



Site Inspection / OC Planning Checklist (WC / WCH)

Version August 2020

Name of competition	
Dates of competition	
Event Website:	

Date of inspection		Place of Inspection	
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	Name	e-mail	phone	mobile
Representing WPNS				

	Name	Function
Present from OC		

	Name	e-mail	phone	mobile
Local Organising Committee Chairs				
Event Chair				
Transportation				
Accommodation				
Media / Broadcast				
Medical				
Venue Operations				
Security				
Competition Committee				
Chief of Competition				
Race Secretary				
Chief of Stadium				
Chief of Course				
Chief of Range				
Chief of Timing				
Chief of Security / Competition Control				
Chief of Athletes Compound				

Departure Teams	Date :	
Departure TD	Date :	
Departure BT staff person	Date :	
Departure BT material	Date :	going to :

SNOW CONTROL	Normal snow base depth:	
	Snowmaking possible	
	Snow contingency plan	
	Competition courses must be ready latest 5 days before first competition:	
	Must keep TD informed during 3 weeks prior of snow conditions:	
	Send update report to WPNS + TD 13 days before first race:	
	Procedure in case of difficult snow condition/weather 13 days before event:	
	Is there a sufficient supply of 'salt' or other snow hardening product	Y/N
	Does the LOC have experience with salting	Y/N
	Back up site	Back up site available in case of no snow
	Length of loops at back up site	standing:
	Courses according to WPNS Homologation Guide (sitski course)	Y/N
	Possible to install biathlon range at back up site. Permissions	Y/N
		sit ski :
Cancellation	Latest date to cancel the event (6 days prior to first competition)	

ADMINISTRATION															
Contracts	Contract with WPNS signed. Date <table border="1"><tr><td>Y/N</td><td></td></tr></table> Insurance requirements discussed <table border="1"><tr><td>Y/N</td><td></td></tr></table> Delivery plan has been discussed <table border="1"><tr><td>Y/N</td><td></td></tr></table>	Y/N		Y/N		Y/N									
Y/N															
Y/N															
Y/N															
Antidoping	IPC requirements on rooms/facilities and chaperons clear <table border="1"><tr><td>Y/N</td><td></td></tr></table> Budget in place for antidoping tests per agreements <table border="1"><tr><td>Y/N</td><td></td></tr></table> <i>IPC will define the size and type of the testing programme to be conducted at the event</i>	Y/N		Y/N											
Y/N															
Y/N															
Documents	WPNS Site Inspection Checklist <table border="1"><tr><td>Y/N</td><td></td></tr></table> WPNS Rules and Regulations <table border="1"><tr><td>Y/N</td><td></td></tr></table> WPNS Homologation Guide <table border="1"><tr><td>Y/N</td><td></td></tr></table> WPNS TD Handbook/Technical Guidelines <table border="1"><tr><td>Y/N</td><td></td></tr></table> WPNS Competition Formats <table border="1"><tr><td>Y/N</td><td></td></tr></table> WPNS Percentages list <table border="1"><tr><td>Y/N</td><td></td></tr></table> WPNS Guidelines for Hosting Classification <table border="1"><tr><td>Y/N</td><td></td></tr></table>	Y/N		Y/N		Y/N		Y/N		Y/N		Y/N		Y/N	
Y/N															
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Y/N															
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Y/N															
Entries	Send out Announcement <table border="1"><tr><td>6 months prior to competition</td><td></td><td>Planned date</td><td></td></tr></table> Send out of invitation <table border="1"><tr><td>latest 90 days before:</td><td></td><td>Planned date</td><td></td></tr></table> # class/gender, hotel room, transp, extra wax cabins final entries, no penalty if within 10% of preliminary #s Deadline Preliminary entries <table border="1"><tr><td>6 weeks prior to first competition:</td><td></td></tr></table> Deadline Final entries <table border="1"><tr><td>10 days prior to first competition:</td><td></td></tr></table> <i>Special entry timelines apply for WCH and will be agreed on with the OC.</i>	6 months prior to competition		Planned date		latest 90 days before:		Planned date		6 weeks prior to first competition:		10 days prior to first competition:			
6 months prior to competition		Planned date													
latest 90 days before:		Planned date													
6 weeks prior to first competition:															
10 days prior to first competition:															
IPC Online Entry System	Access to Online Entry System in place <table border="1"><tr><td>Y/N</td><td></td></tr></table>	Y/N													
Y/N															
IPC Accreditation System (WCH only)	Plan and timelines discussed with WPNS <table border="1"><tr><td>Y/N</td><td></td></tr></table>	Y/N													
Y/N															
Entry and service fees collected by OC	<i>Specify where applicable and how teams will be billed. Will all fees be collected by the OC or will some fees be paid directly to other supplier (ie hotel, bus company ...)</i>														

World Cup Entry Fee: 25 Euro per athlete and guide per event:

World Cup and World Championships Transportation fees airport
shuttle
Accommodation fees
Meals
Wax Cabins
Other

Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	

Will all fees be collected by the OC or will some fees be paid directly to other supplier (ie hotel, bus company etc)

Sanction Fees - payable to WPNS (WC) 1,000 Euro / Event

(Rule 216: eg 2CC + 2Bt events = 4 events x 1,000 Euro = 4,000 Euro Sanction Fee)

WPNS Officials Reimbursements 304.1.2

WPNS Race Director (WPNS RD)
WPNS Technical Delegate (WPNS TD)
WPNS Assistant TD CC (WPNS Ass TD CC)*
WPNS Assistant TD BT (WPNS Ass TD BT)*
WPNS Jury Member*
WPNS Timing & Results IR (1 person)
WPNS Biathlon IR (1 person)
WPNS Head of Classification**
WPNS Classifiers**
National TD Assistant (WC only)

	Transp	Accom	Meals	Daily Fee €90	Other
WPNS Race Director (WPNS RD)	n/a	Y	Y	n/a	
WPNS Technical Delegate (WPNS TD)	Y	Y	Y	Y	
WPNS Assistant TD CC (WPNS Ass TD CC)*	Y	Y	Y	Y	
WPNS Assistant TD BT (WPNS Ass TD BT)*	Y	Y	Y	Y	
WPNS Jury Member*	Y	Y	Y	Y	
WPNS Timing & Results IR (1 person)	Y	Y	Y	Y	
WPNS Biathlon IR (1 person)	Y	Y	Y	Y	
WPNS Head of Classification**	n/a	Y	Y	n/a	
WPNS Classifiers**	n/a	Y	Y	n/a	
National TD Assistant (WC only)	Y	Y	Y	Y	

* applies to WCH only, ** when applicable

Biathlon Equipment Rental
Biathlon Equipment Transportation

WPNS range		Other range		Cost	
				Cost	

Timing System

Requirements communicated by the timing provider are in place

Y/N	
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WPNS Result System

Timing & result system has been discussed
Dedicated laser printer available

Y/N	
Y/N	

ATHLETE / TEAM SERVICES

Transportation

Pickup/dropoff from airport provided
Plan for equipment transportation
Delivery to: Hotel and Wax Cabins
Distance from hotel to stadium <25km
Shuttle Accommodation - Stadium provided
Vehicle rental by teams possible
Transportation to backup site
Enough accessible transportation available

Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	

Accommodation

WPNS Officials:

Teams:

Different price options available

Y/N	
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What's included in this price

	Price consistent with WPNS Policy	Max 125 euro/night per person - double occupancy, full board:	Y/N		
		Max 95 euro/night per person - serviced apartment + kitchen 6 persons:	Y/N		
	Max 2 person/room - separate beds, no bunk beds		Y/N		
	Minimum 1 bathroom / 2 toilets per 4 people		Y/N		
	One single room per team available at no extra cost		Y/N		
	Sufficient wheelchair accessible rooms available		Y/N		
	Free wi-fi available at hotel		Y/N		
	Rooms cleaned daily		Y/N		
	Meals available in hotel, sufficient space, accessible		Y/N		
	What cancellation deadlines apply				
Food service	Breakfast at accommodation	Y/N	from		
	Lunch at venue	Y/N	from		
	Dinner at accommodation	Y/N	from		
	Flexibility in meal times - Breakfast, dinner	Y/N			
Special Dietary Considerations					
Rifles	Import of rifles: Special documents needed	Y/N			
	Any special airport regulations/procedures	Y/N			
	Storage for air rifles planned	Y/N			
Race Office	Location				
	Opening	Date:			
	Opening hours:	Daily from:			
	Facilities:	# staff	printers	phtocopier	mailboxes
		# computers	Internet	Info boards	bib management
Race Invitation	Invitation reviewed by WPNS and TD	Y/N			
	Invitation to be ready to send out min. 90 days prior	Y/N			
	For WCH: Team Leader Manual	Y/N			
Team Captains Meetings	Location: (hotel or stadium)	Y/N			
	Timeframe:	Y/N			
	Facilities adequate	Y/N	space	projector	refreshments
	Agenda discussed	Y/N			
	Nation flags / place holders	Y/N			
	Refreshments planned	Y/N			
	Photocopier for start lists	Y/N			
Plan for distribution of bibs	Y/N				
Bib numbers	Type, size, number, discussed	Y/N			
	Bibs for guides (G) - colour	Y/N			
	Bibs for WC leader - (red A-F)	Y/N			
	Stickers for legs/sledge	Y/N			

COMPETITION VENUE

Maps

Venue Map available	Y/N	
Map of the stadium available	Y/N	
Map of the range available	Y/N	
Maps (incl. Profile) of all the courses available	Y/N	

Overlay & Venue Facilities

<u>Spectator Areas</u>	Spectator, parking, pathways, spectating area and service areas	Y/N	
	Grandstand (tribune) or standing areas	Y/N	
	Any course crossings	Y/N	
	Access control planned	Y/N	
	Results or info board available	Y/N	
	Food, entertainment, toilets considered	Y/N	

<u>Media Areas</u>	Media centre/office planned (Internet, phone, work areas)	Y/N	
	Mixed Zone planned (design, low fence for sit skis, media zones)	Y/N	
	Photo positions identified, planned	Y/N	
	Media access control - special bibs or armbands	Y/N	

<u>Broadcast</u>	Broadcast Planned	Y/N	
	Live/Delay/Streaming/#hrs	Details	
	Production Company	Contact	
	Camera Plan	Y/N	
	Integrated graphics/results	Y/N	

<u>Internet</u>	Available at Venue. Where?	Y/N	
	Specify capacity, upload/download:	Y/N	

Athlete Compound

Wax Cabins:

The OC must make available wax rooms or waxing space according to the following requirements: The wax rooms must provide enough space for waxing and storing skis and equipment. The size is calculated according to the number of athletes: minimum size: 10m² (1-2 athletes) and 15m² (3-5 athletes). For more than 5 athletes, each team has the right to have 3m² per athlete. The space must be secure (lockable), heated, and be sufficiently ventilated using forced air.

Normal basic waxing space should be provided to the teams at no cost, however If the organiser has to rent temporary wax cabins specifically for the event, the organiser upon demonstration of the actual additional costs, may charge up to 500 euro per wax space/cabin with the prior approval by WPNS. If a Nation needs more space than the base allotment, the Nation has to order the additional cabins it shall adhere to the deadlines set by the OC. The Nation requesting additional space will be responsible for the full cost.

Heated, lockable, ventilated wax cabins available per team	Y/N	
Distance from Stadium	Y/N	
Additional cabins/trailers available. What are extra costs?	Y/N	
Accessible wax cabins available. How many?	Y/N	

Athlete Lounge:

Athlete Lounge/Changing area	Y/N	
Lunch/Refreshments Service	Y/N	
Wheelchair storage:	Y/N	
Sufficient toilet incl accessible toilets	Y/N	
Wheelchair accessible toilets available close to start/finish	Y/N	

Classification

Classification of athletes planned	Y/N	
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Classification Facilities

According to WPNS Guidelines for Hosting Classification	Y/N	
Classifier Office	Y/N	
Waiting Room	Y/N	
Assessment Room & Equipment	Y/N	

Anti-doping Facilities

According to Antidoping Guidelines - Accessible	Y/N	
Secure DCO Office and desk	Y/N	
Waiting Room, sealed refreshments	Y/N	
Sample Collection Room/Accessible Toilet	Y/N	
Secure refridgerated storage	Y/N	

Chaperones available? (>18 years old, english speaking)

Y/N	
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Stadium Facilities / Overlay

Jury Room Heated Jury room with view of stadium

Y/N	
-----	--

 5 jury radio with own channel available

Y/N	
-----	--

 Video playback system

Y/N	
-----	--

 Wifi connection

Y/N	
-----	--

 Wheelchair accessible for athlete interviews

Y/N	
-----	--

Refer to WPNS Medical Service Plan template

Medical Must be completed by _____ Date _____
 Facilities/doctor/first aid available during training and comp

Y/N	
-----	--

 Ski Patrol with skidoo, sled and related medical equipment

Y/N	
-----	--

 Distance to nearest hospital _____

Sport Production Separate space for announcer

Y/N	
-----	--

 Experienced speaker available

Y/N	Name :
-----	--------

 Local language + English

Y/N	
-----	--

 Commentator Information System (CIS)

Y/N	Y/N	
-----	-----	--

 Other: Music, Show etc

Y/N	
-----	--

Timing Room Separate space for timing

Y/N	
-----	--

 Enough space for timing functions and for WPNS Results system

Y/N	
-----	--

Info Board Info board for posting results, weather, course maps, schedule

Y/N	
-----	--

 Electronic Results Board

Y/N	
-----	--

Field of Play

Stadium according to WPNS Competition Format Document

Layout of indiv. start according to WPNS needs

Y/N	
-----	--

 Layout of sprint - / pursuit start according to WPNS needs

Y/N	
-----	--

 Layout of relay start according to WPNS needs

Y/N	
-----	--

 Storage for wheelchairs (at changing point) available

Y/N	
-----	--

 Video camera available to control Sprint & Pursuit start

Y/N	
-----	--

 Lapping: Layout of lapping lane according to WPNS needs

Y/N	
-----	--

 Exchange Layout of exchange zone according to WPNS needs

Y/N	
-----	--

 Ski exchange box: Layout discussed - Material available

Y/N	
-----	--

 Finish: Layout of finish according to WPNS needs

Y/N	
-----	--

 Mixed Zone planned

Y/N	Width 12m?	Y/N	
-----	------------	-----	--

Comment :

Courses

LW 10-12 course according to WPNS Homologation Guide

Y/N	
-----	--

 LW 2-9 / B1-3 courses according to WPNS Homologation Guide

Y/N	
-----	--

 Prepared wax test area available

Y/N	
-----	--

 Warmup course for standing and sitting classes sufficient

Y/N	
-----	--

 Track setting for classic and free technique discussed

Y/N	
-----	--

 Check points (bib number control)

Y/N	
-----	--

 Technique control: 3-4 video cameras + playback system available

Y/N	
-----	--

 Km signs available

Y/N	
-----	--

Feeding station (long distance) discussed	Y/N
Forerunners available - how many? (separate bibs/vests)	Y/N
Course closer available (separate bibs/ vests)	Y/N
Course access for sledges/wheelchairs possible	Y/N
Course safety (fencing, tree pads, ...)	Y/N

Comment :

Loops to be used
check applicable events

	sitski				standing			
	men		women		men		women	
	distance	loop	distance	loop	distance	loop	distance	loop
CC sprint								
CC short								
CC middle								
CC long								
BT sprint								
BT middle								
BT pursuit								
BT sprint pursuit								
BT individual								
CC Relay								

Homologation data
use google earth if course
data not available @
inspection

Loop / type	Length	TC	MC	HD	low pt	high pt	# laps	distance

Grooming Sufficient grooming machines available. Specify types:
Sufficient experienced drivers available (24/7) #?
Tracksetting according to 311.3.3.5
Nordic comb
Ability to prepare banking if required
Snow hardening (salting) capability

Y/N
Y/N
Y/N
Y/N
Y/N
Y/N

Track dimensions must accommodate sit skis!

Biathlon Material Arrival of Biathlon material Date
Installation (wall/targets/shooting platf Date
Must be completed by: Date
Training of marshals by WPNS BT IR Date
Departure Biathlon material Date

Refer to Para Biathlon Range & Equipment Certification Manual
Complete Annex 2 checklist

Shooting range Existing IBU range, or temporary range

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	Range & Equipment registered and certified	Y/N	
	If temporary/in CC stadium, sufficient space for range and penalty loop		
	Layout according to WPNS Biathlon Range Guidelines	Y/N	
	Organizer in possession of drawings of the layout	Y/N	
	Range + protection wall according to local laws	Y/N	
	Wood at firing lane and to fix targets	Y/N	
	Entrance of range in competition from the left hand side	Y/N	
	Number of shooting lanes	WC min: 14LW/12B	WCH min: 14LW/12B
	Type of B-Class shooting system		
	Type of Scoring system (paper/sticker/elec...)		
	Electronic connection to result system	Y/N	
	Mats, lane numbers, windflags, 1 table available	Y/N	
	Lane dividers (1.5m /red) available	Y/N	
	Rifle racks for 60 rifles	Y/N	
	Sign "Range closed"	Y/N	
	1 Shooting result board in range (Info for coaches)	Y/N	
	Electricity (220 V) available	Y/N	
	Digital clock (large display) for range available	Y/N	
	Compressed air (200bar) available. Possibility to refill	Y/N	
	Enough tools available in case of snowfall (broom, shovel, blower)	Y/N	
	Storage for Biathlon range material available close to range	Y/N	
Bt Volunteers	Range construction/setup/maintenance	Y/N	
	Unofficial training (12 lanes : 6 volunteers at the range)	Y/N	
	Off. Training/Competition (21 volunteers at the range)	Y/N	
Penalty loop	Sufficient space for 150m/100m penalty loop	Y/N	
Comment :			

Ceremonies

Procedure prize giving :

OC Prizes for WC, Medals for WCH	Y/N	
Prizes/medals for guides available	Y/N	
Flower ceremonies: (only required for WCH)	Y/N	
Awards in stadium or other location		
Podium/stage wheelchair or sit ski accessible	Y/N	
National hymn/flags (WCH only)	Y/N	

Special events

Special events planned

Opening/closing ceremony,
excursions, media events,
community events, banquet,
party,...

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To do list

Add responsible person and deadlines

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General comments

Date:	Signature WPNS Representative:
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to be sent to:

Organizing Committee

WPNS Snow Sports Manager
WPNS Race Director
WPNS Head of Technical Control

elke.gundermann@paralympic.org
gkadykov@gmail.com
apedaile@uniserve.com