



## **ORGANIZER'S CHECKLISTS FOR EVENT AND COMPETITION ARRANGEMENTS**

### **GENERAL**

This checklist is provided for the assistance of organizers, and can be used by TDs in preparing for and conducting an event or competition. The list is intended for all biathlon events and competitions - club, Regional, national and international. 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.

#### **1. 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 (If required);
- e. Bid for the event in accordance with applicable policies – BIBC, BC or IBU;
- 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 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 (If required);
- o. Control registrations - eligibility and qualification.

#### **2. 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;

#### **3. 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.

#### **4. 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?

#### **5. 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.

#### **6. Transportation during event**

- a. Quantity required - numbers of teams;
- b. Cost - can it be provided free 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.

#### **7. 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.

#### **8. 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
- ✓ 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

## 9. 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.

#### **10. 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.

#### **11. 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

## 12. 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.