International Ski Mountaineering Federation

# International Ski Mountaineering Federation

## Guidelines Rules for organising international ski mountaineering competitions (Logistic Document and Technical Document)

**Legend:**
Modifications in the current text compared to the season 2021/22 are highlighted as follows:
Elimination: red
New inclusion: green
Note: for the red&green version, the ISMF does not guarantee that the page numbering corresponds to the index.

**Any change requested by the organiser regarding itineraries or schedule in the following regulation has to be presented in writing to and approved by the ISMF technical team in advance.**

*NB: All rules and regulations may be subject to modification of the language used, in so much as the context and the content of the rule/regulation will remain unaltered but the English language used within said rules and regulations may be subject to improvement in terms of grammar and clarity.*

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# 1. GENERAL REMARKS

For general introduction, abbreviations, definitions and type of events, see SPORTING RULES (pages 4-5).

## 1.1. Race organisers – ISMF meetings

The organisers of events selected for the calendar of the upcoming season will be invited to attend the ISMF Forum a general meeting with all LOCs grouped together (place and dates to be specified in due course, with at least one month's notice).

The meeting takes place during the autumn summer, with members of the ISMF Council, Sport Department, media partners and other race organisers and marketing partners (new regulations - exchange views with ISMF members and other race organisers, training those responsible for the race route and volunteers).

The presence of the Event Director, the Race Director or track director and of the World and Continental Cup, and World and Continental Championships organisers, as well as the judges/ referees who will be working on those races, is compulsory.
ISMF officials and race organisers will meet to discuss the race and decide certain key issues together.

## 1.2. Local Organising Committees, National Federations and ISMF

### *1.2.1. Local Organising Committee (LOC)*

The administrative and legal statutes of Local Organising Committees are under the responsibility of the national federation that registers the event. The ISMF headquarters must be informed of the internal structure of the LOC organisation and of the persons in charge of each of the areas mentioned in this document. The Local Organising Committee is the group of persons or the entity which executes the right, duties and obligations related to the organisation of the ski mountaineering World Cup, World Championships, Continental Championships or Series event. Local Organising Committee means the person, group or entity that makes the necessary preparations and directly carries out the running and financing of the Competition as a principle, the National Federation ensures the proper organisation of the Competitions/Event and may delegate all or certain tasks, rights and obligations related to the Organisation of the Competitions to an affiliated club or another legal entity which then becomes the Local Organising Committee and party to any agreements made with the ISMF. All members of the LOC shall have the appropriate competence and experience necessary to carry out their assigned duties. The LOC shall use the ISMF official language (English) in all official documents and meetings (official programme, team captain's meetings, Jury meetings, LOC meetings with international participation, etc.).
The Event and the Competitions shall be organised in strict compliance with the applicable ISMF Rules at present in force or amended by the ISMF from time to time, in particular the Statutes and the ISMF Rules. The LOC shall follow the reasonable instructions given by the ISMF.
The LOC shall provide all necessary infrastructures, support and services (including power supply) necessary for the proper organisation of the entire event.
The LOC shall establish the Local Organising Committee to carry out the tasks, rights and obligations defined in this agreement and in the ISMF Rules. The establishment of the Local Organising Committee shall not affect the liability of the LOC.

### *1.2.2. Relations between ISMF and LOCs/National Federations (NF)*

The LOC must name a person who will act as the official liaison between the organisation and the ISMF.
Relations between ISMF and the LOC/NF will initially be carried out by the ISMF Event Director and the Vice President for Sport and Event, and then also with the chairman of the ISMF Jury once he/she has been appointed.
The LOCs of ISMF World Cup, World Championships, European Championships must follow all the ISMF regulations maintaining close coordination with the ISMF offices and various responsible entities. The NF appoints the LOC to carry out the duties and responsibilities connected with organising the event. The NF has delegated the tasks, rights and obligations related to the organisation of the event to the LOC. All aspects defining the mutual obligations between ISMF/NF and/or LOC will be defined in a specific contract with the ISMF.
After the ISMF forum During the months preceding each sporting event, the LOC must make a monthly report to should always keep the ISMF updated with the ISMF updates on general organisation, any outstanding issues, and commitments to be fulfilled.
Minutes of LOC meetings must be sent to the ISMF office.

### *1.2.3. Agreement between ISMF, the NF and/or the LOC*

An agreement will be signed between the ISMF, the NF and/ or the LOC. This agreement will specify:

- Definitions and general conditions
- Appointment of the Local Organising Committee organiser
- General obligations of the LOC
- The Local Organising Committee
- Further officials
- The competitions
- Technical and special conditions
- The event schedules
- Event venue
- Personnel liaising with national teams Participants and teams personnel
- Accreditation system
- Equipment
- Timing and data
- Press and media
- Media and broadcast rights
- Financial aspects
- Multimedia rights
- TV production
- TV production assistance
- Advertising rights
- Exploitation of advertising and commercial rights
- Services and considerations for on advertising rights
- Intellectual property
- The Eevent programmes
- Representations and warranties
- Pandemic
- Sustainability
- Environmental/Sustainability aspects
- Medical services
- Insurance
- ISMF assistance
- Termination and consequences thereof
- Indemnity
- Waiver
- Assignment
- No joint venture
- Amendment
- Language
- Notices
- Severability
- Applicable law and arbitration
- Data privacy
- Budgetary and financial obligations.

Any arrangements that are not provided for in the initial agreement will be settled by amendments between the NF, the LOC and ISMF.

# 2. FINANCE AND ADMINISTRATION

## 2.1. Administrative requirements

The LOC and the NF must take all necessary and useful administrative measures to ensure that the event takes place in the best possible conditions (aid and rescue, environmental issues, etc.).

## 2.2. Insurance

The NF and/or the LOC must have adequate insurance as required in the host country to cover all civil liability risks and event cancellation. The coverage shall include all members of the LOC and of the Jury, including the ISMF representatives. The

minimum liability insurance amount shall be CHFEuros 3.000.000 (three million Swiss FrancsEuros) or equivalent for each incidentevent. The ISMF will take care of full insurance coverage of the civil liability of the officers and staff members attending the event on behalf of the ISMF who are not members of the Local Organising Committee and of the Event and Technical Jury. The insurance coverage shall apply from the day before the first training day first day of work of the LOC staff until (and including) the last day of the Event. The Local Organising Committee shall submit a copy of the relevant insurance policy to the ISMF Event Director prior to the Event.

## 2.3. Budget

The budget is the sole responsibility of the NF or the LOC. The NF and/or the LOC assume the event's financial risk, being entirely responsible for any losses and/or deficit, whilst also retaining any surplus in the event of a budget benefit.
The NF and/or the LOC must also abide by national legislation with respect to the payment of any local and/or national taxes that may apply to the event.

## 2.4. Costs assumed by the LOC

### *2.4.1. ISMF Event hosting fees and Media fees*

Please refer to the Annex A.1 in order to find out the chart with the split ISMF Event hosting fees.

Please refer to the Annex A.2 in order to find out the chart with the split ISMF Media fees.

The NF and/or the LOC assumes all organisational costs, with the exception of those assumed directly by ISMF (§2.5). The LOC assumes the following costs that are paid directly to the ISMF.

Legend:
- YES: the relevant service cost is included in the Event hosting fee
- NO: the relevant service cost is not included in the Event hosting fee
- NOB: the relevant service cost is not included in the Event hosting fee but the LOC must provide/supply it
- PRESENT: the relevant staff is present at the event & it is included in the Event hosting fee
- NOT PRESENT: the relevant staff is not present at the event
- NECESSARY: the relevant staff is present at the event but the LOC must provide/supply it

**ISMF WORLD CUP AND CHAMPIONSHIPS HOSTING FEES**

| SERVICES | WORLD CUP (2 or 3 DAYS) | WORLD CHAMPIONSHIPS | CONTINENTAL CHAMPIONSHIPS (EUROPEAN ONLY) |
|---|---|---|---|
| Calendar fee | YES | YES | YES |
| Anti-doping service | YES | YES | YES |
| Time-keeping service | YES | YES | YES |
| Awards | NO | YES | YES |
| Online registration through ISMF web site | YES | YES | YES |
| Starting numbers/bibs | YES | YES | YES |
| Official speaker | YES | YES | YES |
| Ranking manager supervision | YES | YES | YES |
| Support about sustainability | YES | YES | YES |
| Pre-visit for the event check and preparation | YES | YES | YES |
| Ski pass if the race takes place in a ski resort<br>• 2 ski passes for each national team per day of competition + 1 day (the day before the competition)<br>• 1 ski pass for each ISMF official per day of competition + 1 day (the day before the competition)<br>• 1 ski pass for each persons of TV Team, Implementation Team, Time Keeping Team per day of competition + 1 day (the day before the competition) | NOB | NOB | NOB |

| ISMF PRESENCE | TRANSPORT EXPENSES | FINANCIAL ALLOWANCES | ACCOMODATION EXPENSES | WORLD CUP (2 or 3 DAYS) | WORLD CHAMPIONSHIPS | CONTINENTAL CHAMPIONSHIPS |
|---|---|---|---|---|---|---|
| ISMF Event Director | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| ISMF referee President Technical of Jury | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| ISMF – referee 1 | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| ISMF – referee 2 | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| *National referee 1st | - | - | Full board accommodation[2] | NECESSARY | NECESSARY | NECESSARY |
| *National Referee 2nd | - | - | Full board accommodation[2] | NECESSARY | NECESSARY | NECESSARY |
| ISMF Technical Delegate | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |

| | | | | | | |
|---|---|---|---|---|---|---|
| ISMF IT-ranking manager | Included[1] | Included[1] | Full board accommodation[2] | NOT PRESENT | NOT PRESENT | NOT PRESENT |
| ISMF OfficialCouncil Ddelegate | Included[1] | Included[1] | Full board accommodation[4] | PRESENT | PRESENT (2) | PRESENT |
| Social Media Team (3 persons) | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| Time - keeping team (4 persons) | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT[5] |
| Speaker (1 person) | Included[1] | Included[1] | Full board accommodation2 | PRESENT | PRESENT | PRESENT[5] |
| Anti-doping doctors (2 persons) | Included[1] | Included[1] | Full board accommodation[6] | PRESENT | PRESENT | PRESENT |
| **PRE-EVENT VISIT ONLY:** | | | | | | |
| Assessors (2 persons - The Event Director and the Technical Delegate) | Included[1] | Included[1] | Full board accommodation[7] | YES | YES | YES |

The ISMF certified referees from the National Federation who will organise the race will have the priority to attend the event as a 1st and 2nd National Referees. If the national federation that host a WC event don't have a National Referees the 2 extra referees will be ISMF referees from other countries.

All fees are paid by the LOC directly to the ISMF. **The exact amount will be established annually and officially announced during the autumn forum.**

**The following costs are included in the Event hosting fees:**

1 All transport expenses from home to the competition venue except extra costs of extra-continental travel, plus daily allowance for duration of event + 1

**The following costs are not included in the chart above and must be covered by the LOC:**

2 Accommodation expenses (food and lodging) from two nights before the start of the first race until the morning following the end of the event, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single and double rooms)

3 Except for the finals of the U20/U23 and Senior World Cup where the ISMF IT-ranking manager is requested

4 Accommodation expenses (food and lodging) from one night before the start of the first race until the morning following the end of the event, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single room)

5 Solely if when held on the same dates and at the same venue of a World Cup weekend or, alternatively, only with specific agreement before the relevant ski season for the proper management of the event

6 Accommodation in terms of one or two rooms (two, if the doctors are a female and a male) for one night if requested by the Antidoping provider, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection

7 Accommodation in terms of two rooms for one night, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection.

| ISMF SERIES / TECHNICAL VISIT FEE | | | | | | |
|---|---|---|---|---|---|---|
| **ISMF SERIES** | **ISMF PRESENCE** | **TRANSPORT EXPENSES** | **FINANCIAL ALLOWANCES** | **ACCOMODATION EXPENSES** | **ISMF ONLINE REGISTRATIONS** | **ISMF/ISMF MEDIA PARTNER COVERAGE** |
| Calendar fee 200 € | 1 member of ISMF Sport Department | 500 € within Europe. Exact costs outside Europe | 150€ per competition day + 1 (extra days can be requested) | Full board accommodation[2] (see above) | NO | NO (except ISMF website and social networks) |

The NF and/or the LOC assumes all organisational costs, with the exception of those assumed directly by ISMF (§2.5). The LOC assumes the following costs that are paid directly to the ISMF.

Legend:
- YES: the relevant service cost is included in the Event hosting fee
- NO: the relevant service cost is not included in the Event hosting fee
- NOB: the relevant service cost is not included in the Event hosting fee but the LOC must provide/supply it
- PRESENT: the relevant staff is present at the event & it is included in the Event hosting fee
- NOT PRESENT: the relevant staff is not present at the event
- NECESSARY: the relevant staff is present at the event but the LOC must provide/supply it

| EVENT MEDIA FEES | | | | | | |
|---|---|---|---|---|---|---|
| **SERVICES** | | | | **WORLD CUP (2 or 3 DAYS)** | **WORLD CHAMPIONSHIPS** | **CONTINENTAL CHAMPIONSHIPS (EUROPEAN ONLY)** |
| Full live coverage on **selected races** | | | | YES | YES | YES |
| Partial live coverage on **selected races** | | | | YES | YES | YES |
| Full live coverage on **selected races** in agreement with the LOC | | | | OPTION Extra fee/race: | OPTION Extra fee/race: | OPTION Extra fee/race: |
| Implementation of arrival/start area | | | | YES | YES | YES |
| Social Media & photo coverage on the ISMF social channels (FB, Instagram) | | | | YES | YES | YES |
| Ledwall for the live streaming at start/arrival area | | | | NOB (option for 21/22) | YES | NOB (option for 21/22) |
| • Ski pass if the race takes place in a ski resort | | | | NOB | NOB | NOB |
| **ISMF PRESENCE** | **TRANSPORT EXPENSES** | **FINANCIAL ALLOWANCES** | **ACCOMODATION EXPENSES** | **WORLD CUP (2 or 3 DAYS)** | **WORLD CHAMPIONSHIPS** | **CONTINENTAL CHAMPIONSHIPS (EUROPEAN ONLY)** |
| Full live coverage option ISMF/EBU Media Production Team (9 persons)* | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| Partial live coverage option ISMF/EBU | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |

| | | | | | | |
|---|---|---|---|---|---|---|
| Media Production Team (5 persons)* | | | | | | |
| Social Media Team (3/4 persons) | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| Marketing Manager (1 person) | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |
| Implementation Team (2 persons) | Included[1] | Included[1] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT |

*All fees are paid by the LOC directly to the ISMF.*

*The following costs are included in the Event media fees:*
*1 All transport expenses from home to the competition venue except extra costs of extra-continental travel, plus daily allowance for duration of event + 1*

*The following costs are not included in the chart above and have to be covered by the LOC:*

*2 Accommodation expenses (food and lodging) from two nights before the start of the first race until the morning following the end of the event, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single and double rooms)*

** The 5 people of the Partial Live Coverage Team are included in the Full Live Coverage Team of 9 people*

## *2.4.2. Prize Money and awards in charge to the LOC*

| PRIZE MONEY** (minimum) | WORLD CHAMPIONSHIPS | | | | | WORLD CUP/ EUROPEAN CHAMPIONSHIPS | | | |
|---|---|---|---|---|---|---|---|---|---|
| | SPRINT | VERTICAL | INDIVIDUAL | TEAM | MIXED RELAY | SPRINT | VERTICAL | INDIVIDUAL | MIXED RELAY |
| 1st SM/SW | 1500 € | 1500 € | 1500 € | 2000 €* | 2000 €* | 1300<br>1100 € | 1300<br>1100 € | 1300<br>1100 € | 1500 €* |
| 2nd SM/SW | 1000 € | 1000 € | 1000 € | 1300 €* | 1300 €* | 1000<br>825 € | 1000<br>825 € | 1000<br>825 € | 1200 €* |
| 3rd SM/SW | 700 € | 700 € | 700 € | 900 €* | 900 €* | 700<br>575 € | 700<br>575 € | 700<br>575 € | 800 €* |
| 4th SM/SW | 400 € | 400 € | 400 € | Prize money or its equivalent in equipmentGift | | 500<br>400 € | 500<br>400 € | 500<br>400 € | Gift |
| 5th SM/SW | 200 € | 200 € | 200 € | Prize money or its equivalent in equipmentGift | | 300<br>200 € | 300<br>200 € | 300<br>200 € | Gift |
| 1st U23M/W | 500 € | 500 € | 500 € | - | - | Prize money or its equivalent in equipment - | | | - |
| 2nd U23M/W | 300 € | 300 € | 300 € | - | - | Prize money or its equivalent in equipment - | | | - |
| 3rd U23M/W | 200 € | 200 € | 200 € | - | - | Prize money or its equivalent in equipment - | | | - |
| 4th U23M/W | Prize money or its equivalent in equipmentGift | | | - | - | Prize money or its equivalent in equipment - | | | - |
| 5th U23M/W | Prize money or its equivalent in equipmentGift | | | - | - | Prize money or its equivalent in equipment - | | | - |
| Top 5 U20M/W | Prize money or its equivalent in equipment (In Team and Relay only top 3) | | | | | Prize money or its equivalent in equipment | | | |
| 1st U20M/W | 300 € | 300 € | 300 € | - | 300 €* | - | | | - |
| 2nd U20M/W | 200 € | 200 € | 200 € | - | 200 €* | - | | | - |
| 3rd U20M/W | 150 € | 150 € | 150 € | - | 100 €* | - | | | - |
| 4th U20M/W | Gift | | | - | Gift | - | | | - |
| 5th U20M/W | Gift | | | - | Gift | - | | | - |
| Top 5 U18M/W | Prize money or its equivalent in equipment (In Team and Relay only top 3) | | | | | Prize money or its equivalent in equipment | | | |
| 1st U18M/W | 200 € | 200 € | 200 € | - | - | - | | | - |
| 2nd U18M/W | 150 € | 150 € | 150 € | - | - | - | | | - |

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 3rd U18M/W | 100 € | | 100 € | | 100 € | - | - | - | | | - |
| 4th U18M/W | Gift | | | | | - | - | - | | | - |
| 5th U18M/W | Gift | | | | | - | - | - | | | - |
| TOTAL/category | 4800 €<br>5900 € | | 4800 €<br>5900 € | | 4800 €<br>5900 € | 4200 € | 4200 €<br>4800 € | 3100 €<br>3800 € | | 3100 €<br>3800 € | 3500 € |
| TOTAL Men and Women | 45600 € 48600 € | | | | | | | 6200 €<br>7600 € | | 6200 €<br>7600 € | 3500 € |

** The amount has to be considered per team.*
***The said amounts of prize- money have to be considered gross which will be then deducted of any withholding tax in force in the LOC's country.*

The LOC guarantees the minimum gross prize- money in connection with each competition according the ISMF Rules. The LOC is however entitled to pay out a higher than the minimum prize- money. Each podium athlete should receive an award and not just a handshake. An example for possible awards could be medals, equipment, something typical of the venue (the country, the valley etc.).
If the prize money is not given in cash during the prize-giving Award cCeremony, the LOC must make a bank transfer no more than 1 week after the end of the event.
**The top five athletes of each category** (or as per rules according to number of participants) will be called to the podium during the official prize-giving Award cCeremony.
The LOC race may invite foreign athletes at their own expense. To be invited to participate in a race, athletes must:

- hold the national license of an ISMF federation member;
- the federation member has to be up to date with all ISMF fees;
- hold an ISMF international license for the current season.

In case of cancellation of an event (for all ISMF races), the LOC is still responsible of all the following costs:

- ISMF registration fee;
- Anti-doping fee;
- All travelling/accommodation costs already engaged by the members of the ISMF staff.

In special circumstances, and with the prior agreement of the ISMF, a race may award both Continental Championship and World Cup titles for the same competition. In this case, two podiums will be held, however, the prize money will only be awarded to the World Cup race.

## 2.5. Services by ISMF

ISMF covers the expenses and services for:

| FREE SERVICES PROVIDED BY ISMF | WORLD CUP | WORLD CHAMPIONSHIPS | CONTINENTAL CHAMPIONSHIPS | ISMF SERIES |
|---|---|---|---|---|
| TV production | YES | YES | YES[1] | NO |
| Official Photographer | YES NO | YES NO | YES NO | NO |
| Race Press Office | YES | YES | YES[1] | NO |
| Advertising Implementation | YES | YES | YES[1] | NO |
| World Cup final trophies (overall ranking) | **Trophies for the first three competitors of each category** (Senior/U23 men and women, , U20 and U18) | NO | NO | NO |
| Medals (gold, silver and bronze) | NO | YES | YES | NO |

1 Solely when held on the same dates and at the same venue of a World Cup weekend or, alternatively, only with specific agreement before the relevant ski season for the proper management of the event

# 3. ORGANISATION

## 3.1. LOC staff

All persons involved in the organisation of a competition are named "members of the organisation". A list of names will be drawn up, communicated to the ISMF and displayed on the race organisation's website.
A typical LOC is composed of:

- Ppresident of the national federation or his/her representative;
- organising committee president;
- race director;
- treasurer;
- administrative officer (registration, accreditations, ski passes, interpreter, etc.);
- press officer (press and media relations, communication);
- environmental protection officer;
- person in charge of ALLall communication with ISMF;
- person in charge of results;
- person in charge of catering and accommodation;
- person in charge of the Flower and aAwards ceremonies;
- person in charge of site management and equipment;
- doctor and rescue team.

## 3.2. Officials

Race officials are:

- President of the NF or his/her representative;
- President of the LOC;
- LOC Race Director;
- President of Technical Jury (ISMF);
- Race Jury Referee (ISMF);
- Head LOC Track Trail Director;
- LOC Environmental Protection Officer;
- LOC Press Officer;
- NF Ddelegates;
- ISMF officials (ISMF Official Sport & Event Delegates, ISMF Event Director, ISMF Technical Delegate, Marketing Coordinator, members of the ISMF Council, President of the Technical Jury, Referees).

The roles and responsibilities of these officials are described in § 4.1. Trainers, team managers and competitors cannot be race officials. Members of the ISMF jury appointed for a given race may not compete in said race.

## 3.3. LOC Documentation

### *3.3.1. Prior to the competition*

**On the website before 15th November of the current season - A translation of the information into English is mandatory.**

- The LOC must publish documentation giving general information about the event for athletes, the national federation, ISMF and the press. This document should contain the following elements:
  - the programme: schedules, registration location, Team Captain Meetings, routes, meals, etc.;
  - courses: types of courses and differences in height;
  - any supplementary equipment required (see Sporting Rules);
  - contact information (phone, email, fax);
  - information on how to reach the venue (by car or public transport); accommodation, etc.
- Registrations are carried out directly via internet on the ISMF website (access to ISMF registration will be supplied to every Local Organising Committee). Registrations usually close a minimum of 2-3 5 days before the race.
- To prepare a location and have the necessary means for taking samples for anti-doping controls, as provided in the texts of the WADA-AMA and the National Agency.
- The LOC sets a deadline for race and accommodation registration
- It is **mandatory** to issue official passes to athletes, race personnel and members of the press (please refer to list)
- In the event of an adjournment due to bad weather conditions, the national federations, in consultation with the ISMF, should do everything within their power to ensure participation on the day scheduled for the adjournment, if this was an inherent part of the event programme (as agreed in advance with the ISMF).
- The LOC is required to pay an in advance of the event hosting fee, exact details provided to each event individually.
- In the event of cancellation, the LOC has to refund a portion of the hosting fees, exact details provided to each event individually.
- In the event of race cancellation, the LOC is required to refund 50% of any race registration fees paid by national federations.

### *3.3.2. During the competition*

At the welcome and registration area, the LOC must provide…
For competitors:

- the event programme;

a course map and profile (scale 1:25 000 or to nearest possible) showing the route, starting and finishing areas, checkpoints, difficult passages and first-aid posts).
For officials, team managers and members of the press:

- official passes for permanent or temporary access to certain competition areas;
- the event programme, course maps and profiles;
- a list giving contact details (phone numbers) of LOC members, brochures and press releases;
- the provisional world cup ranking, as well as the permanent world ranking;
- ski passes, if necessary.

For the event programme and official passes (accreditation plan), see (respectively) Appendix 1 and Appendix 2.

## 3.4. Organisation locations

The LOC must structure the event around the following locations:

### *3.4.1. Welcome and registration areas*

Welcome and registration offices should be easy to find, *(*clearly sign-posted, including ISMF logo) upon entering the resort, being at the same location or very close to each other.
**At least one fluent English speaker must be present at the welcome area and at the** Team Captain Meeting**.**

The following procedures are performed in these locations:

- general welcome to athletes, officials, guests, sponsors, members of the press, spectators, etc.;
- distribution of official passes and documents as mentioned above (§ 3.3.2).

Welcome and Registration areas must have notice boards displaying the following:

- a list of members of the organisation and officials (§ 3.1 and 3.2);
- the full event programme;
- descriptions of the race routes courses;
- the following documents: ISMF International Ski Mountaineering Sporting and Ranking Rules.
- a place where competitor's equipment can be checked, should they have any doubts, as well as confirming the safety equipment required by the LOC where there will be the presence of an ISMF referee.

Alcoholic drinks cannot be offered in the race pack.

### *3.4.2. Meals and accommodation*

The LOC must organise and be financially responsible for catering and accommodation for the duration of the event for the ISMF personnel.
The LOC may organise all accommodation and meals to teams with a set rate ONLY in the event it can offer equal conditions to all delegations.

The LOC must present delegations with a list of accommodations (hotels, apartments, guest houses, etc.) as close as possible to the competition location with negotiated price rates:

- "Normal standard" accommodation with a negotiated price of 70 € per person maximum including breakfast 100 Euros/person (full board) and 80 Euros/person (half board). Standard must include bathroom and toilet in room for 2-3 people and have access to WI-FI.
- "Higher standard" accommodation.

Information on the tourist board or assistance with regards to accommodation should be included in the general information document (§3.3.1).

### *3.4.3. On-site transportation*

Any planned transport for competitors and accompanying persons, officials, guests and members of the press, should be coordinated by the LOC (if there is a charge this should be clearly indicated).

Road access to the start or arrival area of the race should always be correctly cleared of snow. In case of icy roads and requiring the use of special automobile equipment (winter tire chains), it must be indicated on the competition venue the days prior to the competition.
A big car park near the start area of the race has to be reserved for racers, coaches and organisation members. The LOC should consider organising transport between the closest airport and the race location, in which case, the cost of transport should be indicated on the registration form.

# 4. SPORT AND TECHNICAL ISSUES

## 4.1. Competition officials (roles and responsibilities)

N.B.: competitors, trainers and team managers cannot be officials.

### *4.1.1. The ISMF Event Director*

- Is the highest ISMF official during the race;
- Is the Event Director of on all ISMF sporting calendar events;
- Must verify and monitor the compliance by the LOC of the ISMF Rules regarding the organisation of the event. The LOC must comply with all provisions of the ISMF Event Director;
- Once appointed, contacts the LOC, follows the organisation of the event and replies to any requests from the LOC;
- Ensures, together with the LOC and the environmental protection officer, that the event is run in respect of the environment thus complying with ISMF resolutions;
- Coordinates work carried out by other ISMF Ddelegates;
- Responsible for approving the protocol drawn up by the LOC;
- Appointed by the Vvice-Ppresident of sport and event;
- Carries out responsibilities as outlined in the ISMF and LOC agreement;
- Coordinates relation between ISMF and the LOC;
- Coordinates relation between ISMF Technical Delegate and the ISMF President of the Technical Jury;
- Ensures that Olympic regulations concerning Anti-doping are followed.;
- Once appointed, contacts the LOC, follows the organisation of the event and replies to any requests from the LOC;
- Responsible for liaising with organisers/national federations, Ttechnical Ddelegates and appointed referees concerning the general management of the event both prior and during the event;
- Responsible for relations with the person in charge of the National Federation;
- Is not a member of the Technical Jury but can attend the meetings of the Technical Jury, without right to vote;
- Can act as representative of the ISMF Ppresident;
- Responsible for providing the person in charge of the protocol with any ISMF cups, trophies or medals;
- Assures that prize giving ceremony protocol is carried out;
- Acts as ISMF liaison to help ensure the correct organisation of doping controls protocol;
- Responsible for the relations with the representative of the organisation of the sport event;
- Coordinates relation between ISMF, LOC and implementation team.;
- Supervises with the Technical Delegate the environmental protection officer, that the event is run in respect of the environment thus complying with the ISMF resolutions and specific local regulations;
- Must accept to attend safety committee meetings if invited;
- Is coordinator of the decisional group, in the event of important decisions related to the organisation of the event;
- Has the responsibility to call the Jury Consulting Group, if necessary.

### *4.1.2. The LOC President*

He/she is in charge of the event for the NF and is the main contact person for the ISMF.

### *4.1.3. The LOC Race Director*

- Appointment must also be sanctioned by the national federation hosting the event;
- Is in charge of all technical issues relating to the competition;
- Organises the sporting event according to the ISMF document: "Guidelines Rules for organising ski mountaineering competitions" and other ISMF regulations;
- Responsible for ensuring that the course respects the rules laid down in §4.2 to 4.3;
- Decides whether the event takes place depending on conditions prior to the event (trails, weather, snowfall, etc.);
- Responsible for stopping the competition in the event of accident, danger, adverse weather conditions, etc.;

- Responsible for evacuating all participants: competitors, technical staff and also spectators;
- In constant contact with the members of the Jjury, referees, the LOC Ppresident, the ISMF staff and the environmental protection officer;
- Decides where areas for removing and replacing skins should be positioned, and which techniques should be used for safety reasons (sections on foot, with crampons, etc.). All these decisions should be validated for the Technical Ddelegate of the race and ISMF Event Director of the race;
- Can request the assistance of the ISMF staff at any time (referees, TD or others).

### *4.1.4. The LOC Sustainability Officer*

- Appointed by the LOC and validated by the national federation hosting the event;
- Familiar with sustainability concepts and any special regulation in force in the host country;
- Familiar with the realities of ski mountaineering competitions;
- Is in charge of making a sustainable plan for the event in accordance with the ISMF sustainability regulations (ISMF sustainability Handbook);
- Involved in preparing and running the event;
- Works in collaboration with the President of Jury Event Director to deal with any important issue concerning sustainability;
- Will write a final sustainability report in accordance towith the ISMF sustainability rules (ISMF sustainability Handbook) and communicate it to ISMF by the end of the event.

### *4.1.5. The President of the Technical Jury*

- Is Aappointed by the ISMF rReferee mManager;
- Is an international ISMF referee;
- Is the responsible of the Technical Jury;
- Ensures that ISMF regulations are followed and resolves any registration issues (categories, etc.);
- Is in charge of relations with the Technical representatives of the national federation;
- Carries out the tasks assigned by the Technical Delegate before the race;
- Will be an assistant for the Technical Delegate before the race to go through the complete circuit of the competition so that drawing, organisation of control points and passages are in accordance with the current ISMF regulation;
- Must accept to attend safety committee meetings if invited;
- Attends race meetings;
- Ensures sporting fairness;
- Calls for Jjury meetings to set up and organise the Jjury's work and revise ISMF regulations before the event;
- Coordinates referees throughout the duration of race;
- Makes the decisions concerning any disputed points or issues that are not provided for in ISMF “Sporting and Ranking rules";
- Is in constant contact with the LOC (Rrace Ddirector) during the race;
- Supervises provisional ranking, and performs an initial verification with the international referees once he/she has received the provisional results;
- Applies the penalties and sign the results, and request provisional results as soon as possible;
- Receives claims submitted within the correct deadline as specified in "International Ski Mountaineering Sporting Rules";
- Signs official rankings, gives copy to the ISMF Event Director, the ISMF Technical Delegate, and the LOC for official posting and to the speaker;
- If the IT-ranking manager is not present at the event, then the President of the Technical Jury in coordination with the Timekeeping Company Jury President must rapidly send the competition results by e-mail to the IT-ranking manager and ISMF secretary office;
- Writes an official report, within 48 hours addressed to the ISMF Technical Delegate, the Event Director, the Referee Manager, the ISMF Office Secretary;
- Can advise the LOC ISMF Technical Delegate on technical issues/requirements.

### *4.1.6. The ISMF Race Referee (First ISMF Rreferee and Second ISMF Rreferee)*

- Are appointed by the ISMF Rreferee Mmanager;
- Are international ISMF referees; the ISMF Rreferee Mmanager will inform the LOC of appointment;
- Carries out the tasks assigned by the President of the technical Jury during the race;
- Carries out the tasks assigned by the Technical Ddelegate before the race;
- Will be an assistant for the Ttechnical Ddelegate before the race to go through the complete circuit of the competition so that drawing, organisation of control points and passages are in accordance with the current ISMF regulation;
- Ensure that the event is run according to ISMF regulations;
- Attends Team Captain Meeting, Technical meetings; LOC technical meetings

- Can advise the LOC on technical issues/requirements through the Ttechnical Ddelegate or the Ppresident of the Technical Jury.

### *4.1.7. The ISMF IT-Ranking Manager*

*(only in World / European Championships and in the last race of the World Cup (Senior and Youth))*

- Provides the LOC with the list of competitors with licences from each national federation a week before the competition, and then again 24 hrs before the competition;
- Updates computerized data on the competitors taking part in the event;
- Updates official ISMF rankings;
- Requests for help from the LOC to set up and coordinate the computerized system by which he/she can immediately receive data from the finish line;
- Produces computerized event rankings;
- Posts results on the official website and sends them to the referee manager and ISMF headquarters;
- Ensures that each person in charge of a national team receives a copy of rankings for the event;
- If possible will be Is present at championships and cup finals.

### *4.1.8. The ISMF Technical Delegate*

Is a technical consultant appointed by the ISMF Vice President of Sport and Events for the technical organisation of the event, working in close collaboration and coordination with the LOC Race Director, the ISMF President of Technical Jury and the ISMF Event Manager Director.

- Advises the ISMF staff and the LOC Race Director on technical issues;
- Is the responsible member from ISMF staff on the technical issues;
- Can advise the Race Director and track director about technical issues;
- Has to go through (or make his/her assistants go through) the complete circuit of the competition to draw, and organise the transition areas and passages in accordance with the current ISMF regulation;
- Once appointed, contacts the LOC, follows the organisation of the event and replies to any technical requests from the LOC;
- Is Responsible for approving the technical protocol drawn up by the LOC;
- Coordinates the work of the ISMF technical staff throughout the duration of the event except during the race;
- Can advise the Technical Jjury about the ISMF regulations in relation to registrations, licences, equipment and others;
- Must attend all meetings pertaining to the event, including Team Captain Meetings, pre-event meetings, Technical Jury meetings);
- Is the ISMF responsible member for the Team Captain Meeting presentation together with the LOC Race Director;
- Can advise the ISMF President of the Technical Jury on decisions concerning any controversial points or issues that are not provided in the ISMF "Sporting Rules & Regulations";
- Collaborates with the President of Jury, the ISMF Event Director and the appointed person of the LOC in charge of the anti-doping, acting in coordination with the administrator of the ISMF anti-doping Commission;
- Must attend the meetings of the LOC safety committee if invited;
- Is in constant contact with the LOC Rrace Ddirector during the event;
- Is not a member of the Technical Jjury but can attend the meetings of the Ttechnical Jjury, without right to vote;
- Collaborates with the local organisers LOC to coordinate the work of volunteers.

### *4.1.9 ISMF The National Referees*

The ISMF certified referees from the National Federation who will organise the race will have the priority to attend the event as a 1st and 2nd National Referees and will be appointed for the national federation. If the national federation that host a WC event don't have National Referees the 2 extra referees will be ISMF referees from other countries and will be appointed by the ISMF rReferee mManager.

- Is Aappointed by the national federation;
- Carries out the tasks assigned by the Technical Ddelegate before the race;
- Carries out the tasks assigned by the President of the Technical Jury during the race;
- Can advise the LOC on technical issues/requirements through the Technical Delegate or the President of the Technical Jury.

## 4.2. The Event Jury

### *4.2.1. Composition*

The Event Jury is composed of:
- ISMF Event Director
- LOC Race Director
- Technical Delegate
- President of the Technical Jury

### *4.2.2. Role of the Event Jury*

The role of this group is to:
- Make decisions not included among the technical competences of the Technical Jury.

### *4.2.3. Event Jury decisions*

Decisions are taken by the majority of members of the Group. In the event of a draw, the decision taken by the coordinator of the Group prevails.

| Event Jury | Decisions |
|---|---|
| ISMF Event Director – as Coordinator of the Event Jury | Right to vote |
| LOC Director/Track Director | Right to vote |
| Technical Delegate | Right to vote |
| President of the Technical Jury | Right to vote |

## 4.3. The Technical Jury

### *4.3.1. Composition*

For all competitions, World Championships, Continental Championships and World Cup races, a race Technical Jjury is formed. The Technical Jjury only meets at the request of the President of Technical Jury.

The Technical Jjury is composed of:
- President of the Technical Jury appointed by the ISMF
- First international referee
- Second international referee

The meeting of the Technical Jury can be attended without the right of vote also by:
- ISMF Event Director
- Technical Delegate
- LOC Race Director

### *4.3.2 Role of the Technical Jury*

The role of the Technical race Jjury is to:
- make decisions concerning any issues for which the ISMF "Sporting Rules & Regulations" and "Guidelines Rules for organising ski mountaineering competitions" might seem incomplete or unclear;
- assess claims and decide on their outcome (only the chairman President of the Technical Jjury may register a claim);
- ensure that races and ranking rules are respected;
- guarantee sporting fairness;
- attend race meetings.

### *4.3.3 Technical Jury decisions*

Decisions are taken by the majority of the Technical Jjury members having the right to vote. In the event of a draw, the decision taken by the chairman President of the Technical Jjury prevails in case of decisions about Offences and Penalties. If necessary, a Technical Jjury meeting with at least all three voters is compulsory for decisions on claims.

| Jury decisions | A) Offences and penalties and decisions |
|---|---|

| | |
|---|---|
| President of the Technical Jjury | Right to vote |
| LOC Rrace Ddirector | No vote |
| 1st ISMF referee | Right to vote |
| 2onnd ISMF referee | Right to vote |
| ISMF Event Director | No vote |
| Technical Delegate | No vote |

### *4.3.4 Jury Consulting gGroup*

The role of the Jury Consulting Ggroup is to assess the Event Jury only after a request of the Event Director of Jury.

The Jjury Cconsulting Ggroup is composed by:

- ISMF Event Director
- Two Coaches Representatives (if his/her team is not involved)
- Men athlete's representative (If he is not involved)
- Women athlete's representative (if she is not involved)
- The LOC Race Ddirector.

The decision of the Jury Consulting Group is not binding for the decisions of the Event Jjury.

## 4.4. The Start and Finish areas

### *4.4.1 The Start and Finish areas (see Appendixes below)*

The start area is one of the main points of attention. It contains technical installations necessary for the proper organisation and conduct of the race. The start area is of fundamental importance for the management aspects of the ISMF and LOC advertising rights. The start and the finish areas must be at the same location, if possible.

The start and finish areas have restricted access and must be delineated by barriers and / or nets.

They consist of:
- Nets to separate it from other areas (at least 15m long);
- Start area - An area for controlling DVA (minimum one entrance/line);
- An area for controlling chips;
- A start line and two finish lines marked on the ground;
- Toilets;
- Finish area - Equipment control area (for DVA and other compulsory safety equipment, usually post-race). This area for inspecting equipment, must be situated 15 to 30 metres after the finish line. This area is closed off, athletes should have access to a recovery zone immediately after equipment control;
- Start list controllers (they take note of all numbers – minimum one entrance/line);
- The starter;
- People in charge of collecting competitor's personal effects at the start and handing them back at the finish;
- A warm-up area;
- A race number control area;
- A medical assistance area;
- System for timing, photo finish and video control check;
- A notice board for displaying provisional results ***(including penalties)*** as and when competitors come in.

In case of a doping test, a person of the LOC shall escort the racer to the doping control area (the person must be of the same sex as the racer – see special protocol chapter 8).

After the immediate finish area LOC personnel will take charge of handing back to competitors their personal effects that were left at the start.
The finish area has a compulsory press area with a location for conducting interviews, preferably immediately after the equipment control area and located inside the restricted finish area.

The World Cup/Championships start/finish areas must be set up in coordination with the:

- ISMF Event Director;
- ISMF Technical Delegate;
- TV Production Team responsible;

- ISMF Marketing Coordinator;
- Implementation team responsible (for sponsorship requirements).

For all World Cup races and Continental/World Championships, the ISMF referee President of the Technical Jury is responsible for the start procedure, including the position of the athletes on the start line and the final countdown.

Any changes to routes must be announced at least 30 minutes before the start. If the start is delayed, announcements must be made every fifteen minutes.

The typical start and finish areas for every race are presented in Appendix 8 and 9. The appendix defines the typical organisation of the start and finish area, with particular attention to the aspects relating to the management of advertising rights, better specified to the next chapter 8.

### *4.4.2 Commercial Village*

Commercial village means the area that, during each ISMF competition, will be set up near the finish and starting area of the race track and which is reserved for LOC, destined to host the LOC sponsor stands as well as initiatives organised by LOC and/or ISMF, offices for accredited press and various services intended for athletes (e.g. relaxation point, Internet connection); the Commercial Village is not covered by the TV camera range.

### *4.4.3 Race headquarters*

The race headquarters must be clearly indicated. It must be linked by radio to all checkpoints, to the main organisers and rescue teams.
It is at the disposal of the Rrace Ddirector, the chairman of the jury and trail director. Event Director and President of the Technical Jury

### *4.4.4 Spectator areas*

Spectator areas should be set up both at the start and the finish but also all along the course where spectators can watch the race. These areas are marked out under the LOC's responsibility. The LOC must ensure the safety of the spectators (rescue teams, radio links, etc.).

### *4.4.5 Press areas*

An area reserved for members of the press should be set up inside the finish area. Only people with a press card will be able to access this area.
Organisers are advised to set up a board displaying race partners/sponsors, in front of which interviews may be conducted.

## 4.5 Race Organisation

### *4.5.1. Race registration*

The LOC can fix must offer the following packages: the Sstandard race registration + meal after the race + gift at maximum 50 € for one race*
**(The ISMF suggests a reduced fee for the U18 and U20)**

* for the Relay/Mixed Relay race, the registration price must not exceed 30 € / person
* for the Team race, the registration price must not exceed 50 € / person

The LOC must offer national teams, a list of accommodations (hotels, apartments, guest houses…) as close as possible to the competition location with negotiated price rates:

- "Normal standard" accommodation with a negotiated price of 70 € maximum / person including breakfast with private bathroom in room for 2 people.
- "Higher standard" accommodation.

Registrations are carried out directly via internet intranet on the ISMF website (ISMF registration access will be supplied to every Local Organising Committee). Registrations usually close a minimum of 2-3 5 days before the race.

A special package must also be available to trainers and press.

Full details of who is entitled to register, etc., is in the Sporting Rules & Regulations at point 3.4.

## *4.5.2 Race bibs*

Numbers for each category must always start in multiples of 100 (for example 101, 201, 301, 401).
The ISMF/time-keeping will provide the following bibs for the World Cup and Championships:

For the World Championships:
- Blue for senior/U23 men**;
- Green for senior/U23 women** and U20 men;
- Yellow for junior women and U18 Men and Women – U20 women.
- White for the open race (or half white/half colour).

**Specific mark/distinctive on the bib to identify U23 racers.

For the World Cup:
- Blue for senior men;
- Green for senior women.
- White for the open race (if present).

The size of the bib cannot exceed 16x16 cm on the backpack, and 13x138cm on the leg for the individual race, vertical race, sprint race, team race, relay race. The bibs must be placed on the backpack and on the front part of the both thighs. If a backpack is not needed for Vertical race the biggest bib is reserved for the back of the athlete.

The ISMF/time-keeping team will liaise with the LOC concerning the number series for the categories.
***INDIVIDUAL, SPRINT AND VERTICAL***
A RED number will be assigned to the competitor (senior man and senior woman) who is provisionally leading the World Cup on the day of the competition. The following numbers will be assigned according to the temporary classification of the current specialty World Cup. This applies for World Cup and Continental/World Championships.

- 1st World Cup = Bib Number 1
- 2nd World Cup = Bib Number 2
- 3rd World Cup = Bib Number 3
- 4th World Cup =.... Etc.

***RELAY MIXED RELAY?***
- For relays: for each team competitor: 2, 3 or 4 competitors
  - 1st relay = X-1, 2nd relay = X-2, 3rd relay = X-3 and 4th relay = X-4.
  - the numbers "X" are assigned according to ranking at the previous race for the same title (for a world championship n° N, competitors numbers are determined by their ranking at the world championship n° N-1)
  - If a previous ranking is not available for number assignment in a category, then numbers will be drawn at random.

***MIXED RELAY***
- For relay: for each team competitor: 2 competitors (one man & one woman)
  - bibs assignment: X.1 to the woman and X.2 to the man
  - the numbers "X" are assigned according to ranking at the previous race for the same title (for a world championship n° N, competitors numbers are determined by their ranking at the world championship n° N-1)
  - If a previous ranking is not available for number assignment in a category, then numbers will be drawn at random.

***TEAM RACE***
The number will be assigned according to the temporary overall world cup ranking of the best of the two/three teammates.

When a race comprises various stages, an athlete who is the leader of the World Cup whilst also leader of the competition, may wear a bib that indicates the position as competition leader (if there is a bib for this purpose).
The categories will be differentiated from each other through their sport numbers, which will have different numerical series.

## *4.5.3 Pre-event visit*

Once the candidacy of an LOC hosting a World Cup or a World/Continental Championship is accepted, the ISMF Event Director may decide to make a pre-event visit on the venue of the ISMF event to be checked from both the organisation and technical side in accordance to the ISMF organisational Check-list in force from July to January November (in any case before the ISMF event). Two assessors at maximum (usually the ISMF Event Director and the Technical Delegate) may participate in pre-event visit and will be in charge to the LOC according to the point 2.4.1. ISMF Event hosting fee.

### *4.5.4 Pre-event preparation meeting*

The ISMF Event Director shall organise at most 2 weeks call the day two days before (or otherwise as agreed with the ISMF) any World and Continental Cup or World/Continental Championships Pre-event preparation meeting which will be composed by the LOC between the key persons of each main area and the ISMF staff and collaborators appointed for the event. The Pre-event preparation meeting is essential for good coordination and collaboration among the actors and for the control of the points listed in the ISMF organisation Check-list in force.

### *4.5.5 Team Captain Meeting*

On the eve of the competition, the LOC, organises a public meeting chaired by the ISMF Event Director.
All teams attend the Team Captain Meeting. Competitors should at least be represented by their trainers coaches.

The Team Captain Meeting will follow the ISMF template standard presentation and must respect the following specifications:

- Location: Large room with chairs, a table for who holds the Team Captain Meeting, screen and projector
- Present in the room: ISMF referees, ISMF staff, LOC with managers of the various areas and the ISMF media partner
- Topics to be addressed:
  - Roll call of the national Coaches present;
  - Present at the Team Captain Meeting table with names plates of the participants:
    - President of the LOC
    - ISMF Official Delegate
    - ISMF Event Director
    - ISMF President of Technical the Jury
    - LOC Race Ddirector / track director
    - ISMF Technical Delegate
    - Speaker
  - Present at the Team Captain Meeting:
    - Coaches
    - Media partner
    - First and second international referee
- Documents always available printed at the Team Captain Meeting or at the race office or in the boxes for Countries:
  - List of hotels where the teams are accommodated
  - Weather forecast
  - Form for obtaining bank details of the winners (not necessary if the prizes are paid in cash)
  - Programme of the event.

At the Team Captain Meeting the following information is provided:

- Presentation of race officials, particularly the Jury and ISMF representatives.
- Weather forecasts and snow conditions: snow quantity and quality, forecast temperatures, wind speed, avalanche risks using the European scale, etc.
- It is advisable that a meteorologist is present in the race meeting (or in direct communication with the race) to predict the weather or snow conditions.
- A course description using visual aids (video-projector), specifying change and danger areas, checkpoints and waypoints, technical features of the course and refreshment points.
- Equipment specifically required for the competition.
- Race procedures:
  - the start (competitor's Team Captain Meeting, inspection of avalanche transceivers and safety equipment, warm-up area and procedures, start of the race, etc.);
  - procedure to follow for competitors who do not finish the race;
  - information on medical assistance procedures;
  - cut-off times (if any) and race stoppages;
  - short notice cancellation procedures;
  - finish (equipment inspection);
  - claim procedures.
- Daily event schedule with times and places: breakfast, public transport to and from the competition, car parks, race starts and finishes, anti-doping controls, team leader and Jury meetings, results service with groupings and postings, formal ceremonies (awards and prizes), press conferences and other meetings, meals and closing ceremony (if any). Specific information slide with the scheduled ceremonies.

- Race services: place to leave and collect clothing, changing rooms, showers, catering facilities, communication services and all other necessary information.
- Information about good environmental practices to be respected during warm-up and races.
- Team Captain Meeting must be available online after the race meeting.

All this information will be displayed on a board before, during and after the race Team Captain Meeting. Team Captain Meeting will be held 30 minutes before the start of the race.

The LOC reserves the right to change the schedule if necessary, at any time, as long as the changes remain within the bounds defined by race organisation rules and is agreed by the ISMF. It can decide to implement cut-off times at any moment of the race. It reserves the right to change the event for safety reasons.

- A sample (in power point) of the content of the Team Captain Meeting will be provided by the ISMF to every organisation.
- Any appeals, by coaches or athletes regarding decisions taken by the Event Jury, will be entrusted to the Court of Arbitration for Sport in Lausanne to the International Disciplinary Commission of the ISMF.
- It should be noted that there is the possibility of unannounced anti-doping controls. In events lasting several days, this could occur every day (at the finish line). All competitors should be aware that once crossing the finishing line, he/she may be required to undergo a doping control.
- If a competitor has to pass an anti-doping test, he/she must behave respectfully towards the Ddelegate, the escort, the doctor, etc.

### *4.5.6 Radio linksconnection*

The LOC must provide radios (at least 8 devices), for the ISMF Event Director Manager, the ISMF Technical Delegate, the President of the Technical Jury, ISMF and National referees and ISMF Marketing Coordinator. Radio links between the various race areas are compulsory and under the responsibility of the LOC.

### *4.5.7 Race curtailment*

Curtailment is the responsibility of the LOC Track trail Ddirector and the Rrace Ddirector. The ISMF Event Director and the ISMF Technical Delegate must be promptly informed.

### *4.5.8 Event stoppage or cancellation*

Races may be cancelled or delayed due to extreme weather conditions, safety concerns or unforeseen technical problems. The decision to cancel or delay a race is taken at the discretion of the ISMF Event Director after consultation with the technical team – Event Jury - Referees and ISMF Technical Delegate - in conjunction with the Local Organising Committee.
The possibility to reschedule a race at a later date is entirely at the discretion of the ISMF. A race will be considered for rescheduling only if it meets certain conditions, the Local Organising Committee is in full agreement, the new date will not cause problems with the international calendar and is not one of the dates agreed at the ISMF Plenary Assembly for hosting national events and is considered appropriate by ISMF media partners. Even when these conditions are met, rescheduling is not guaranteed.

Prior to athletes arriving at the start area, it may be necessary to reschedule the start time due to above mentioned reasons. The new start time must be provided to all national teams with sufficient warning for the teams not to have set off for the event. The start time may be delayed for up to a maximum of 2 hours after the scheduled time once the athletes are in the start area. The delay is confirmed by the ISMF in discussion with Local Organising Committee. A delay is called only when it is presumed that the condition causing the delay is likely to be resolved within the time limit as stated. During the maximum delay of 2 hours, athletes must have access to a warm waiting area, drink, and toilets. Athletes are expected to be able to prepare immediately for the start during the maximum waiting period once they are called. No protests are accepted during the maximum waiting time of 2 hours. If the race does not start within the 2-hour permitted delay time, then the ISMF will officially annul the event.

## 4.6 Results

Results are to be produced according to the procedure described in the following document:

- ISMF International Ski Mountaineering Sporting and Ranking Rules.
- ISMF Sporting Rules & Regulations;
- ISMF Ranking Rules & Regulations.

The LOC must make arrangements so that:

- results (provided by the timing company) can be posted at the finish and in the welcome area;
- posting of results is to be announced;

- the place and time of results posting is stated;
- the provisional results must be posted within 15 mins of the first racer or when 10 racers have crossing crossed the finish line and passed the control equipment, or when 10 racers have crossed the line, whichever is first. This is so any claims can be made. After this moment, new provisional results with the rest of the athletes will be posted approximately every 20min.

## 4.7 Official ceremonies

### *4.7.1. General protocol rules*

The LOC of the event is responsible for organising all official ceremonies according to the rules and protocol of the ISMF, under the guidance of the ISMF Event Director.
The **Flower Ceremony** is for the **top three racers** for each category.
It will take place in the finish area 15 minutes after the provisional results of the first five athletes of each category have been published immediately after the arrival of the top three athletes. The Event Director has the right to decide whether the Flower Ceremony will take place after the arrival of each category or at the end of all categories' arrival.

The **AwardOfficial Prize-Giving Ceremony** is for the **top five racers** of each category.
It takes place at the end of the race of the top 5 of all categories. (In case of a claim will be necessary wait at least 1h for the Jury decision)
The Event Director has the faculty to decide on the basis of specific conditions (bad weather, LOC requirements, accidents etc.) where and when to carry out the Official Award Prize-Giving Ceremony; this decision must be communicated during the TCM or at the latest by written communication (email or message App) by the Event Ddirector to all coaches at the end of the race (after the arrival of the last racer).

Doping tests take place before all other protocol actions after the Flower Ceremony. These may be, in some cases, negotiated with the ISMF Event Director, the LOC, the NF and the sampling doctors.
The Award Ceeremony should be completed by 14.3000 in the last day of the event compatible with the weather conditions at the time.

Podiums are compulsory for:
- Cup events;
- Cup finals, right after the podium of the Cup;
- Continental Championships;
- the World Championships.;
- the first five individual competitors and the first three teams of each category awarded in all categories.

For the Overall World Cup finals, when all the categories are together, it is recommended that the athletes be called from the 10th place (Men/women) towards for the Award Ceremony prize giving.

The top 10 5 athletes men and women to receive the prize money of the Ooverall World Cup must be present in the last all World Cup events (Finals) except in case of important justification and accepted by the ISMF Event Director before the event, who needs to know in advance.

Precise information with the date, time and attending personalities must be sent to the ISMF Administrative office one month prior to the event. The day of the event, this list must be handed to the ISMF Delegate present. The Award Ceremonies program must be compulsorily agreed with the ISMF Event Director.

The Official Award Ceremonies are a part of the event. Event means all competitions, plus the official Team Captain Meeting, track reconnaissance, the presentation and Award Ceremonies, official invitations, press conferences and all other activities connected to the competitions.

The LOC must appoint an interpreter to translate speeches into English for every official event.
In the event of a delayed race start, the Ppresident of the LOC and the ISMF Event Director will agree on a new ceremony time.

Results that count towards all the ISMF rankings are awarded first and according to the following category order:

- U18 women
- U18 men
- U20 women
- U20 men
- U23 women
- U23 men

- Senior women
- Senior men

| Order to be followed during the Ceremonies | |
|---|---|
| **World Cup** | **World & Continental Championships** |
| Senior Women | U18 Women |
| | U18 Men |
| | U20 Women |
| | U20 Men |
| Senior Men | U23 Women |
| | U23 Men |
| | Senior Women |
| | Senior Men |

The award-winners are called up according to their finish, in reverse order: 5th, 4th. 3rd, 2nd then 1st.
The winner is always the last person to receive a prize.
The results must be available to all coaches and all press people directly after the end of the race in digital format.

Prizes are awarded by the highest authority present, under the auspices of the ISMF Event Director and the Ppresident of the LOC. The names of the people awarding prizes should be communicated the day before the event. A typical awards presentation is as follows:

- First place handed over by the ISMF representative Official Delegate.
- Second place handed over by the Authority of the host country.
- Third place handed over by the National Federation that organises the event.
- Fourth and fifth place may be chosen by the LOC.

The race office must be situated in the same building as the Team Captain Meeting room
Prize giving ceremonies should take place in the same room where lunch is eaten after the race.

All prize giving ceremonies have to take place indoors (unless prior agreement from the ISMF Sport & Events Delegate and ISMF Event Director), except for the Fflower Ceremony near the finish area.

Parades are possible only at Continental or World Championships (not allowed at World Cup events). Time is allocated for a brief opening ceremony with speeches and distribution of the top five numbers for both races.
If all athletes are staying in the same town and can reach quickly by foot at a common room, then dinners and lunches can be organised by the LOC in this room. Otherwise, dinners and lunches (except closing lunch/dinner) for athletes will be in their respective hotels.

Lunch/dinners must be a sit-down meal with more than one serving point. The meal must provide at least:
- Entree: Salad
- Hot meal: pasta or/and rice with white meat (turkey, chicken, veal)
- Dessert: fruits

The distribution and consumption of drinks with alcohol at the prize-giving ceremonies and official parties is forbidden.

**Flags and national anthems (Championships)**
For the podiums, flag triplets are provided. Flags of each nation must be provided for the parade of delegations and for the opening ceremony. They also must be provided to decorate the sport hall for the closing ceremony.
If possible, one flag per nation can be placed in the hotels where the delegations are accommodated.

Provide only instrumental versions of the national anthems, without lyrics.

**Others**
At the World Championships, the organising committee organises a meal for the officials on Thursday evening. It is a simple meal and a moment for conviviality between the different authorities.

**General**
Provide rooms for:
- security commissions;
- ISMF Council meeting;
- other institutional meetings of the ISMF, commissions, etc.

## Schedule for Wworld cCup, Ccontinental and Wworld cChampionships event

See Appendix 3 below – World Cup and World Championships schedule examples.
Any change in the following schedule has to be presented to and approved by the ISMF Event Director during the ISMF preseason forum.

A basic recommended programme for a typical World Cup event is as follows:

Option 1:

| Day1 | Day 2 | Day 3 | Day 4 | Day 5 |
|---|---|---|---|---|
| **Teams arrival**<br><br>**16:00/19:00**<br>Information of the teams and map/ski pass distribution (Race Office)<br><br>**17.00/18.00**<br>Meeting between ISMF and LOC for the final control of the check-list | **Welcome**<br><br>**16:00/17:30**<br>Registration and bibs/gift distribution (Race Office)<br><br>**17:30** Authorities speeches and Top 5 (Race 1) presentations<br><br>**18:30**<br>Team Captain Meeting Race 1 | **Race 1**<br><br>**09:00/12:00**<br>Race and Flower Ceremony<br><br>**17:30/18:30**<br>Registration and bibs distribution of Race 2 (Race Office)<br><br>**18:30**<br>Award Prize-giving Ceremony of Race 1 | **REST DAY**<br><br>**18:45**<br>Team Captain Meeting Race 2 | **Race 2**<br><br>**09:00/12:00**<br>Race and Flower Ceremony<br><br>**13:00/14.300**<br>End of the event and official Award Prize-giving Ceremony of Race 2 |

Option 2:

| Day1 | Day 2 | Day 3 | Day 4 |
|---|---|---|---|
| **Teams arrival**<br><br>**16:00/19:00**<br>Information of the teams and map/ski pass distribution (Race Office)<br><br>**17.00/18.00**<br>Meeting between ISMF and LOC for the final control of the check-list | **Welcome**<br><br>**16:00/17:30**<br>Registration and bibs/gift distribution (Race Office)<br><br>**17:30** Authorities speeches and Top 5 (Race 1) presentations<br><br>**18:30**<br>Team Captain Meeting Race 1 | **Race 1**<br><br>**09:00/12:00**<br>Race 1<br>and Flower Ceremony<br><br>**17:30/18:30**<br>Registration and bibs distribution of Race 2 (Race Office)<br><br>**18:30**<br>Official Award Prize-giving Ceremony of Race 1<br><br>**18:45**<br>Team Captain Meeting Race 2 | **Race 2**<br><br>**09:00/12:00**<br>Race 2<br>and Flower Ceremony<br><br>**13:00/14.300**<br>End of the event and official Award Prize-giving Ceremony of Race 2 |

# 4.8 Prize money for World Cup and Championships

## *4.8.1 World Cup and World/Continental Championships prize money*

Minimum prize money is fixed by ISMF Board Council and approved for the Plenary assembly (see § 2.4.2. costs assumed by the LOC).

- Equality in prizes for podiums (male/female) is COMPULSORY.
- A U23 could win two lots of prize money - Senior and U23.
- If the number of participants in one category is too low (less than 10 competitors classified), then only the podium places are awarded prize money.
- The LOC will pay the prize money directly to the competitors during the prize-giving ceremony.

## *4.8.2. General Overall World Cup ranking prize- money*

- The following prize- money is paid by the ISMF and awarded to Senior categories only.
- The minimum prize-monies money awarded are decided by the ISMF Council and approved for the PA.
- The minimum prize-monies money and the number of awarded athletes will be announced during the season.
- Equality in prize-money for the male and female podiums is compulsory.
- The Overall prize money is awarded at the conclusion of the final Wworld Ccup race of the season, the top five (male and female) must be presented to receive the award. If a non-top five athlete expected to receive Ooverall Pprize Mmoney is not participating in the last race of the season, then he should inform the ISMF or the Event Director at least 2 days before the start of the event
- The ISMF Event Director is in charge of these matters.

The top 5 athletes men and women to receive the prize money of the overall world cup must be present in all World Cup events except in case of important justification and accepted by the ISMF or the Event Director and they have to I nform at least 2 days before the event.

The top 10 athletes (Women and Men) to be awarded during the Overall Ceremony have to be present in the last World Cup event except in case of important justification. The athlete concerned or his/her coach has to inform the ISMF Event Director in good time (at least 2 days before the event in question) if the athlete will not be present on such occasion.

The Overall World Cup Ceremony prize giving for the U20 and U23 will take place at the last raceevent of the season, hosting these categoryies. An ISMF award of recognition will be given to the top three men and women in each category. The ISMF will call 4th and 5th to the podium.

# 5. RACES SPECIFICATIONS

## 5.1. General features of ISMF races

| | DESCRIPTION | CATEGORIES | POSITIVE ASCENT | DURATION | TEAM COMPOSITION |
|---|---|---|---|---|---|
| **SPRINT** | A varied, short course with ascent, descent, and a walking portion part on foot with skis attached to backpack, which will take place in qualifying phases, quarter-finals, semi-finals and final. Race held by heats of 6 runners from quarter-finals to final.<br>Course inspection time: 15min | SM/SW | 80 70m maximum | Between 3min-3min30s for the best SM/SW | |
| | | U23M/W | | | |
| | | U20M/W | | | |
| | | U18M/W**** | | | |
| **VERTICAL** | A single ascent on skis, for individual racers. No part takes place on foot with skis on backpack. Vertical race is possible off piste, but only along a sheltered track with a minimum width of 2 meters. The average gradient should be at least 15%.<br>The area after the finish line must be completely flat or with a gentle slope, and at least 6m wide. | SM/SW | 500 to 700m | | |
| | | U23M/W | | | |
| | | U20M | | | |
| | | U20W | 400 to 500m | | |
| | | U18M*** | | | |
| | | U18W*** | | | |
| **INDIVIDUAL** | Minimum three (3) ascents/descents on mountain slopes.<br>The longest ascent must not exceed 50% of the total positive difference in height.<br>Out of the total difference in height (positive + negative):<br>- at least 85% must be raced with skis on feet;<br>- at the most 5% 10% should be raced on foot (footpaths, forest tracks, etc.), depending on the peculiarities of the race venue;<br>- at the most 10% should be technical sections raced carrying skis on the backpack (ridges, couloirs, etc.).<br>U20M race on the same track as senior women.<br>A fixed rope, where use of lanyards is compulsory, it is not recommended for individual race. | SM | 1300 to 1600 to 1900 m | 1h 15min to 1h 30min,5 to 2 hrs | |
| | | U23M | | | |
| | | SW | 1150 to 1400 m<br>1300 to 1600 m | | |
| | | U23W | | | |
| | | U20M | | | |
| | | U20 W | 900 to 1200 m | | |
| | | U18M*** | 800 to 1000 m | | |
| | | U18W*** | | | |
| **TEAM*** | | SM | 2100 m to 2600 m | 3 h max for 1st team | 2 competitors** |
| | | SW | 1800 m to 2300 m | | 2 competitors** |
| **RELAY*** | 2 distinct ascents and descents raced by each member of the relay team, with a part on foot in the 2nd ascent. The first uphill should be at least 60m.<br>Each relay leg must include 2 distinct ascents and descents. | SM | 150 to 180 m | Max 15 min/ leg<br>Maximum 1h | 4 competitors**** |
| | | SW | | | 3 competitors**** |
| | | YOUTH | | | 3 competitors **** |

| | | | | | |
|---|---|---|---|---|---|
| | A part of the second ascent requires a portion to be climbed on foot with skis strapped on the backpack. Each relay leg is run by a member of the relay team.<br>Each competitor can participate **in only ONE relay**. (That is to say that if a U20 competitor participates in a senior relay, he / she cannot participate in the youth relay - ditto for senior women).<br>For safety reasons it is recommended compulsory to include a short uphill (with skins on) before the handover, except for the last athlete of the Relay, who must proceed directly to the finish line.<br>Course inspection time: 20min | | | | 1 U18M<br>1 U18W or U20W<br>1 U18M or U20W or U18W or U20M<br>Start:<br>U18W or U20W starting necessarily in 1st lap |
| YOUTH MIXED RELAY | 2 distinct ascents and descents raced by each member of the relay team, with a part on foot in the 2nd ascent. The first uphill should be at least 60m.<br>Each relay leg must include 2 distinct ascents and descents.<br>For safety reasons it is recommended compulsory to include a short uphill (with skins on) before the handover., except for the last athlete of the Relay, who must proceed directly to the finish line. The last part of the track leading to the finish line can be done either by skating or as a short uphill (with skins on) depending on the conditions of the race venue.<br>Only the best 12 teams qualify for the final, the quota per national federation is 2 teams. If the number of teams is less than 12 teams, there will also be a qualification in order to determine the starting order. The time between the last qualification run and the final is 25min. Depending on the number of teams in the qualification (at least more than 24 teams) the Event Jury shall be able to decide to introduce a final B (also depending on weather conditions) with the second best 12 teams of the qualification. The quote per national federation for the final B is 2 teams.<br>There is no quota for the qualification. The composition of the team cannot change from the qualification phase to the final one.<br><br>Course inspection time: 20min | YOUTH MIXED RELAY<br><br>U18<br>U20 | 120 to 150m | 7-10 min | 2 competitors<br>1 (U20M or U18M) and 1 (U20W or U18W)<br>Order W-M-W-M<br>The composition of the team cannot change from the qualification phase to the final one. |
| SENIOR MIXED RELAY | | SENIOR MIXED RELAY<br><br>Senior Men & Women | 120 to 150m | 7-10 min | 2 competitors<br>1SM-1SW<br>Order W-M-W-M<br>The composition of the team cannot change from the qualification phase to the final one. |
| * Athletes holding valid ISMF licences are not allowed to take part in team races that count towards the ISMF Championships with team members of different nationalities.<br>** Can be 3 competitors on Continental cups, World cups, and ISMF series.<br>*** U18 categories cannot participate or be ranked on World Cup races.<br>**** The teams will be composed of athletes belonging to the same nation. | | | | | |

### *5.1.1. Special features for Sprint races*

| SPRINT RACE DESCRIPTION (SEE APPENDIX 12) |
|---|
| **1st PART: ON SKIS** |
| Approximately 30 to 4050m of elevation.<br>• After the start, approximately 200 m of moderate slope. |

| |
|---|
| • The slope then becomes steeper, but has to be easily skiable (not too steep).<br>• This part should be wide enough to allow athletes to overtake easily.<br>• The track route must not be plotted along slopes with a highly angled diagonal gradient across the transverse of the slope – if such a situation is naturally found on the terrain, then it must be modified to create a more regular slope.<br>• If the slope is steep enough, tThe circuit should be a figure of '8' designed with diamonds and athletes can choose the most advantageous route. |
| **2nd PART: ON FOOT** |
| 1. Approximately 20 to 30 15 to 20m of elevation.<br>2. This part must have at least three (3) parallel tracks. Must be possible change from one track to the others.<br>3. The ascent is made with skis attached to the backpack. |
| **3rd PART: ON SKIS** |
| 4. After foot part: approximately 10 m maximum of elevation. for senior/U23 women and youth, and approximately from 10 to 30 m maximum for senior/U23 men. Important: all athletes have a ski part after the foot part. |
| **4th PART: THE DESCENT** |
| The slope should be wide, with an even packed surface.<br>The descent must be fitted out with turns. The use of blue and red flags (as used for giant snowboard slalom), or other safe and visible elements, is permitted.<br>The athlete must pass through each gate. |
| **5th PART: THE FINISH** |
| • The circuit must finish on a flat area or with a slight ascent, so that competitors must use the skating technique until the finish line. Depending on the terrain, upon decision of the Technical Ddelegate, the last part of the finish area can be done with skins on.<br>• The last 20 m of the course will be set up with a minimum of two three wide lanes with a width approximately 3 m each. During this part of the race, each athlete should stay in their lane. Athletes may go out of the lane to overtake, but only if they do not hamper the athlete already occupying the lane. When the athletes enter to the finish area skating corridors have to yield the track to the athlete that arrived first and respect the corridor. To overtake the athlete must change the corridor.<br>The course is a loop: the finish line is very close to the start line.<br>The race must last between 3min and 3min30sec for the best Senior men and Senior women. |
| **MANAGEMENT OF THE COURSE** |
| • A preferably heated tent/room (with seats) must be set up close to the start area. Pre-start room.<br>• The course should be completely closed off by netting. Only athletes and accredited press officials are allowed access.<br>• The start and finish lanes are marked on the ground.<br>• For the competitors and coaches, a path must be set up to facilitate access from the finish area to the start |
| **TRANSITION AREAS** |
| • The Transition areas will be wide and fitted out in order to permit all 6 competitors to make transition with ease. |

## 5.2. Race Organisation

### *5.2.1. Course route and markings*

The rules which govern course design and marking are as follows:

Rules for racing in the cold and extreme weather.
If the weather forecast predicts that the temperature could be extreme, the organiser must take in account when planning the race course (normally track B or C) according the following recommendations:

- the race is held on a more sheltered course (forest);
- the departure time is postponed until temperature raise to an acceptable level;
- the total positive difference in height of the race may be reduced;
- to avoid areas which are known to be very windy (exposed ridges, certain passes, top of mountains).

ISMF will provide to the LOC 3 devices to measure the wind chilly temperature in start/arrival and highest point / coldest point. The measurement will be done 40min before the start (before the captain meeting)

**According to Wind Chill Temperature Chart Annexe 16**
If the Wind Chill temperature is in the minus 10ºC to minus 25ºC range (the moderate risk, orange in the chart) recommendations regarding cold weather protection should be made available to the participants. Under such conditions it is responsibility of the participants to seek the information and to follow the recommendations given by the organiser:

- a fourth COMPULSORY layer for the descent can be imposed;
- if it is reasonably expected that the temperature will drop during the course of the day, then further measurements will be done every 30 minutes and, if necessary, the competition will be stopped.

If the Wind Chill temperature is colder than -25ºC at any of the measurement points, the race must not start.

- The competition can be delayed (if it is reasonably expected that the temperature will rise during the course of the day)
- The competition must be cancelled if the weather forecast does not expect the temperatures to rise significantly or wind to die down.

*For special events where it is expected that the Wind Chill Temperature will be colder than -25ºC (for example because the race profile imposes a particular high wind-exposed high point, or because it is a night event), ISMF sport department will send the proposal to the ISMF medical commission in order to find a tailored solution to be applied by the LOC.*

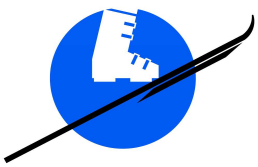
**Rules for racing in altitude.**
The Instruction from ISMF Medical Commission (in coordination with EXALT *Centre expertise sur l'Altitude*) feels that to minimise the risk linked to altitude:

- Racers should not spend more than 4 hours above 3500m
- No more than 2 hours above 4000m
- No racing higher than 4500m

Special information/warning must be sent out to coaches/athletes/ISMF officials if the residence/sleeping area is >2500m in order to prevent altitude-related illness.

*For a special event that requires going higher than 4500m, ISMF sport department will send the proposal to the ISMF medical commission in order to come up with a tailored specific solution for the race.*

- First medical assistance has to arrive to any point o the track as soon as possible.
- Unless there are critical weather conditions or important safety issues, the tracks for individual/team race must be ready in the morning on the day before the race (10h00 maximum) or the eve of the first race during a World Cup event. There should be at least one track, with a few flags to give the main direction;
- For Individual, Vertical and Team races: at least 30% of the race duration must be visible from one or two close points easily accessible by spectators. The original track (A option) should include inside the track for bad weather conditions (B option) and the emergency track (C option). To guarantee the safety during the race, a track with some laps and transit zone is the most recommended option;
- For Sprint and Relay races: 100% of the race duration is strongly recommended to be visible from one point (start/finish area recommended);
- For Vertical races: it is recommended necessary to indicate every 100m of elevation from the start to the arrival with a plastic sign, banner or similar. A blue line on the floor is also recommended;
- It is recommended that wide transition areas should be placed just before technical portions and that special care should be taken to avoid "traffic jams";
- Slow down racers and mark areas with little snow which might present a risk for competitor safety;
- Make sure that coaches, team managers, press members and spectators cannot place objects along the side of the track (except for rescue teams) and cannot invade the track;
- If skis are to be removed, then several wide flat areas should be prepared for this purpose supervised by a sufficient number of controllers;
- Platforms must be able to host comfortably a minimum of 10 racers together during the race. Any platform reached by the racer within the first 30min of the race must host comfortably 30 racers at the same time. They can be organised in three platforms of 10 racers;
- All transition areas are closed with nets, ropes or flags and must have a wide exit (2m minimum for individual/team races and 3m minimum for Sprint/relay race). They are reserved for the competitors and controllers only. Minimum of two controllers/check point;
- Transition areas are announced at the race Team Captain Meeting and are indicated on the course by an official pictogram, with the recommended size of 297 mm x 420 mm DinA3 indicating the action to be carried out will be put in the entrance of every transition areas (available full size on the ISMF website); Also recommended is a panel with the number of the platform according to the race Team Captain Meeting indications;



- If the route crosses or follows a marked ski trail, then the portion used by competitors must be separated from that used by others, by means of nets (or any other means making it impossible to cross the course by accident) both during ascents and descents. As far as possible these trails should be closed to the general public for the duration of the competition;
- Important to avoid crosses in the track inside the same category and between different categories running at the same time
- Junctions for different categories must be located where competitors arrive at low speed;
- Separations for different categories must be located at checkpoints or waypoints after transition area or in uphill where competitors arrive at low speed, never in downhill; marked with arrows showing which direction should be followed by a given category;
- The tracks in corridors and in ridges will be used for ascents during the second half of the race;
- The parts where the use of the lanyard is necessary must be minimized. On the tracks in a corridor or on a ridge where there is one single lane, overtaking can only take place in the clearly marked zones. It is strongly recommended not to use any of those very technical parts on a world cup or continental/world championship; and ever must be validated for the technical delegate according that there is no other option.
- In the event of a risk due to high speed, then LOC tracers should set up chicanes with signs in order to make competitors reduce their speed;
- Local Organising Committee is responsible for adapting the speed of the competitors in function of:
  - the ground (forest – narrow trail - risk of dangerous fall - obstacles - ski trail);
  - the quality of the snow (hard, wet or crusty);
  - weather conditions (bad visibility - snow);.

The LOC has an obligation to slow the competitors, by using appropriate means (courses drawn in big curves), when:
- a dangerous speed may be reached;
- exceedingly steep slope;
- mass start in descent.

- The route is marked with flags of at least 150 cm² (300 cm² rigid round fluorescent flags highly recommended)

| | |
|---|---|
| Rectangular | 15 x 20 cm |
| Triangular | 15 x 20 cm |
| Round | 15 cm of diameter |

- Green (fluorescent flags): Moving with on skis with skins on;
- Red (fluorescent flags): Moving on skis without skins;
- Yellow (fluorescent flags): on the parts on foot;
- Large flags must be used during difficult conditions to reinforce marking (minimal height: 1.5m);
- Danger signs mark technically difficult or dangerous areas;
- Specific Danger Flag: to mark specific dangerous elements.

- Respect the environment (see Point 5 – Environmental concerns).

## *5.2.2. The Start*

### *5.2.2.1. Start Area, Race Schedules and Start times*

The WC starting/finish area must be compulsory set up in coordination with the:

- ISMF Event Director
- ISMF Technical Delegate
- ISMF Marketing Coordinator

- TV Production Team responsible
- Implementation team responsible (for sponsorship requirements)

The starting area is one of the main points of attention and interest of the competition. In the starting area are the concentrated technical installations necessary for the proper organisation and conduct of the race. The starting area is of fundamental importance for the management aspects of the advertising rights of the ISMF and of the LOC. The start and the finish area must be at the same place. It is not allowed to use a handmade gate, only the ISMF official system.

The starting and the finish areas are restricted and surrounded by barriers and / or nets. They consist of:

- Nets to separate it from other areas (at least 15m long)
- Start area – An area for controlling DVA (minimum one entrance/line)
- Area for controlling chips
- Starting/finish line marked on the ground (as provided in the Sporting Rules & Regulations)
- Toilets
- Equipment control area (for DVA and others compulsory safety equipment). This area for inspecting equipment must be situated 15 to 30 metres after the finish line. This area is closed off and athletes can take time to recover in it. In this area, a controller inspects completely the equipment of the selected competitor.
- Starting list controllers, who take note of all numbers, minimum one entrance/line)
- A starter
- People in charge of collecting competitors' personal effects at the start and handing them back at the finish
- Warm-up area
- Race number control area
- Medical assistance area
- System for photo finish and video control check
- Notice board for displaying provisional results ***(including penalties)*** as and when competitors come in.

Any changes to routes must be announced 30 minutes before the start. If the start is delayed, announcements must be made every fifteen minutes.

A typical start area is presented in Appendix 8 below.
(The World Cup start area must be set up also in coordination with the ISMF communications team responsible for sponsorship requirements).

Start order and timings will be decided in conjunction between the ISMF Technical Delegate Sport Dept. and the LOC.
World Cup races, it is strongly recommended to start before 09.00 or after 17.00, except for Sprint races which can be held as a nocturnal event, upon request.

For all World Cup races and Continental/World Championships, the ISMF referee President of the Technical Jury is responsible to manage of all the start procedure, including the position of the athletes on the start line and the final countdown.

### *5.2.2.2. Starting procedure for Individual, Team or Vertical races*

- The starter positions himself/herself in the starting area in a manner in which all competitors can easily hear his/her announcements.
- Use of a sound system is compulsory. All communications must be made in English.
- The starting area and the trail should be groomed for 300m or 100 m difference in height after the starting line must be wide.
- Race starts and routes must be planned so one that female and youth categoriesy cannot be overtaken by the other category. male World Cup category or by non-World Cup "open" categories, during the race.
- Race starts and routes must be planned so that open racers cannot be overtaken by ISMF World Cup categories during the race.
- The start schedule has to be approved on the eve of the race by the ISMF Technical Delegate or by a referee.
- A combined categories mass start will ONLY be allowed if approved by the ISMF appointed Technical Delegate.

Courses must be designed and set up by LOC trail setters. If another race takes place at the same time as an ISMF race:

*Open race at the same moment of individual world cup race is not allowed, except special agreement with ISMF, and cannot interfere with the ISMF racers

### *5.2.2.3. Starting procedure for Relay races*

- Starting positions must be separated by 1.5m (to be adjusted depending on the terrain), with a maximum of 6 athletes in each line. Separation between lines of 2,5m each line;
- If there is not enough room for all competitors on the same line, two or more starting lines (4 m between each line) can be set up for a simultaneous start;
- On uneven ground, the starting line should be positioned in a fair way for all competitors;
- Start order: competitors for the first relay take position on the starting line. Number 1 is positioned in the centre of the track, n° 2 to his/her right, n°3 to his/her left, and so on;
- Starting marks will be made to the right of the trail;
- Competitors must remain in the starting handover waiting zone area until relay handover.
- If there is not enough room for all competitors on the same line, then two or more starting lines (4 m between each line) can be set up for a simultaneous start;
- If there are many ISMF starting lines for different routes or categories, then start order will be given at the race Team Captain Meeting;
- The start area is prepared with a start line and a pre-start line that are 1 m apart.

**Race Schedule for Relay**: and Mixed Relay

- Course inspection time for Youth teams (20min)
- 15min rest
- Youth Race
- Course inspection time for Senior Women teams (20min)
- 15min rest
- Senior Women Race
- Course inspection time for Senior Men teams (20min).
- 15min rest
- Senior Men Race.

**Race Schedule for Mixed Relay** (In the WCH and CCH with youth mixed team, schedule will include first the youth race)
Only the best 12 teams qualify for the final, the quota per national federation is 2 teams. If the number of teams is less than 12 teams, there will also be a qualification in order to determine the starting order. The time between the last qualification run and the final is 25min. Depending on the number of teams in the qualification (at least more than 24 teams) the Event Jury shall be able to decide to introduce a final B (also depending on weather conditions) with the second best 12 teams of the qualification. The quote per national federation for the final B is 2 teams.

- Course inspection for the mixed teams (20min)
- 15 min rest
- Qualification
- 25min rest time after the arrival of the last athlete of the qualification
- Mixed Relay top 12 final.

Qualifications. The start time and order will be displayed and cannot be modified. Will be done according to the number of athletes registered. Will start an athlete every 30seconds. First all women and second all men. For the qualification the athletes will make just one lap, from the start to the finish line.
The order of the start will be according to the ranking of the Nation relay WC for the WC and WCH and CCH. Starting the qualification from the best qualified teams.
The non-classified team will start after and randomly.
* The composition of the team cannot change from the qualification phase to the final.

*For the first Mixed Relay of the season 2022/23, all teams will start randomly.

The ranking of the qualification will be the summatory of the time of the women and man of each team.

### *5.2.2.4. Starting procedure for Sprint races*

- Lanes are marked for the first 10 m of the course which will be at least 1,2m wide. Competitors must stay in their lane until leaving the designated area.
- For every category, the start will be the inverse order of the classification of the Sprint World Cup ranking, on the day of the competition (N-1 ranking for the first race of the season). The non-classified athletes will start first with a randomly established start time.
- The start area is prepared with a start line and a pre-start line that are 1m apart.
  Behind, in the qualifications every 2m there will be another small waiting line/place where the athletes will be waiting in order to the schedule of the start list.

- During the heats: Competitors are called to the pre-start room (warm tent) from 10 to 5 minutes before the start. The pre-start room should be warm and must contain chairs for at least 6 racers. Competitors are organised on the pre-start line where instructions are given and start lanes designated.
- The first 10m corridors will be at least 1,2m wide.
- In case of false start, athletes are not stopped. The penalty will be directly applied to the athletes after crossing the finish line. False start penalty applies only if ISMF starting procedure is respected and if there is a camera video on the start line. The penalty applies for the first competitor who commits the false start.
- During the heats sessions, the a member of the Technical Jury may check the start video.
- Heats will start consecutively approximately every 5 minutes. Following instructions from the timekeeping and EBU.
- Every category Between the end of their qualifications and the beginning of the final phases, there should have a 15-minute gap for recovery.
- For the finals, the speaker will call the athletes one by one, with a presentation of the athlete and country of the racer.
- For the sprint, the Event Jury, in order to make the competition shorter and safer in the case of bad weather conditions, can take the decision to go directly to the final after the qualification stage with the best six places from the qualification. The Event Jury should take this decision before the start of the competition and communicate it to the coaches and athletes, except in the case of sudden reasons that can suggest taking this decision later.

YOUTH RACE SCHEDULE (U18 & U20) in WCH and CCH:

The entire youth race takes place before the senior race.

- 15min course inspection
- 15min rest
- Just after the course inspection, forerunners are recommended

- Qualifications: the start time and order will be displayed and cannot be modified. Will be done according to the number of athletes registered in each category to permit as most recovery time as possible with a minimum of 15min after the arrival of each category before the heats. (usual schedule according the registration of last seasons)

  - U20 Men
  - U20 Women
  - U18 Men
  - U18 women

**If there are a category U20 Men or Women with less than 24, this category will start the qualification after the category that will run the quarter finals scheduled to permit a longer recovery time. The Technical Delegate will prepare the final schedule according to permit as longer recovery time as possible for all categories.

- Quarter Finals (only for U20):

  - Five or four quarter finals with 6 competitors.
  - If there are from 12 to 23 participants registered for each category, the quarter finals do not take place and the best 12 racers go directly into semi-finals.
  - If there are from 24 to 29 athletes registered, there will be 4 quarter-finals; if there are 30 or more than 30 participants, there will be 5 quarter-finals.
  - There is an in-line start (see placement on the start line), a photo finish or a video control check is set up.
  - If there are 4 quarter finals the first 3 competitors of each heat will go on to the semi-finals. If there are 5 quarter finals, the first two competitors of each heat, as well as the two “lucky losers" go on to semi-finals.
  - Lucky loser designation: (if 30 and more than 30 athletes registered on the start) the two best times of the quarter final heats among racers not qualified for the semi-finals. If the timekeeping is not able to take exact times during the heats, then the times for the lucky loser designation will be taken from the qualification.

  - Quarter finals U20 Men
  - Quarter finals U20 women

- Semi-finals (6 competitors every semi-final heat) for U18 & U20 Sprint Races will not take place if there are less than 12 participants registered 3 best competitors of every semi-final will go on the final. Without semi-finals, the running order is as follows:

  - Semi-final U18 Men
  - Semi-final U18 Women
  - Semi-final U20 Men
  - Semi-final U20 women

- . Without semi-finals, the running order is as follows:
    - Final U18 women men (6 best times of the qualification)
    - Final U18 men women (6 best times of the qualification)
    - Final U20 women men (6 best times of the qualification)
    - Final U20 men women (6 best times of the qualification)

- During the qualifications, there will be a 2-minute break between each youth category (female/male U18 and female/male U20).
- The route will be open 15 min prior to the senior/U23 (for recognition) directly after the arrival of the last youth final and will be closed 10 15 minutes before the beginning of qualifications.

SENIOR/U23 RACE SCHEDULE:

- 15 min: track inspection.

- Qualifications: The start time and order will be displayed and cannot be modified.
    - Senior/U23 Women
    - Senior/U23 Men

**If there are a category Senior/U23 Men or Women with less than 24, this category will start the qualification after the category that will run the quarter finals scheduled to permit a longer recovery time. The Technical Delegate will prepare the final schedule according to permit as longer recovery time as possible for all categories

- Quarter Finals:
    - Five or four quarter finals with 6 competitors.
    - If there are from 12 to 23 participants for each category, the quarter finals do not take place and the best 12 racers go directly into semi-finals.
    - If there are from 24 to 29 participants for each category, there will be 4 quarter-finals; if there are 30 or more than 30 participants, there will be 5 quarter-finals.
    - There is an in-line start (see placement on the start line), a photo finish or a video control check is set up.
    - If there are 4 quarter finals the first 3 competitors of each heat will go on to the semi-finals. If there are 5 quarter finals, the first two competitors of each heat, as well as the two “lucky losers" go on to semi-finals.
    - Lucky loser designation: (if 30 and more than 30 athletes on the start) the two best times of the quarter final heats among racers not qualified for the semi-finals. If the timekeeping is not able to take exact times during the heats, then the times for the lucky loser designation will be taken from the qualification.

- Semi Finals:

**If there are less than 12 participants for each category the semi-finals will not take place and the best 6 racers go directly to the finals.

    - There is an in-line start (see placement on the start line), a photo finish or a video control check is set up.
    - The first three competitors of every semi-final go on to the final.
        1. Semi Final A Women
        2. Semi Final B Women
        3. Semi Final A Men
        4. Semi Final B Men

- Final:
    - There is an in-line start (see placement on the start line), a photo finish or a video control check is set up.
    - The running order is as follows:
        1. Final A Senior/U23 Women
        2. Final A Senior/U23 Men

### *5.2.3. Transition area and check point*

- The transition areas are all the designated locations where the racers must change from one mode of travel to another.
- A transition area is a closed area (with nets, ropes, flags), reserved for the competitors and the qualified course staffers.
- The flags used to delimit the transition area will be of the colour of the next section (e.g. yellow if it is before a foot part, red if it is before a descent, etc.).

- A narrow gate (2 m minimum for individual/team races and 3m minimum for Sprint/relay race) controls the exit. An image sign will indicate the operation to be carried out.
- The entrance and the exit gates of the area should be clearly marked with a blue line in the snow with environmentally friendly marking material
- Controllers must be equipped with radios and be able to communicate with race headquarters.
- Controllers also check safety issues.
- Controllers ensure that ISMF regulations are followed and immediately report any offenses committed by competitors to race headquarters.
- Under instruction from race headquarters, the transition area chief must have enough authority to give instructions to competitors (for example: giving instructions to put on an extra layer of clothing, stopping the race under the authority of the race director, etc.).
- Transition area will be positioned so that competitors reduce speed upon arrival. , and should be big enough to avoid problems according the possible number of athletes making the transition manipulation at the same time ( for example near the start needs to be so big). The design of the Transition Area should be done without giving more advantage to one place than other to avoid that all athletes will made the transition manipulation in just one small part of the area and not using all of it.
- At all times, the transition area chief must be able to inform the speaker at the finish on the advancement of the race – competitor racing order – times between racers – etc.
- **Racers must pass through all transition areas or check points on the race.**

### *5.2.4. Check Point (CP)*

**A check point is an area where the racers bibs are noted. Checkpoints may be located at transition areas.**
Controllers take note when competitors pass through their checkpoint and record their arrival order + times + ranking if the race is neutralized or stopped.

### *5.2.5. Refreshment Point and Technical Point*

For Individual and Team Events, the LOC must set up a refreshment point (recommended fresh/warm water/tea, cereal bars, cakes) at the most appropriate location on the track. It must be approved by the Jury Technical Delegate and, generally, it is placed at the beginning of an ascent, but separated of the transition area/technical point (with a line is enough), near the middle of the race. The refreshment point is also to be used by coaches who are not allowed to supply food and beverages at any other location. Garbage or trash bags must be present in the area and near the exit. The recommended length of the area is from 15 to 30 meters.
The refreshment area must be limited by lines (entry/exit) on the ground, and a pictogram at the entry inform the racers is recommended.

For Individual and Team events, the Event Jury will decide one or, if it is necessary, more transition areas where it is possible to change the skis+bindings. In this case, the transition area will also be a Ttechnical point. The transition area close to the refreshment point will always be a technical point.

See Appendix 14.

### *5.2.6. Relay handover area*

The relay handover area is an area marked out with a blue line for the entry and a blue line for the exit, both of sufficient length (15m meters approx.) and width and situated on a flat or slightly upward sloping area near to the start and finish area.
The race director appoints a person in charge of the relay handover area, and the Technical Jjury appoints a referee in charge of the relay.
The area should be at least 8m wide. The handover area should be at least 6-10m wide and 15-20m long marked by an entry and exit line.
For safety reasons the relay will include a short uphill (Skins on) few meters before the handover[1], but the arrival of the last athlete of the relay will be done with skating straight to the finish line. The arrival to the finish area can be with or without skins subject to the decision of the Technical Delegate.

Regarding the handover area for the Mixed Relay race, please refer to the dedicated paragraph at point 5.2.8.

See Appendix 13.

### *5.2.7. The Finish*

The WC starting/finish area must be compulsory set up following the ISMF design in coordination with the:

- ISMF Event Director
- ISMF Technical Delegate
- TV Production Team responsible
- Implementation team responsible (for sponsorship requirements)

For all World Cup races and Continental/World Championships, the ISMF referee is responsible of all the start procedure, including the position of the athletes on the start line and the final countdown.

- A finish line marked on the ground, at least 10 cm wide, preferably situated in a skiable area. Steep downhill slopes must be avoided.
  If the arrival is in skating, there will be at least 3 corridors the last 20m with a minimum 3m wide. At the beginning of the corridor's area there will be a discontinuous line.
  It is strongly recommended finish with skins on after a short uphill near the arrival.
- A second line, 10 cm wide minimum, will be marked 3 m after the official finish. Upon arriving in the finish area, athletes must pass over the second line before stopping (timings are taking at the first/official finish line).
- A restricted finish area surrounded by barriers and / or nets.
- Timing to 1/100 of second to decide between "hand in hand" arrivals and photo finish or video control check.
- A person in charge of taking note of all the numbers of the racers who cross the line (in the arrival order). In the sprint race, during the qualification time this person should note down also the arrival time of the racers to have an extra document in case of technical problems.
- An area for inspecting equipment, designated "Equipment Control", situated 15 to 30 m after the finish line. This area is closed off and athletes can take time to recover in it. In this area, a controller inspects the equipment of the selected competitor according to the instructions issued by the President of the Technical Jury.
- A podium for the first three competitors/teams.
- A notice board for displaying provisional results ***(including penalties)*** as and when competitors come in.
- A medical assistance area.
- In case of a doping test, a person of the LOC shall escort the racer to the medical control area (the person must be of the same sex as the racer – see special protocol chapter 8)
- Toilets.
- A referee from the Technical race Jury in charge of finish procedures.
- Compulsory equipment controllers, with control sheets (see Appendix 15 below).
- People in charge of handing back the competitor's personal effects that were left at the start.
- A press area with a spot for conducting interviews, near to the equipment control area and located inside the restricted finish area.
- A person from the LOC in charge of press relations will be present in the finish area to supervise interviews.
- The placement of the ISMF flags will be decided together with the ISMF Delegate Event Manager or ISMF Marketing Coordinator.

In case of a doping test, a person of the LOC shall escort the racer to the medical control area (the person must be of the same sex as the racer – see special protocol chapter 8).

The finish area must have people in charge of handing back the competitor's personal effects left at the start.
The finish area must also have a press area with spot for conducting interviews, near to the equipment control area and located inside the restricted finish area.

A typical finish area is presented in Appendix 9 below of the guidelines rules for organising ISMF events. 3 options

#### *5.2.7.1. The Finish procedure*

- Upon arrival, and under the responsibility of the Technical race Jury, the controllers will carry out a complete control of the contents of the competitor's backpacks and other equipment.
- In case of anti-doping test, an escort authorized by the ISMF shall escort the racer to the medical control area (the person must be of the same sex as the racer).

#### *5.2.7.2. Claims*

Any offences committed by competitors or coaches are communicated by the referee to the Rrace Ddirector who informs the President of Technical Jury. Offences Penalties have to be transmitted by the controlers to the Rrace Ddirector and by the referees to the President of Technical Jury as soon as they are seen. Penalties must be applied and in a maximum delay

of 5 min after the concerned athlete did the control equipment. crosses the finish line. Any penaltyoffence coming after this delay will be rejected. The official form for claims must be used (See Appendix 1 in sporting rules).

When the top five athletes of each category have arrived, the results are signed, timed and posted. Protest have to be done within 15 minutes. The speaker must announce that the provisional results are attached

Penalties are imposed by the President of Technical Jury after consulting with the Technical race Jury, according to the tables listed hereafter. For team competitions, penalties imposed on one competitor apply for the entire team.

All claims must be submitted in writing:

- by the team head captain (or the competitor if he/she registered directly through the Local Organizing Committee – ISMF Series s);
- submitted to the President of Technical Jury;
- at the latest 15 minutes after race results are posted;
- accompanied by an amount equivalent to 50 €, payable to the ISMF. This sum is not refunded if the outcome is to the competitor's disadvantage.

The President of Ttechnical Jury will present a detailed and motivated written response within 1 hour of the claim.
The Technical Jjury of the last race will receive claims related to the Ffinal World Cup ranking.
Competitors may appeal according to the disciplinary procedures indicated by the International Disciplinary Commission of the ISMF.

After the race, any appeals by coaches or athletes regarding decisions will be taken by the Technical Jury, following indication from the Ranking Rules point 8. Rankings claims.

**IMPORTANT NOTE FOR SPRINT RACE:**

- Claims are not possible during Sprint races. Any infringement observed by an official controller will automatically lead to the relevant penalty. Any protest will be rejected.
- During the quarter-finals, semi-finals and finals, any penalty infringement of the regulation (unless those leading to disqualification – see table below), causes the athlete to be automatically ranked last in the heat.
- When two or more racers of the same heat have a penalty, they are then ranked last in the heat according to their position in the finish line. to the qualification times. There are no “time penalties” during the heats. For the final ranking of the sprint, when is necessary compare the time between the same position in the heats, the timekeeper will use the qualification time for the athletes with a penalty applied during the heat.
- If the Technical race Jury does not post the results within the 5 min after the end of the heat, no penalties will be applied to the heat in question.

## *5.2.8. Mixed Relay race*

A – Design of the route
One run consists of two different loops with ascents and descents. The total elevation of one run is 120-150 meters with at least 60m ascent on the first ascent and a foot part in the second ascent. The arrival to the finish area can be with or without skins subject to the decision of the Technical Delegate. One run shall be completed within 7-10 minutes for the best racer (30-40 minutes for the best team).

B – Starting Area
A separate starting area will be set up, giving space for 6 teams starting next to each other in the front line, the second starting line is 2,5 m behind. If the race venue does not allow a separate starting area, the latter can be positioned between the transition area and the handover area. The distance between starting line and entry handover area must be at least 5m.

C - Handover Area
The handover area is at least 6-10m wide and 15-20m long marked by an entry and exit line. Along the first half of the handover area there is free entrance from the waiting area for the following athlete to enter. After the exit line there is an exit area for the predecessor to exit the track. The handover area shall be slightly upwards and close to start and finish area. The entry line shall be approximately 20m after the transition area. The athletes shall distribute evenly along the width of the handover area waiting for their predecessor.

D – Waiting Area
Only racers have access, ideally some seats and tents shall be arranged.

E – Course Inspection
The entry gate for course inspection is open 10min, the track is closed for athletes after 20min from the start of course inspection. The course inspection has to be finished 20min before the first qualification run.

F – Qualification
The qualification is done by each athlete alone against the time (individual start without handover). First all female athletes, afterwards all male athletes start their qualification run with single start every 30 seconds. The team leading in the World Cup will start last in qualification per gender. Time of each teammate added give the Qualification time of the team. Inside a team the best ranked athlete in the specialty World Cup is taken into consideration for bib distribution. The total qualification time is calculated by addition of the single time of the female and male athlete per team.

G – Material Check
Material check for the qualification run is done randomly. Material check for the finals is done for each single athlete.

H – Final
Only the best 12 teams qualify for the final, the quota per national federation is 2 teams. If the number of teams is less than 12 teams, there will also be a qualification in order to determine the starting order. The time between the last qualification run and the final is 25min. Depending on the number of teams in the qualification (at least more than 24 teams) the Event Jury shall be able to decide to introduce a final B (also depending on weather conditions) with the second best 12 teams of the qualification. Therefore, the other final will be named final A. In this case, the ranking places between 13 and 24 places are defined by the positions of the final B result. After the 24 place or without final B, ranking is defined by qualification time. The quote per national federation for the final B is 2 teams. If there is a final B it will take place before the final A.

I – Timekeeping
Electronic chip timing is compulsory. The intermediate time of each loop is published (1st loop up to entry line of handover area), if such a timekeeping is available.

J – Ranking
The ranking is done by the order of crossing the finish line. World Cup points for the Overall World Cup Ranking for national teams are assigned according to the position in the final of each best team per nation. For other information please refer to the ISMF Ranking Rules & Regulations.

## 5.3. Equipment

### *5.3.1. Equipment inspection*

The President of the Technical Jury reserves the right to reject any equipment judged to be defective or inadequate.

- **At the start**:
  - Individual inspection to control the good working order of avalanche transceivers for all competitors.
  - Taking note of all the numbers of the racers.
  - Control of the chips
- **During the race:**

The organisers will control DVA/transceivers during the race.

- **At the finish**:
  - Competitor's equipment is inspected (systematic or random inspections according to the instructions issued by the President of Technical Jury). DVA control after finish line is compulsory for all competitors.
  - ISMF referees will use calibrated scales and weights for equipment checks.

# 6. ENVIRONMENTAL CONCERNS

The LOC acknowledges and agrees that respect for the environment is an important consideration in the organisation and staging of the Event. The LOC shall carry out its tasks under this agreement in a manner which duly considers the concept of sustainable development complies with the applicable environmental legislation and, whenever and wherever possible, serves to promote the protection of the environment.

The LOC must take all necessary measures to conform with ISMF recommendations (1994), as well as to the 21 directives of the IOC Agenda 21 (1999) and local laws and regulations.
In particular, the LOC should:

- Avoid designing routes that cross areas with sensitive ecosystems.
- Discourage spectators from entering areas with sensitive ecosystems.
- Cause no deforestation or harm to reforestation areas.
- Ecologically sensitive areas must be protected.
- If necessary, restrict areas open to spectators and the media.
- Prepare the event in collaboration with (and not to the detriment of) any other activities organised in the mountain range.
- Minimise acoustic impact.
- Minimise mechanical means (helicopters, snow ploughs, snow scooters, etc.).
- Not use explosives to trigger avalanches outside of ski resorts unless the LOC is authorised to do so
- Provide sufficient amenities for the number of spectators and participants expected: toilets, specific public transport (buses) to and from start and finish areas, information about existing public transport (trains, buses, etc.).
- Rapidly remove race markings at the end of the race.
- Rapidly remove all waste material discarded by spectators and participants.
- Continue monitoring waste material even once the event is finished. Depending on the location and weather conditions, inspections and extra waste material removal might be necessary during the summer season.
- Not use sound systems or billboards outside of the start and finish areas.
- Confine billboards and other means of advertising to the start and finish areas and to ski resort trails.
- Inform members of press and spectators on the importance of environmental protection.
- Ensure protection of ecologically sensitive areas by quality trail design and proper route marking.
- Use only natural biodegradable products for marking on snow.
- Protect flora. Zones that are not or only partially covered by snow must be prepared. If there is insufficient snow coverage, then the event should be cancelled or take place in another location.
- Ensure that athletes, supporters, spectators and the press remain on or close to the race route.

# 7. RACE SAFETY

Competitor safety must be warranted in every part of each race.

The LOC is responsible for the provision of medical services to provide maximum assistance to athletes involved in competitions. Such medical services must be available for athletes, officials, spectators and any other person attending, or being affected by, the Competitions (being onsite at least an hour before the start of the event). The LOC must ensure compliance with the recommendations of the ISMF "Guidelines Rules for organising international ski mountaineering competitions" and ISMF "Sporting Rules & Regulations".

## 7.1. Rescue and emergencies

The LOC must provide a rescue service according to directives of the host country including:

- a rescue plan (medical organisation planned for the event, relations with emergency services and hospital admissions). The rescue plan has to be sent to the ISMF office two weeks before the start of the event. It has to be signed by the Event Director appointed on the event of pertinence;
- agreements involving specialised services;
- agreements with the services of nearby ski resorts.

The LOC must discourage spectators from approaching areas deemed dangerous by the LOC technical staff.

The Race Ddirector must communicate to the President of the Technical Jury and/or to the ISMF Event Director all injuries and incidents happened during the event.

## 7.2. Medical Organisation

Together with the race doctor (specialized in sports and mountain medicine), the LOC must organise appropriate medical facilities for the competition:

- First-aid stands manned by trained staff at start/finish;

- Medical equipment (with instructions) handed out to LOC members posted on the course (technical and sports committee);
- Facilities for anti-doping tests (see Chapter 10);
- A medical assistance area;
- Relations with the emergency services of the nearest hospital;
- Medical staff must be on the race site at least 1h before the start of the event.

## 7.3. Safety Committee

This Committee operates under the responsibility of the LOC, the NF organising the event and the local authorities of the host country.

The role of this Committee involves:

- Approving the different routes;
- Approving the general organisation of the event in terms of safety: protection of competitors, spectators and organisers, etc.;
- Approving planned organisation of rescues and emergencies;
- Deciding if an event should be cancelled or modified for safety reasons, and deciding alternative routes in liaison with the ISMF Technical Delegate;
- Ensure that slopes on the course showing obvious risks of avalanches are avoided or made secure;
- Regularly informing ISMF of any actions taken such as police controls, safety, evacuation plans, etc.

The Safety Committee is composed of:

- A local authority representative (in Europe this is usually the mayor);
- LOC President;
- LOC Track trail Director;
- Head of the LOC rescue team;
- Officials from state rescue services;
- LOC Race Director;
- Director of the local ski resort
- LOC race doctor;
- A Delegate from the National Federation;
- A national Technical Delegate.

The Safety Committee should also invite the Event Director, the Technical Delegate and the President of the Technical Jury to attend the meetings as observers.
The minutes of Safety Committee meetings must be written up, filed by the LOC and sent to the ISMF Event Director.

# 8. MEDIA AND BROADCAST RIGHTS

All advertising and commercial markings and supports used at the event shall comply with the technical specifications set forth in the ISMF "Rules for organising international ski mountaineering competitions".
The LOC shall respect the rights assigned to the World Cup Title Sponsor by the ISMF, as specified in the contract signed between ISMF / NF and/or LOC. In this contract are set out in detail the arrangements for:

- Assignments of Rights;
- TV exposure of the races;
- TV production and TV Production Assistance with the corresponding obligations for the LOC.

**Media and Broadcast Rights**" or "**Rights**" means the fully exclusive rights granted and assigned to the ISMF media partner to film, record, broadcast, communicate, exhibit and distribute the audio-visual feed of the races and any aspect related thereto (including winners' proclamations, "medals and flowers" ceremonies or the like) throughout the world, in any language and form (e.g. live, pre-recorded, delayed, as well as highlights and excerpts for the purpose of news access), by means of any and all forms of radio and television, the Internet, wireless and mobile communication systems, audio-visual devices and other on-line or off-line transmissions including, but not limited to, any and all forms of broadcast, transmission and distribution via terrestrial waves, satellite, cable, telephone, wire or wireless networks and any and all analogical or digital media and devices now existing or to be invented in the future. These rights shall include the rights to reproduce, broadcast, communicate, exhibit and otherwise exploit and make the programming of the races available to the public by any means and any kind of free TV, pay and encrypted TV, interactive TV, pay-per-view, video-on-demand, near video-on-demand, web TV, IPTV, non-mobile and/or mobile Internet, and also including, but not limited to, DVB-H, broadband technologies and all wireless technologies aimed at reception through mobile telephones or other mobile devices, and any similar other media

now existing or to be invented in the future. These rights shall further include, without limitation, the right to exhibit the races in closed circuit public and private places (e.g. on ships, trains, airplanes, hotels, hospitals, schools, military facilities, cinemas, theatres or the like) and the right to make the recordings and video-grams of the Races available to the public through video tapes, DVDs, CD-ROMs, CDs and any other device or media now existing or to be invented in the future.

With specific reference to the next season, ISMF and/or LOC is/are entitled to publish on its/their official internet website(s) footage of the hosted events, according to the specifications listed in Appendix 4.

# 9. ADVERTISING AND COMMERCIAL RIGHTS

The arrangements for the exploitation of Advertising and commercial rights for the events of the World Cup, World Championships and European Championships undertaken under the aegis of the ISMF, are defined in detail in the contract signed between ISMF / NF and / or LOC.
The LOC shall respect the rights assigned to the ISMF World Cup Title Sponsor by the ISMF and the ISMF Sponsors, as specified in the contract signed between ISMF / NF and/or LOC. In this contract are set out in detail the arrangements for:

- Assignments of Advertising and Commercial Rights;
- Materials – facilities – assistance;
- Services.

"**Advertising and Commercial Rights**" means the right to use, exploit and market each, the Advertising Spaces and Commercial Rights relating to the Races of the ISMF World Cup, ISMF World Championship and ISMF European Championship.

"**Advertising Spaces**" means each, the spaces and surfaces available for advertisements and commercial identifications at and around the Sites in accordance with the ISMF regulations, therein including each, the spaces and surfaces available for the placement of panels, banners, athletes' bibs, competition bibs, flags, signs, logo identifications, TV/data walls and backdrops for interviews, air balloons, stands, tents, inflatable arches and any other advertising space and surface of any kind.

"**Commercial Rights**" means each, the rights and opportunities that may be granted to sponsors, official suppliers and commercial partners of any merchandising category, therein including naming rights, merchandising and promotional activities, marketing supplies, sampling activities, hospitality rights or the like.

## 9.1. Services by the ISMF Implementation Team and consideration on advertising rights

The Implementation Team will be responsible for the proper management of the advertising materials of the ISMF Sponsors and LOC sponsor. The Team shall define the positions of the advertising opportunities of the LOC Local Sponsors which will be implemented at LOC and/or its Local Sponsor exclusive care and costs, in accordance with the instructions contained in the contract between ISMF / NF and/or LOC.

Materials and services provided by the Implementation Team free of charge:

- 2x Inflatables at the arch start; (ISMF)
- 2x Inflatables at the arch finish; (ISMF)
- Advertising material of the ISMF Sponsors World Cup circuit sponsor for start, finish and on-course areas for the racing track (banners, flags, inflatables etc.); (ISMF/LOC)
- Material of ISMF for start, finish and on-course area for the racing tracks (banners, flags etc.);
- Backdrop for prize giving ceremonies (flowers ceremonies directly after the races) and official interviews; (ISMF)
- Tent for equipment control;( LOC)
- World Cup numbers/bibs; (ISMF)
- Plastic band for the courses (on the tack, on the start/finish line, use for example in the sprint race etc.); (LOC)
- Photo gallery of the events. (ISMF)
- Tent for referee video check. (LOC)

In Appendix 5 is indicated a check-list that summarizes some aspects of primary importance regarding chapters 7 and 8.

## 9.2. Intellectual property

The official name and logo of the ISMF World Cup which is "NAME of PRESENTING TITLE SPONSOR ISMF World Cup Ski Mountaineering World Cup", the ISMF World Championship which is "TITLE SPONSOR ISMF World Championships Ski Mountaineering", ISMF Continental Championships which is e.g. "TITLE SPONSOR ISMF European Championships Ski Mountaineering" as well as the name and logo of the ISMF, are sole property of ISMF.

The LOC shall have the right and the obligation to use the above names and logos including the title sponsor's name for the purpose of the organisation and promotion of the Event. This shall include the use of the names and logos by sponsors and suppliers of the Event.

## 9.3. Event Publications

The LOC shall reproduce the official names and logos of the events and its sponsors in every communication or promotion related to the Event and the Competitions thereof, such as:

- The official website of the Event;
- Event poster(s);
- Banners or other supports bearing the name of the Event;
- The printed or digital Event Programme;
- All publications relating to the Event, including press inserts, press releases, start and result lists and any other official publication of the Event.

Event publications may also bear the names and/or logos of other sponsors and/or suppliers. The Local Organising Committee shall however ensure that the use of the names and logo of the event by a sponsor or supplier does not create the false impression that such sponsor or supplier is a sponsor or supplier of the overall World Cup or the ISMF.

As a general rule, the official name and logo of the World Cup including the name of the title sponsor and the name and logo of ISMF shall appear at the top of the publication, with the other sponsors' and suppliers' names and logos appearing underneath or otherwise separated.

All official publications including Competition data must use the layouts provided by the ISMF as set forth in the Timing and Data Technical Requirements.

### *9.3.1. Use by Event Sponsors*

Subject to clause 89, the LOC shall be entitled to grant the right to use the World Cup event name and logo always together with designations specific to the event provided that:

- The World Cup event name and logo isare used only for promotional and not for licensing and merchandising purposes;
- It always includes the name of the World Cup Event Title Sponsor and it complies with the graphic specifications provided by the ISMF.

### *9.3.2. The event programme*

The LOC shall publish a detailed programme of the entire Event and all Competitions as hard copy or in digital format and on the website of the event.
The Event Program shall contain the necessary content according ISMF "Guidelines Rules for organising international ski mountaineering competitions".
The following content shall be published in the Event Program free of charge at the ISMF' request:

- One full-colour advertising page in a premium location for use by the World Cup Event Title Sponsor (by ISMF);
- One Up to-three full-colour advertising page for use by the World Cup Main Sponsors (by ISMF);
- One full-colour advertising page for use by the ISMF;
- One full-colour advertising page for use by the NF;
- A message to the audience provided by ISMF and NF.

The cover page of the event programme shall bear the official name and logo of the ISMF World Cup event as well as the name and logo of the ISMF in a prominent position. Considering the ISMF Brand Guidelines in the design is obligatory. The proposed lay-out and content of the programme shall be submitted to the ISMF Marketing & Communication Department for prior approval, such approval not to be unreasonably withheld or delayed.

# 10. COMMUNICATION – PRESS AND MEDIA

The LOC shall provide adequate working facilities and a professional press and media service. The press and media service shall be established and operated in conformance with the instructions of the ISMF Office as well as of the ISMF Marketing & Communication Department. A good ADSL internet connection with WI-FI is compulsory on registration area, hotels and press room.

## 10.1. The LOC Press Officer

### *10.1.1. The LOC Press Officer*

Is appointed by the LOC and the National Federation. The LOC is responsible for ensuring the recruitment, the quality of work and the salary of the press officer.
The press officer must:

- Draw up the press kit;
- Write press releases;
- Organise press conferences;
- Greet journalists from all the Media: TV, radio, written press, photographers, etc.;
- Monitor press relations;
- Ensure that race results are communicated to all media
- Ensure that race results are communicated to the National Federation;
- Ensure that journalists receive proper accreditations/official passes;
- Ensure that ISMF, National Federation and LOC partners are promoted appropriately,
- Work in cooperation with the ISMF press officer and provide him/her with all press releases, images or other material in correct English language.

### *10.1.2. Press kit*

The LOC will prepare a press kit that must be sent to ISMF before 1st June during the year before the race. The ISMF is responsible for sending this kit to the international press, and the LOC or the NF, to the national and local press.
When the ISMF has an official partner, the ISMF/partner is responsible for adding the appropriate information to the press kit.

### *10.1.3. The Press releases by the LOC*

Press releases are prepared jointly by the LOC press officer and/or the National Federation and ISMF.
At the end of the event, the LOC press officer must provide the ISMF press officer by fax, email or other means, all press releases, images, videos, results and any other information about the competition that might be of interest. Press Releases must be written in correct English and in a good journalistic style and must not reflect bias of the hosting country and its athletes.

All press releases must be communicated on paper with the ISMF letterhead. After the event the LOC must provide ISMF with copies of all press articles and video.

By the close of competition day, the Local Organising Committee must send the following emails (as listed below) to office@ismf-ski.org and web@ismf-ski.org:

- Official results (PDF format) as to be released to the press.
- Excel file with the following data for each competitor (including 2 competitors racing as a team):
  - Bib number, Family name, First Name, Date (or year) of Birth, Gender, Nation, Race timing(s)
  - (cumulative time if many stages)
  - Data: yyyy-mm-dd or dd / mm / yyyy
  - Bib: only numeric values (no letters)
  - Family Name: free format

- Name: free format
- Date of Birth: yyyy-mm-dd or dd / mm / yyyy
- Gender: M / F
- Nation: IOC Country code
- Time: hh: mm: ss (c)

### *10.1.4. Press conferences*

The LOC organises press conferences to present the event. The ISMF must be informed of these conferences so that they can be prepared jointly.
ISMF may Ddelegate one or two officials who will assist at these press conferences.

### *10.1.5. Journalists and photographers*

The LOC assigns official passes to journalists and photographers upon presentation of their press credentials (Appendix 1 and Appendix 2). The LOC will set up a press room with free Internet access (broad band), preferably with a WI-FI connection. The LOC press officer is in charge of greeting journalists and assisting them in their work. The LOC press officer will provide them with provisional results as well as with final rankings at the end of the competition and any other documents available on the race and the competitors.

### *10.1.6. Acknowledgements*

The competition speaker must mention:
- ISMF;
- The NF;
- ISMF and Nnational Ffederation partners;
- LOC partners.

### *10.1.7. LOC and ISMF guests*

The LOC has to organise a meal for the competitors, officials and guests. The LOC must get in touch with ISMF about inviting international guests.

## 11. THE FIGHT AGAINST DOPING

The ISMF intends to battle against doping via several programs, such as those of the WADA. The ISMF intends to successfully apply a doping control policy through the actions and the will of its **Anti-Doping Commission**. The rules governing the activity of the commission, its guiding principles and the respective punishments are highlighted in the WADA approved document: **« Anti-Doping Regulations of the ISMF» (ISMF Anti-Doping Regulations).**

The fight against doping is a top priority of the ISMF together NF; the ISMF has in place a program of controls of all the athletes that may be done throughout the year, not necessary during the competition. The fight against doping is a goal to be pursued together with the LOCs who must contribute to the payment of costs for control (include in services - see § 2.4).

| | | TYPE OF RACE | | |
|---|---|---|---|---|
| **ANTIDOPING** | Anti-doping can be carried out **at races or outside of races** | **WORLD CHAMPIONSHIPS** | **WORLD CUP/ CONTINENTAL CHAMPIONSHIPS** | **All other ISMF races** |
| | | YES | YES | NO |

The Local Organising Committee of the competitions included in the ISMF calendar are thus subjected to the following undertakings:

## 11.1. Doping Control Programme

The Local Organising Committee of competitions included in the official ISMF calendar must provide a financial contribution to the global ISMF testing programme. This programme is managed, under the authority of ISMF, through an agreement with an external supplier specialized in Anti-doping control.
The program includes:

- RTP management and whereabouts information follow-up;
- Management and organisation of In, Pre- and Out-of-Competition sample collections;
- The cost of testing (sample collections, anti-doping kits, shipment, analysis by a WADA-accredited laboratory), Doping Control Officers remuneration fees and travel expenses;
- The implementation and follow-up of Biological Passports;
- External supplier administrative costs;
- Athlete Passport Management Unit (APMU) costs.

In addition, for the in-competition tests, the LOCs are requested to appoint a person in charge of anti-doping, to arrange for the necessary location (doping control station) and equipment, as well as for a team of escorts, as described in Art. 8.2 and 8.3 below, and to cover for any related costs (except for the DCOs costs which are already covered in the framework of the ISMF/External supplier agreement). The external supplier is available for any question from the LOC with regards to these requirements, at antidoping@ismf-ski.org.

## 11.2. Doping Control Station (Reminder of basic obligations)

The location for carrying out doping tests must respect the recommendations and the technical characteristics set out by WADA in its International Standard for Testing in force, available on the WADA website www.wada-ama.org and above all show **respect to the athletes** subjected to the tests.

### *11.2.1. Test area*

The area must be specific for the tests. It must respect the athletes' privacy and sense of modesty, confidentiality, and gender. These are particularly important when dealing with minors (under 18).
It includes a waiting room (see below), a processing room equipped with a large table and chairs, with an adjacent toilet.

### *11.2.2. The waiting room/area*

The escorts accompany the identified athletes to the waiting area and wait for the Doping Control Officers (DCOs) to proceed with the sample collection.
This area must:

- Be spacious;
- Have as many chairs as athletes and escorts;
- Be heated;
- Provide drinks for each athlete: individually sealed, non-caffeinated and non-alcoholic beverages, which includes a mix of natural mineral water and soft drinks (e.g. Gatorade, 7-Up, Fanta, Sprite, etc.);
- A storage area for the athletes' equipment, skis, boots, etc. This area must be sheltered and secure.

## 11.3. The staff: the DCOs, the «Chaperones», the person in charge of Anti-Doping from the LOC

### *11.3.1. The DCOs*

The DCOs are appointed and remunerated in the framework of the agreement with the external supplier. They contact the LOC and the ISMF Event Director before the competition.

### *11.3.2. The «Chaperones»*

- **It is mandatory that as of the time of their notification for doping control, and until the completion of the doping control procedure, athletes selected for doping control must stay under the chaperone's observation at all times.**

Chaperones who accompany the athletes must be:

  - A man for a male athlete to be tested;
  - A woman for a female athlete to be tested;

- There must be as many escorts as athletes to be tested;
- **They must be major of age** and, wherever possible, have a good command of English.

- Training of the Chaperones: training of the chaperones is as stipulated in the WADA standards and guidelines by the rules of the host country's ruling body. In the case of lack of training the DCO in charge, or the ISMF Ddelegate by default, may organise an intensive training course, so as to ensure that the doping tests are carried out under the best possible conditions.

### *11.3.3. The person in charge of Anti-Doping from the LOC*

- He/she is appointed by the organisation.
- Role:
  - Reception of the whole staff: DCOs, Ddelegate, chaperones.
  - Ensuring the necessary means to carry out smooth doping control operations.
  - Everything must be diligently planned: location, drinks, chairs, offices, etc.

- The members of the LOC responsible must display: discretion, efficiency, availability.

The quality of the relationship between the athletes and those others involved, depends upon the good handling by the LOC anti-doping official prior to the tests.

## 11.4. Number of tests and selection of athletes to be tested

The number and the nature of tests, as well as the selection of athletes to be tested, is established by the external supplier, in the framework of its agreement with and under the authority of ISMF.

# 12. APPENDIX 1: ACCREDITATION PLAN FOR AN ISMF WC/WCH/CONTINENTAL EVENT

| Category - Function | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|---|---|---|---|---|---|---|---|---|---|
| ISMF Board Member | x | x | x | x | x | x | | x | x |
| ISMF Management Commettee Member | x | x | x | x | x | x | | x | x |
| ISMF Honorary Member | x | x | x | | | x | | x | x |
| ISMF Professional | x | x | x | x | x | x | x | x | x |
| ISMF Pool | x | x | x | x | | x | | x | x |
| ISMF Marketing & Communication | x | x | x | x | x | x | | x | x |
| ISMF World Cup Sponsor | x | x | x | x | | x | | x | x |
| ISMF Timing & Data Partner | x | x | x | | x | x | x | x | |
| ISMF Partner and Guest | x | x | x | x | | x | | x | x |
| NF Council member / NF President | x | x | x | x | | x | | x | x |
| NF/LOC Professional | x | x | x | x | | x | | x | |
| NF/LOC Sponsor and Guest | x | x | x | x | x | x | | x | x |
| NF Ski Mountaineering Director/Head Coach | x | x | x | x | | x | | x | |
| NF Ski Mountaineering Coach/Trainer | x | x | x | x | | x | | x | |
| NF/LOC Team Doctor | x | x | x | x | x | x | x | x | |
| NF/LOC Medical support / physiotherapist | x | x | x | x | x | x | x | x | |
| NF/LOC Team Press Attaché | x | x | x | x | x | x | | x | |
| NF/LOC Team Serviceman | x | x | x | x | x | x | | x | |
| Media Host Broadcaster | x | x | x | x | x | x | | * | |
| Media TV/Radio editorial staff | x | x | x | x | x | x | | * | |
| Media TV Technician | x | x | x | x | x | x | x | * | |
| Media Rights Holders (INFRONT) | x | x | x | x | x | x | | x | |
| Media Photographer Agency or single | x | x | x | x | x | x | | x | |

* Lift access is provided but no priority lift access

| | | | |
|---|---|---|---|
| 1 | Team area | 5 | TV/Radio area |
| 2 | Industry area | 6 | Media centre |
| 3 | Media area | 7 | Timing/Data Area |
| 4 | Photo area | 8 | Priority Lift access |
| | | 9 | VIP Area |

| Category - Function | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|---|---|---|---|---|
| ISMF Official Delegate | X | X | X | X | | X | X | X | X | X |
| ISMF Manufacturers Pool Member | X | X | | | | X | X | X | | X |
| ISMF Marketing Coordinator | X | X | X | X | X | X | X | X | X | X |
| ISMF Sponsor(s) | X | X | X | X | | X | X | X | X | X |
| ISMF Time-keeping Company | X | X | | | X | X | X | X | | X |
| ISMF social media Partner | X | X | X | X | X | X | X | X | X | X |
| ISMF Press Coordinator | X | X | X | X | X | X | X | X | X | X |
| ISMF Photographer Agency or single | X | X | X | X | X | X | X | X | | X |
| Media Host Broadcaster | X | X | X | X | X | X | X | X | | X |
| Media TV/Radio editorial staff | X | X | X | X | X | X | X | X | | X |
| Media TV Technician | X | X | X | X | X | X | X | X | | X |
| Media Rights Holders | X | X | X | X | X | X | X | X | | X |
| ISMF Partner and Guest | X | X | X | X | | X | X | X | X | X |
| NF Council member / NF President | X | X | X | X | X | X | X | X | X | X |
| NF/LOC Official Delegate | X | X | X | X | | X | X | X | X | X |
| NF/LOC Sponsor and Guest | X | X | X | X | | X | X | X | X | X |
| NF Ski Mountaineering Director | X | X | | | | X | X | X | | X |
| NF Ski Mountaineering Coach/Trainer | X | X | | | | X | X | X | | X |
| NF/LOC Team Doctor | X | X | | | | X | X | X | | X |
| NF/LOC Medical support / physiotherapist | X | X | | | | X | X | X | | X |
| NF/LOC Team Press Coordinator | X | X | X | X | | X | X | X | X | X |
| NF/LOC Team Serviceman | X | X | X | X | X | X | X | X | X | X |

**1** Team area
**2** Media area
**3** TV/Photo area
**4** Media centre
**5** Timing area
**6** Start area
**7** Finish area
**8** Lift area
**9** VIP area
**10** Awards area

# 13. APPENDIX 2: ACCREDITATION PLAN – EXAMPLE OF ACCREDITATION CARD FOR AN ISMF WORLD CUP/WORLD CHAMPIONSHIPS/CONTINENTAL EVENT

The accreditation card must follow the same requirements as the other publications and promotional materials of the event. The Commercial sponsor of the LOC should not be competitors of ISMF sponsors. The logo of the NF is compulsory.

The accreditation card must be approved by ISMF.

# 14. APPENDIX 3: WORLD CUP AND WORD CHAMPIONSHIPS SCHEDULE EXAMPLES

## World Cup schedule

**Recommended schedule for a WC event**

**Option 1**

| Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|---|---|---|---|---|
| **Teams arrival**<br><br>**16:00/19:00**<br>Information of the teams and map/ski pass distribution (Race Office)<br><br>**17.00/18.00**<br>Meeting between ISMF and LOC for the final control of the check-list | **Welcome**<br><br>**16:00/17:30**<br>Registration and bibs/gift distribution (Race Office)<br><br>**17:30** Authorities speeches and Top 5 (Race 1) presentations<br><br>**18:30**<br>Team Captain Meeting Race 1 | **Race 1**<br><br>**09:00/12:00**<br>Race and Flower Ceremony<br><br>**17:30/18:30**<br>Registration and bibs distribution of Race 2 (Race Office)<br><br>**18:30**<br>Official Award Prize-giving Ceremony of Race 1 | **Rest day**<br><br>**18:45**<br>Team Captain Meeting Race 2 | **Race 2**<br><br>**09:00/12:00**<br>Race and Flower Ceremony<br><br>**13:00/14.300**<br>End of the event and official Award Prize-giving Ceremony of Race 2 |

**Option 2**

| | | | |
|---|---|---|---|
| **Teams arrival**<br><br>**16:00/19:00**<br>Information of the teams and map/ski pass distribution (Race Office)<br><br>**17.00/18.00**<br>Meeting between ISMF and LOC for the final control of the check-list | **Welcome**<br><br>**16:00/17:30**<br>Registration and bibs/gift distribution (Race Office)<br><br>**17:30** Authorities speeches and Top 5 (Race 1) presentations<br><br>**18:30**<br>Team Captain Meeting Race 1 | **Race 1**<br><br>**09:00/12:00**<br>Race 1 and Flower Ceremony<br><br>**17:30/18:30**<br>Registration and bibs distribution of Race 2 (Race Office)<br><br>**18:30**<br>Official Award Prize-giving Ceremony of Race 1<br><br>**18:45**<br>Team Captain Meeting Race 2 | **Race 2**<br><br>**09:00/12:00**<br>Race 2 and Flower Ceremony<br><br>**13:00/14.300**<br>End of the event and official Award Prize-giving Ceremony of Race 2 |

## World Championships schedule

| Day 0<br>Welcome (evening) | Day 1<br>Sprint – all categories M and W | Day 2<br>Vertical Race – Senior and Espoir | Day 3<br>Youth Vertical Race | Day 4<br>Individual Race – Senior and Espoir | Day 5<br>Youth Individual Race | Day 6<br>Team Race – M and W | Day 7<br>Relay Youth, Senior M and W |
|---|---|---|---|---|---|---|---|
| | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony | **09:00 to 12:00**<br>➢Race<br>➢Flower ceremony |
| **14:00 to 17:00**<br>➢General info and map/skipass distribution<br>➢Registration and bibs distribution Day 1<br>Race Office<br><br>**17:30**<br>➢ Opening Ceremony | **16:00 to 18:30**<br>➢ Registration and bibs distribution Day 2<br>Race Office<br><br>**17:30**<br>➢ Official prize giving ceremony **Sprint race** all categories | **16:00 to 18:30**<br>➢ Registration and bibs distribution Day 3<br>Race Office | **16:00 to 18:30**<br>➢ Registration and bibs distribution Day 4<br>Race Office<br><br>**17:30**<br>➢ Official prize giving ceremony **Vertical race** all categories | **16:00 to 18:30**<br>➢ Registration and bibs distribution Day 5<br>Race Office | **16:00 to 18:30**<br>➢ Registration and bibs distribution Day 6<br>Race Office<br><br>**17:30**<br>➢ Official prize giving ceremony **Individual race** all categories | **16:00 to 18:30**<br>➢ Registration and bibs distribution Day 7<br>Race Office<br><br>**17:30**<br>➢ Official prize giving ceremony **Team race** | **17:30**<br>➢ Official prize giving ceremony **Relay race**<br>➢ Official prize giving ceremony **Combined ranking**<br>➢ Official prize giving ceremony **Nation ranking**<br><br>**18:30**<br>➢ Closing ceremony<br><br>**19:00**<br>➢ Common dinner |
| **18:30**<br>➢ Briefing for Day 1 | **18:30**<br>➢ Briefing for Day 2 | **18:30**<br>➢ Briefing for Day 3 | **18:30**<br>➢ Briefing for Day 4 | **18:30**<br>➢ Briefing for Day 5 | **18:30**<br>➢ Briefing for Day 6 | **18:30**<br>➢ Briefing for Day 7 | |

## World Championships schedule

**Recommended schedule for a WCH event**

| Day 0<br>Welcome | Day 1<br>Sprint race (all categories) | Day 2<br>Vertical race (Senior + U23) | Day 3<br>Vertical race (U20 + U18) | Day 4<br>Individual race (Senior + U23) | Day 5<br>Individual race (U20 + U18) | Day 6<br>Team race | Day 7<br>Relay race |
|---|---|---|---|---|---|---|---|
| **Morning:**<br>Teams arrival<br><br>**14:00 to 17:00:**<br>• General info and map/ski pass distribution<br>• Registration and bibs distribution race Day 1<br>Race office<br><br>**17:30/18:00:**<br>Opening Ceremony<br>Village centre | **9:00 to 12:00:**<br>• Sprint race<br>• Flower Ceremony | **9:00 to 12:00:**<br>• Vertical race<br>• Flower Ceremony | **9:00 to 12:00:**<br>• Vertical race<br>• Flower Ceremony | **9:00 to 12:00:**<br>• Individual race<br>• Flower Ceremony | **9:00 to 12:00:**<br>• Individual race<br>• Flower Ceremony | **9:00 to 12:00:**<br>• Team race<br>• Flower Ceremony | **9:00 to 12:00:**<br>• Relay race<br>• Flower Ceremony |
| | **16:00 to 18:30:**<br>Registration and bibs distribution race Day 2 & 3<br>Race office<br><br>**17:00:**<br>Award Ceremony Sprint race<br>Village Centre or race office | | **16:00 to 18:30:**<br>Registration and bibs distribution race Day 4 & 5<br>Race office<br><br>**17:00:**<br>Award Ceremony Vertical race (all categories)<br>Village Centre or race office | | **16:00 to 18:30:**<br>Registration and bibs distribution race Day 6<br>Race office<br><br>**17:00:**<br>Award Ceremony Individual race (all categories)<br>Village Centre or race office | **16:00 to 18:30:**<br>Registration and bibs distribution race Day 7<br>Race office<br><br>**17:00:**<br>Award Ceremony Team race<br>Village Centre or race office | **12:30:**<br>• Award Ceremony Relay race<br>• Award Ceremony Combined Ranking<br>• Award Ceremony Nation Ranking<br>Village Centre or race office |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | **13:30/14:00:** Closing Ceremony |
| **18:30/19:00:** Team Captain Meeting race Day 1 Race office or TCM room | **18:30/19:00:** Team Captain Meeting race Day 2 & 3 Race office or TCM room | | **18:30/19:00:** Team Captain Meeting race Day 4 & 5 Race office or TCM room | | **18:30/19:00:** Team Captain Meeting race Day 6 Race office or TCM room | **18:30/19:00:** Team Captain Meeting race Day 7 Race office or TCM room | |

# 15. APPENDIX 4: FOOTAGE ON OFFICIAL WEBSITE OF THE LOC

## SPECIFICATION TO PUBLISH FOOTAGE OF THE HOSTED EVENT ON THE OFFICIAL WEB SITE CHANNELS OF THE LOC OF FOOTAGE OF THE HOSTED EVENT

With reference to the SEASON, ISMF and/or LOC is/are entitled to publish on its/their official internet website(s) and/or its/their official YouTube channel(s) footage of the hosted events, according to the following specifications:
ISMF and/or LOC is/are entitled to publish on its/their official internet website(s) and/or its/their official YouTube channel(s) footage of the hosted events, according to the following specifications:

A maximum of three (3) minutes highlights provided by the ISMF media partner per each event (event means all the races held in one venue during a ski season regardless the number of disciplines) on ISMF's and/or LOC's official website(s) and/or its/their official YouTube channel(s).

- During Race Video Clips

LOCs are entitled to embed and use Clips with a maximum duration of ninety (90) seconds of footage during a Competition with no time embargo.

- After Race Video Clips

  LOCs shall be entitled to embed and use Clips solely on their Dedicated ISMF Platforms after conclusion of the accordant Competition and no longer than ninety (90) seconds per Competition.

- After Event Day Video Clips

  LOCs shall be entitled to embed and use after the conclusion of the relevant Event on their Dedicated ISMF Platforms a compilation of Clips of each Event Day's Competitions which may include up to three (3) minutes in aggregate of footage of the relevant Event Day's Competitions. No such Clip shall contain more than thirty (30) seconds of consecutive Competition footage.

- Transmission limited to the official ISMF's and LOC's websites and/or official YouTube channels and social media pages (including but not limited to Facebook, Twitter, etc.) accessible on URL addresses to be communicated to the ISMF media partner in advance.

- Worldwide transmission, with no need to geo-block.

- Not downloadable audio-video material.

- For LOCs hosting events every season: transmission until the event of the next season.

- For LOCs not hosting events every season: transmission until December 15th. The transmission can be resumed on December 15th of the season in which the LOC will host the event again, until the event date.

- Audio-video material not to be licensed, distributed or otherwise shared with any other party, including, but not limited to, sponsors and tourist offices, which will be addressed to the ISMF media partner if interested to obtain footage. Any NF or LOC different from the event host will also be addressed to the ISMF media partner for any footage needs.

# 16. APPENDIX 5: CHECK-LIST

ISMF WORLD CUP

MEDIA CHECK-LIST WORLD CUP 2021/22

Information/item

RACES to be streamed: discipline and relative day

DEFINITION OF THE TIMELINE: starting time for each category/streamed race - to be coordinated among ISMF, EBU & LOC as soon as possible

INTERMEDIATE POINT for Individual race (if present)

TECHNICAL SPECIFICATIONS from EBU to the LOC

CAMERAS (fixed/mobile): total number

HIGHLIGHT of the single races (if possible) and of the whole event: when & where is it available?

LOCAL TVs: to coordinate with EBU

NATIONAL TVs: to coordinate with EBU

EBU'S NEEDS about the work on-site

LOC'S NEEDS about the media coverage

RACE AREA: location of cameras on the track and definition of spaces reserved for EBU

EVENT PROMOTION & VISIBILITY

SPONSOR: names, logos, graphics.

BIG SCREEN to show the streaming on-site

SNOWCAT (if necessary)

SIM CARDS

INTERNET CONNECTION: 4G/5G - necessary in the finish area for streaming, social media, time-keeper, etc.

JOURNALISTS/PHOTOGRAPHERS: 7 official (ISMF/EBU/Skimo Stats/LOC) with blue strip / others not official with pink strip = different access to the photo area (priority to official ones

# ISMF WORLD CUP/CHAMPIONSHIPS

## ORGANISATIONAL CHECK-LIST WORLD CUP/CHAMPIONSHIPS 2021/22

Date: Date:

| Information/item | Pre-event | | Post-event | |
|---|---|---|---|---|
| | Tick off when done | *Notes* | Evaluation | *Notes* |
| CONTRACT BETWEEN ISMF/NF and/or LOC | | | | |
| INSURANCE FOR THE EVENT | | | | |
| MAIN ROLES - LIST OF LOC COMPETITION OFFICIALS | | | | |
| WEBSITE | | | | |
| LOGISTICS - MAIN PLACES: race office, ski-room for producers, ski-room for teams, Team Captain Meeting room, etc. | | | | |
| EVENT PROGRAMME: Flower Ceremony, Medal Ceremony, Opening & Closing Ceremonies, Parties, etc. | | | | |
| ACCREDITATION PLAN | | | | |
| START/FINISH AREA LAYOUT WITH RELEVANT ACCESS AREAS | | | | |
| TRACKS: layout, emergency plan B, C, D, etc. (technical & organisational) | | | | |
| CHECK MATERIAL | | | | |
| AWARDS - PRIZES | | | | |
| SAFETY PLAN (signed by the ISMF Event Director) | | | | |
| MEDICAL PLAN (signed by the ISMF Event Director) | | | | |
| ANTI-DOPING CONTROL, RELEVANT STATION/ROOM, LOC STAFF NEEDED (chaperons) | | | | |
| TEAM CAPTAIN MEETING: format from the ISMF, dedicated meeting room | | | | |
| (HEATED) TENTS OR ROOMS FOR ATHLETES TO CHANGE CLOTHES | | | | |
| REFRESHMENT POINTS FOR ATHLETES | | | | |
| RADIOS (TECHNICAL JURY MEMBERS & EVENT JURY MEMBERS) with separate/dedicated channel | | | | |
| SKI PASS | | | | |
| OFFICIAL TIME-KEEPER | | | | |
| SPEAKER: sound system, position of the speaker on the spot, presence of local speaker, possibility to have two speakers for vertical races | | | | |
| VOLUNTEERS: to take care of the official results on site | | | | |
| SPECTATORS AREA, PRESS AREA, EVENT VISIBILITY | | | | |
| INTERNET CONNECTION FOR TV AND IMPLEMENTATION TEAM – INTERNET CONNECTION IN THE FINISH AREA | | | | |
| COMMERCIAL VILLAGE | | | | |
| ON SITE TRANSPORTATION | | | | |
| ACCOMMODATION | | | | |
| MEALS | | | | |
| SUSTAINABILITY: LOC Coordinator | | | | |
| PRE-EVENT MEETING: online - two weeks before the event | | | | |
| MAIN CONTACTS | | | | |
| ISMF TECHNICAL JURY | | | | |
| ISMF EVENT JURY | | | | |
| DEBRIEFING: online - two weeks after the event (if possible) | | | | |
| MEDIA (please refer to the separate check-list) | | | | |
| BIG SCREEN | | | | |
| SPONSOR | | | | |
| COVID (please refer to the separate check-list) | | | | |

## ISMF WORLD CUP - PLACE / COUNTRY / DATE EVENT

## ORGANISATIONAL CHECK-LIST WORLD CUP 2022/23

**Date of pre-visit:** **Date:**

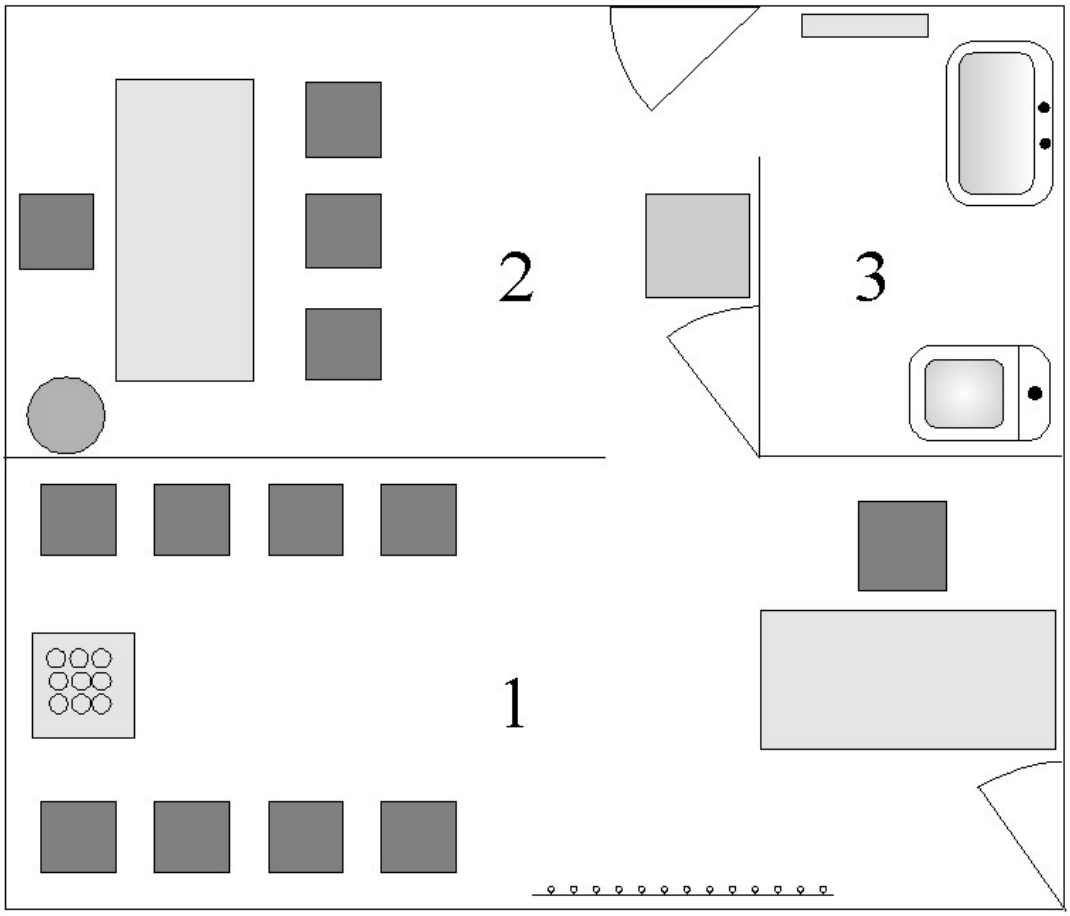
| | Information/item | Pre-event | | | Post-event | |
|---|---|---|---|---|---|---|
| | | *Deadline* | *tick off* | *Notes* | Evaluation | *Notes* |
| GENERAL | **CONTRACT between ISMF/NF/LOC** | | | | | |
| | **INSURANCE for EVENT** | | | | | |
| | **MEETINGS** | | | | | |
| | - ISMF homologation visit (on site) | | | | | |
| | - ISMF pre-event meeting (two weeks before the event, online) | | | | | |
| | - LOC technical meeting (on site) | | | | | |
| | - LOC pre-event meeting (two days before the first race, on site) | | | | | |
| | - LOC media meeting | | | | | |
| | - ISMF de-briefing (one week after the event, online) | | | | | |
| MARKETING | **WEBSITE:** | | | | | |
| | - domain | | | | | |
| | - presence of official logo | | | | | |
| | - programme of the event | | | | | |
| | - race tracks | | | | | |
| | - info about accommodation/accreditation/main places | | | | | |
| | **COMMERCIAL VILLAGE** | | | | | |
| | **RACES to be streamed:** discipline and relative day | | | | | |
| | **DEFINITION OF THE TIMELINE:** starting time for each category/streamed race - to be coordinated among ISMF, EBU & LOC as soon as possible | | | | | |
| | **INTERMEDIATE POINT for Individual race** (if present) | | | | | |
| | **TECHNICAL SPECIFICATIONS from EBU to the LOC** | | | | | |
| | **CAMERAS (fixed/mobile):** total number | | | | | |
| | **HIGHLIGHT of the single races (if possible) and of the whole event:** when & where is it available? | | | | | |
| | **LOCAL TVs:** | | | | | |
| | **NATIONAL TVs:** | | | | | |
| | **EBU'S NEEDS** about the work on-site | | | | | |
| | **LOC'S NEEDS** about the media coverage | | | | | |
| | **RACE AREA:** location of cameras on the track and definition of spaces reserved for EBU | | | | | |
| | **EVENT PROMOTION & VISIBILITY / HOSPITALITY - VIP AREA** | | | | | |
| | **SPONSOR:** names, logos, graphics. | | | | | |
| | **IMPLEMENTATION:** n°1 person dedicated | | | | | |
| | **BIG SCREEN** to show the streaming on-site | | | | | |
| | **SNOWCAT** (if necessary) | | | | | |
| | **INTERNET CONNECTION:** 4G/5G - necessary in the finish area for streaming, social media, time-keeper, etc. | | | | | |
| | **JOURNALISTS/PHOTOGRAPHERS:** 7 official (ISMF/EBU/Skimo Stats/LOC) with blue strip / others not official with pink strip = different access to the photo area (priority to official ones) | | | | | |
| ORGANISATION | **LIST of MAIN ROLES (each person with phone number and email address):** | | | | | |
| | - general coordinator and secretary | | | | | |
| | - race and/or track director | | | | | |
| | - ceremonies | | | | | |
| | - accommodation and meals | | | | | |
| | - press, media and website | | | | | |
| | - volunteers: check material, scale etc. | | | | | |
| | - sustainability | | | | | |
| | **LOGISTICS and MAIN PLACES (with WIFI access):** | | | | | |
| | - race office | | | | | |
| | - Team Captain Meeting room | | | | | |
| | - press room | | | | | |
| | - general office room | | | | | |
| | - ski room for producers | | | | | |
| | - ski tent for teams | | | | | |
| | **EVENT PROGRAMME (with time and location):** | | | | | |
| | - opening and Closing Ceremonies | | | | | |
| | - top5 bib distribution | | | | | |
| | - flower and award ceremonies | | | | | |
| | - parties | | | | | |
| | **RACE PROGRAMME (with time and location):** | | | | | |
| | - starting times of each category | | | | | |
| | - TCM and pre-event TCM | | | | | |
| | **ACCREDITATION PLAN:** to be plasticized or with a small plastic case and nominative (everyone including press must have an accreditation) | | | | | |
| | **REGISTRATION: closing day** | | | | | |
| | **CHECK MATERIAL (8-9 persons needed):** | | | | | |
| | - start area: 2x for timing chip, 1-2x for DVA, 1x for bib | | | | | |
| | - finish area: 4x for control of backpack and weight equipment, 1-2x chips, 1-2x bibs number,1-2xDVA (individual) | | | | | |
| | **AWARDS and PRIZES:** (for EUCH and WCH necessary to include a prize money for the combined ranking) | | | | | |
| | **SAFETY PLAN (signed by the ISMF Event Director):** to provide rescue also for the rest day (if present) and training day | | | | | |
| | **MEDICAL PLAN (signed by the ISMF Event Director)** | | | | | |
| | **ANTI-DOPING CONTROL:** | | | | | |
| | - relevant location/room | | | | | |
| | - LOC staff needed (chaperons) | | | | | |
| | **TEAM CAPTAIN MEETING:** | | | | | |
| | - ISMF template | | | | | |
| | - dedicated room with a big screen and sound system | | | | | |
| | **TENTS or ROOMS for ATHLETES:** to change clothes (heated) | | | | | |
| | **TENT for VIDEO CHECK:** with table and 2 chairs (closed tent) | | | | | |

## ISMF WORLD CUP - PLACE / COUNTRY / DATE EVENT
## ORGANISATIONAL CHECK-LIST WORLD CUP 2022/23

**Date of pre-visit:** **Date:**

| | Information/item | Pre-event | | | Post-event | |
|---|---|---|---|---|---|---|
| | | *Deadline* | *tick off* | *Notes* | Evaluation | *Notes* |
| | **RADIOS for ISMF STAFF:** with separate channel, also for national referees and EBU, total 8 pcs. | | | | | |
| | **TRAINING and COURSE INSPECTION:** when (day and time) and where (which slopes) | | | | | |
| | **SKI PASS:** | | | | | |
| | - for NF (n°2x coaches) and x ISMF | | | | | |
| | - to provide also for rest/training days | | | | | |
| | - possibility that for use of chairlift the accreditation is sufficient | | | | | |
| | **OFFICIAL TIME-KEEPER:** check intermediate times (loops) and/or GPS | | | | | |
| | **SPEAKER:** | | | | | |
| | - working sound system with 2 radio-microphones (spare batteries included) | | | | | |
| | - DJ and music | | | | | |
| | - local and ISMF speaker (vertical with start and finish) | | | | | |
| | **VOLUNTEERS:** | | | | | |
| | - for official results at finish area | | | | | |
| | - for check material / scale | | | | | |
| | - for control of accreditation and entry into the various race areas | | | | | |
| | - meeting information ISMF - LOC - teamleader - volunteers | | | | | |
| | **ON SITE TRANSPORTATION (if necessary):** clothes transport for vertical race | | | | | |
| | **ACCOMMODATION:** for teams and ISMF staff (late check out on last day) | | | | | |
| | **MEALS:** in hotel (early breakfast) or together | | | | | |
| | **SUSTAINABILITY:** name person and email address | | | | | |
| | **ISMF TECHNICAL JURY** | | | | | |
| | **ISMF EVENT JURY** | | | | | |
| | **NATIONAL REFEREES** | | | | | |
| TECHNICAL | **TRACKS:** | | | | | |
| | - layout (including transition, technical and refreshement area) with height profile for all categories | | | | | |
| | - plan B and C (technical & organisational) | | | | | |
| | - options for sprint race and mixed relay | | | | | |
| | **RACE VENUE and FIELD OF PLAY:** | | | | | |
| | - athletes deposit and warm up area | | | | | |
| | - coaching areas for sprint (start, foot part, 3rd transition) | | | | | |
| | - coaching areas for vertical (start, after steep parts) | | | | | |
| | - coaching areas for individual (start, technical and refreshement area) | | | | | |
| | - spectators areas | | | | | |
| | - media areas for live-stream (camera position) and photo | | | | | |
| | - organisation areas | | | | | |
| | - referee areas for referees and video check | | | | | |
| | **LAYOUT for START and FINISH AREA:** finish area following ISMF proposals depending on the location including flower ceremony and check material including relevant access to areas | | | | | |

# 17. APPENDIX 6: DOPING CONTROL STATION LAYOUT (EXAMPLE)




1. **Waiting Room**
- Refrigerator or Cool Box with sealed non-alcoholic drinks,
- Desk, Chairs, Hangers, etc.

2. **Administration / Processing Room**
- Desk, Chairs…
- Waste Bin, Paper Towels, Disposable gloves, etc.
- Refrigerator (Sampling storage), etc.
- Telephone or other Communication Device, Scissors, writing material, etc.

3. **Sampling Room (Toilet)**
- Water Closet, Wash Basin,
- Paper Towels, Hygienic Toilet Paper, Hooks.

# 18. APPENDIX 7: SPECIAL MOTION FOR ASIA (CHINA AND SOUTH KOREA)

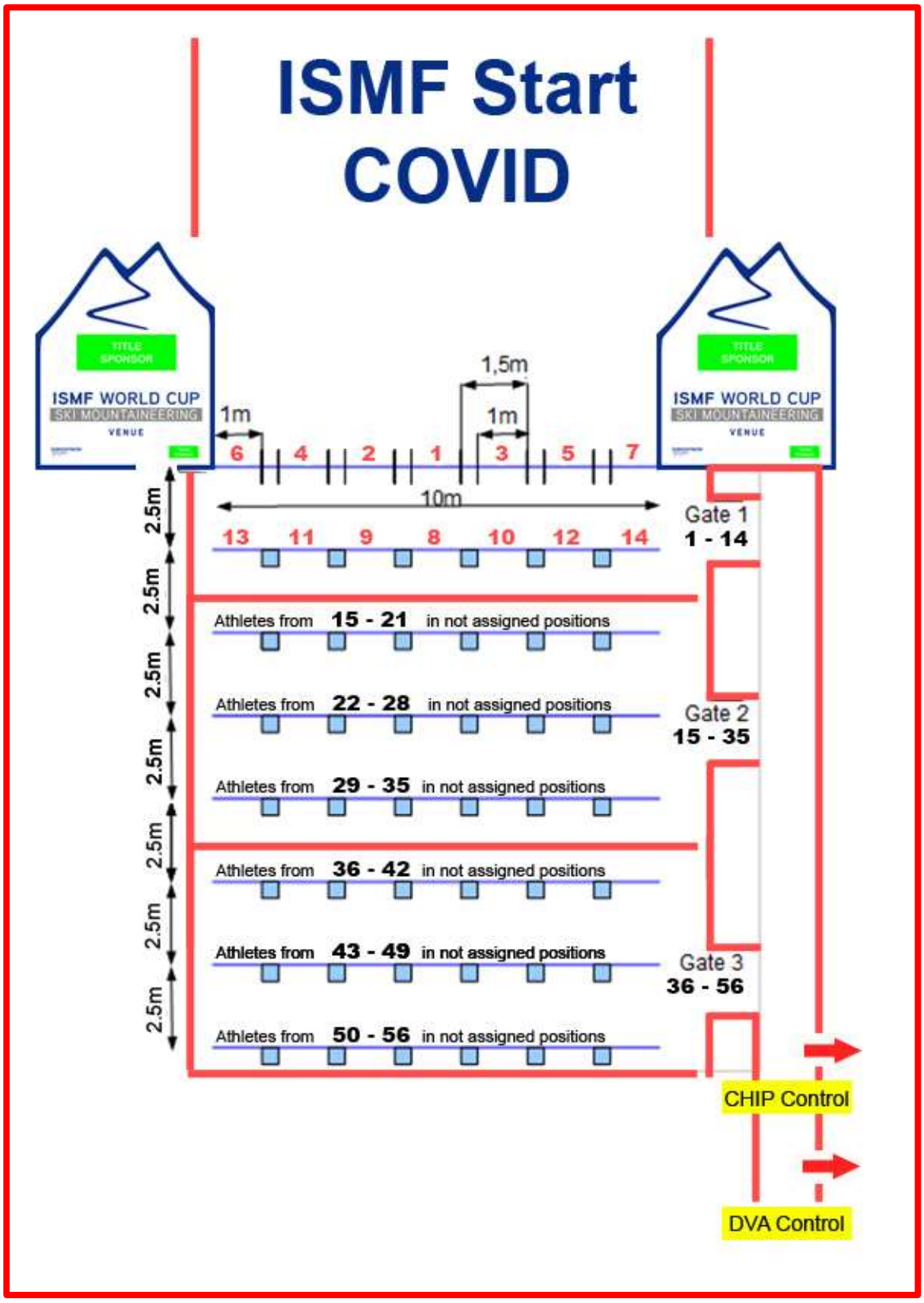
Motion submitted by the Technical Committee because of the specific conditions encountered in ASIA (China and South Korea).

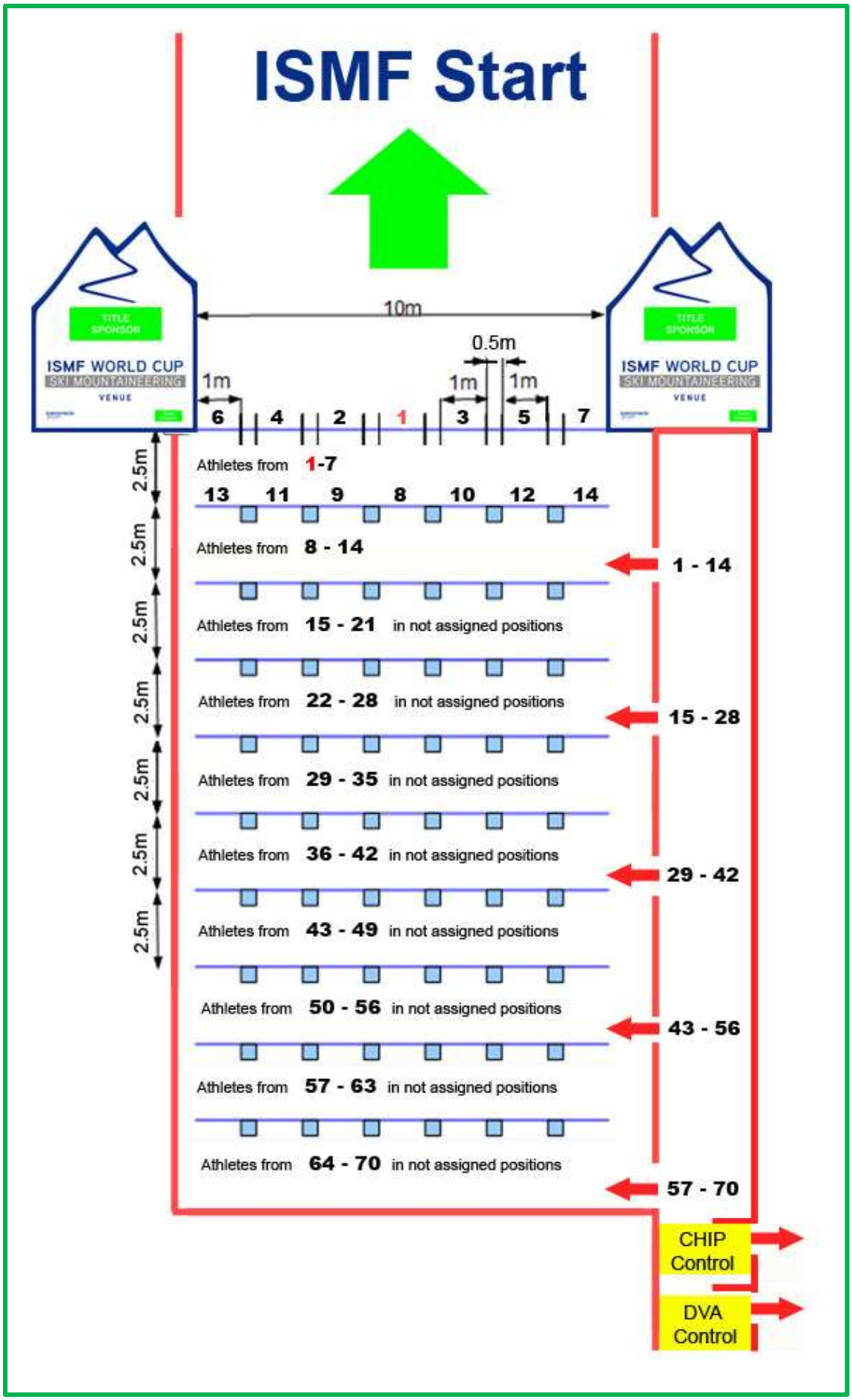
Request for a temporary change in Sporting Rules as described hereafter:
The following applies only to Asia (China and South Korea), as defined according to the following classification: "When a course has been designed on ski trails within a ski resort and if Local Organising Committee considers that no avalanche risk exists, then the following equipment may be excluded from the list of compulsory equipment: avalanche transceiver (DVA), snow shovel and snow probe."
The Local Organising Committee must submit these requests to the ISMF Sport Dept. and must obtain approval when registering the race.

# TECHNICAL APPENDIX

## 19.18. APPENDIX 87: TECHNICAL SPECIFICATIONS START AREA

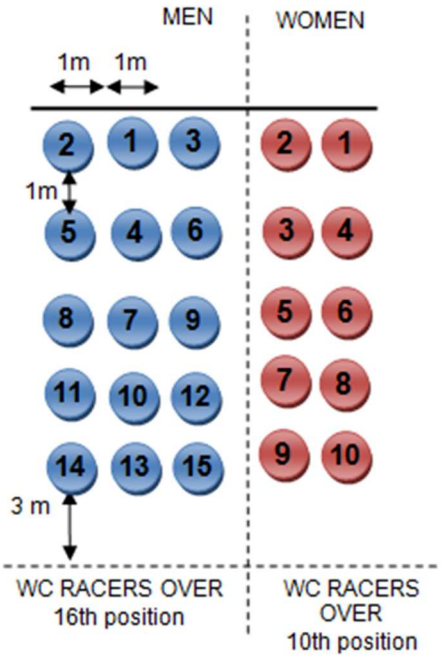
Schematic example of the organisation of the start lines into the Start Area. The implementation team of ISMF will adapt the start area to the needs and the terrain.



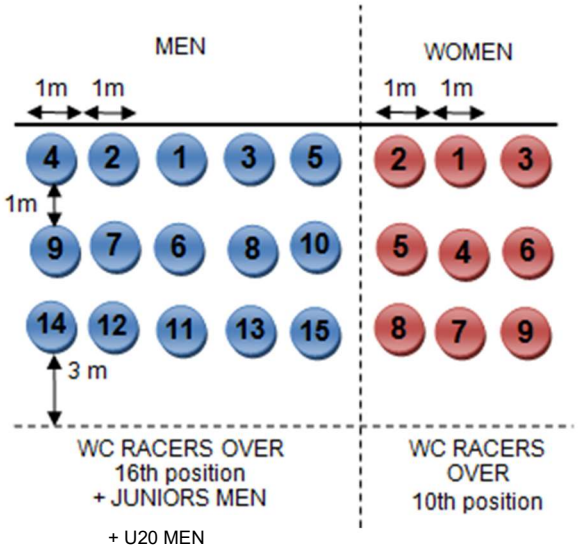

ISMF Start
TITLE SPONSOR
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
10m
0.5m
1m
1m
1m
6 4 2 1 3 5 7
2.5m
Athletes from 1-7
13 11 9 8 10 12 14
Athletes from 8 - 14
1 - 14
Athletes from 15 - 21 in not assigned positions
Athletes from 22 - 28 in not assigned positions
15 - 28
Athletes from 29 - 35 in not assigned positions
Athletes from 36 - 42 in not assigned positions
29 - 42
Athletes from 43 - 49 in not assigned positions
Athletes from 50 - 56 in not assigned positions
43 - 56
Athletes from 57 - 63 in not assigned positions
Athletes from 64 - 70 in not assigned positions
57 - 70
CHIP Control
DVA Control

## A. MEN AND WOMEN MASS START only allowed if approved by the ISMF appointed Technical Director

CONFIGURATION "3-2" if narrower space
(3 men, 2 women/line), need 5 meters width

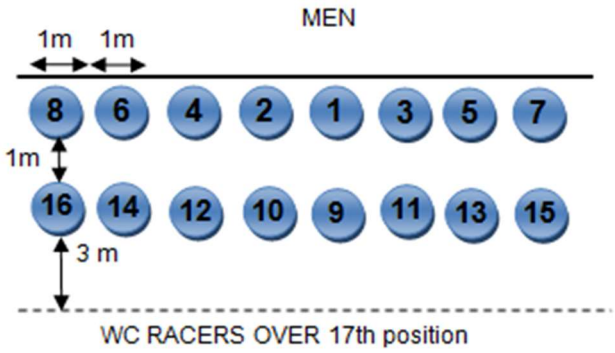


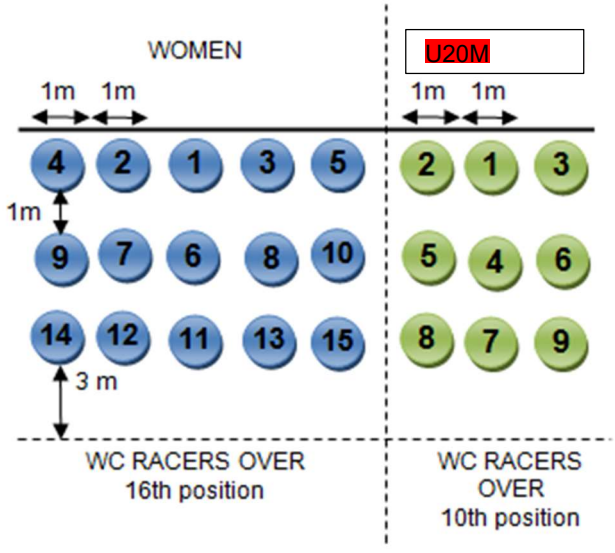

CONFIGURATION "5-3" if enough space
(5 men, 3 women/line), need 8 meters width




The separation between men and women (or women and juniors, see below) should be made with flags and paint (no nets, no poles) on a distance of 50m minimum. The racers cannot cross this line.

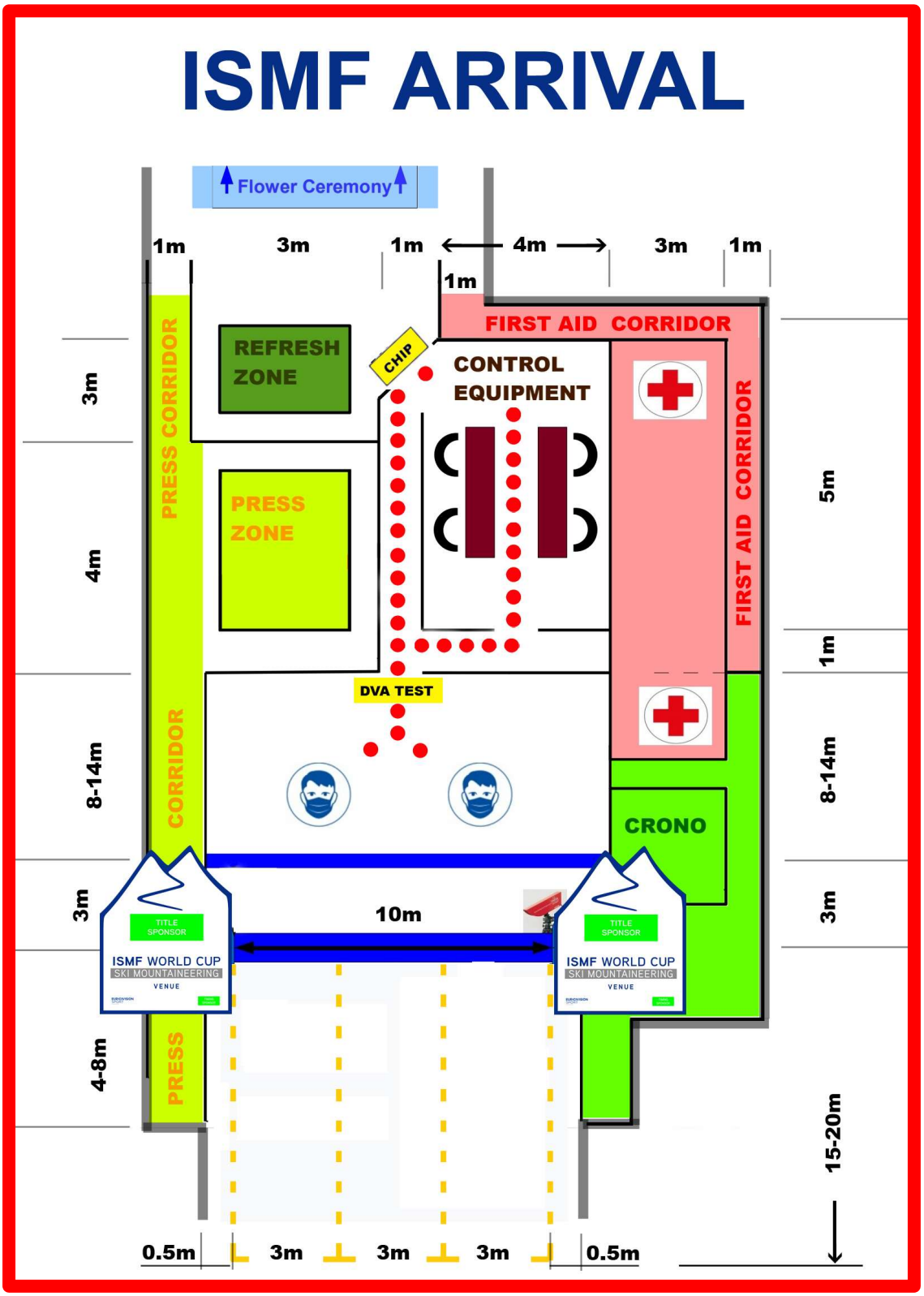
## B. MEN AND WOMEN SEPARATED START (normal start procedure)



# 20. 19 APPENDIX 98: TECHNICAL SPECIFICATIONS FINISH AREA

**N° 3 schematic example** of the organisation of the start lines into the Finish Area. The implementation team of ISMF will adapt the Finish area to the needs and the terrain.



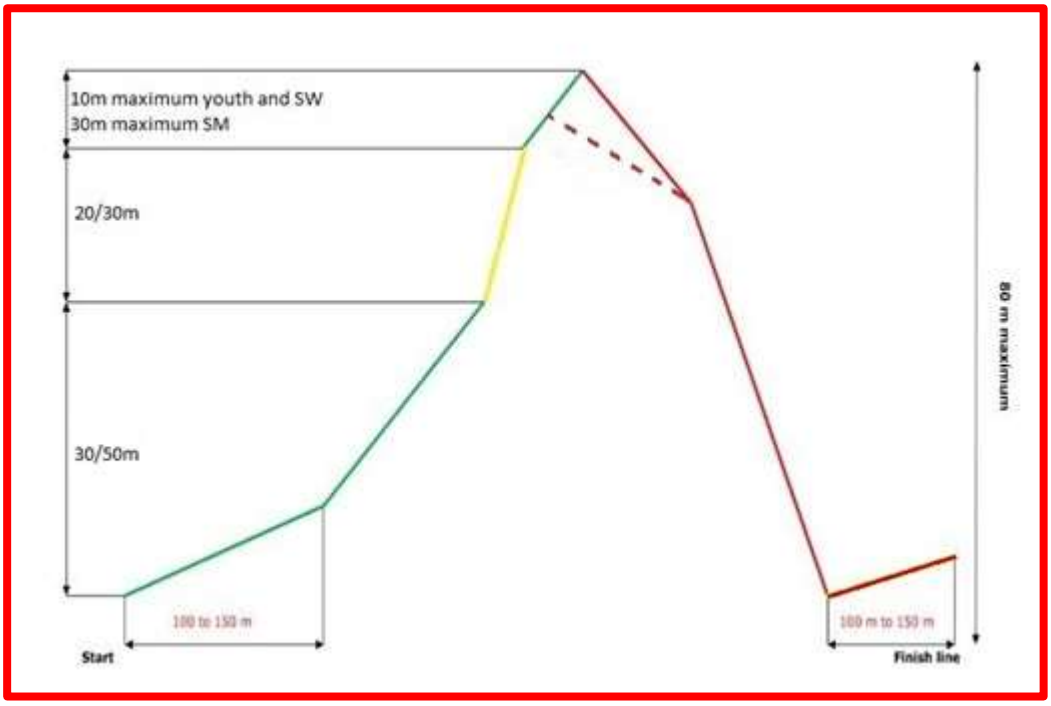
ISMF ARRIVAL
4/6 m.
2/3 m.
4/6 m.
1m.
REFRESH ZONE
CHIP
4/6 m.
FLOWER CEREMONY
PRESS ZONE
FIRST AID CORRIDOR
3/5 m.
4/6 m.
CONTROL EQUIPEMENT
DVA TEST
S.O.S
FLOWER CEREMONY
CORRIDOR
8-14m
CRONO
8-14m
3m
10m
3m
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
4-8m
PRESS
15-20m
0.5m
3m
3m
3m
0.5m

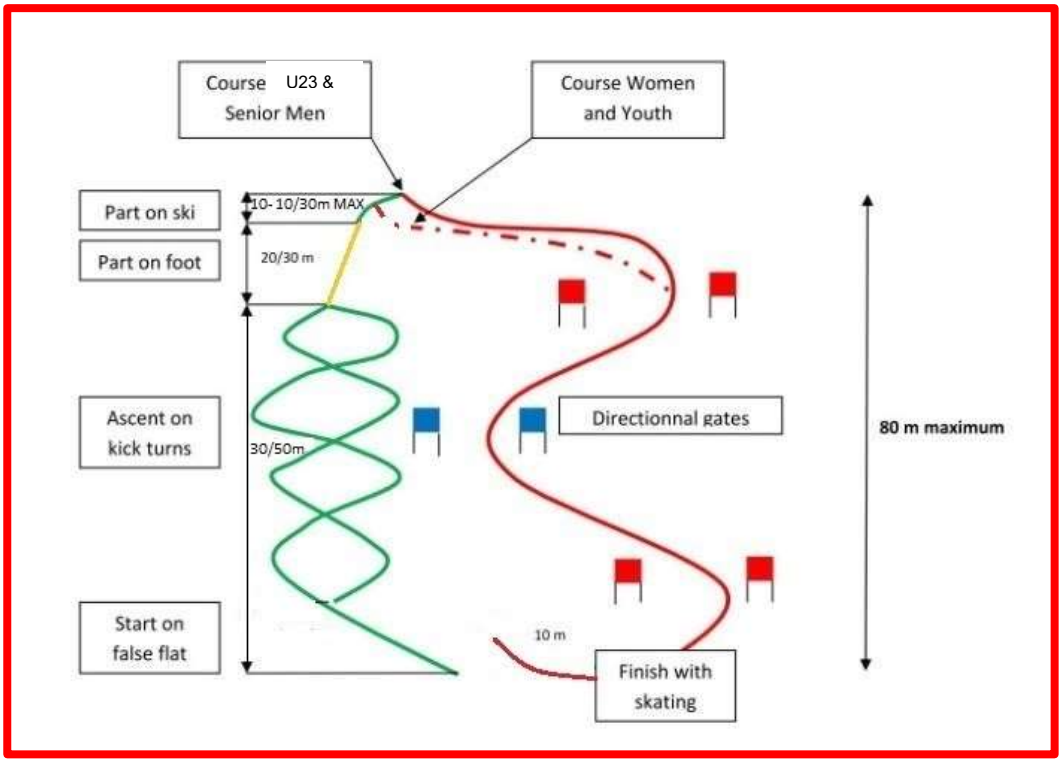
ISMF ARRIVAL
3/5 m.
4/6 m.
1m.
1m.
4/5 m.
1m.
CHIP
CONTROL EQUIPEMENT
REFRESH ZONE
4/6 m.
FIRST AID CORRIDOR
5m
3/6 m.
FLOWER CEREMONY
PRESS ZONE
CAMERA EBU
DVA TEST
S.O.S
FLOWER CEREMONY
CORRIDOR
8-14m
CRONO
8-14m
3m
10m
3m
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
4-8m
PRESS
15-20m
0.5m
3m
3m
3m
0.5m

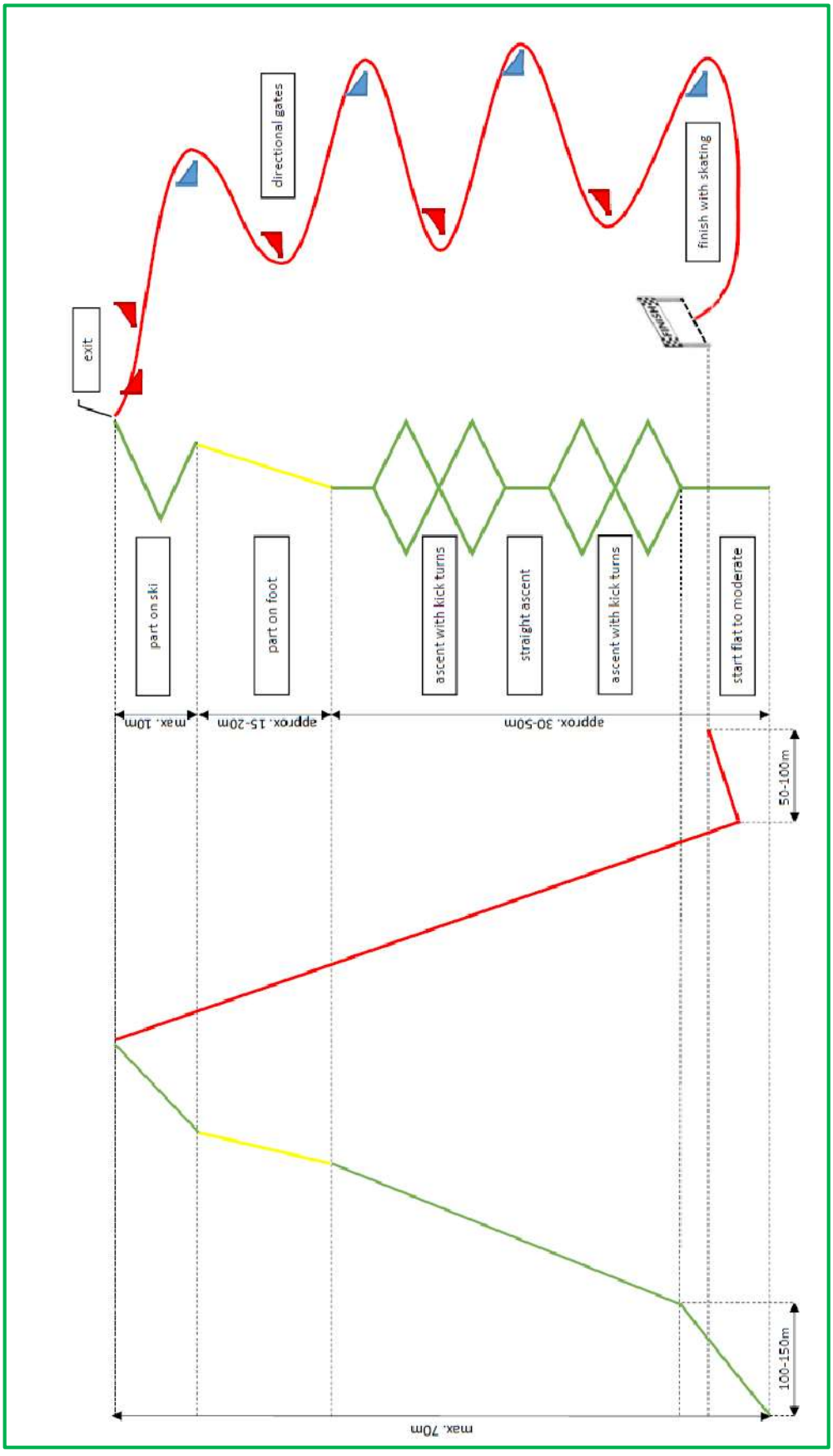
ISMF ARRIVAL
4/6 m.
1/2 m.
4/6 m.
1/2m.
CHIP
CONTROL EQUIPEMENT
REFRESH ZONE
4/6 m.
2
1
3
FLOWER CEREMONY
3/5 m.
FIRST AID CORRIDOR
PRESS ZONE
3/5 m.
CAMERA EBU
DVA TEST
S.O.S.
8-14m
CORRIDOR
CRONO
8-14m
3m
10m
3m
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
ISMF WORLD CUP
SKI MOUNTAINEERING
VENUE
4-8m
PRESS
15-20m
0.5m
3m
3m
3m
0.5m

# 21. 20APPENDIX 109: ALTIMETRIC PROFILE AND DESIGN OF THE SPRINT

After foot part: approximately 10 m maximum of elevation with skins on.for senior/U23 women and youth and approximately from 10m to 30m maximum for senior/U23 men. Important: all athletes have a ski part after the foot part.




exit
directional gates
finish with skating
part on ski
part on foot
ascent with kick turns
straight ascent
ascent with kick turns
start flat to moderate
max. 10m
approx. 15-20m
approx. 30-50m
50-100m
100-150m
max. 70m

# 22. 21 APPENDIX 1110: SPRINT RACE QUALIFICATION BOARD

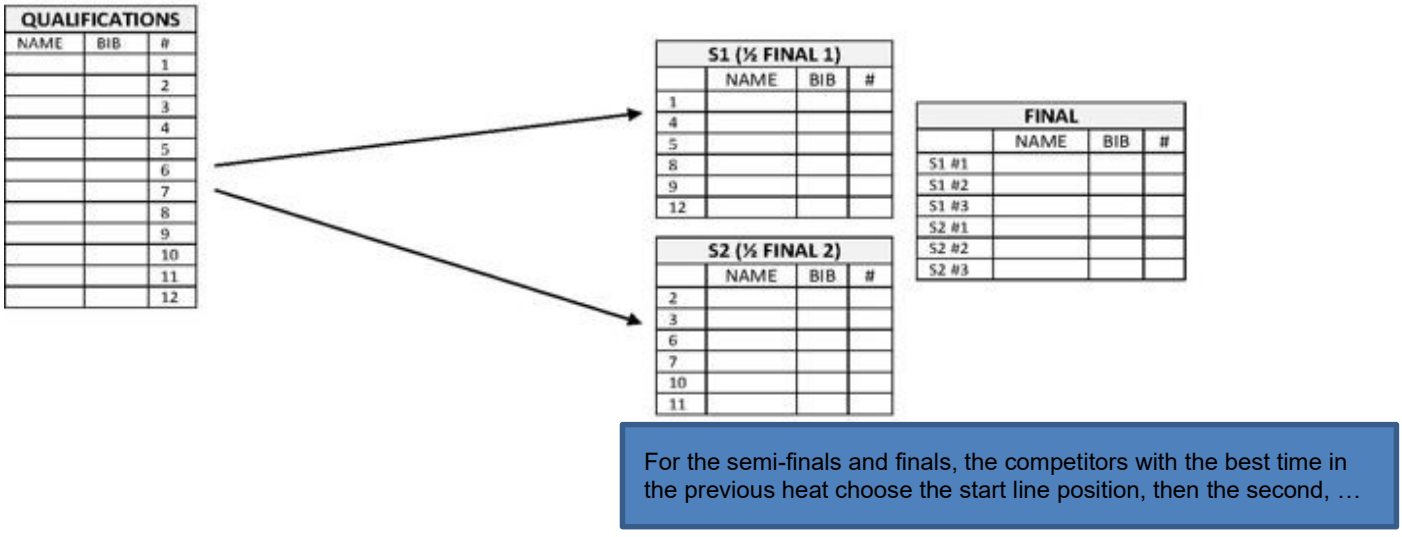
A. If less than 12 athletes (for all categories):

| QUALIFICATIONS | | |
|---|---|---|
| NAME | BIB | # |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |
| | | 6 |

| FINAL | | | |
|---|---|---|---|
| | NAME | BIB | # |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

Ranking:
-From 1st -6th place follow the position from the final.
-7th and more: Ranked by the qualification time.

B. If 12 or more than 12 to 23 athletes: (for all categories)




Ranking:
-From 1st -6th place follow the position from the final.
-7th – 12th place: Semi-finalists non-qualified for the final round. The ranking order is established following:
- the order of arrival of each semi-final;
- the best time of semi-finals with the equal position reached.
Example: 7th position = the best time between the two athletes who arrived fourth in each semi-final.
-From 13th to 23. Ranked by qualification time.

C) If 24 or more than 24 to 29 athletes: (except U18 category)

| QUALIFICATIONS | | |
|---|---|---|
| NAME | BIB | # |
| | | 1 |
| | | 2 |
| | | 3 |
| | | 4 |
| | | 5 |
| | | 6 |
| | | 7 |
| | | 8 |
| | | 9 |
| | | 10 |
| | | 11 |
| | | 12 |
| | | 13 |
| | | 14 |
| | | 15 |
| | | 16 |
| | | 17 |
| | | 18 |
| | | 19 |
| | | 20 |
| | | 21 |
| | | 22 |
| | | 23 |
| | | 24 |

| Q1( 1/4 FINAL 1) | | | |
|---|---|---|---|
| | NAME | BIB | # |
| 1 | | | |
| 8 | | | |
| 9 | | | |
| 16 | | | |
| 17 | | | |
| 24 | | | |

| Q2( 1/4 FINAL 2) | | | |
|---|---|---|---|
| | NAME | BIB | # |
| 4 | | | |
| 5 | | | |
| 12 | | | |
| 13 | | | |
| 19 | | | |
| 22 | | | |

| Q3( 1/4 FINAL 3) | | | |
|---|---|---|---|
| | NAME | BIB | # |
| 2 | | | |
| 7 | | | |
| 10 | | | |
| 15 | | | |
| 18 | | | |
| 23 | | | |

| Q4( 1/4 FINAL 4) | | | |
|---|---|---|---|
| | NAME | BIB | # |
| 3 | | | |
| 6 | | | |
| 11 | | | |
| 14 | | | |
| 20 | | | |
| 21 | | | |

| S1 (1/2 FINAL 1) | | | |
|---|---|---|---|
| | NAME | BIB | # |
| Q1#1 | | | |
| Q1#2 | | | |
| Q1#3 | | | |
| Q2#1 | | | |
| Q2#2 | | | |
| Q2#3 | | | |

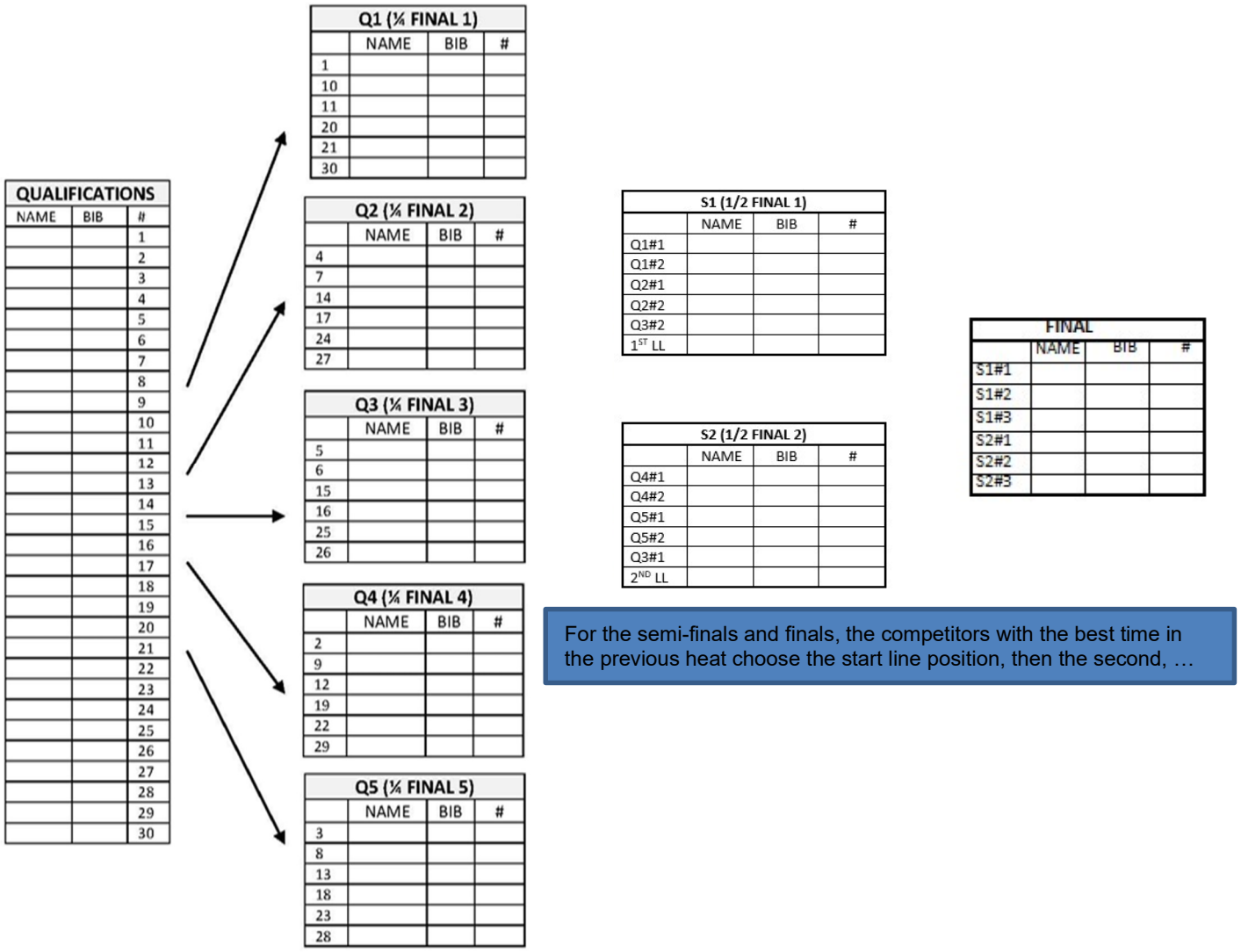
| S2 (1/2 FINAL 2) | | | |
|---|---|---|---|
| | NAME | BIB | # |
| Q3#1 | | | |
| Q3#2 | | | |
| Q3#3 | | | |
| Q4#1 | | | |
| Q4#2 | | | |
| Q4#3 | | | |

| FINAL | | | |
|---|---|---|---|
| | NAME | BIB | # |
| S1#1 | | | |
| S1#2 | | | |
| S1#3 | | | |
| S2#1 | | | |
| S2#2 | | | |
| S2#3 | | | |

For the semi-finals and finals, the competitors with the best time in the previous heat choose the start line position, then the second,…

Ranking:
-From 1st -6th place follow the position from the final.
-7th – 12th place: Semi-finalists non-qualified for the final round. The ranking order is established following:
- the order of arrival of each semi-final
- the best time of semi-finals with the equal position reached.
Example: 7th position = the best time between the two athletes who arrived fourth in each semi-final.
- 13th - 24th place: Quarter-finalists not qualified for semi-final round. The ranking order is established following:
- the order of arrival of each quarter-final
- the best time of quarter-finals with the equal position reached.
Example: 13th position = the best time between the four athletes who arrived fourth in each quarter-final.
- 25th – 29th place: Ranked by qualification time.
If there is no timekeeping for quarter-finals, semi-finals, finals, the ranking times will be taken from the qualification

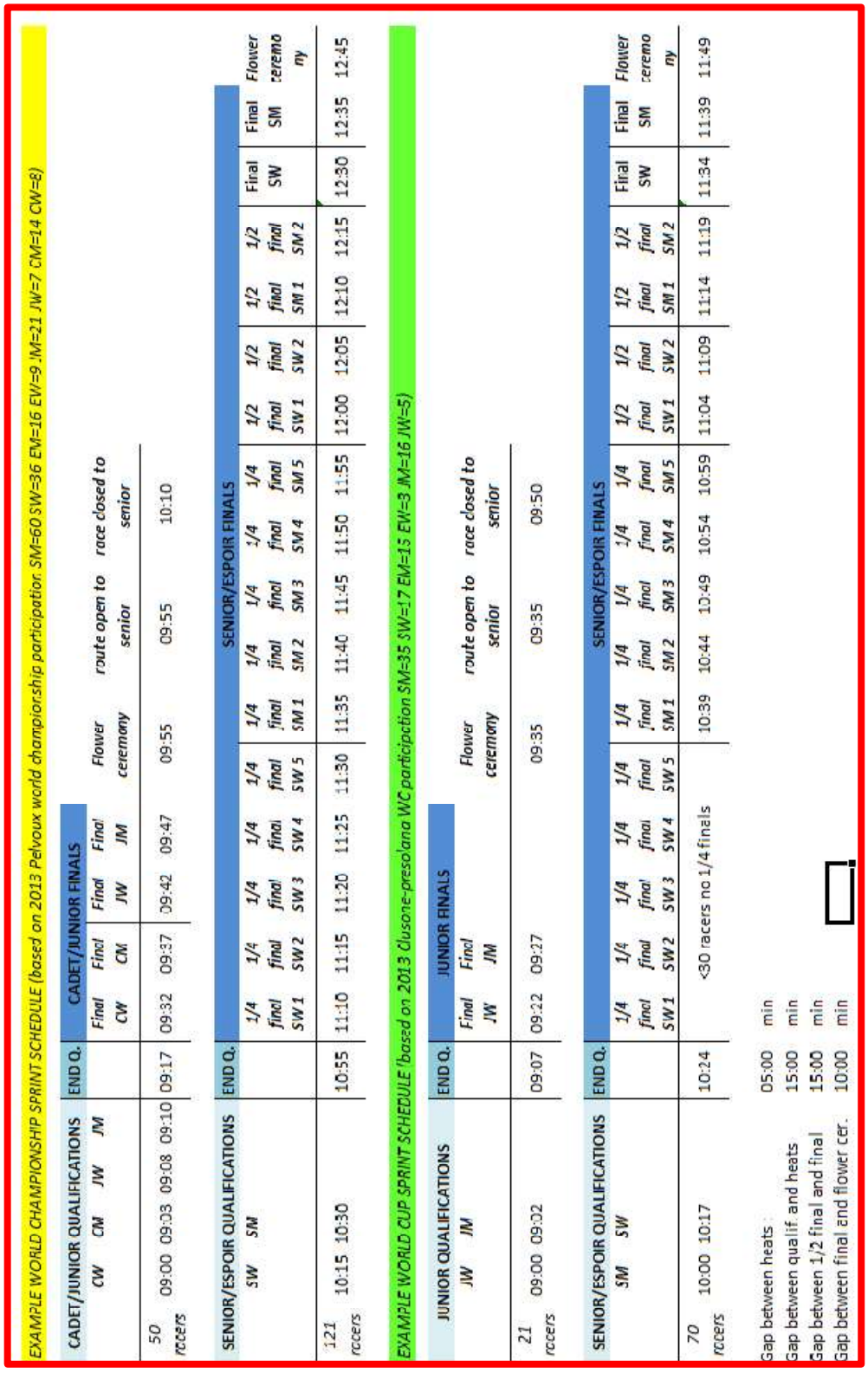
D) if 30 or more athletes:(Except U18 category)




Ranking:
-From 1st -6th place follow the position from the final.
-7th – 12th place: Semi-finalists non-qualified for the final round. The ranking order is established following:
- the order of arrival of each semi-final
- the best time of semi-finals with the equal position reached.
Example: 7th position = the best time between the two athletes who arrived fourth in each semi-final.
-13th – 30th place: Quarter-finalists non-qualified for semi-final round. The ranking order is established following:
- the order of arrival of each quarter-final
- the best time of quarter-finals with the equal position reached.
Example: 13th position = the best time between the four athletes who arrived third in each quarter-final.
-31st and more: Ranked by qualification time.
If there is no timekeeping for quarter-finals, semi-finals, finals, the ranking times will be taken from the qualification

# 23. 22 APPENDIX 12 11: EXAMPLE OF SPRINT RACE SCHEDULE (TO BE ADAPTED WITH THE NUMBER OF ATHLETES)

The Sprint race schedule is defined with the ISMF official media partner on an event-by-event basis according to different needs.



*EXAMPLE WORLD CHAMPIONSHIP SPRINT SCHEDULE (based on 2013 Pelvoux world championship participation: SM=60 SW=36 EM=16 EW=9 JM=21 JW=7 CM=14 CW=8)*

| CADET/JUNIOR QUALIFICATIONS | | | | END Q. | CADET/JUNIOR FINALS | | | | Flower ceremony | route open to senior | race closed to senior |
|---|---|---|---|---|---|---|---|---|---|---|---|
| CW | CM | JW | JM | | Final CW | Final CM | Final JW | Final JM | | | |
| 09:00 | 09:03 | 09:08 | 09:10 | 09:17 | 09:32 | 09:37 | 09:42 | 09:47 | 09:55 | 09:55 | 10:10 |
| 50 racers | | | | | | | | | | | |

| SENIOR/ESPOIR QUALIFICATIONS | | END Q. | SENIOR/ESPOIR FINALS | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SW | SM | | 1/4 final SW 1 | 1/4 final SW 2 | 1/4 final SW 3 | 1/4 final SW 4 | 1/4 final SW 5 | 1/4 final SM 1 | 1/4 final SM 2 | 1/4 final SM 3 | 1/4 final SM 4 | 1/4 final SM 5 | 1/2 final SW 1 | 1/2 final SW 2 | 1/2 final SM 1 | 1/2 final SM 2 | Final SW | Final SM | Flower ceremony |
| 121 racers | | 10:55 | 11:10 | 11:15 | 11:20 | 11:25 | 11:30 | 11:35 | 11:40 | 11:45 | 11:50 | 11:55 | 12:00 | 12:05 | 12:10 | 12:15 | 12:30 | 12:35 | 12:45 |

*EXAMPLE WORLD CUP SPRINT SCHEDULE (based on 2013 Clusone-presolana WC participation SM=35 SW=17 EM=13 EW=3 JM=16 JW=5)*

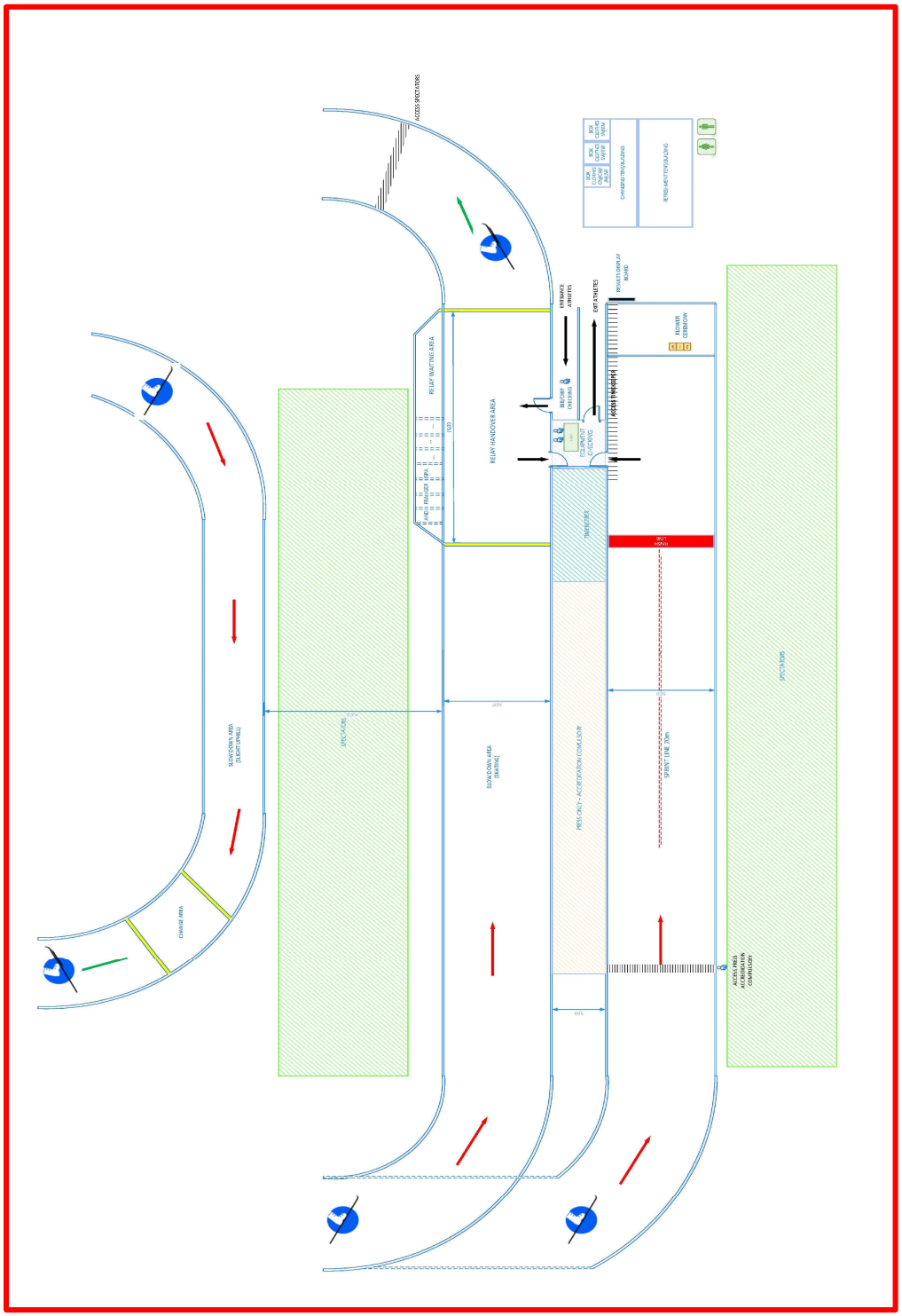
| JUNIOR QUALIFICATIONS | | END Q. | JUNIOR FINALS | | Flower ceremony | route open to senior | race closed to senior |
|---|---|---|---|---|---|---|---|
| JW | JM | | Final JW | Final JM | | | |
| 09:00 | 09:02 | 09:07 | 09:22 | 09:27 | 09:35 | 09:35 | 09:50 |
| 21 racers | | | | | | | |

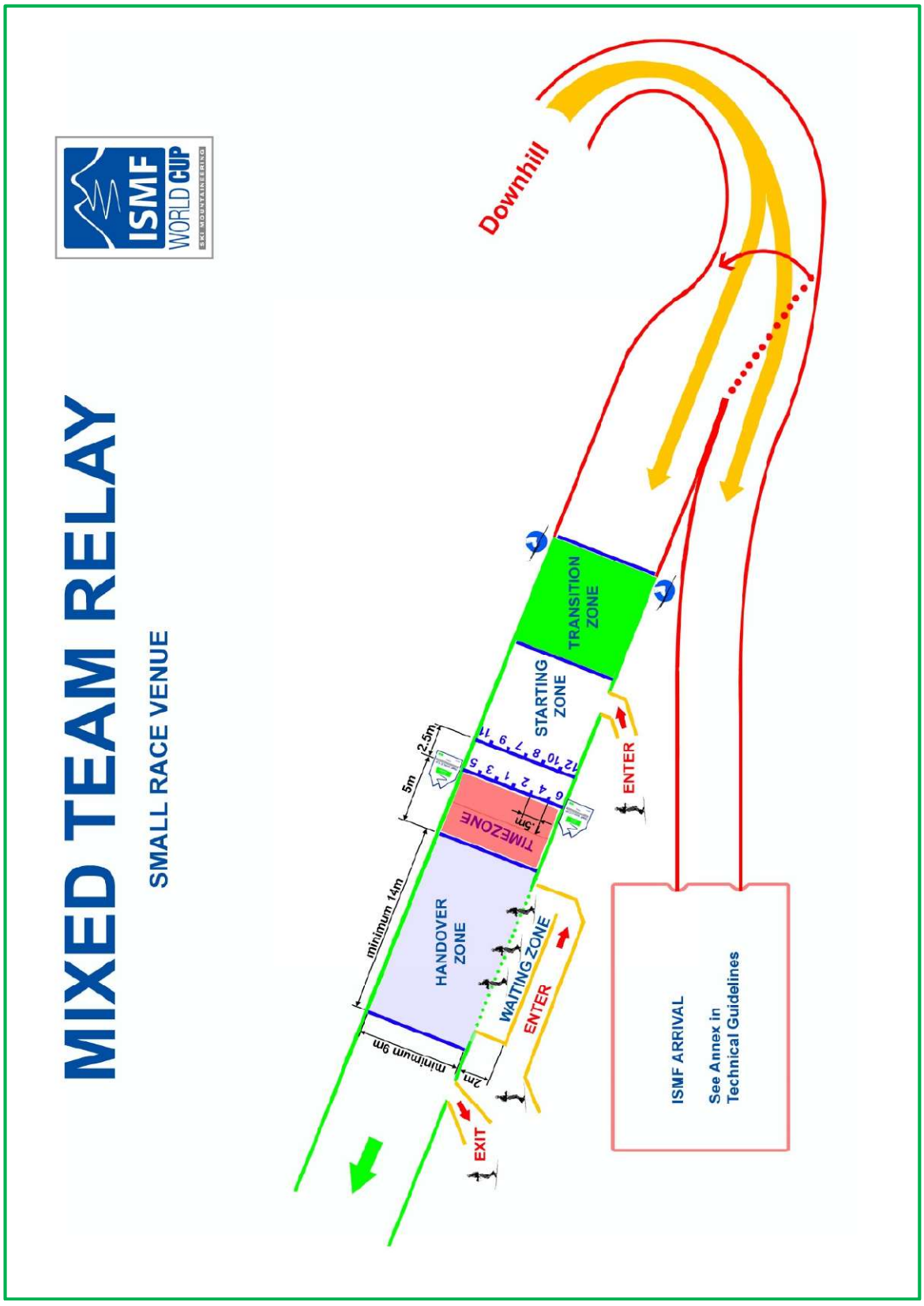
| SENIOR/ESPOIR QUALIFICATIONS | | END Q. | SENIOR/ESPOIR FINALS | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| SM | SW | | 1/4 final SW 1 | 1/4 final SW 2 | 1/4 final SW 3 | 1/4 final SW 4 | 1/4 final SW 5 | 1/4 final SM 1 | 1/4 final SM 2 | 1/4 final SM 3 | 1/4 final SM 4 | 1/4 final SM 5 | 1/2 final SW 1 | 1/2 final SW 2 | 1/2 final SM 1 | 1/2 final SM 2 | Final SW | Final SM | Flower ceremony |
| 70 racers | 10:00 10:17 | 10:24 | <30 racers no 1/4 finals | | | | | 10:39 | 10:44 | 10:49 | 10:54 | 10:59 | 11:04 | 11:09 | 11:14 | 11:19 | 11:34 | 11:39 | 11:49 |

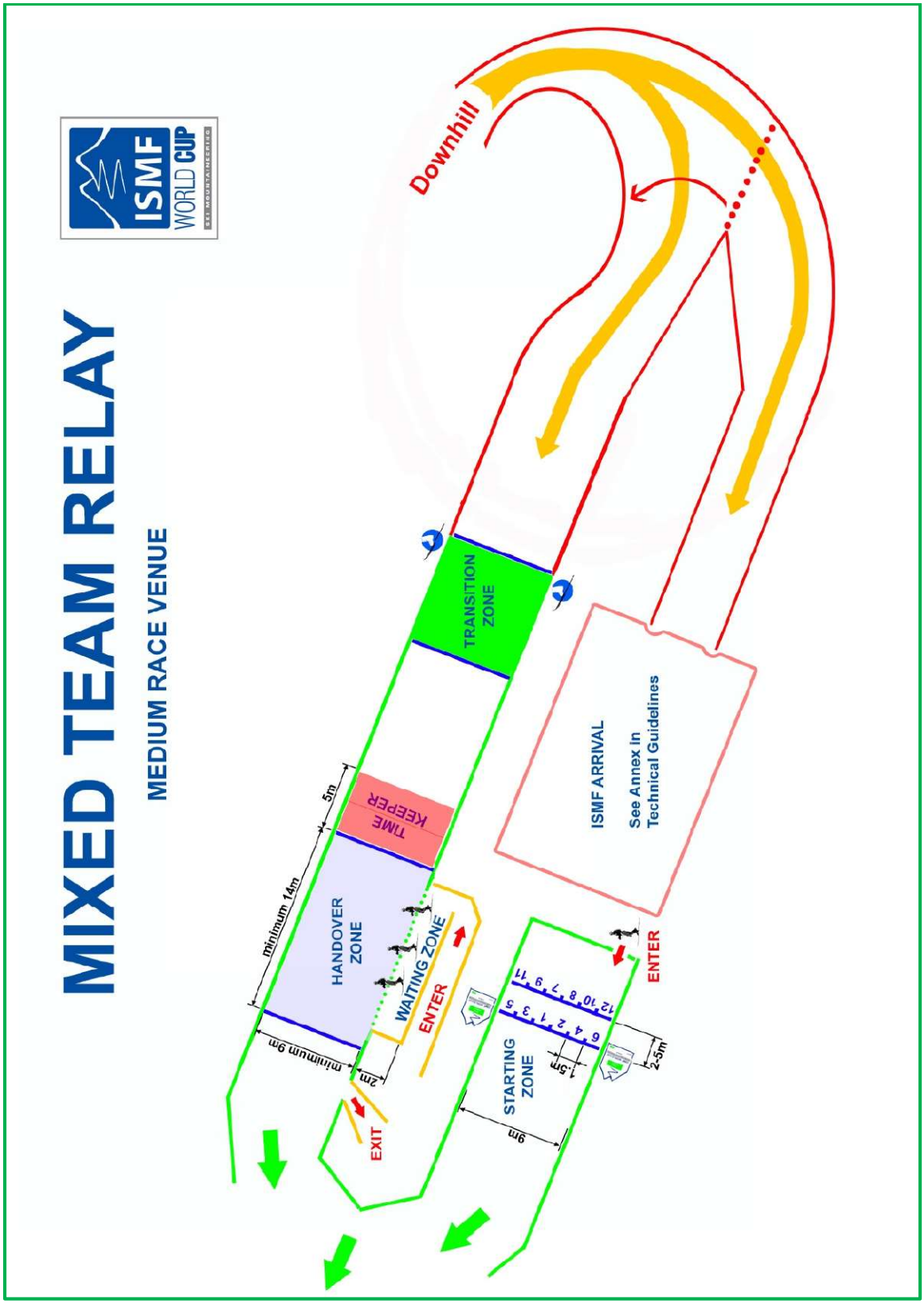
| | | |
|---|---|---|
| Gap between heats | 05:00 | min |
| Gap between qualif. and heats | 15:00 | min |
| Gap between 1/2 final and final | 15:00 | min |
| Gap between final and flower cer. | 10:00 | min |

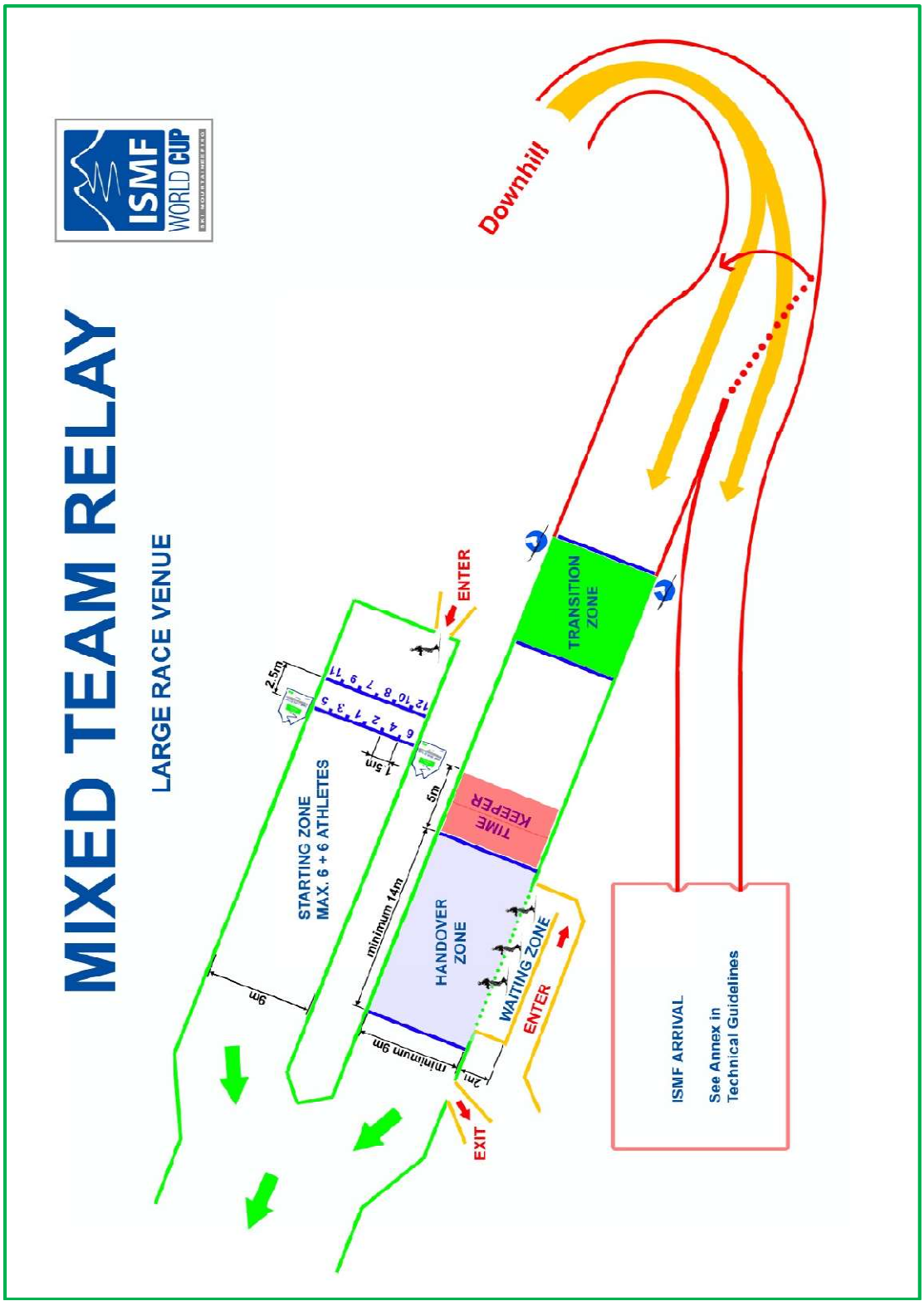
# 24. 23 APPENDIX 13 12: RELAY HANDOVER AREA

The Relay handover area may be subject to change depending on the characteristics of the competition terrain. The drawings below are examples.



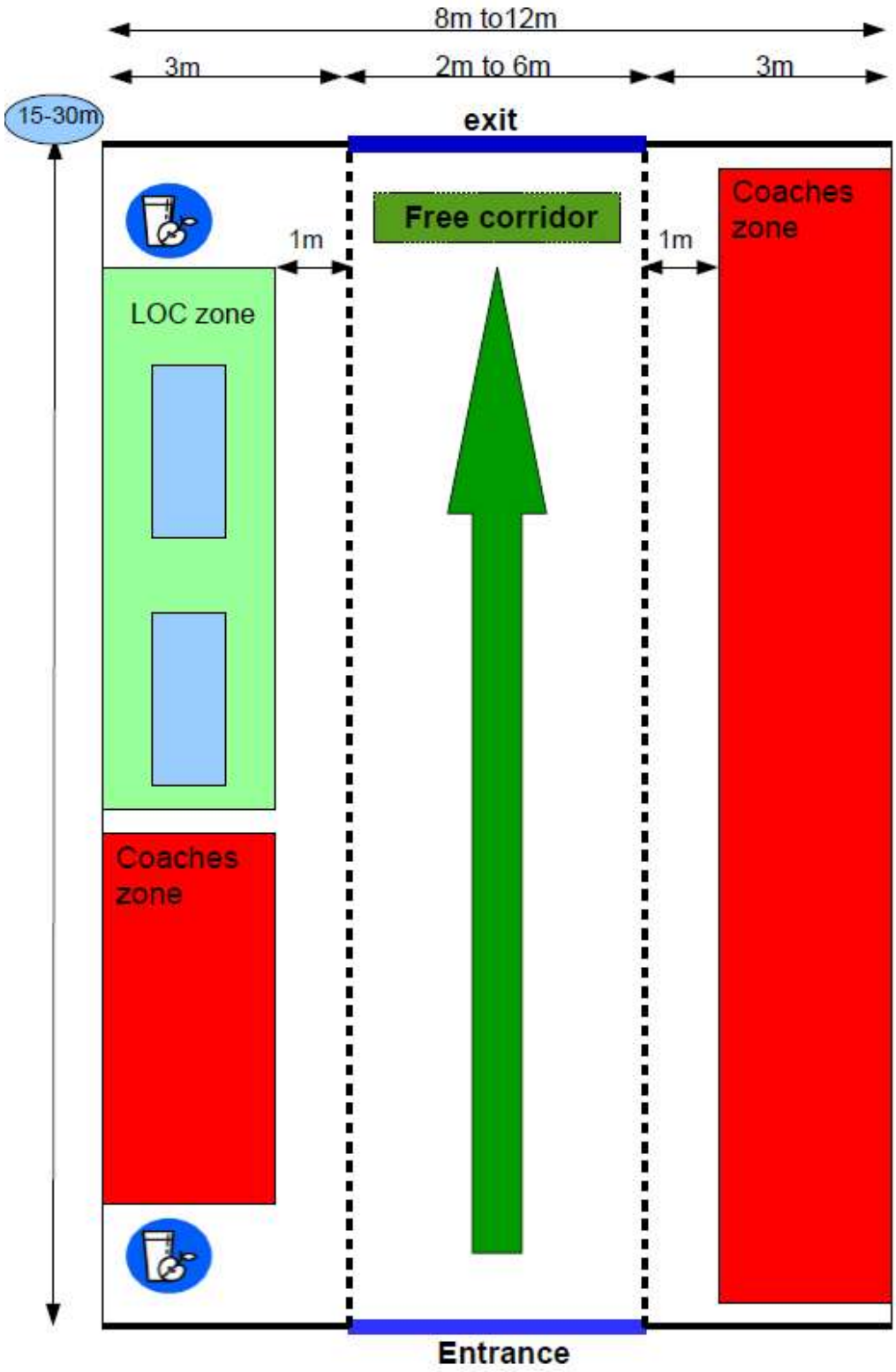

MIXED TEAM RELAY
SMALL RACE VENUE
ISMF WORLD CUP
Downhill
TRANSITION ZONE
STARTING ZONE
ENTER
2.5m
5m
TIMEZONE
1.5m
minimum 14m
HANDOVER ZONE
WAITING ZONE
ENTER
minimum 9m
2m
EXIT
ISMF ARRIVAL
See Annex in Technical Guidelines


MIXED TEAM RELAY
MEDIUM RACE VENUE
ISMF WORLD CUP
Downhill
TRANSITION ZONE
ISMF ARRIVAL
See Annex in Technical Guidelines
TIME KEEPER
5m
minimum 14m
HANDOVER ZONE
WAITING ZONE
ENTER
minimum 9m
2m
EXIT
STARTING ZONE
9m
1.5m
2-5m
ENTER
12 10 8 7 9 11
6 4 2 1 3 5


MIXED TEAM RELAY
LARGE RACE VENUE
ISMF WORLD CUP
Downhill
TRANSITION ZONE
ENTER
STARTING ZONE
MAX. 6 + 6 ATHLETES
2.5m
1.5m
5m
TIME KEEPER
minimum 14m
HANDOVER ZONE
WAITING ZONE
ENTER
9m
minimum 9m
2m
EXIT
ISMF ARRIVAL
See Annex in Technical Guidelines

# 25. 24 APPENDIX 1413: TECHNICAL SPECIFICATIONS REFRESHMENT POINT

Schematic example of the organisation of the start lines into the refreshment point. The implementation team of ISMF will adapt the Refreshment Point to the needs and the terrain.



# 26. 25 APPENDIX 15 14: CONTROL SHEET

**Name/number of checkpoint or waypoint:** **Route:**

**Point chief:**

**Referees:**

| Rank | Hours | Minutes | Competitor | | Rank | Hours | Minutes | Competitor | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Num. | Comments | | | | Num. | Comments |
| 1 | | | | | 17 | | | | |
| 2 | | | | | 18 | | | | |
| 3 | | | | | 19 | | | | |
| 4 | | | | | 20 | | | | |
| 5 | | | | | 21 | | | | |
| 6 | | | | | 22 | | | | |
| 7 | | | | | 23 | | | | |
| 8 | | | | | 24 | | | | |
| 9 | | | | | 25 | | | | |
| 10 | | | | | 26 | | | | |
| 11 | | | | | 27 | | | | |
| 12 | | | | | 28 | | | | |
| 13 | | | | | 29 | | | | |
| 14 | | | | | 30 | | | | |
| 15 | | | | | 31 | | | | |
| 16 | | | | | 32 | | | | |

# 27. 26 APPENDIX 16 15: FINISH CONTROL SHEET

| FOR EQUIPMENT DESCRIPTION: Refer to ISMF Sporting rules & regulations section 43.1. | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Numbers | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPULSORY EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| DVA test | | | | | | | | | | | | | | | | | | | | | | | | | |
| Passport or ID card (or copy) in the backpack | | | | | | | | | | | | | | | | | | | | | | | | | |
| Skis | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bindings | | | | | | | | | | | | | | | | | | | | | | | | | |
| Boots | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ski poles | | | | | | | | | | | | | | | | | | | | | | | | | |
| Skins (one pair min.) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Helmet | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gloves | | | | | | | | | | | | | | | | | | | | | | | | | |
| Backpack | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 layers up | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 layers down | | | | | | | | | | | | | | | | | | | | | | | | | |
| Snow shovel | | | | | | | | | | | | | | | | | | | | | | | | | |
| Snow probe | | | | | | | | | | | | | | | | | | | | | | | | | |
| Survival blanket | | | | | | | | | | | | | | | | | | | | | | | | | |
| Eyewear | | | | | | | | | | | | | | | | | | | | | | | | | |
| Whistle | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mask (2 pieces) | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUPPLEMENTARY EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4th layer | | | | | | | | | | | | | | | | | | | | | | | | | |
| Ski cap or head band | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2nd pair of gloves | | | | | | | | | | | | | | | | | | | | | | | | | |
| Head lamp | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2nd pair of eyewear | | | | | | | | | | | | | | | | | | | | | | | | | |
| Crampons | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dynamic rope (one/team) | | | | | | | | | | | | | | | | | | | | | | | | | |
| Harness | | | | | | | | | | | | | | | | | | | | | | | | | |
| Via Ferrata kit | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 connectors | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mask (2 pieces) - Pandemic equipment | | | | | | | | | | | | | | | | | | | | | | | | | |
| REMARKS | | | | | | | | | | | | | | | | | | | | | | | | | |

# 28. 27APPENDIX 1716: WIND CHILL CHART

| Wind Speed (km/hr) | Air Temperature (Celsius) | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 0 | -1 | -2 | -3 | -4 | -5 | -10 | -15 | -20 | -25 | -30 | -35 | -40 | -45 | -50 | -55 | -60 |
| 6 | -2 | -3 | -4 | -5 | -7 | -8 | -14 | -19 | -25 | -31 | -37 | -42 | -48 | -54 | -60 | -65 | -71 |
| 8 | -3 | -4 | -5 | -6 | -7 | -9 | -14 | -20 | -26 | -32 | -38 | -44 | -50 | -56 | -61 | -67 | -73 |
| 10 | -3 | -5 | -6 | -7 | -8 | -9 | -15 | -21 | -27 | -33 | -39 | -45 | -51 | -57 | -63 | -69 | -75 |
| 15 | -4 | -6 | -7 | -8 | -9 | -11 | -17 | -23 | -29 | -35 | -41 | -48 | -54 | -60 | -66 | -72 | -78 |
| 20 | -5 | -7 | -8 | -9 | -10 | -12 | -18 | -24 | -30 | -37 | -43 | -49 | -56 | -62 | -68 | -75 | -81 |
| 25 | -6 | -7 | -8 | -10 | -11 | -12 | -19 | -25 | -32 | -38 | -44 | -51 | -57 | -64 | -70 | -77 | -83 |
| 30 | -6 | -8 | -9 | -10 | -12 | -13 | -20 | -26 | -33 | -39 | -46 | -52 | -59 | -65 | -72 | -78 | -85 |
| 35 | -7 | -8 | -10 | -11 | -12 | -14 | -20 | -27 | -33 | -40 | -47 | -53 | -60 | -66 | -73 | -80 | -86 |
| 40 | -7 | -9 | -10 | -11 | -13 | -14 | -21 | -27 | -34 | -41 | -48 | -54 | -61 | -68 | -74 | -81 | -88 |
| 45 | -8 | -9 | -10 | -12 | -13 | -15 | -21 | -28 | -35 | -42 | -48 | -55 | -62 | -69 | -75 | -82 | -89 |
| 50 | -8 | -10 | -11 | -12 | -14 | -15 | -22 | -29 | -35 | -42 | -49 | -56 | -63 | -69 | -76 | -83 | -90 |
| 55 | -8 | -10 | -11 | -13 | -14 | -15 | -22 | -29 | -36 | -43 | -50 | -57 | -63 | -70 | -77 | -84 | -91 |
| 60 | -9 | -10 | -12 | -13 | -14 | -16 | -23 | -30 | -36 | -43 | -50 | -57 | -64 | -71 | -78 | -85 | -92 |
| 65 | -9 | -10 | -12 | -13 | -15 | -16 | -23 | -30 | -37 | -44 | -51 | -58 | -65 | -72 | -79 | -86 | -93 |
| 70 | -9 | -11 | -12 | -14 | -15 | -16 | -23 | -30 | -37 | -44 | -51 | -58 | -65 | -72 | -80 | -87 | -94 |
| 75 | -10 | -11 | -12 | -14 | -15 | -17 | -24 | -31 | -38 | -45 | -52 | -59 | -66 | -73 | -80 | -87 | -94 |
| 80 | -10 | -11 | -13 | -14 | -15 | -17 | -24 | -31 | -38 | -45 | -52 | -60 | -67 | -74 | -81 | -88 | -95 |
| 85 | -10 | -11 | -13 | -14 | -16 | -17 | -24 | -31 | -39 | -46 | -53 | -60 | -67 | -74 | -81 | -89 | -96 |
| 90 | -10 | -12 | -13 | -15 | -16 | -17 | -25 | -32 | -39 | -46 | -53 | -61 | -68 | -75 | -82 | -89 | -96 |
| 95 | -10 | -12 | -13 | -15 | -16 | -18 | -25 | -32 | -39 | -47 | -54 | -61 | -68 | -75 | -83 | -90 | -97 |
| 100 | -11 | -12 | -14 | -15 | -16 | -18 | -25 | -32 | -40 | -47 | -54 | -61 | -69 | -76 | -83 | -90 | -98 |
| 105 | -11 | -12 | -14 | -15 | -17 | -18 | -25 | -33 | -40 | -47 | -55 | -62 | -69 | -76 | -84 | -91 | -98 |
| 110 | -11 | -12 | -14 | -15 | -17 | -18 | -26 | -33 | -40 | -48 | -55 | -62 | -70 | -77 | -84 | -91 | -98 |
| | 0 to -10 Low | | | -10 to -25 Moderate | | | -25 to - 45 Cold | | | -45 to -59 Extreme | | | -60 Plus very Extreme | | | | |

# 29. 28APPENDIX 1817: OVERALL WORLD CUP PRIZE MONEY

## ISMF Prizes for 2023 World Cup -*Overall Final Ranking*-

| Senior Men | | Senior Women | |
|---|---|---|---|
| Position | Prize | Position | Prize |
| 1 | 2.500,00 | 1 | 2.500,00 |
| 2 | 1.800,00 | 2 | 1.800,00 |
| 3 | 1.300,00 | 3 | 1.300,00 |
| 4 | 950 | 4 | 950 |
| 5 | 750 | 5 | 750 |
| 6 | 650 | 6 | 650 |
| 7 | 500 | 7 | 500 |
| 8 | 400 | 8 | 400 |
| 9 | 300 | 9 | 300 |
| 10 | 250 | 10 | 250 |
| | **9.400** | | **9.400** |

| U23 Men | | U23 Women | |
|---|---|---|---|
| Position | Prize | Position | Prize |
| 1 | 500 | 1 | 500 |
| 2 | 300 | 2 | 300 |
| 3 | 200 | 3 | 200 |
| | **1000** | | **1000** |

| [illegible] | | [illegible] | |
|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] |
| 1 | 250 | 1 | 250 |
| 2 | 150 | 2 | 150 |
| 3 | 100 | 3 | 100 |
| | **500** | | **500** |

# ANNEXES

# 29. ANNEX A.1: ISMF EVENT HOSTING FEES

## 2022-2023 ISMF Event hosting fees *(rules for organising 2.4.1)*

The NF and/or the LOC assumes all organizational costs, with the exception of those assumed by ISMF (§2.5). The LOC assumes the following costs that are paid directly to the ISMF.

***LEGEND:***
*- YES: the relevant service cost is included in the Event hosting fee*
*- NO: the relevant service cost is not included in the Event hosting fee*
*- NOB: the relevant service cost is not included in the Event hosting fee but the LOC must provide/supply it*
*- PRESENT: the relevant staff is present at the event & it is included in the Event hosting fee*
*- NOT PRESENT: the relevant staff is NOT present at the event*
*- NECESSARY: the relevant staff is present at the event but the LOC must provide/supply it*

### ISMF WORLD CUP AND CHAMPIONSHIPS HOSTING FEES

| SERVICES | WORLD CUP (2 DAYS) | WORLD CUP (2 DAYS+REST DAY) | WORLD CUP (3 DAYS+REST DAY) | WORLD CUP (4 DAYS+REST DAY) | CONTINENTAL CHAMPIONSHIPS EU | CONTINENTAL CHAMPIONSHIPS EXTRA EU | WORLD CHAMPIONSHIPS |
|---|---|---|---|---|---|---|---|
| Calendar fee | YES | YES | YES | YES | YES | YES | YES |
| Registration fee | YES | YES | YES | YES | YES | NOB | YES |
| Anti-doping service | YES | YES | YES | YES | YES | NOB | YES |
| Time-keeping service | YES | YES | YES | YES | YES | NOB | YES |
| Medals | NO | NO | NO | NO | YES | YES | YES |
| Trophies for Overall rankings (for WC finals only) | NO | NO | NO | YES | NO | NO | NO |
| Official speaker | YES | YES | YES | YES | YES | NOB | YES |
| Online registration through ISMF website | YES | YES | YES | YES | YES | NOB | YES |
| Starting number/bibs | YES | YES | YES | YES | YES | NOB | YES |
| Implementation of arrival/start area | YES | YES | YES | YES | YES | NO | YES |
| Ranking Manager supervision | YES | YES | YES | YES | YES | YES | YES |
| Support about sustainability | YES | YES | YES | YES | YES | YES | YES |
| Pre-visit for the event check and preparation | YES | YES | YES | YES | YES | NOB | YES |
| Ski pass if the race takes place in a ski resort<br>• 2 ski passes for each national team per day of competition + 1 day (the day before the competition),<br>• 1 ski pass for each ISMF official per day of competition + 1 day (the day before the competition)<br>• 1 ski pass for each person of time-keeping team and implementation team per day of competition + 1 day (the day before the competition) | NOB | NOB | NOB | NOB | NOB | NOB | NOB |

| ISMF PRESENCE | TRANSPORT EXPENSES | FINANCIAL ALLOWANCES | ACCOMODATION EXPENSES | WORLD CUP (2 DAYS) | WORLD CUP (2 DAYS+REST DAY) | WORLD CUP (3 DAYS+REST DAY) | WORLD CUP (4 DAYS+REST DAY) | CONTINENTAL CHAMPIONSHIPS EU | CONTINENTAL CHAMPIONSHIPS EXTRA EU | WORLD CHAMPIONSHIPS |
|---|---|---|---|---|---|---|---|---|---|---|
| ISMF Event Director | Included[1] | Included[2] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NO | PRESENT |
| ISMF Marketing Coordinator | Included[1] | Included[3] | Full board accommodation[3] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NO | PRESENT |
| ISMF Technical Delegate | Included[1] | Included[2] | Full board accommodation[2] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| ISMF President of Technical Jury | Included[1] | Included[1] | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| ISMF – Referee 1 | Included[1] | Included[1] | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| ISMF – Referee 2 | Included[1] | Included[1] | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| National Referee 1 (ISMF Ref compulsory) | To deal directly with the NF | To deal directly with the NF | Full board accommodation[1] | NECESSARY | NECESSARY | NECESSARY | NECESSARY | NECESSARY | NECESSARY | NECESSARY |
| National Referee 2 (ISMF Ref compulsory) | To deal directly with the NF | To deal directly with the NF | Full board accommodation[1] | NECESSARY | NECESSARY | NECESSARY | NECESSARY | NECESSARY | NECESSARY | NECESSARY |
| ISMF IT-ranking Manager | Included[1] | Included[1] | Full board accommodation[4] | REMOTE ASSISTANCE | REMOTE ASSISTANCE | REMOTE ASSISTANCE (PRESENT ON WC FINALS ONLY) | REMOTE ASSISTANCE (PRESENT ON WC FINALS ONLY) | REMOTE ASSISTANCE | REMOTE ASSISTANCE | PRESENT |
| ISMF video controller (1 person) | Included[1] | Included[1] | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NO | PRESENT |
| ISMF Official Delegate | | | Full board accommodation[4] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT |
| Time-keeping Team (5 persons) | Included[1] | Included[1] | Full board accommodation[4] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| Implementation Team (2 persons) | Included[1] | Included[1] | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NOT PRESENT | PRESENT |
| Official speaker (1 person) | Included[1] | Included[1] | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| Anti-doping doctors (2 persons) | Included[1] | Included[1] | Full board accommodation[5] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NECESSARY | PRESENT |
| **PRE-VISIT ONLY:** | | | | | | | | | | |
| Assessors (2 persons - Event Director + Technical Delegate) | Included[1] | Included[1] | Full board accommodation[6] | PRESENT | PRESENT | PRESENT | PRESENT | YES | NO | PRESENT |

***Event hosting fees are provisional and exact value will be soon confirmed by the ISMF to the LOC**
All fees are paid by the LOC directly to the ISMF.**The exact amount will be established annually and officially announced by the ISMF in summer.**

**The following costs are included in the Event hosting fees:**

1 All transport expenses from home to the competition venue except extra costs of extra-continental travels, plus daily allowance for the duration of the event + 1 day.

**The following costs are not included in the chart above and have to be covered by the LOC:**

2 Accommodation expenses (food, lodging and daily allowances) from three nights before the start of the first race of the event until the morning following the end of the event (if necessary), details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single rooms).

3 Accommodation expenses (food and lodging) from two nights before the start of the first race of the event until the morning following the end of the event (if necessary), details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single rooms).

4 Accommodation expenses (food and lodging) from one night before the start of the first race of the event until the morning following the end of the event (if necessary), details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single rooms).

5 Accommodation in terms of one or two rooms (two, if the doctors are persons of different sex) for one or two nights, if requested by the anti-doping provider, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection.

6 Accommodation in terms of two rooms for one night, details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complime+A2:K57ntary Internet connection (single rooms).

# 30. ANNEX A.2: ISMF MEDIA FEES

## 2022-2023 ISMF Event media fee

The NF and/or the LOC assumes all organizational costs, with the exception of those assumed by ISMF (§2.5). The LOC assumes the following costs that are paid directly to the ISMF.

***LEGEND:***
*- YES: the relevant service cost is included in the Event hosting fee*
*- NO: the relevant service cost is not included in the Event hosting fee*
*- NOB: the relevant service cost is not included in the Event hosting fee but the LOC must provide/supply it*
*- PRESENT: the relevant staff is present at the event & it is included in the Event hosting fee*
*- NOT PRESENT: the relevant staff is NOT present at the event*
*- NECESSARY: the relevant staff is present at the event but the LOC must provide/supply it*

### ISMF WORLD CUP AND CHAMPIONSHIPS MEDIA FEE

| SERVICES | WORLD CUP (2 DAYS) | WORLD CUP (2 DAYS+REST DAY) | WORLD CUP (3 DAYS+REST DAY) | WORLD CUP (4 DAYS+REST DAY) | CONTINENTAL CHAMPIONSHIPS EU | CONTINENTAL CHAMPIONSHIPS EXTRA EU | WORLD CHAMPIONSHIPS |
|---|---|---|---|---|---|---|---|
| Full live coverage on selected races as per ANNEX B | YES | YES | YES | YES | YES | NO | YES |
| Partial live coverage on selected races as per ANNEX B | YES | YES | YES | YES | YES | NO | YES |
| Full live coverage on selected races as per LOC request - ANNEX B | OPTION Extra fee/race: | OPTION Extra fee/race: | OPTION Extra fee/race: | OPTION Extra fee/race: | OPTION Extra fee/race: | NO | OPTION Extra fee/race: |
| Social Media & photo coverage on the ISMF social channels (FB, Instagram) | YES | YES | YES | YES | YES | YES (remote only) | YES |
| Ledwall for the live streaming at start/arrival area | NOB | NOB | NOB | NOB | NOB | NO | NOB |
| Specific ADV material | YES | YES | YES | YES | YES | NO | YES |
| Ski pass if the race takes place in a ski resort<br>• 1 ski pass for each person of the TV team, the social media team and the press team per day of competition + 1 day (the day before the competition) | NOB | NOB | NOB | NOB | NOB | NO | NOB |

| STAFF | TRANSPORT EXPENSES | FINANCIAL ALLOWANCES | ACCOMODATION EXPENSES | WORLD CUP (2 DAYS) | WORLD CUP (2 DAYS+REST DAY) | WORLD CUP (3 DAYS+REST DAY) | WORLD CUP (4 DAYS+REST DAY) | CONTINENTAL CHAMPIONSHIPS EU | CONTINENTAL CHAMPIONSHIPS EXTRA EU | WORLD CHAMPIONSHIPS |
|---|---|---|---|---|---|---|---|---|---|---|
| Full live coverage option<br>ISMF/EBU<br>Media Production Team<br>(10 persons)* | Not requested | Not requested | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NOT PRESENT | PRESENT |
| Partial live coverage option<br>ISMF/EBU<br>Media Production Team<br>(TBD based on the selected option)* | Not requested | Not requested | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NOT PRESENT | PRESENT |
| Social Media Team<br>(3/4 persons) | Not requested | Not requested | Full board accommodation[2] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NOT PRESENT | PRESENT |
| Press Team<br>(2 persons) | Not requested | Not requested | Full board accommodation[1] | PRESENT | PRESENT | PRESENT | PRESENT | PRESENT | NOT PRESENT | PRESENT |

All fees are paid by the LOC directly to the ISMF.

**The following costs are not included in the chart above and have to be covered by the LOC:**

Accommodation expenses (food and lodging) from two nights before the start of the first race of the event until the morning following the end of the event (if necessary), details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (single rooms).

2 Accommodation expenses (food and lodging) from two nights before the start of the first race of the event until the morning following the end of the event (if necessary), details to be communicated in due advance. Minimum 3 stars (three-star) hotel with complimentary Internet connection (double/triple rooms).

* The person(s) of the Partial Live Coverage Team are included in the Full Live Coverage Team of 10 people.