



# Competition Organisers Handbook

The ISMF handbook for managing a  
Ski Mountaineering World Cup

ISMF WORLD CUP

2018/2019

## The ISMF World Cup



The ISMF World Cup is the seasonal competitive ski mountaineering circuit coordinated by the ISMF, duly authorized by the ISMF and monitored by ISMF officials, in accordance with ISMF rules.

The ISMF World Cup is comprised of athletes from the National Teams representing the Federations affiliated with the ISMF.

The ISMF Ski Mountaineering World Cup takes place in various locations around the world.

## The guiding principles

The ISMF World Cup is a circuit of internationally recognised sporting events with the participation of the best ski mountaineering athletes in the world.



The organisation of an ISMF World Cup competition is a complex process that takes many elements into account in order to achieve success. The guiding principles governing the World Cup races are as follows:

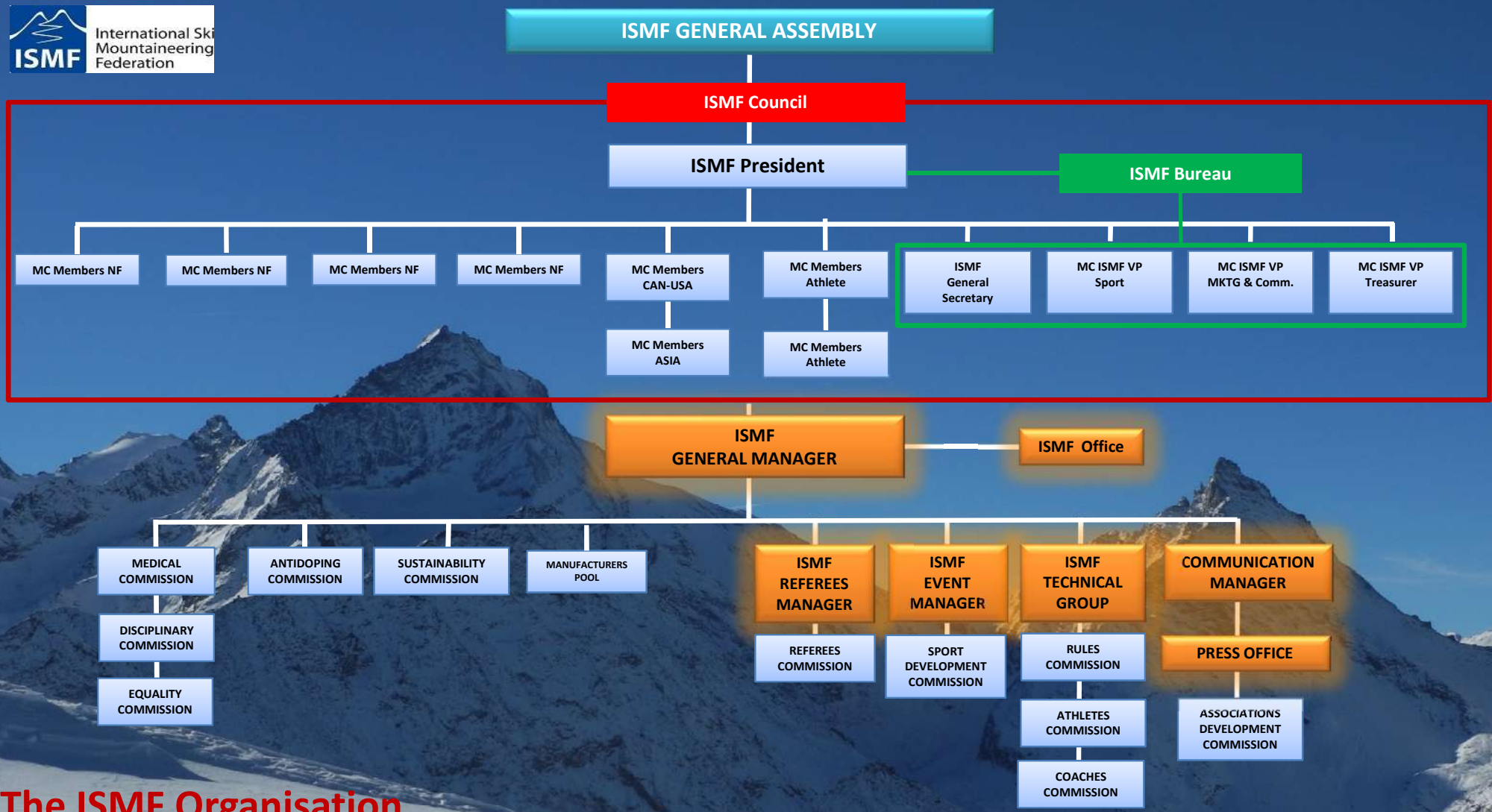
- A great sports show
- Compliance with the rules
- Respecting fellow competitors
- Respect for the environment and sustainability of the event
- Collateral events
- Safety for athletes and spectators

## About this handbook

This handbook was designed for World Cup ski mountaineering event organisers. With the necessary adjustments and the necessary integration, it can also be a valuable tool for organising World and Continental Championships and more generally for any high-level international ski mountaineering event.

In the handbook, there are frequent references to the ISMF Rules, which in any event represent the point of reference for World Cup competitions; knowledge of the rules is fundamental, but the handbook can provide valuable assistance to organisers.





## The ISMF Organisation

The organizational chart shows the operational structure of the ISMF; it is a complex structure with many figures and roles under the sovereignty of the general assembly, which brings together all the National Federations that are members of the ISMF. ISMF figures that will have direct relationships with all LOCs for each theme and topic developed in this handbook are highlighted.

## Index and structure of the handbook

The handbook is divided into several sections



LOC - Local Organising Committee

ISMF RULES

THE WORLD CUP RACES

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RADIO COMMUNICATION PLAN  
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EVENT SUSTAINABILITY

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WORLD CUP CHECK LIST

GLOSSARY

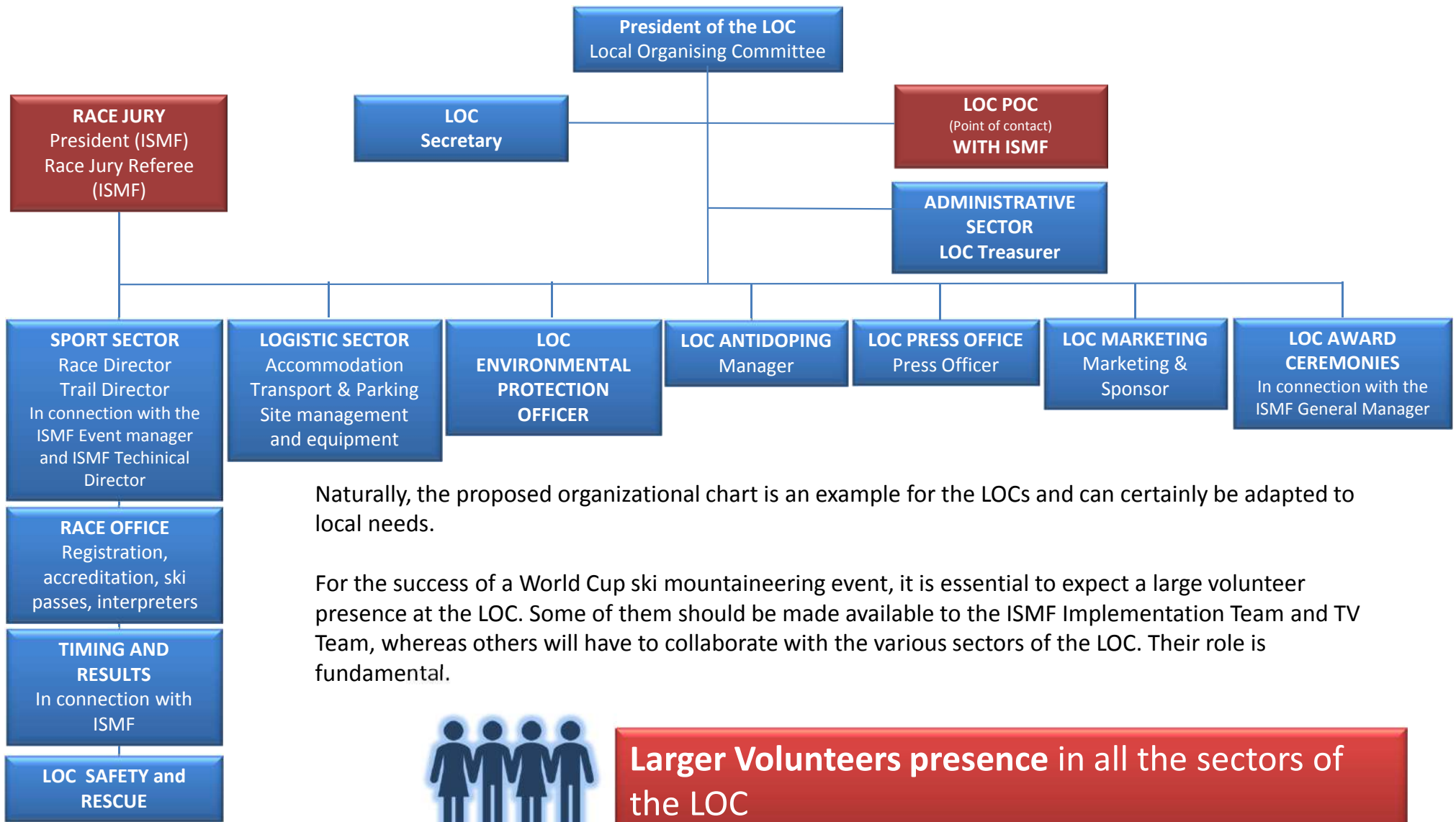


LOC - Local Organising Committee

Responsibility  
of

President of  
LOC

# LOC Local Organiser Committee



Naturally, the proposed organizational chart is an example for the LOCs and can certainly be adapted to local needs.

For the success of a World Cup ski mountaineering event, it is essential to expect a large volunteer presence at the LOC. Some of them should be made available to the ISMF Implementation Team and TV Team, whereas others will have to collaborate with the various sectors of the LOC. Their role is fundamental.



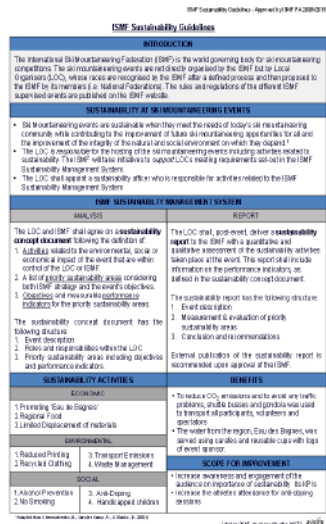
**Larger Volunteers presence in all the sectors of the LOC**



ISMF RULES

Responsibility  
of

President of LOC  
LOC Secretary



## THE ISMF RULES

The ISMF Rules are the basis for the improved organization of a World Cup ski mountaineering event. LOCs need to know all ISMF Rules in detail and should not hesitate to ask for any clarification to the ISMF Office.

The most important ISMF Rules are:

1. *ISMF Rules for Organising international ski mountaineering competitions*
2. *ISMF Sporting Rules*
3. *ISMF Ranking Rules*
4. *ISMF Rules for registering events in the ISMF calendar*
5. *ISMF Regulation regarding Registration and Participation in ISMF Competitions*
6. *ISMF Antidoping Rules*
7. *ISMF Media Policy*
8. *Agreement with ISMF/NF/LOC*



THE WORLD CUP RACES

START AND FINISH AREAS

TIMING SYSTEM

RADIO COMMUNICATION PLAN

EMERGENCY ORGANISATION

TEAM CAPTAIN'S MEETINGS

THE COMMERCIAL VILLAGE

THE LOCAN TRANSPORT AND  
PARKING

SPECIFIC REGULATIONS

ISMF RACE ASSESSMENT REPORT





## Technical organisation

The success of a World Cup race of ski mountaineering depends on its organisation, following all the aspects mentioned in the ISMF Rules. Of course, all the issues related to the technical aspects are decisive.

ISMF will organise preventive inspections of locations hosting a World Cup. During the inspections, all topics related to the most efficient race organization will be analyzed, following the standards decided by the ISMF.

The ISMF reference figures for the organisation of the competition are:

- **ISMF Event Manager**
- **ISMF Technical Delegate**

The Organizing Committee must refer to them for any decision making the organization of the competition.

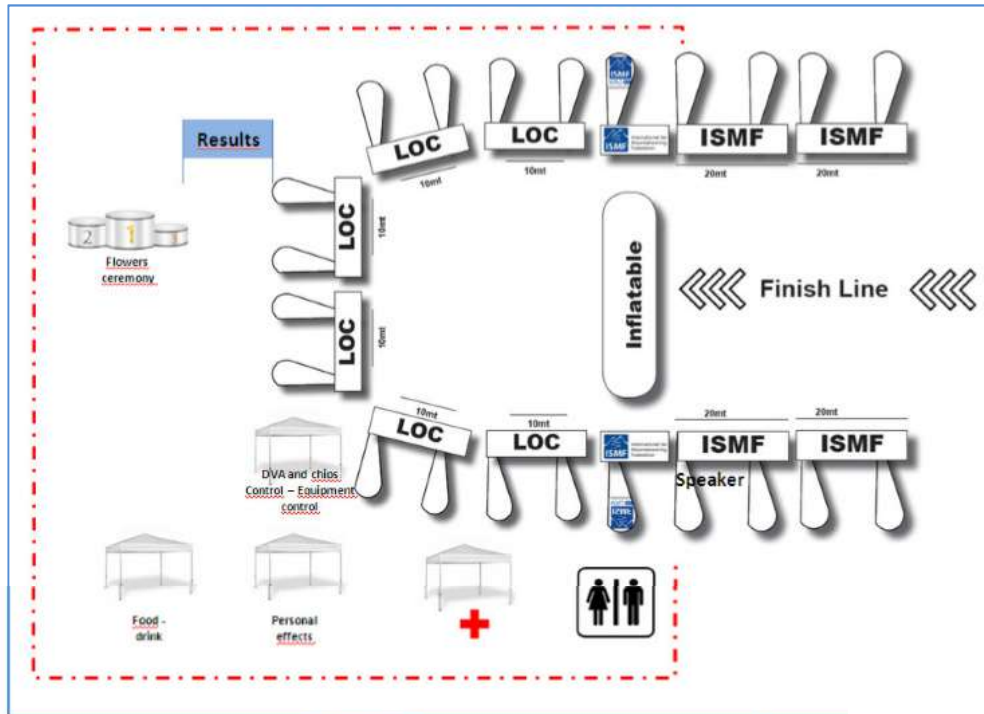




## Technical organisation

There are several key points that must be considered for the success of the event which must be respected at all costs. The ISMF staff are in place to help streamlining the process of organisation.

- *Knowledge of ISMF Rules*
- *Respect of the ISMF/LOC/NF contract*
- *Excellent technical organization, with qualified staff*
- *Well trained volunteers able and clear about their tasks, especially those who are in charge of controls*
- *Race course respecting the rules and easily viewable for spectators*
- *Radio links and rescue organization*
- *Respectful organization of the start and finish zone areas*
- *Public announcing system of appropriate level for a World Cup*
- *Accreditation system*



## THE START and FINISH AREAS

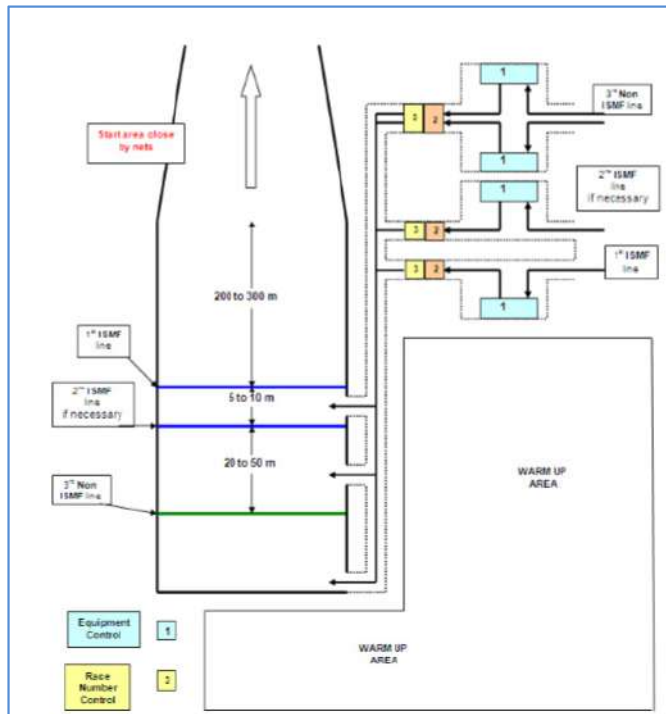
The start and finish areas are extremely important for the general organisation of the race. Of course, they are conditioned by the ground and the general environmental conditions, but in general must follow the example indicated. The various sectors need to be well-defined and access must be regulated by LOC Volunteers who control the credits of all staff.

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

- **Separation from other areas**
- **An area for controlling DVA and equipment**
- **An area for controlling chips**
- **Start/finish lines marked clearly on the ground**
- **Toilets**
- **Start list controllers (they take note of all numbers – minimum 1 entrance/line)**

*The start and finish areas*

*Crucial for the organisation of the event  
Center of the event of the World Cup*



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

- ***The starter***
- ***People in charge of collecting the competitors' personal effects at the start and returning them at the finish***
- ***A warm up area***
- ***A race number control area***
- ***A medical assistance area***
- ***System for timing, photo finish and video control***
- ***A notice board for displaying provisional results (including penalties) as and when competitors come in***

## THE START and FINISH AREAS

The start and finish areas for the World Cup must be set up in coordination with the:

1. ***ISMF Event Manager***
2. ***ISMF Technical Delegate***
3. ***ISMF TV Production Team responsible***
4. ***ISMF Implementation team responsible (for sponsorship requirements)***

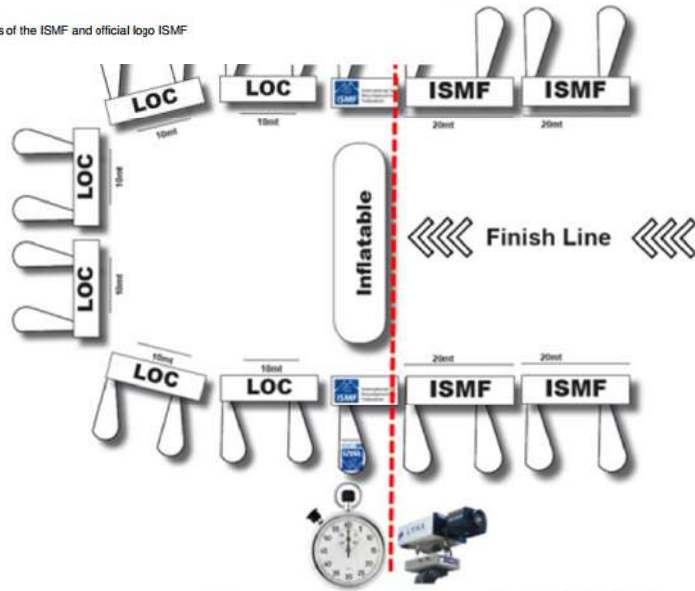
The start and finish areas are also very important for all aspects of Media & Marketing - the orderly disposition of all promotional materials will enable the best visibility for all those who have contributed to the race. The ISMF implementation team is responsible for start and finish areas, in close collaboration with the ISMF General Manager. Determining the presence of LOC Volunteers will ensure the operation of all services and access control checks.

## Inflatable Start/Finish



*The start and finish areas*  
 Organisation coordinated and directed by ISMF Event Manager and ISMF Implementation and TV Team

- 1 Presenting sponsor of the ISMF World Cup
- 2 Space for institutional partners of the LOC (name of the venue the country, the region etc.)
- 3 Sponsors of the ISMF and official logo ISMF



## THE START and FINISH AREAS

The organisation of start and finish areas is described in detail in the ISMF Rules.

Every organisational aspect needs to be coordinated and discussed with ISMF General Manager and ISMF Implementation Team.

Start and finish areas are the critical centre of the sporting event and must provide all services necessary for athletes, technicians and the sporting organization of the World Cup.



*The start and finish areas*  
 One of the most important points of the World Cup organisation  
 Main center of the event



*The Public announcing system is crucial for the success of the World Cup event.*

*Obligatory knowledge of the race format and fluent English*

## Public announcing system in the start and finish areas

The LOC must engage a professional and highly skilled speaker, capable of animating the race field and transmitting to the public the emotions of a World Cup ski mountaineering race.

Ideally, the speaker will collaborate with a professional DJ to make the start and finish areas a lively and exciting environment.

***The speaker must also be the presenter at all official events scheduled during the World Cup programme.***

Of course, the LOC must provide a high-tech audio technology system for all events scheduled around the World Cup programme.

The speaker must understand the format of the races and be able to handle all events scheduled by the World Cup programme in at least 2 languages (English is compulsory). The LOC may also provide another speaker in the local language if not spoken by the official speaker.



## Services for the teams

A series of services dedicated to the teams should be provided by the LOC at the start and finish areas. Some of these services may also be offered to the public.

*The LOC must provide all the necessary services to support teams before and after the race near the start and finish areas.*

### Services for the teams

- Material storage area and covered space for athletes (m/f)
- Warm up zone
- Refreshment place – food, hot and cold drinks, fruit etc.
- Medical service
- Toilet

### Services for the public

- Eventual refreshment place (VIP area)
- Eventual refreshment place for public
- Toilet
- Medical service



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## World Cup Timing System

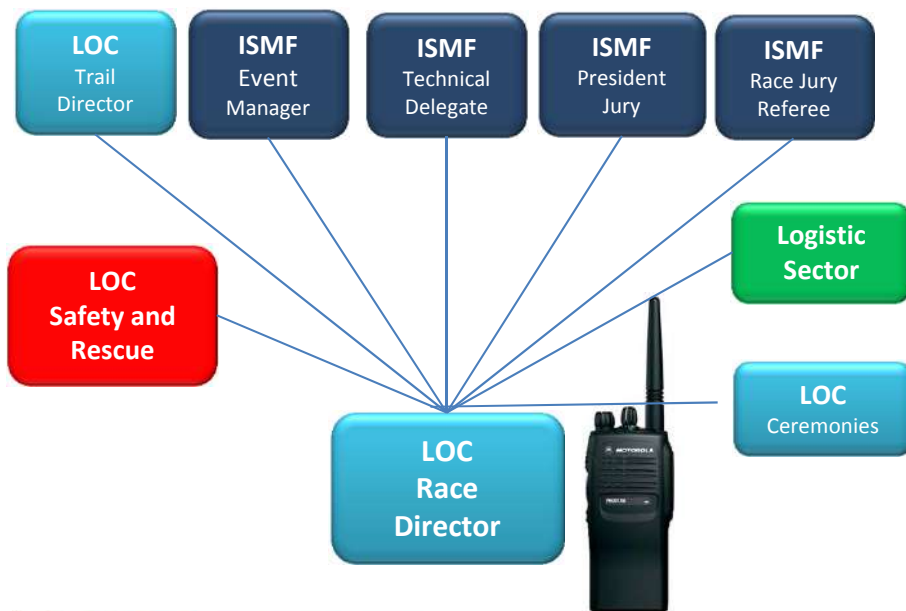
The timing system must be modern, efficient and professional.

It is indispensable to ensure a very high technical standard that is appropriate to the various forms of competition provided by ISMF Rules.

*The timing service will be provided to the LOCs by ISMF in collaboration with a specialised company that follows the entire ISMF World Cup circuit.*

Timekeeping staff will work in close collaboration with the ISMF Event Manager and the LOC Race Director.





### Example of Radio Communication Plan

The LOC can improve and expand the Radio Communication Plan, recalling that the main objective is to maintain a link with all the parties responsible for the race. The emergency radio link is essential to ensure at all times the alertness of the rescue system, which must also include the use of helicopters.

## Radio Communication Plan

The Radio Communication Plan is a very important factor for excellent race organisation. The LOC must provide a radio communication system with all the parties involved in the World Cup and guarantee the radio coverage of the entire race site.

Communications discipline is essential to ensure fast, efficient and secure connections.

***The LOC must pay close attention to communications in the security and rescue sector, also considering the possibility of operating helicopters and various means of rescue.***

The LOC must communicate the local laws and regulations to the NF and the Team regarding the use of their radio equipment, that in no case should interfere with the Radio Communication Plan of the LOC.

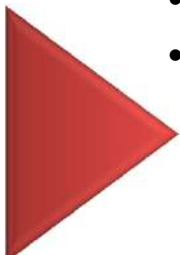
## Emergency organisation

The rescue and emergency organisation during a ski mountaineering World Cup must be:

- **Professional**
- **Fast and efficient**
- **Able to operate in difficult environmental conditions**
- **Able to operate with various means of movement (helicopter, piste machines, on skis, on foot etc.)**
- **Capable of operating in complex emergency medical situations**

The LOC must provide a rescue service according to directives of the host country, including a complete **rescue plan** approved by the ISMF General Manager. The LOC must organise appropriate medical facilities for the competition as explained in detail in the ISMF Rules.

The LOC must not forget the importance of the **Safety Committee** provided by the ISMF Rules. The emergency organisation must be able to assist competitors, staff working on the route and in the start and finish areas, and the public.

- 
- **Emergency Organisation**
  - **LOC Rescue Plan**
  - **LOC Safety Committee**
  - **Information to the team**
    - **Nearest emergency center**
    - **Nearest trauma center**
    - **Nearest hospital**
    - **Pharmacies near the race site**
    - **Health and hospital care for foreigners**





## ***Team Captain's meeting – race briefing***

- ***Chaired by ISMF Event Manager***
- ***In a meeting room equipped with audio system and video projection equipment - WIFI***
- ***Compulsory in English, ideally in multiple languages***
- ***The ISMF Event Manager will provide the agenda for the meeting***
- ***At the meeting before the race (race briefing), provide all the information regarding the route, the race, the rescue plan, the weather forecasts, and all topics considered necessary for team captains to be fully informed***

## **Head of Team meeting**

The good first impression of the LOC can come from the first head of team meeting.

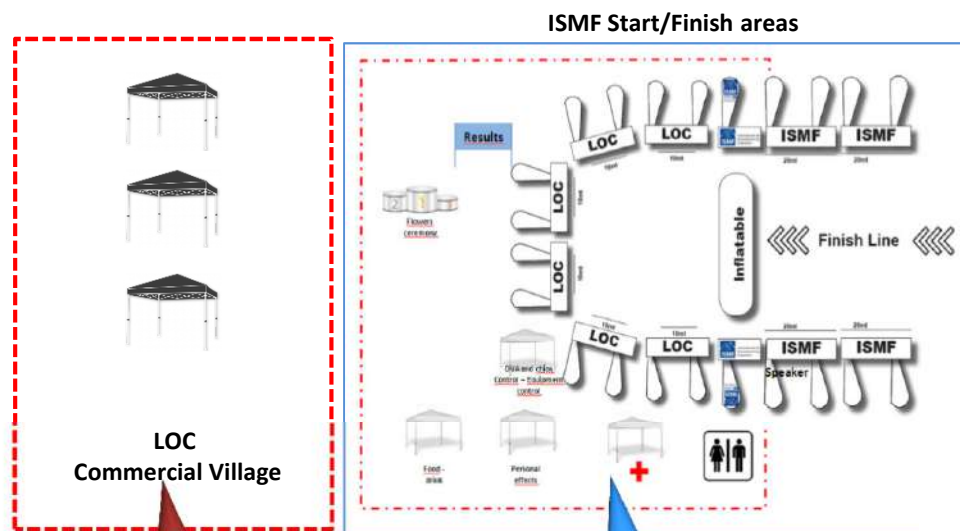
The LOC may include a number of head of team meetings attended by LOC staff, ISMF staff, jury and any guests.

The head of team Meeting Programme is communicated upon arrival of the teams and their accreditation at the LOC.

Head of Team meetings are very important for the detailed illustration of the race programme. ***All meetings are chaired by the ISMF Event Manager.***

### ***Team Captain's meeting***

*Chaired by ISMF Event  
Manager  
Equipped meeting room  
Compulsory English  
All the informations for the  
Team's Captain*



## The Commercial Village

The Commercial Village is the area that, during every ISMF Competition, will be set up near the finish and starting lines of the race track and is reserved for the LOC. It will host the LOC sponsor stands, as well as initiatives organised by the 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.

The exploitation of the advertising opportunities of the Commercial Village shall be at the LOC's and/or its Local Sponsors' exclusive care and costs and shall be submitted in advance to ISMF for approval.

**LOC Commercial Village**

*Commercial space of the LOC outside TV camera range*

**World Cup start/finish spaces**

*ISMF and LOC spaces inside TV camera range and covered by ISMF ADV rights*



**Commercial Village**

Great commercial opportunity for the LOC  
 Opportunity for the LOC sponsor  
 Interesting for the public



## Local Transportation and Parking

The LOC must provide the teams with all the information about local modes of transportation to reach the race site.

There must be a plan of transport and roadworthiness to allow traffic from both teams and the public.

The LOC must provide sufficient parking spaces for the teams and the public near the race site.

The LOC must reserve parking for:

- **LOC Staff**
- **Teams**
- **ISMF Officials**
- **ISMF Staff**
- **VIP & Guests**



### *Parking Areas*

*Teams  
LOC Staff  
ISMF Officials  
and Staff  
VIP & Guests*

## Specific regulations for the World Cup

### *World Cup cancellation or postponement*

World Cup races take place in a winter mountain environment subject to many unpredictable external factors.

The LOC must provide one or more alternative plans that will allow the World Cup to run safely and with the same quality standards even under unfavourable conditions. The Jury may change the times of the Competitions in compliance with ISMF Rules.

The following decisions are possible in the event that the hosting of the World Cup is impossible:

- *Delay of the World Cup (delay of start timing)*
- *Alternative plan for the World Cup*
- *World Cup cancellation*
- *Postponement to another date (possibly in another location)*



***The decision to cancel or delay a race is taken in conjunction with the ISMF Event Manager, the NF, the LOC and Jury.***



**Minimum liability insurance  
CHF 3.000.000 for each incident**

## Specific regulations for the World Cup

### **Insurance**

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

***The minimum liability insurance amount shall be CHF 3'000'000 for each incident.***

The ISMF will cover the full insurance of the civil liability of the officers and staff members attending the event on behalf of the ISMF, who are not members of the Organizing Committee or of the Jury.

***The insurance coverage shall be applied from the day before the first training day until (and including) the last day of the Event, and shall be sent to the ISMF Office at least three weeks before the start of the Event.***

## ISMF Race Assessment Report

After each World Cup event, the ISMF Event draws up a Race Assessment Report. It is a very important document because it highlights all the positive and negative aspects of the recently concluded event.

This document can be discussed with the LOC to find all the correction tools for any errors that were encountered.

The post event report is an indispensable tool for continually improving the World Cup standard.

The post event report is available on the ISMF website in the section dedicated to the available documents

*Race Assessment Report*  
 Tool for the ISMF  
 Tool for the LOC  
 Important to improve the standard of the World Cup



ISMF Race Assessment Report

ISMF International Ski Mountaineering Federation

Name of the event: \_\_\_\_\_

Exact date of the event: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Location: \_\_\_\_\_

Country: \_\_\_\_\_

Federation: \_\_\_\_\_

Club: \_\_\_\_\_

Event category	ISMF series	World Cup	Cont. Champ.	World Champ.	
Type of event	Vertical	Sprint	Individual	Team	Relay
Date (DD/MM/YY)					
Total number of athletes					
Number of racers with ISMF licences					
Number of EM/SM					
Number of EM/SM					
Number of JW					
Number of JW					
Number of CM					
Number of CW					
Number of countries					
Detail Countries (e.g. FRA-ITA-GER, etc)					

ISMF referees 1 (President of the jury)  
 ISMF referees 2  
 ISMF delegate  
 LOC race Director  
 Head LOC trail Director  
 Representative of the national federation

Key to a successful event

no	no	REMARKS
1		ISMF referees 1 (President of the jury)
2		ISMF referees 2
3		ISMF delegate
4		LOC race Director
5		Head LOC trail Director
6		Representative of the national federation

## Security of the World Cup race and events

World Cup races are public sporting events with the presence of many athletes, technicians, organizers and spectators. The LOC must ensure the full public safety of the event, not only during competitions, but also for all collateral events.

The safety of the event as a whole means:

- **Handling any accidents with a detailed health and safety plan for teams, staff (LOC and ISMF), the public**
- **Public security management with a plan implemented in collaboration with local police forces**



Some of the the main aspects to be considered to ensure the overall security of the World Cup event are:

- **Accreditation plan (who is allowed to go where)**
- **Definition of areas and sectors according to the accreditation plan**
- **Professional access control, including parking areas**
- **Control of traffic on the routes of access to competition areas**
- **Radio communication plan**
- **Emergency organisation**

Category - Function	1	2	3	4	5	6	7	8	9
ISMF Board Member	x	x	x	x	x	x		x	x
ISMF Management Committee 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	x
ISMF Marketing & Communication	x	x	x	x	x	x		x	x
ISMF World Cup Sponsor	x	x	x	x				x	x
ISMF Timing & Data Partner	x	x	x		x	x	x		x
Partner and Guest	x	x	x	x				x	x
Official member / NF President	x	x	x	x				x	x
Professional	x	x	x	x	x	x		x	x
Partner and Guest	x	x	x	x	x	x		x	x
Engineering Director/Head Coach	x	x	x	x				x	x
Engineering Coach/Trainer	x	x	x	x				x	x
Doctor	x	x	x	x	x	x		x	x
Physiotherapy support / physiotherapist	x	x	x	x	x	x		x	x
Press Attaché	x	x	x	x	x	x		x	x
Service man	x	x	x	x	x	x		x	x
Broadcaster	x	x	x	x	x	x			
Radio editorial staff	x	x	x	x	x	x			
TV Technician	x	x	x	x	x	x		x	x
Media Rights Holders (INFRONT)	x	x	x	x	x	x		x	x
Media Photographer Agency or single	x	x	x	x	x	x		x	x

**Security of World Cup**

Accreditation Plan  
Professional access control  
Radio communication plan  
Emergency organisation  
Cooperation with local police forces

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



*Responsibility  
of*

**LOC Award  
Ceremonies**

**OFFICIALS CEREMONIES**



## Opening and Closing Ceremonies

The LOC of the events is responsible for organising all official ceremonies according to the rules and protocol of the ISMF.

**The LOC, in agreement with the ISMF Event Manager and in addition to award ceremonies, may organise a ceremony to open and close the sport event.**

The event must be formal, involve local authorities, teams and the public, and must have a limited duration.

Opening and closing ceremonies can be combined with public side events to animate and make the World Cup event more interesting.



*Opening and Closing Ceremony*

*Coordinated by ISMF Event Manager*

*Limited Duration Collateral Events*



## Flower Ceremonies:

- **Agenda**
- **Master of the ceremonies and speaker**
- **Audiovisual equipment**
- **Dress code**
- **Respect of ISMF Rules for protocol**

## Flower Ceremonies

Flower ceremonies are a very important moment in every competition. They are held close to the arrival zone and are headed by the ISMF Event Manager.

The flowers ceremonies are for the top 3 athletes of each category and begin immediately after the race under the direction of the ISMF Event Manager.

The ISMF Implementation Team will provide a backdrop for the ceremonies.

### *Flower Ceremonies*

*Near the finish line  
After the race  
Under the direction of  
the ISMF Event Manager  
3 top athletes for each  
category*



## Officials Award Ceremonies:

- **Agenda**
- **Master of the ceremonies and speaker**
- **Audiovisual equipment**
- **Dress code**
- **Respect of ISMF Rules for protocol**
- **Collateral events**

## Official Award Ceremonies

Podiums are compulsory for the 5 first individual competitors and the 3 first teams of each category, and must be awarded in all categories. The official ceremony should be concluded by h14.30.

Flag triplets must be provided for the podium. The flags of each nation must be provided for the Official Ceremonies. Only instrumental versions (without lyrics) of the national anthems will be provided.

**The LOC guarantees the minimum prize-money according the ISMF Rules.** Each podium athlete should receive an award and not just a handshake (something typical of the venue, the country, the valley, etc.).

### *Prize Money*

*According ISMF Rules  
Cash during the ceremony  
or bank transfer no more 1  
week after the end of the  
event*

## Official Award Ceremonies

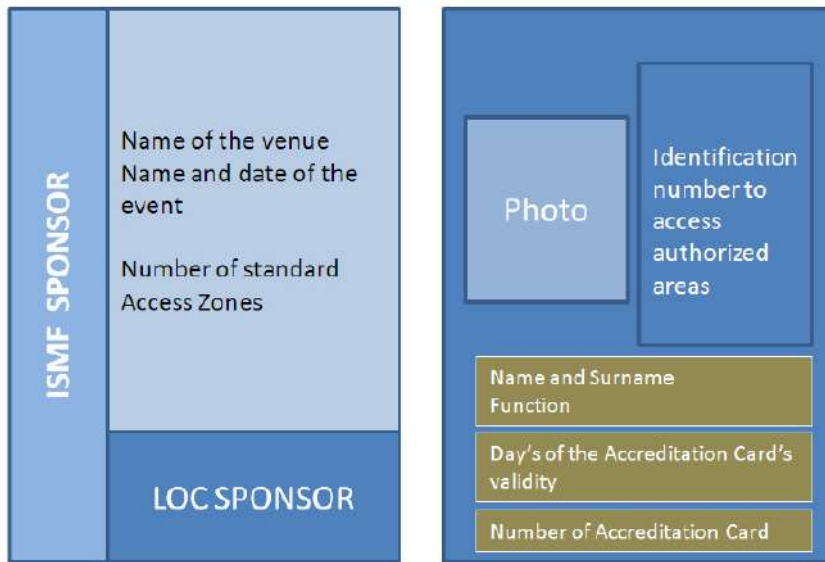


### Alcohol forbidden!

The distribution and consumption of drinks with alcohol at the prize-giving ceremonies and official parties is forbidden. Alcoholic drinks cannot be offered in the race pack.

#### *No alcohol:*

- *At the prize-giving ceremonies*
- *At the official parties*
  - *In the race pack*



## Accreditation and control

The LOC shall establish an accreditation system including the standard access zones or similar set in the “Rules for organizing international ski mountaineering competitions.” A system of accreditation is compulsory.

The LOC shall issue accreditation with appropriate access zones for the various groups that include athletes, team officials, service personnel, NF officials, sponsors, partners, VIPs, special guests, etc.”

In all cases, access to the Races is restricted and subject to additional on-course permits issued under the control of the ISMF Event Manager. The accreditation system proposed by the LOC must be approved by the ISMF.

Category - Function	1	2	3	4	5	6	7	8	9
ISMF Board Member	x	x	x	x	x	x	x	x	x
ISMF Management Committee Member	x	x	x	x	x	x	x	x	x
ISMF Honorary Member	x	x	x	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	x	x
ISMF Marketing & Communication	x	x	x	x	x	x	x	x	x
ISMF World Cup Sponsor	x	x	x	x	x	x	x	x	x
ISMF Timing & Data Partner	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
NF/LOC Professional	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/Head Coach	x	x	x	x	x	x	x	x	x
NF Ski Mountaineering Coach/Trainer	x	x	x	x	x	x	x	x	x
NF/LOC Team Doctor	x	x	x	x	x	x	x	x	x
NF/LOC Medical support / physiotherapist	x	x	x	x	x	x	x	x	x
NF/LOC Team Press Attaché	x	x	x	x	x	x	x	x	x
NF/LOC Team Serviceman	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 (INFRONT)	x	x	x	x	x	x	x	x	x
Media Photographer Agency or single	x	x	x	x	x	x	x	x	x

*Accreditation and control*

*Plan of accreditation  
Access to the races will be restricted  
The accreditation card is a promotional tool  
All the accreditation systems will be approved by ISMF*

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



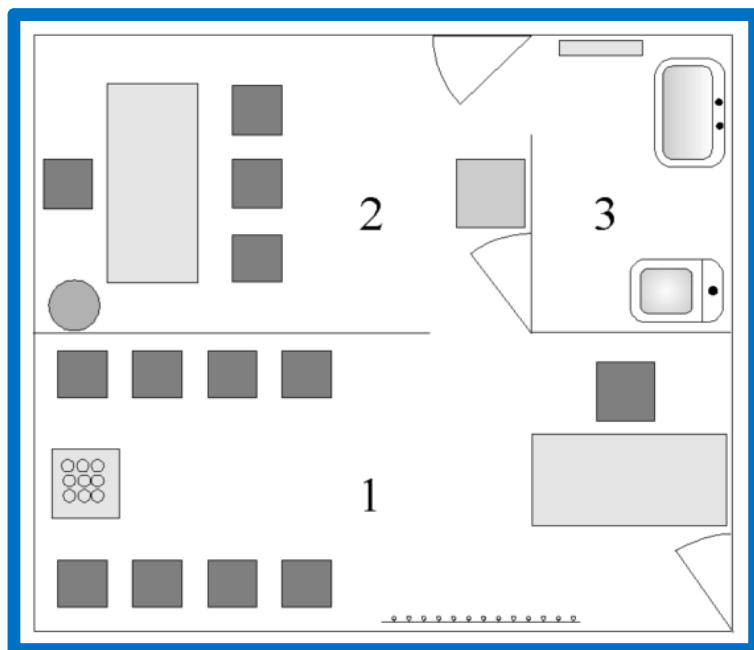


ANTI DOPING

Responsibility  
of

LOC  
Antidoping  
Manager





## DOPING CONTROL STATION LAYOUT (example)

### 1. **Waiting Room**

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

### 2. **Administration/Processing Room**

*Desk, Chair, Waste Bin, Paper Towels, Disposable gloves...  
Refrigerator (Sampling storage)...  
Telephone or other Communication Device, Scissors, writing material...*

### 3. **Sampling Room (Toilets)**

*Water Closet, Wash Basin,  
Paper Towels, Hygienic Toilet Paper, Hooks*

## Anti – Doping controls

The ISMF intends to battle against the doping via several programmes, such as those of the WADA. The fight against the doping is a top priority of the ISMF together NF and LOC.

The LOC must provide a Doping Control Station respecting the recommendations and the technical characteristics set out by WADA ([www.wada-ama.org](http://www.wada-ama.org)) and above all, show respect to the athletes subjected to the tests.

The characteristics of the Doping Control Station are specified in detail in the ISMF Rules.

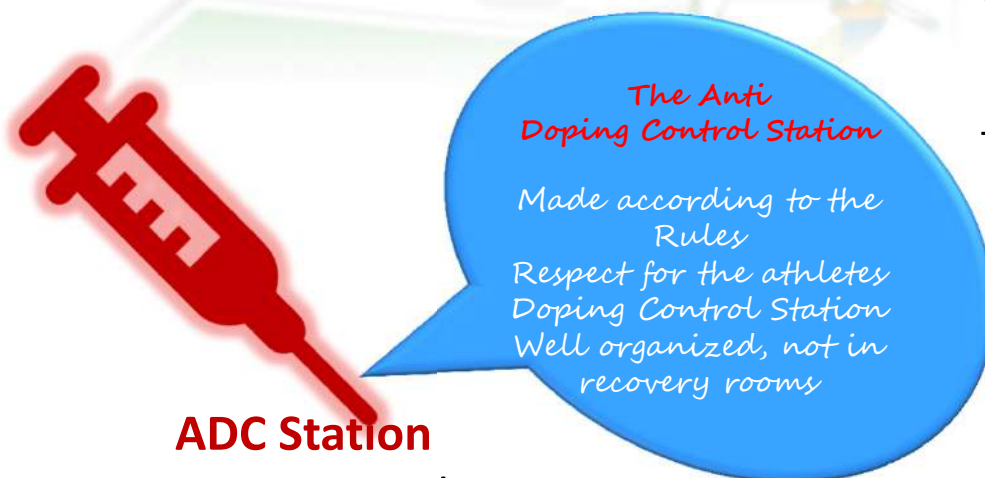
The area must be specific for the tests. It must respect the athletes' privacy and sense of modesty, confidentiality, and gender. These are particularly important when dealing with minors (under 18). It includes a waiting room, a processing room equipped with a large table and chairs, with an adjacent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



## Anti – Doping controls

The Waiting room/area must be:

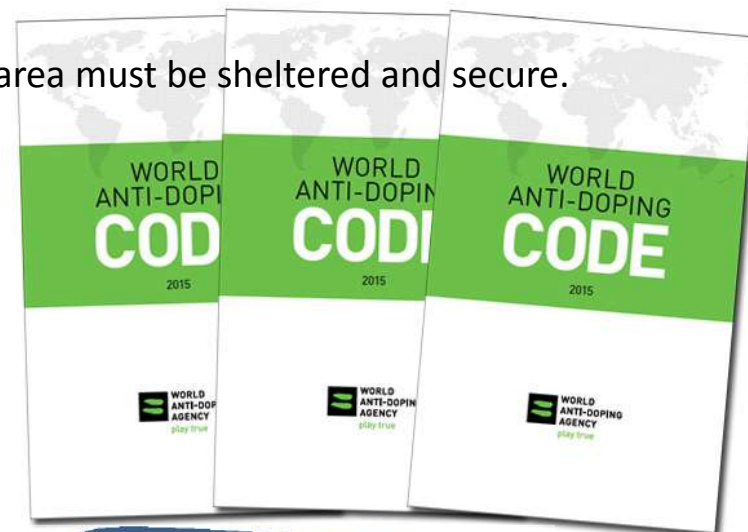
- Be spacious and heated
- Have as many chairs as athletes and escorts
- Provide drinks for each athlete (individually sealed, non-caffeinated and non-alcoholic beverages, which includes a mix of natural mineral water and soft drinks)
- A storage area for the athletes' equipment, skis, boots, etc.



### ADC Station

Anti – Doping Control Station

This area must be sheltered and secure.



Version 8: April 2017

**WORLD ANTI-DOPING AGENCY**

Sample Collection Personnel (SCP) Instructions:

**Doping Control Form**

These Instructions will assist Doping Control Officers (DCOs) and Chaperones in completing the Doping Control Form (DCF) developed by the World Anti-Doping Agency (WADA) in co-ordination with stakeholders.

These Instructions are to be used in conjunction with Version 8 (4-2017) of the Doping Control Form.

**Overview**

This DCF has been produced to standardize documentation and simplify the doping control process for SCP and Athletes.

**General Comments**

- All times should be written using the 24 hour clock e.g. seven thirty in the morning (7:30am) is 07:30, and seven thirty in the evening (7:30pm) is 19:30.
- Write clearly in block capitals and press hard to ensure all copies are legible.
- If the DCO/Chaperone has insufficient space on any part of the form, they may use a Supplementary Report Form (SRF).
- Any deviation from the standard procedure must be noted on a SRF or a DCO

**WORLD ANTI-DOPING AGENCY**  
play true

**SAY NO!  
TO DOPING**

*The Chaperones*

- Professional
- Educated and efficient
- Well trained
- Preferably knowledge of English

## Anti – Doping controls – The «Chaperones»

The figure of “Chaperones”, the persons in charge for Anti – Doping for the LOC, are very important.

The Chaperones are appointed and remunerated in the framework of the agreement with the external supplier.

It is mandatory that, from 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.

The 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 of age and, when possible, have a good command of English*

The Training of the chaperones is as stipulated in the WADA standards and guidelines by the rules of the host country's ruling body.



COMMUNICATION, MARKETING AND BRANDING

## World Cup branding

The ISMF World Cup takes great care of the respect of branding that contributes decisively to a strong, positive and professional impact, and offers great business and marketing opportunities for the World Cup.

ISMF Rules and the contract between ISMF/LOC/NF clearly point out all the points that need to be followed with care to get the maximum promotional result for the ISMF, the LOC, and the World Cup event as a whole.

The principles governing the branding of the ISMF Ski Mountaineering World Cup are:

- ***To ensure the best promotion of sponsors' image***
- ***To ensure that the brand is communicated in a professional and practical way using all the opportunities offered by the World Cup***
- ***The principles of branding will be applied mainly to these areas:***
  - ***Promo and advertising material***
  - ***Accreditation system***
  - ***LOC website***
  - ***Implementation of start and finish areas***
  - ***ADV spaces, bibs, inflatable bows, various outfits on the race etc.***
  - ***Television graphics***



**World Cup  
Branding**

*Great opportunity  
for all  
Warranty for the  
future  
Interest of the news  
sponsor*

## World Cup branding

---

The support of the ISMF brand is crucial to the success of the World Cup.

Respecting the guidelines of ISMF branding helps to communicate the values of the World Cup in a professional way.

At the ISMF Forum, all the organizers will be provided with detailed guidelines to be followed in the organization of a World Cup race.

***Branding is “The process involved in creating a unique name and image for a product in the consumers' mind, mainly through advertising campaigns with a consistent theme. Branding aims to establish a significant and differentiated presence in the market that attracts and retains loyal customers.”***



## ADV – Advertising Rights

The World Cup Advertising rights (ADV rights) is a very important topic that must be carefully analysed by the LOC.

**The ISMF Rules and the ISMF / LOC / NF agreement defines in detail every aspect of interest that may, if necessary, be throughly investigated.**

The LOC must carefully follow all the instructions contained in the ISMF Rules and the agreement between ISMF/LOC/NF. The ISMF General Manager and the ISMF Implementation Team will verify compliance with agreed terms before the start of the World Cup event.



The ADV Rights transferred and assigned to ISMF are fully exclusive up to **60% of the spaces and surfaces** for advertisements and commercial identifications at and around the Sites, which means that no third party has or will have, or manage, any of the aforesaid rights, or any conflicting one, with regard to the Races.

The LOC shall retain, for its commercial local sponsors and for its institutional partners up to **40% of the ADV opportunities** within the TV camera range (always calculated for each race).



## Marketing Guidelines

The Marketing Guidelines are closely linked to the management of ADV rights. **The LOC can and must develop a marketing plan that must be communicated to ISMF as soon as possible.** The LOC will can not be used sponsors competing with those of the ISMF.

The World Cup of Ski Mountaineering can offer the LOCs great commercial and economic opportunities in compliance with the ISMF agreements and following marketing guidelines.

The objectives of the LOC marketing plan are:

- *To increase the economic value of the World Cup event*
- *To complete the budget needed for your organisation*
- *To use the World Cup event to involve new sponsors*
- *To use the World Cup event to make collateral events, sports, cultural and scientific projects that may interest and attract other sponsors*
- *To valorise the collaboration of the institutional sponsors of the LOC*





## 2016-2017 ISMF WORLD CUP and WORLD CHAMPIONSHIPS – MEDIA POLICY (This policy has to be considered as a test for the current ski season and subject to updates)

### ISMF and LOCs

- With reference to the 2016-2017 Season, ISMF and/or the Local Organizing Committee (LOC) shall be entitled to access the ISMF World Cup and World Championships Events hosted by the LOC from the training season until flower ceremony) with TV camera, upon prior information to Infotv, so film race video material to be used in accordance with the below guidelines.
- ISMF and/or the LOC shall publish on Twitter (i) official internet website(s), (ii) official YouTube channel(s) and/or (iii) official social media page(s) (including but not limited to Facebook, Twitter, etc.) footage filmed autonomously or highlights provided by Infotv of the Events hosted by the LOC according to the following specifications:
  - "Highlights" are clips lasting up to 3 (three) minutes per each Event produced by Infotv and delivered through Infotv's FTP. The Highlights shall be published on URL addresses to be communicated by ISMF and/or the LOC to Infotv in advance and be broadcast in their entirety, including any opening and/or end titles. Any special requests must be reported promptly by the LOC for necessary evaluations.
  - With reference to ISMF and LOC official social media page(s) (including but not limited to Facebook, Twitter, etc.), Highlights and the footage filmed autonomously can be only shared by way of a link to the ISMF/LOC official website (or official YouTube channel page(s)).
  - "Events" means all the races held in one venue during the 2016-2017 Ski Mountaineering World Cup Season, regardless of the number of disciplines held in the same venue.
  - Worldwide transmission, with no need to geo-block.
  - Not downloadable and not embeddable audio-visual material. The web address of the audio-visual material can be freely shared with third parties (other than with the exception of the media companies) by way of a link to the ISMF/LOC official website (or official YouTube channel page), provided that any viewing or exploitation of such audio-visual material is made only by accessing the ISMF/LOC official website (or YouTube channel page) and not directly from the page hosting the link (i.e. embedding) as well as any such exploitation is not associated with any commercial purpose.
  - For LOCs hosting events every season: transmission until the event of the next season.
  - For LOCs not hosting events every season: transmission until December 15<sup>th</sup>, 2017. The transmission can be resumed on December 15<sup>th</sup> of the season in which the LOC will host the event again, until the event date.
  - The Highlights and the footage filmed autonomously shall not be licensed or distributed to any other party, including, but not limited to, sponsors and tourist offices, which will be addressed to Infotv if interested to obtain footage. Any NSA or LOC different from the

MEMBER OF	LOCAL HEADQUARTERS	OFFICE	TEL: +39 (0)274 154755
	St. Anton, Dolomiten	Via Dario, 2	Mail: +39 232 250064
	Leak, Ontario	2200	Fax: +39 232 24 08225
	Chamonix	Ville des Miroirs	office@ismf.org
	Switzerland	Italy	www.ismf.org



## 2016-2017 ISMF WORLD CUP and World Championships – MEDIA POLICY FOR NSAs AND ATHLETES (This policy has to be considered as a test for the current ski season and subject to updates)

Infotv is the owner and authorized licensor of the rights to produce and broadcast the 2016-2017 Ski Mountaineering World Cup and World Championships race sanctioned by ISMF ("Events") and as such is the only one entitled to film and distribute the audio-visual feed of the races. For the sake of clarity it is strictly forbidden to any other third party to access any part of the Events, including but not limited to the race and the flower ceremony, with any kind of filming device. ISMF, in collaboration with each NSA, shall take all measures reasonably necessary to assert or defend the said rights.

### NATIONAL SKI ASSOCIATIONS (NSAs)

- Notwithstanding the above, with reference to the 2016-2017 Season, Infotv shall grant to each National Ski Association (NSA) the right to film race footage of its/their respective athlete(s) during each Event ("Footage") and to exploit it for internal and educational purposes only, provided that the person making the videos on behalf of the NSA will not interfere with the operations of the Infotv's TV production team. Each NSA shall inform Infotv about the person in charge of making videos on behalf of the NSA and such person will be the only one authorized to film the athlete(s). Each NSA agrees that it shall not distribute the footage to any third party.
- Furthermore, each NSA shall be allowed to publish on its/their (i) official internet website(s), (ii) official YouTube channel(s) and/or (iii) official social media page(s) (including but not limited to Facebook, Twitter, etc.) the Footage of its/their respective athlete(s) according to the following specifications:
  - The Footage shall have a maximum duration of 30 (thirty) seconds per race provided that commercial logos are not directly involved.
  - URL addresses shall be communicated by the NSA to Infotv in advance.
  - With reference to official social media page(s) (including but not limited to Facebook, Twitter, etc.), NSAs shall be allowed to embed the footage, provided that such Footage shall not be downloadable. When embedding the Footage, NSAs and athletes shall also insert the following:
    - #ISMFWorldCup
    - @isnt.world.cup
    - Facebook: @ISMF World Cup Ski Mountaineering
  - Worldwide transmission, with no need to geo-block.
  - Transmission until September 30, 2017.

MEMBER OF	LEGAL HEADQUARTERS	OFFICE	TEL: +39 (0)274 154755
	St. Anton, Dolomiten	Via Dario, 2	Mail: +39 232 250064
	Leak, Ontario	2200	Fax: +39 232 24 08225
	Chamonix	Ville des Miroirs	office@ismf.org
	Switzerland	Italy	www.ismf.org

## Social Media Policy

The ISMF applies line guides for technicians, athletes, LOCs, and National Federations for the proper use of Social Media.

The Social Media Policy is a very important tool that, when well exploited, contributes to increasing the value of Social Media while respecting all the rules and constraints on the organisation of a World Cup race.

Social media will have to be used in the best ways by NF, LOC and of course by ISMF to maintain and increase the contact and tie with all the fans of the Ski Mountaineering World Cup.

The main objectives of the Social Media Policy are:

- To establish in advance the goals to be achieved with social media**
- News Release Programming: LOCs do not have to use all forms of social media, but only the ones that will help reach the main goal**
- Quality above quantity; it is equally important to determine when to post the right post**
- Respect the ISMF's Social Media Policy to ensure common goals of LOC / NF / ISMF**



## Broadcasting

Television, in all its forms, is of great importance for the success of a World Cup race and the marketing and communication aspects connected with it.

**The ISMF entrusts the TV production of the World Cup to a single broadcaster. Other TV broadcasters may be authorised upon request to the ISMF.**

TV production as a whole is entrusted to the ISMF TV Team, which will collaborate with ISMF Event Manager and ISMF Implementation Team. Prior co-ordination with the LOC is fundamental.



**Broadcast around the world through images and sounds the emotions of a World Cup of ski mountaineering**

*Broadcasting*  
Near the venue of race  
WIFI connection  
Very welcome food and drink offered by the LOC

## Broadcasting

The ISMF holds all the media rights of the Ski Mountaineering World Cup, based on the contract between ISMF/LOC/NF.

*The goal of ISMF broadcasting is to convey, through video, images and photos, the extraordinary emotions that the World Cup skiing mountaineering can arouse in the public.*

ISMF has entrusted the diffusion of video and photo images to a single company - the production will be of the highest quality and will be able to bring a vivid chronicle of competition; it also portrays the location that hosts the World Cup.

The production is entrusted to the ISMF TV Team, which will work in close collaboration with the LOC and under the direction of the ISMF Event Manager.



### Broadcasting

ISMF Rules and contract  
ISMF/LOC/NF

Close collaboration between  
ISMF TV Team and LOC  
See ISMF Media Policy



## Media center

The LOC will provide a media center near the venue, where media professionals can continue their work after the competition.

The media center must have a good WIFI connection (free of charge) to allow for multiple accesses.

The media center services are directed mainly to:

- *Print and digital journalists*
- *Reporter working for rights-holding and non-right-holding TV and radio broadcasters*
- *Cameramen and technical staff working for TV and radio*

All these people must be accredited by the LOC.



### Media Center

Near the venue of race

WIFI connection

Very welcome food and drink offered by the LOC

# World Cup Media Center



## Media services

---

All media players in a World Cup race must be placed in the best working conditions.

All the media are a promotional resource for LOCs and racing venues: the LOC's efforts to offer good working conditions will surely be rewarded with a positive return of the race and location image.

The main services that can be offered to the media are:

- *Provide all the historical, tourist, promotional information on the race location*
- *Arrange press conferences with the winning athletes or protagonists of the race*
- *Provide up-to-date information on the race program and all collateral events*
- *Provide timely variations on the race program*
- *Collect all the information that a single document (Media Guide folder)*

## Media services

- *All kind of informations*
- *Press conferences with top athletes*
- *All kind of documents useful for media*

## Media accreditation

All the media must be accredited by the LOC and will be able to access only and exclusively to their intended spaces.

The LOC must clearly identify and indicate the spaces reserved for the various media.

The ISMF must be informed in advance of all accreditation requests of all media operators in compliance with the ISMF Rules and the agreements between the ISMF/LOC/NF.



ISMF SPONSOR	Name of the venue Name and date of the event	Photo	Identification number to access authorized areas
	Number of standard Access Zones		
LOC SPONSOR		Name and Surname Function	Day's of the Accreditation Card's validity
			Number of Accreditation Card

*Media Accreditation*  
 Accreditation plan  
 Media categories  
 Spaces reserved for media  
 ISMF informed

Category-Function	1	2	3	4	5	6	7	8	9
ISMF Board Member	x	x	x	x	x	x	x	x	x
ISMF Management Committee Member	x	x	x	x	x	x	x	x	x
ISMF Honorary Member	x	x	x	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	x	x
ISMF Marketing & Communication	x	x	x	x	x	x	x	x	x
ISMF World Cup Sponsor	x	x	x	x	x	x	x	x	x
ISMF Timing & Data Partner	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
NF/LOC Professional	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/Head Coach	x	x	x	x	x	x	x	x	x
NF Ski Mountaineering Coach/Trainer	x	x	x	x	x	x	x	x	x
NF/LOC Team Doctor	x	x	x	x	x	x	x	x	x
NF/LOC Medical support / physiotherapist	x	x	x	x	x	x	x	x	x
NF/LOC Team Press Attache	x	x	x	x	x	x	x	x	x
NF/LOC Team Serviceman	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 (INFRONT)	x	x	x	x	x	x	x	x	x
Media Photographer Agency or Single	x	x	x	x	x	x	x	x	x

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



**EVENT SUSTAINABILITY**

ISMF Sustainability Guidelines - Approved by ISMF FA 2009/2015

ISMF Sustainability Guidelines	
<b>INTRODUCTION</b>	
The International Ski Mountaineering Federation (ISMF) is the world governing body for ski mountaineering competitions. The ski mountaineering events are not directly organised by the ISMF, but by Local Organisers (LOs), whose races are recognised by the ISMF after a defined process and then proposed to the ISMF by its members (i.e. National Federations). The rules and regulations of the different ISMF supervised events are published on the ISMF website.	
<b>SUSTAINABILITY AT SKI MOUNTAINEERING EVENTS</b>	
<ul style="list-style-type: none"> <li>Ski Mountaineering events are sustainable when they meet the needs of today's ski mountaineering community while contributing to the improvement of future ski mountaineering opportunities for all and the improvement of the integrity of the natural and social environment on which they depend.</li> <li>The LOC is responsible for the hosting of the ski mountaineering events including activities related to sustainability. The ISMF will take initiatives to support LOCs meeting requirements set-out in the ISMF Sustainability Management System.</li> <li>The LOC shall appoint a sustainability officer who is responsible for activities related to the ISMF Sustainability Management System.</li> </ul>	
<b>ISMF SUSTAINABILITY MANAGEMENT SYSTEM</b>	
<b>ANALYSIS</b>	<b>REPORT</b>
<p>The LOC and ISMF shall agree on a sustainability concept document following the definition of:</p> <ol style="list-style-type: none"> <li>Activities related to the environmental, social or economical impact of the event that are within control of the LOC or ISMF.</li> <li>A list of <b>priority sustainability areas</b> considering both ISMF strategy and the event's objectives.</li> <li><b>Objectives and measurable performance indicators</b> for the priority sustainability areas.</li> </ol> <p>The sustainability concept document has the following structure:</p> <ol style="list-style-type: none"> <li>Event description</li> <li>Roles and responsibilities within the LOC</li> <li>Priority sustainability areas including objectives and performance indicators.</li> </ol>	<p>The LOC shall, post-event, deliver a sustainability report to the ISMF with a quantitative and qualitative assessment of the sustainability activities taken place at the event. This report shall include information on the performance indicators, as defined in the sustainability concept document.</p> <p>The sustainability report has the following structure:</p> <ol style="list-style-type: none"> <li>Event description</li> <li>Measurement &amp; evaluation of priority sustainability areas</li> <li>Conclusion and recommendations</li> </ol> <p>External publication of the sustainability report is recommended upon approval of the ISMF.</p>
<b>SUSTAINABILITY ACTIVITIES</b>	<b>BENEFITS</b>
<p><b>ECONOMIC</b></p> <ol style="list-style-type: none"> <li>Promoting 'Eau de Bagnes'</li> <li>Regional Food</li> <li>Limited Displacement of materials</li> </ol> <p><b>ENVIRONMENTAL</b></p> <ol style="list-style-type: none"> <li>Reduced Printing</li> <li>Recycled Clothing</li> <li>Transport Emissions</li> <li>Waste Management</li> </ol> <p><b>SOCIAL</b></p> <ol style="list-style-type: none"> <li>Alcohol Prevention</li> <li>No Smoking</li> <li>Anti-Doping</li> <li>Handicapped children</li> </ol>	<ul style="list-style-type: none"> <li>To reduce CO<sub>2</sub> emissions and to avoid any traffic problems, shuttle busses and gondola was used to transport all participants, volunteers and spectators.</li> <li>The water from the region, Eau des Bagnes, was served using coratex and reusable cups with logo of event sponsor.</li> </ul> <p><b>SCOPE FOR IMPROVEMENT</b></p> <ul style="list-style-type: none"> <li>Increase awareness and engagement of the audience on importance of sustainability as KPIs</li> <li>Increase the athletes attendance for anti-doping sessions</li> </ul>
<small>Adapted from Charnabrook, C., Veech/Neay, A., &amp; O'Leary, C. (2011). Version 2015, developed by the AISTS. <a href="http://aists.ch">aists.ch</a></small>	

## Event Sustainability

The basic principles for event sustainability are listed in the ISMF Rules and documents. The sustainability of a World Cup race, according to the most modern principles, is one of the goals that must be pursued by the LOC with strength and conviction.

It is possible to organise a beautiful World Cup racing mountaineering race following all the indications for its environmental sustainability. A sustainable event is a better event, respectful of the environment and the mountain and in the full spirit that animates the world of mountaineering.



**Thomas Bach**  
President of the International Olympic Committee

*"As the sports industry grows increasingly larger and more complex, it requires the skills and acumen of a growing number of experts trained in all aspects of sports management, including human, life and engineering sciences.*

*The not-for-profit AISTS was established by the International Olympic Committee and other respected organisations and academic institutions to respond directly to this need.*

*By focusing its activities on the three pillars of education, applied research and connections, AISTS routinely produces highly-trained graduates, many of whom have gone on to play leading roles in the world of sport, and offers leading expertise and technical services to a wide range of key players inside and outside the Olympic Movement."*



The ISMF collaborates with AISTS to improve the sustainability of all the World Cup and Continental Championship sports events


## Event Sustainability

*Please refer to the Handbook interely dedicated to Sustainability!*

ISMF SUSTAINABILITY HANDBOOK  International Ski Mountaineering Federation



'Event Name' 2019



Plans for:


Review and methodical collection of material when the race is finished.	Yes	kg of waste	??	
<b>Snow marking:</b>				
Choose an <i>organic based dye</i> or alternative to aniline.	Yes		??	
Do not mix aniline with antifreeze (alcohol or other industrial liquids)	Yes		??	
<b>Safety</b>				

'Event Name' - 2019 Page 5



HOSPITALITY

*Responsibility  
of*

LOC Logistic  
sector





**Team Hospitality**

Athletes are protagonist of the WC  
The best hospitality conditions

Agreed Maximum price  
Menu for specific needs

## Team Hospitality

The hospitality for the teams must be strictly respected by the ISMF Rules.

The LOC must present the teams with a list of accommodation (hotel, apartments, guest houses, etc.) as close as possible to the competition location with negotiated prices as indicate in the agreement between ISMF/LOC/NF

- **Price included breakfast, bathroom and toilet for 2-3 people**
- **Access to WI-Fi, parking, ski room**
- **Higher standard accommodation**
- **Maximum price as established by the agreement**

The LOC must provide the teams with all the information possible about hotels, restaurants, gyms, swimming pools, wellness centers, etc., near the race site so that teams can organise their stay in the best way and ensure athletes a high standard.



## Immigration Information

List of Nations that require visas  
Invitation letter  
If possible, visas must be facilitated  
ISMF informed at all times

## Immigration Information

The LOC must provide teams with all information about national and local immigration laws and regulations.

The LOC must foresee from the very first organisational stages the resolution of all problems related to entry into its own nation of foreign nationals.

The LOC must first identify the teams that need visas to enter the host country's World Cup event.

***To facilitate the initial process, the LOC will need to contact its customs and immigration offices to determine which countries need visas.***

The LOC will have to provide a specific letter of invitation to allow the issuing of visas to the previously identified teams. The ISMF must be kept constantly informed.

## ISMF Staff and Official Services

The number of ISMF staff members is well indicated in the ISMF Rules and in the agreement between ISMF/LOC/NF.

***The LOC must comply with these requirements and must promptly inform ISMF Office of any problems.***

The LOC must provide a certain number of ski passes for the ISMF staff in the event that the competition takes place in a ski resort, and must ensure that the use of the facilities is functional and convenient.



ISMF officials	Number of persons	Single room	Double room
ISMF ISMF Event Manager (1)	1	1	-
ISMF Technical Delegate (1)	1	1	-
ISMF Referees (1) (2)	3	1	1
ISMF Board Delegate (1)	1	1	-
ISMF TV Team (done by ISMF designees) (1)	5	1	2
ISMF Implementation Team (done by ISMF designees) (1)	4	-	2
Time-keeping Staff (1)	3	1	2
ISMF official speaker	1	1	-

### Annotation:

1. Minimum 3 stars (three-stars) hotel with complimentary Internet connection, reserved for ISMF's officials for a stay in the proximity of the Sites where the Races will be held during their entire duration, from two nights before the start of the first race until the morning following the end of the event, including food and lodging.
2. The ISMF Office will provide to communicate to the LOC the name of the referees; in the case one of the referees is a woman, she will be provided with a single room.



WORLD CUP PLANNING

Responsibility  
of

President of  
LOC

Day1	Day 2	Day 3	Day 4
<b>Teams arrival</b>  <b>16:00/19:00</b> information of the teams and map/ski pass distribution (Race Office)	<b>Welcome</b>  <b>16:00/17:30</b> registration and bibs/gift distribution (Race Office)  <b>17:30</b> Authorities speeches and Top 5 (Race 1) presentations  <b>18:30</b> Briefing Race 1	<b>Race 1</b>  <b>09:00 to 12:00</b> Race and Flower Ceremony  <b>17:30/18:30</b> registration and bibs distribution of Race 2 (Race Office)  <b>18:30</b> Official prize-giving ceremony of Race 1  <b>18:45</b> Briefing Race 2	<b>Race 2</b>  <b>09:00 to 12:00</b> Race and Flower Ceremony  <b>13:00/14.30</b> end of the event. Official prize-giving ceremony of Race 2

Example of a basic program for a typical World Cup event. 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 Manager.

Date	Program of the morning	Program of the Afternoon	Program of the Evening
World Cup Planning	Who is the responsible? Which sectors of the LOC are interested in? How many volunteers are needed?		

The programme of a World Cup event may be subject to variations. **Any change must be agreed in advance with the ISMF Event Manager.** The LOC must pay close attention to the schedules of the programme and have a direct influence on all technical, logistic, communication and marketing aspects.





WORLD CUP CHECK LIST

Responsibility  
of

All the  
sectors of the  
LOC

## TECHNICAL CHECK LIST

INFORMATION/ITEM	DEAD LINE	TICK OFF WHEN DONE	NOTES
RACES TRACKS – GENERAL PLAN OF THE RACES	NOV		PLANIMETRY
SAFETY ORGANISATION – RESCUE AND EMERGENCY – MEDICAL ORGANISATION	NOV		DESCRIPTION OF THE LOC ORGANISATION
RACE BRIEFING	JAN		PLACE OF BRIEFING AND CAPTAINS MEETINGS. WI-FI CONNECTION
EVENT PROGRAMME INCLUDING PRIZE GIVING CEREMONY – OFFICIAL CEREMONIES	OCT		FULL PROGRAM OF THE EVENT
START/FINISH AREA LAYOUT WITH RELEVANT ACCESS AREAS - SPECTATOR AREAS – PRESS AREAS	JAN		PLANIMETRY AND ORGANISATION OF THE START/FINISH ZONE
ON – SITE TRANSPORTATION – PARKING AREAS – OFFICIALS PARKING – VIP PARKING	JAN		DESCRIPTION OF LOC ORGANISATION
ENVIRONMENTAL ORGANISATION – ENVIRONMENTAL CONCERNS	JAN		DESCRIPTION OF LOC ACTIVITIES
ANTIDOPING CONTROL - DOPING CONTROL STATION ANTIDOPING	JAN		PLACE FOR ANTI-DOPING CONTROLS. CHAPERONS
WELCOME AND REGISTRATION AREAS	JAN		WHERE AND HOW IT'S ORGANISED
4 RADIOS (JURY - ISMF Sport Department Director - ISMF Technical Manager) with microphone	BEFORE THE RACE		RADIO FOR ISMF OFFICIALS. GENERAL PLAN OF COMMUNICATION ON THE RACE
RACE HEADQUARTER	JAN		WHERE
ACCREDITATION PLAN	JAN		ACCREDITATION SYSTEM AND FORMAT
TIME KEEPING SERVICE	NOV		WHO
POC - POINTS OF CONTACT OF THE LOC	ASAP OCT		PRESIDENT OF THE LOC SECRETARY OF THE LOC LOC RACE DIRECTOR LOC PRESS OFFICER LOC ENVIRONMENTAL PROTECTION OFFICER
SPEAKER	JAN		ENGLISH COMPULSORY

## ADMINISTRATIVE AND LOGISTIC CHECK LIST

INFORMATION/ITEM	DEAD LINE	TICK OFF WHEN DONE	NOTES
CONTRACT BETWEEN ISMF/NF and/or LOC	OCT		CONTRACT SIGNATURE
ISMF EVENTS PARTICIPATION FEES - COST ASSUMED BY THE LOC Antidoping service, Time keeping service, Awards, Ski pass (if the race take place in a ski resort), Travel expenses, financial allowance, accomodation expenses for ISMF officials, TV Team, Implementation Team, Time Keeping Team	OCT		ACCEPTANCE AND UNDERSTANDING OF THE EXPENSES OF LOC. RESPECT FOR PAYMENT TIMES
PRIZE MONEY AND AWARDS	OCT		ACCEPTANCE AND UNDERSTANDING OF THE PRIZE MONEY AND AWARDS. RESPECT FOR PAYMENT TIMES
LOC STAFF - LIST OF LOC COMPETITION OFFICIALS	OCT		ORGANIGRAM OF THE LOC
ACCOMODATION FOR TEAMS - MEALS	DIC		ACCOMODATION FOR TEAMS AND CONCERNS ABOUT MEALS
ACCOMODATION FOR ISMF STAFF (OFFICIALS – TV TEAM – IMPLEMENTATION TEAM)	DIC		ACCOMODATION FOR ISMF OFFICIALS – GOOD WI-FI CONNECTION COMPULSORY
LOC MANPOWER FOR ISMF STAFF	DIC		LOCAL MANPOWER AVAILABILITY FOR ISMF STAFF
AVAILABILITY OF HELICOPTER	JAN		AVAILABILITY OF HELICOPTER FOR RESCUE, LOGISTIC AND MEDIA
AVAILABILITY OF PISTEMACHINES AND SKIDOOS	JAN		AVAILABILITY OF SKI DOOS-PIST MACHINES FOR RESCUE, LOGISTIC AND MEDIA
ACCREDITATION PLAN	JAN		DOCUMENTS TO BE VIEWED IN ADVANCE BY ISMF COMMUNICATION & MARKETING DEAPARTMENT
INSURANCE	BEFORE THE RACE		CHF 3.000.000

## MEDIA – COMMUNICATION – MARKETING CHECK LIST

INFORMATION/ITEM	DEAD LINE	TICK OFF WHEN DONE	NOTES
EVENT PROGRAMME INCLUDING PRIZE GIVING CEREMONY – OFFICIAL CEREMONIES	DIC		DOCUMENTS TO BE VIEWED IN ADVANCE BY ISMF COMMUNICATION & MARKETING DEPARTMENT
LOC DOCUMENTATION - DOCUMENT PREPARED BY THE LOC PRIOR TO COMPETITION – EVENTS PUBLICATIONS – FLYERS – LOC WEBSITE	JAN		DOCUMENTS TO BE VIEWED IN ADVANCE BY ISMF COMMUNICATION & MARKETING DEPARTMENT. SEE CONTRACT WITH LOC.
SERVICES AND CONSIDERATION ON ADV RIGHTS	OCT		ACCEPTANCE AND FULL UNDERSTANDING
SPONSOR OF THE LOC (INSTITUTIONAL SPONSOR AND COMMERCIAL SPONSOR)	ASAP		COMPLETE LIST OF ALL LOC SPONSORS
LOC PRESS OFFICER	OCT		COLLABORATION WITH LOC PRESS OFFICER
MEDIA POLICY FOR THE LOC	OCT		ACCEPTANCE AND FULL UNDERSTANDING
INTERNET CONNECTION FOR TV AND IMPLEMENTATION TEAM – INTERNET CONNECTION ON FINISH AREA	OCT		COMPULSORY WELL/GOOD WI-FI CONNECTION
BIBS – INFLATABLE ARCHES – BANNERS ETC. IN THE RACE SITE	OCT		ACCEPTANCE AND FULL UNDERSTANDING. SEE CONTRACT
COMMERCIAL VILLAGE	JAN		LOC ORGANISATION
ACCREDITATION PLAN	JAN		DOCUMENTS TO BE VIEWED IN ADVANCE BY ISMF COMMUNICATION & MARKETING DEPARTMENT. TEAMS-OFFICIALS-PRESS-MEDIA-VIP-GUESTS
LOC CAMERAS If any, kindly inform ISMF Office about the specific filming purpose / project (Fan TV, promotional, etc.) and provide them with a dedicated camera sticker as authorized cameras	DIC		INFORM ISMF OF ANY REQUEST TO ACCESS TO THE RACE OF TV, MEDIA AND PRESS
WEB SITE DECLARATION FORM Kindly collect them in digital format before approving the personal credentials and send them to Infront by e-mail at the latest when closing the official	DIC		WEB SITE OF THE LOC



GLOSSARY

The following glossary shows the main terms used during the organization of a World Cup ski mountaineering competition. The main reference for everything not included and indicated are the ISMF Rules and the Agreement between ISMF / LOC / National Federation (NF).

**“...name of presenting sponsor.....ISMF Ski Mountaineering World Cup”** is the seasonal ski mountaineering races circuit included by ISMF in its World Cup calendar, duly authorized by ISMF and monitored by ISMF officials, in accordance with ISMF rules

**“Races”** means all competitions of the ISMF sanctioned World Cup, World Championships and Continental Championships taking place during the Ski Seasons,

**“Sites”** means all places and areas where the Races will be held, such as the starting areas (including installation), the course (including warm-up and competition areas), the finishing area, any location used for award ceremonies and presentations, the business/media/sponsor centre, race offices and headquarters and/or the air space above the aforementioned areas;

**“Event Facilities”** means all locations, offices, reception and meeting room facilities used for official purposes connected to the Event (including award ceremony facilities, race offices, accreditation office, meeting rooms used for official meetings [team captains' meetings, press conference rooms, rooms for announcements or presentations], press center, service infrastructures);

**“Commercial Village”** means the area that, during each ISMF Competition, will be set up near the finish and starting lines 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 it's not covered by TV camera range;

**“Media and Broadcast Rights” or “Rights”** means the rights granted and assigned to ISMF 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, 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;

**“Advertising and Commercial Rights”** means the right to use, exploit and market each, the Advertising Spaces and Commercial Rights relating to the Races under the terms and conditions set forth in this Agreement;

**“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, athlete’s 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;

**“Media and Advertising Sports Services”** means the services provided by ISMF and/or its designees as better defined hereinafter as explained later;

**“Event Programme”** means the booklet or brochure which contains the Event Schedule and other useful information related to the Event.

**“Event Schedule”** means the list of activities related to the Event, including the time and location of their execution.

**“Event Venue”** means the sites and locations which are used for the purpose of the organization of the Event including the Course(s) and Event Facilities not included in the Course(s).

**“ISMF designees”** are professionals who have a working relationship with the ISMF in TV production, the implementation of commercial space managed by the ISMF, in the field of marketing and communication, in the field of image promotion, in the sector of media (TV industry, photo, press etc);

**“Force Majeure”** means any event which is unforeseen and beyond the reasonable control of either party including but not limited to the following; Act of God, adverse weather, inevitable accident, failure or shortage of power supplies, fire, flood, epidemic, earthquake, explosion, war or armed conflict, embargo, government action or decree, riot or civil disturbance, failure or delay of common carrier or impairment or lack of adequate transportation facilities, inability to obtain, or the condemnation, failure of technical, Production or television equipment not under their direct control;

**“LOC Organizing Committee”** is the group of persons or entity which executes the right, duties and obligations related to the organization of the ski mountaineering World Cup event;

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