- |
| General Management Chairperson | Name | Phone: |
| E-mail: |

|  |  |  |
| --- | --- | --- |
| Chief of Race | Name | Phone: |
| E-mail: |

|  |  |  |
| --- | --- | --- |
| Accommodation & Transport Bookings | Name | Phone: |
| E-mail: |

|  |  |  |
| --- | --- | --- |
| Wax Cabin Bookings | Name | Phone: |
| E-mail: |

|  |  |  |
| --- | --- | --- |
| Rescue/  Medical Service | Name | Phone: |
| E-mail: |

**FIS Officials**

|  |  |
| --- | --- |
| Race Director | Name |

|  |  |
| --- | --- |
| FIS TD | Name |

|  |  |
| --- | --- |
| FIS TD Assistant | Name |

|  |  |
| --- | --- |
| Adaptive Equipment Controller | Name |

**TCM and Race Office Locations**

|  |  |  |
| --- | --- | --- |
| Team Captain’s Meeting | Location | Address: |

|  |  |  |
| --- | --- | --- |
| Race Office | Location | Other information |

**Venue Information**

* Address

**Logistics**

**Travel**

Please outline here information covering the following aspects:

* Venue information and address
* The best way to arrive by plane, car or other travel means
* Closest airports
* Visa information

**Local Transport**

* Available transportation on ground
  + Booking deadlines
  + Costs

**Accommodation and Meals**

Please outline here information covering the following aspects:

* Available accommodation options
* Breakfast, lunch and dinner arrangements
* Booking deadlines
* Costs
* Cancellation policy

**Classification (if applicable)**

* Address of classification venues
* Transport options
* Other information

**Race Registration**

The entries by numbers and entries by names shall be registered via the FIS Online Entries: <https://profile.fis-ski.com/login>

Deadlines

|  |  |  |
| --- | --- | --- |
|  | **System opening** | **System closing** |
| **Pre-Entries** – via [FIS Online Entries](https://profile.fis-ski.com/login) | Date | Date |
| **Entries** – via [[FIS Online Entries](https://profile.fis-ski.com/login)](https://profile.fis-ski.com/) | Date | Date |
| **Accommodation** – <refer to location> | Date | Date |
| **Transportation** – <refer to location> | Date | Date |
| **Wax cabin reservation –** <refer to location> | Date | Date |

|  |  |
| --- | --- |
| Rules and Age Limit: | The International FIS Para Cross-Country Competition Rules (ICR), which is available on the [FIS Website](https://www.fis-ski.com/para-cross-country/documents#Rules). |
| Points Limit: | According to FIS Para Cross-Country Qualification Criteria, which is available on the [FIS Website](https://www.fis-ski.com/para-cross-country/documents#Rules). |
| Race entry fee: | According to the ICR |

**Payment information**

Please outline what costs have to be covered then and what payments methods can be accepted

|  |  |  |  |
| --- | --- | --- | --- |
| Final Payment for Race & Accommodation Fees deadline | dd/mm/yyyy | | |
| Bank Account data: | Payments should cover bank transfer charges | Bank: | name |
| Account: | number |
| IBAN: | number |
| BIC (SWIFT) | code |
| Liability: The organizers do not accept liability for any injury/damage to persons/belongings | | | |

**Competition Information**

**Wax Cabins**

* Costs
* Details
* Booking deadlines

**Award Ceremony**

* Timing and place

**Media**

* Any media arrangements

**Site-events**

* Information on any planned site-events

**Training bibs**

* FIS training bibs must be worn by all competitors and team staff who participate in unofficial and official training.

**Event Program**

|  |  |
| --- | --- |
| Day of the week  dd/mm/yyyy | Arrival |
|  |  |
| Day of the week  dd/mm/yyyy | Classification (if applicable)  Unofficial training (if applicable) |
|  |  |
| Day of the week  dd/mm/yyyy | Classification (if applicable)  Unofficial training (if applicable) |
|  |  |
| Day of the week  dd/mm/yyyy | Official training  Team captains meeting |
|  |  |
| Day of the week  dd/mm/yyyy | Competition – <Event>  Team captains meeting |
|  |  |
| Day of the week  dd/mm/yyyy | Competition – <Event> |
|  |  |
| Day of the week  dd/mm/yyyy | Official training  Team captains meeting |
|  |  |
| Day of the week  dd/mm/yyyy | Competition – <Event>  Team captains meeting |
|  |  |
| Day of the week  dd/mm/yyyy | Competition – <Event>  Departure |

*Changes to the program can be made by the organization*

**Medical and Anti-Doping Information**

Anti Doping

According to the [FIS Anti-Doping Rules](https://www.fis-ski.com/en/inside-fis/governance/fis-anti-doping)

Medical Service at the venue

Please add here information about available medical services during competition/official trainings and outside of such times

According to ICR art. 221.

Participant Insurance

With the issuance of a licence to participate in FIS competitions and entry, the National Ski Association confirms that valid and sufficient accident insurance for training and competition is in place for the competitor and assumes full responsibility. For more information please see art. 204.2 and 212 of the ICR.

Any further information and Appendices (course maps, stadium layout, booking forms for accommodation, local transport, …)