



Site Inspection / OC Planning Checklist (WC / WCH)

Version October 2021

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 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 _____

Weather Forecast Does the LOC have access to local weather forecasting? Y/N _____

What is the best online source of local weather information for the venue? _____

Is there a weather station on site? Does it provide information online? Y/N _____

Back up site Back up site available in case of no snow _____

Length of loops at back up site **standing:** _____ **sit ski :** _____

Courses according to WPNS Homologation Guide (sitski course) Y/N _____

Possible to install biathlon range at back up site. Permissions Y/N _____

Cancellation Latest date to cancel the event (6 days prior to first competition) _____

ADMINISTRATION

Contracts

Contract with WPNS signed. Date Y/N _____

Insurance requirements discussed Y/N _____

Delivery plan has been discussed Y/N _____

Antidoping

IPC requirements on rooms/facilities and chaperons clear Y/N _____

Budget in place for antidoping tests per agreements Y/N _____

IPC will define the size and type of the testing programme to be conducted at the event

Documents

WPNS Site Inspection Checklist Y/N _____

WPNS Rules and Regulations Y/N _____

<https://www.paralympic.org/nordic-skiing/rules> WPNS Homologation Guide Y/N _____

<https://www.paralympic.org/nordic-skiing/documents> WPNS TD Handbook/Technical Guidelines Y/N _____

WPNS Competition Formats Y/N _____

WPNS Percentages list Y/N _____

WPNS Guidelines for Hosting Classification Y/N _____

Entries

Send out Announcement 6 months prior to competition _____ Planned date _____

Send out of invitation latest 90 days before: _____ Planned date _____

Deadline Preliminary entries 6 weeks prior to first competition: _____

Deadline Final entries 10 days prior to first competition: _____

Special entry timelines apply for WCH and will be agreed on with the OC.

IPC Online Entry System

Access to Online Entry System in place Y/N _____

IPC Accreditation System (WCH only)

Plan and timelines discussed with WPNS Y/N _____

Entry and service fees collected by OC

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 ...)

Accommodation	WPNS Officials:	Name: _____		
	Teams:	Name: _____		
	Different price options available	Y/N	_____	
	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	_____			
Side social events, culture and sight-seeing program (see end of form)	Y/N	_____		

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	photocopier	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
 Map of the stadium available
 Map of the range available
 Maps (incl. Profile) of all the courses available

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

Overlay & Venue Facilities**Spectator Areas**

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

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

Media Areas

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

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

Broadcast

Broadcast Planned
 Live/Delay/Streaming/#hrs
 Production Company
 Camera Plan
 Integrated graphics/results

Y/N	
Details	
Contact	
Y/N	
Y/N	

Internet

Available at Venue. Where?
 Specify capacity, upload/download:

Y/N	
Y/N	

Athlete Compound**Wax Cabins:**

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

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

Athlete Lounge:

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

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

Classification

Classification of athletes planned

Y/N	
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Classification Facilities

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

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

Anti-doping Facilities

According to Antidoping Guidelines - Accessible

Y/N	
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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.

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	

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	
	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		
Sprint procedures (workflow, start reviewed & discussed)	Y/N		
Video camera available to control Sprint & Pursuit start	Y/N		
Time of day clock available for sprint start procedures (323.4.2.6)	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	Width 12m?	Y/N	
Mixed Zone planned	Y/N		
Flags and flag-poles available	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
 Warmup course for standing and sitting classes sufficient
 Track setting for classic and free technique discussed
 Check points (bib number control)
 Technique control: 3-4 video cameras + playback system available
 Km signs available
 Feeding station (long distance) discussed
 Forerunners available - how many? (separate bibs/vests)
 Course closer available (separate bibs/ vests)
 Course access for sledges/wheelchairs possible
 Course safety (fencing, tree pads, ...)
 Thermometer for temperature measurement at the coldest point

Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
Y/N	
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 to provide .kml file of course location, loops & stadium arrangement & distance/profile estimate 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

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

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

Shooting range

Existing IBU range, or temporary range		
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	
Stop Clock at Neutralization zone	Y/N	
Video-camera covering all the range and Neutralization zone	Y/N	
Whistle	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	

for electronic scoring system the number of Bt Volunteers can be reduced from 12 to 6-4 person (1 for 2-3 lanes)

Penalty loop

Sufficient space for 150m/100m penalty loop	Y/N	
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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 (only required for WCH)	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

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Date:	Signature WPNS Representative:
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to be sent to:

Organizing Committee

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

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