

### 7.8 SKIING

#### SECTION 1A: SKIING SPORT SPECIFICATION

##### 1. RULES OF COMPETITION

1.1 The INAS Alpine Skiing events will be governed by the rules of FIS with approved variations by INAS.

1.2 The minimum age to participate in Alpine events is 16 years on the day of competition.

##### 2. INAS SPORT RULES

###### 2.1 SL-Slalom

The main characteristics of the SL-Slalom are the following:

- a. For each class there is a course on a relatively steady slope so as to enable the skiers to come down in a cadenced way (right/left).
- b. The competition will take place with a "single pole"
- c. The course should enable the athletes to make a steady movement (turns), without long pauses (between 0.75 and 1.5 sec.) between one and the following.
- d. The competition is divided into 2 runs. The sum of the times got in both runs will make the final time and the resulting placing in the ranking list.
- e. Start - the competitors will come down according to their age, random, following the competition schedule; while in the second run, the competitors will come down, always according to their age, but starting from the one who obtained the slowest time in the first run.
- a. A maximum of two gates open one triple and one long will be used. This will subject to consideration of the slope, snow conditions and visibility. The final decision will be taken the night before the race at the Technical Meeting by a majority vote of delegates present.
- f. See the below table for the technical details.

###### 2.2 GS-Giant Slalom

The main characteristics of the GS-Giant Slalom are the following:

- a. The course is on a relatively steady slope, with open gates put in a way that athletes have from 1.5 to 2.5 seconds between a turn and another one. The athletes should come down alternating brief moments of sliding with a suitable speed and turns.
- b. The competition is divided into 2 runs. The sum of the times got in both runs will make the final time and the resulting placing in the ranking list.
- c. Start - the competitors will come down according to their age, random, following the competition schedule; while in the second run, the competitors will come down, always according to their age, but starting from the one who obtained the slowest time in the first run.
- b. A maximum of two gates open will be used. This will subject to consideration of the slope, snow conditions and visibility. The final decision will be taken the night before the race at the Technical Meeting by a majority vote of delegates present.

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- d. See the below table for the technical details.

#### 2.3 SG-Super G

These competitions for athletes with an intellectual disability are different from those run by FIS regulations.

- a. In the SG-Super G there is a cadenced course with several wide turns. The time between a gate and the following one should not exceed 2.5 – 3 seconds, so that the athlete can control his/her speed in every situation.
- b. The SG-Super G competition is performed in a single run.
- c. Start - the competitors will come down according to their age, random, following the competition schedule.
- d. A maximum of two gates open will be used. This will subject to consideration of the slope, snow conditions and visibility. The final decision will be taken the night before the race at the Technical Meeting by a majority vote of delegates present.
- e. See the below table for the technical details.
- f. In the first day of the event can be organized for training, an optional test SG-Super G

#### 2.4 Alpine Combined

In the afternoon of the single trial of SG-Super G will be held the single trial of SL-Slalom valid for the Combined. For the final ranking the time of SG-Super G and the time of the SL-Slalom will be added together.

In case is not possible for organizational issues do the SL Slalom combined, to make the ranking will be the sum of the times of SG Super G, and the best time of one of the two tests of the SL Slalom, even if Athlete has not concluded the second test.

#### 2.5 Team Event (Parallel Slalom)

The track:

- a. The height difference must be between 80 and 120m
- b. From one side to the other, the track should be as level as possible so that both courses are as identical as possible.
- c. The parallel slalom will consist of two identical courses of different colors: a red course and a blue course.
- d. The minimum number of gates is 18
- e. The maximum number of gates is 25
- f. A gate consists of two sticks and a banner (as per giant slalom).
- g. The distance between the two courses and the two starting gates must be between 6 and 10 meters.
- h. The distance between the doors of the courses must be at least 12 meters and at most 15 meters.
- i. A round corresponds to about 20 seconds of racing.

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2.6 The Teams must be composed of athletes from the same nation.

2.7 Teams must be composed of 3 athletes including: 1 athlete ii1 (male or female); 1 athlete ii2 (male or female); 1 woman (ii1 or ii2)

- a. Duels only take place within the same category. Each athlete meets only the person in the category of the opposing team:
  - i. An athlete in category "II1" can't compete with an athlete in the category "II2" or "woman".
  - ii. The sportswoman of the category "woman" can't compete against persons of category ii1 or ii2 even if they are also women.

2.8 Recognition riders can not recognize the course until the official recognition

The course of the race must be studied skidding (or as recommended by the meeting of team leaders).

Bibs must be worn visibly during reconnaissance with the apparent number.

2.9 Organization of the event if 5 teams or less

- a. All teams will be in a duel and will meet during the event.
- b. Team numbers are drawn.
- c. Draw for the choice of course in the first round. Second run in the opposite race.
- d. The athlete who wins two rounds wins the duel.
- e. If tied at the end of both rounds, the athletes draw a course and perform a third decisive round. The winner wins the duel.
- f. The winner earns a point to his team. The loser scores 0.
- g. The winning team is the one with the biggest score.
- h. The team that wins the parallel team slalom is the one who, after meeting all the teams, has the biggest score.

If there is a tie between two teams at the end of all the duels, the concerned teams draw a course and a category for a final decisive round and establish the final ranking. The winner wins the duel.

2.10 Organization of the event if 6 or 7 teams.

- a. All teams will be in a duel and will meet during the event.
- b. Team numbers are drawn. Draw for the choice of course and for each category.
- c. The game is played in one round.
- d. The athlete who wins the round wins the duel.
- e. The winner earns a point to his team. The loser scores 0.
- f. The winning team is the one with the biggest score

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- g. The team that win the parallel team slalom is the one who, after meeting al
- h. l the teams, has the biggest score.

If there is a tie between two teams at the end of all the duels, the teams draw a course and a category for a final decisive round and establish the final ranking. The winner wins the duel.

#### 2.11 Organization of the event if 8 or more teams.

- a. A timed qualifying event will be organized to determine team numbers.
- b. The qualifying event can be done either in parallel or on a single track, or based on the results of the giant the day before on the total time of both rounds.
- c. Teams qualify by adding time to the three athletes of the team
- d. Only 8 teams can qualify. (8 best total times of the qualifying event).
- e. The team with the best total time of the three athletes who compose it obtains the bib 1.
- f. The second on the total time the bib 2 and so on until the 8th team. (Having the last total time) The duels are organized in the following way for the first round (8th of final):
  - i. The odd teams numbers start in the red course, the even numbers in the blue course and vice versa for the second run.
  - ii. Team 1 meets Team 8; Team 2 meets Team 7; Team 3 meets Team 6 and Team 4 meets Team 5.
- g. The athlete who wins two rounds wins the duel. If tied at the end of both rounds, the athletes draw a course and perform a third decisive round. The winner wins the duel.
- h. The team that wins the match is the one with a minimum of two wins. She enters the next round (1/4 final, semi final if she wins again and final if she wins the semi final)
  - i. The team with the least victory at the match is eliminated
  - j. The team that wins the parallel team slalom is the one that has won all its matches.
  - k. A small final will be organized to decide the 3rd and the 4th.

#### 2.12 Start and timing

The start is organized with simultaneous departure gates. They trigger the chrono of the two tracks.

The start is announced as follows "Blue course ready ?! ; Red course ready ?! ; Attention... TOP! »

The finish line of each course will be equipped with timing cell.

A "photo finish" system can also be placed at the finish.

#### 2.13 Competition Judges

The competition judges will sit on both sides of the track

The chief of the door judges is responsible for communicating directly to the timekeeper the list of disqualified teams.

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## 2.14 Arrival area

The finish is marked by two doors in each course and a linear line on the ground.

The results must be posted near and outside the finish area in tabular form (table in appendices to be printed in large format and fill in as the race progresses).

## 2.15 Cancellation conditions

In case of poor visibility (fog, snow ...) a minimum of three successive doors must be visible throughout the course. If this condition is not fulfilled, a race stop must be pronounced, the latter possibly leading to the cancellation or postponement of the competition.

## 2.16 Courses

2.16.1 All slopes for Alpine Ski Races of INAS must be homologate.

2.16.2 All the courses for INAS Alpine Skiing competitions should be prepared in a way that, if possible, the first gate forces the competitors to change their direction from a diagonal line from the left.

2.16.3 All the gates should be made up of an internal pole and an external one (except for the Special Slalom competition that takes place with a single pole). Both poles of a single gate should be of the same colour, while the gates should be of alternate colours. Furthermore, the persons responsible for the preparation of the courses should prepare them in order to allow a constant rhythm for the competitors.

2.16.4 The INAS Technical Delegate marks the course for each competition together with local assistants. He has the responsibility to check if the course complies with the regulations.

2.16.5 All the people in charge of the preparation of the course should avoid using a combination of vertical, slanting or bent gates. All the gates of the course must be placed in order to be all "open" (that is, if we draw a line connecting the internal poles and the external ones of each gate, they should be perpendicular to the line that forms the general downhill line of the course, from about the starting gate to the finish one).

2.16.6 Starting area: all the starting areas must be flat, so as to allow the athletes to wait in a relaxed way, without effort. Such area should be easily accessible and without other skiers.

2.16.7 The gate judge is responsible for the right passing of the athlete.

## 2.17 Technical Criteria

Competition	Min./max level difference of the gates	Min./max	Min./max slope	Min. width
SL Slalom	110-200m	25-60	20 – 45 %	25 m.
GS Giant slalom	200-350m	20-50	20 – 45 %	30 m.
SG Super G	240-500m	15-40	15 – 28 %	30 m.

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Team Event	80-120m	18-25	20-45%	30 m.
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2.18 With regard to the distance of the doors in the various disciplines, this should be taken the same as those in the FIS rules, but any decision will be taken by a majority vote of Delegates in Technical Meetings prior to each race, with consideration given to the snow conditions, race track, and technical skills of athletes entered.

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#### 3. EQUIPMENT RULES

INAS adopts the IPC "Ski Equipment Rules" with one adaptation in that SG Super G will use the same parameters as the skis in Giant Slalom.

For SL Slalom, IPC parameters will be used with a minimum length of ski for women (155cm) and men (165cm).

For GS Giant Slalom and Sg Super G the IPC parameters are not used but for INAS competitions a minimum ski length for women is 165cm and for men 175cm. Athletes must use either GS-Giant Slalom or SG-Super G skis.

For safety reason all athletes must use FIS approved back protection and helmet.

As detailed in section 2.10 of the Championship specifications a Materials Commission will be established at the First Technical Meeting. If any athlete needs to use materials other than those permitted by this regulation, they must communicate this during the First Technical Meeting. The Commission will decide on the permission of an exception.

#### 4. DISCIPLINES

Alpine Skiing Competitions consist of the following events:

- SL - Slalom
- GS - Giant Slalom
- SG - Super G
- Alpine Combined
- Team Event

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- SECTION 1B: NORDIC SKIING SPORT SPECIFICATION

## 1. Rules of Competition

The INAS Nordic Skiing events will be governed by the rules of FIS with approved variations by INAS.

## 2. INAS Sport Rules

There are no exceptions to the FIS rules for INAS competitions.

## 3. Disciplines

The following events are included in Nordic Skiing events:

## 3.1 Sprint (classic or free)

Gender	Total Distance	Course	Loops
Men	1200m(+/-400m)	1200m(+/-400m)	1
Women	1200m(+/-400m)	1200m(+/-400m)	1

## 3.2 Middle (classic or free)

Gender	Total Distance	Course	Loops
Men	10km	2.5 or 5km	4 or 2
Women	5km	2.5 or 5km	2 or 1

## 3.3 Long (classic or free)

Gender	Total Distance	Course	Loops
Men	15km	2.5 or 5km	6 or 3
Women	10km	2.5 or 5km	4 or 2

## 3.4 Relay (classic + free + free)

Gender	Distance	Course	Loops
Men	2.5km x 3	2.5 km	1 x 3
Women	2.5km x 3	2.5 km	1 x 3

Which events to run, and in which style (classic or free) will be determined by the local organizing committee and the INAS Technical Delegate.



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## SECTION 2: INAS CHAMPIONSHIP EVENT SPECIFICATION

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#### 1 Event Specification

##### 1.1 Event Title

The title of the event is the “[Number or Year] INAS [World/Regional] [Sport] Championships”, for example “5th INAS World Skiing Championships” or “2013 INAS European Skiing Championships”.

##### 1.2 Event Date

1.2.1 World Championships will be scheduled annually.

1.2.2 Regional Championships can be scheduled annually in odd years but must be at least 6 weeks before or after the World Championships or Global Games if held in the same year.

1.2.3 The event date should be determined in consultation with the Sport Director and should allow for competition cycles, climate, other major events, venue and accommodation availability.

##### 1.3 Rules

The INAS Alpine Skiing events will be governed by the rules of FIS with approved variations by INAS. Local Organisers are not permitted to amend these rules.

##### 1.4 International Federation Sanctioning

At present there is no need for INAS Skiing Championships to be sanctioned by FIS or IPC. The involvement of the national federation (NF) is essential to ensure a successful event and the course must be approved by the NF.

##### 1.5 Inspection Visit

The LOC will be supported by the INAS Nordic Skiing and Alpine Skiing Sport Directors who will give advice and guidance throughout the planning and delivery processes. Further support will be given by the INAS Sports Manager, Technical Officer and other Committees as required.

The Sport Directors will undertake a one or two day inspection visit 6 months prior to the event which will include a visit to the competition and training venue(s), accommodation and time will also be available for competition related discussions.

The LOC will be responsible for all costs relating to the visit including travel, accommodation and catering costs.

##### 1.6 Events

The following programme of events will be held as part of World and Regional Championships.

###### Alpine Skiing

- SL Slalom
- GS Giant Slalom
- SG Super G
- Alpine Combined
- Team Event (Parallel Slalom )

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Nordic Skiing events (which event to run, and in which style (classic or free) will be determined by the local organizing committee and the INAS Technical Delegate)

- Sprint (1200m(+/-400m))
- Middle distance (10km men, 5km women)
- Long distance (15km men, 10km women)
- 3 x 2.5km women's relay, 3 x 2.5km men's relay - classic, freestyle, freestyle

### 1.7 Event Timetable

The events will be competed over four (4) days with training prior as below.

	-2 Days	-1 Day	Day 1	Day 2	Day 3	Day 4	Day 5
Arrivals							
Training							
Opening Ceremony							
Competition							
Closing Ceremony							
Departures							

Additional training days prior to competition can be made available should the LOC and teams agree.

## 2 Competition Information

### 2.1 Competition Format

#### 2.1.1 Alpine Skiing

##### SL Slalom

The competition is divided into 2 runs, the final placement will depend on the sum of the 2 runs.

##### GS Giant Slalom

The competition is divided into 2 runs, the final placement will depend on the sum of the 2 runs.

##### SG Super G

The competition is performed in a single run. The competitors will come down according to their age, random.

- Alpine Combined
- Team Event (Parallel Slalom)
- Nordic Skiing

All Nordic Skiing races are performed as a single race.

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#### 2.2 Competition Schedule

The competition programme is as follows:

Day 1 – 5km Women’s Freestyle, 10km Men’s freestyle, Slalom Men and Slalom Women

Day 2 – Sprint Women’s, Sprint Men’s, Giant Slalom Men and Giant Slalom Women

Day 3 - 3 x 2.5km Women’s Relay and 3 x 2.5km Men’s Relay (classic, freestyle, freestyle)

Day 4 – 10km Women’s Classic and 15km Men’s Classic

#### 2.3 Entry Quotas

There is no limit on entry numbers per nation.

#### 2.4 Event Viability Criteria

For World Championships, events will be considered viable if they have a minimum of six (6) eligible skiers from three (3) member organisations entered.

For Regional Championships, events will be considered viable if they have a minimum of four (4) eligible skiers from two (2) member organisations entered.

#### 2.5 Medals

Medals will be awarded to the first three (3) athletes/teams finishing the event.

For non-Championship events, in the exceptional case an event is competed by only three (3) or fewer athletes, medals will be awarded following the “minus one rule”.

#### 2.6 Qualification Criteria

Entry is open to all INAS Member Organisations in good standing, no qualification standards are required.

#### 2.7 Entry Process

Preliminary entry information should be available 12 months before the date of the Opening Ceremony and final entry information 9 months before, giving full details and costs associated with the event.

For World Championships entry will be managed via the INAS Sports Management system. The LOC will be given access to the system to manage entries and information.

For other events the INAS Sports Manager System can be used. Alternatively LOC managed entry should be via an online entry system that is user-friendly and if possible, available in multiple languages. This should be supported by a paper-entry system for nations who have difficulty accessing the internet.

A full list of entrants should be available in excel format for key partner agencies within 2 weeks of the final entry deadline.

#### 2.8 Entry fees

Fees to participants may be charged, however it should be remembered that many athletes will find it difficult to raise funds and therefore the cost of the event should be considered carefully.

Sponsorship may be raised, in accordance with the guidelines set out in the INAS Handbook.

A capitation fee (level to be determined by INAS) must be added to the cost of the event and may not be used to cover the cost of the event.

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Entry fees will normally be made in 2 separate payments:

- 30% of the entry fee should be paid on first entry and may be held as a deposit organisers in accordance with the schedule below.
- 70% of the entry fee should be paid on final entry.

INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

#### 2.9 Competition Draw

The start lists must be ready for the first Technical meeting published the day before each race.

#### 2.10 Alpine Technical and Materials Committee and Meeting

The Technical Meeting will take place the day prior to competition to discuss all important details concerning the competition, courses and organisation. It is compulsory for each participating nation to attend. Each nation can send up to two persons to the meeting.

The INAS Skiing Committee manage the INAS Skiing programme. They are elected and managed according the approved standing order available on the INAS website.

##### 2.10.1 Alpine Skiing Materials Commission

A Materials Commission will be established at the Technical Meeting. If any athlete needs to use materials other than those permitted by the INAS Equipment regulation in the Alpine Skiing Sport Specifications, they must communicate this during the First Technical Meeting. The Commission will decide on the permission of an exception.

#### 2.11 Team Composition & Delegations

There is no limit on the number of athletes each nation may enter.

Each competing nation may in addition bring 4 team officials per discipline as per below and support staff to a ratio of 1:4:

- Team Manager
- Head Coach
- Assistant Coach
- Medic/Physio

#### 2.12 Athlete Sport Equipment & Clothing Regulations

Team Managers are responsible for providing bibs.

##### 2.12.1 Alpine Skiing

See FIS rules and Sport Rules section above for regulations regarding athlete sport equipment.

##### 2.12.2 Nordic Skiing

All equipment must abide by FIS rules.

#### 2.13 Communication

A Team Handbook must be developed and published approximately 3 months before the Opening Ceremony containing all key event information.

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During competition, an effective communication system should be installed to ensure teams receive accurate and timely information.

All information relating to the event (including printed and electronic formats) must be presented in English. Where possible, information should be available in additional languages.

#### 2.14 Results

An efficient and accurate results management service is essential throughout the event. Organisers should ensure that results of events are published 'live' to the event website.

The final results before publication should be checked and signed by INAS Sport Director.

A full copy of results should be sent to the INAS Head office (in pdf format) immediately upon conclusion of the event.

## 3 Eligibility & Classification

### 3.1 Eligibility

All national teams shall be eligible to participate, provided that their Member Organisation is in good standing with INAS, and the entry is sanctioned by the National Member Organisation.

INAS will manage the primary eligibility process and will regularly update the INAS Master List. All athletes entering the event must appear as 'Active' on the INAS Master List no later than the final entry deadline. Applications for new athletes must be submitted to INAS as soon as possible.

Athletes who do not meet the qualifying criteria or do not appear on the INAS Master List as 'Active' are not eligible for this event.

There is no 'guest' entry.

The LOC will be responsible for ensuring all athletes are eligible to compete. This includes:

- Appearance on the INAS Master List no later than the final entry deadline (all athletes)
- N, R or C sports classification status (in sports incorporating sports classification)
- All sports rules and regulations regarding minimum age, nationality etc (all athletes)

Insert any IF eligibility requirements e.g. IF licence

## 4 Venue

### 4.1 Facilities

#### 4.1.1 Alpine Skiing

See sport specification for rules and guidance regarding the courses.

#### 4.1.2 Nordic Skiing

Nordic Skiing areas must be FIS standard and approved by the host country's National Governing Body for Nordic Skiing.

The following electronic timing technologies can be used to identify the official finish times:

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- Electronic timing system based on photo cells. The measuring point of the light or photo barrier must be at the same height as the barrier of the starting gate (approx. 60cm above the snow surface).
- Electronic timing system based on transponders.
- Photo finish system. The measuring point will be the toe of the first boot meeting the finish line.

4.1.3 The LOC should make provision for changing rooms, rest rooms, and wax cabin. Where possible one of each for each nation.

#### 4.2 Training Facilities

Training facilities should be available prior to and during competition.

It is desirable that the training track is located near the race track and/or has similar technical characteristics.

## 5 Officials, Staffing & Volunteers

### 5.1 Technical Delegate

The INAS Sport Directors will take on the role of Technical Delegates for the event. The Technical Delegate is the highest authority with regards to technical matters within each sport.

### 5.2 INAS Sport Director

The INAS Alpine Skiing and Nordic Skiing Sport Directors will attend the event and will act as the highest authority with regards to technical decisions.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of INAS Alpine Skiing and Nordic Skiing Sport Directors.

### 5.3 INAS Official Representative

INAS will normally appoint an Official Representative - a member of the Governing Board - to the event.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the Official Representative.

The Official Representative will take final decisions on all matters except those that are of a sports technical nature (and in so far not put before the Accreditation Committee) as much as possible in consultation with the technical delegate, the organising committee and team leaders. They shall also chair the Accreditation Committee and take a prime role in all protocol matters.

### 5.4 INAS Sports Manager

The INAS Sports Manager will normally attend World Championship events.

The LOC is responsible for meeting the cost of travel (ie. flights), accommodation, transport and per diem expenses of the INAS Sports Manager.

The Sports Manager will be present at the event to support the Technical Director, Sport Director, Officials Representative and LOC where required and liaise with the teams and officials to support growth and development of the sport.



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#### 5.5 Technical Officials

The LOC is responsible for meeting the cost of domestic travel (ie. transport to and from the airport and venues), accommodation and per diem expenses.

##### 5.5.1 Alpine Skiing

The LOC must appoint experienced technical officials in enough numbers to ensure control of the race track. Every Official must have no more than three gates to control.

Technical Officials must arrive at the venue no later than one hour before the race.

##### 5.5.2 Nordic Skiing

International Technical Officials should be appointed by the LOC in conjunction with FIS and INAS.

The Referees, Judges, Time Keepers and other key officials should be FIS qualified. Any additional officials must have National Governing Body qualification as a minimum.

Technical officials should arrive 3 days before the first race day. For ITOs travelling from abroad, international travel should be paid by the LOC.

#### 5.6 Sport Specific Volunteers

Volunteers must be made aware of the rules of competition especially the differences for INAS events as opposed to FIS events. The number of volunteers should be sufficient to cover all needs of the organisers event.

## 6 Medical & Anti Doping

### 6.1 Medical

First aid, doctor and ambulance must be present for all races. First aid provision should also be made available during training.

### 6.2 Doping Control

The INAS Championships are subject to doping control testing. Appropriate facilities must be provided by the LOC in accordance with INAS Anti-Doping Policy.

Any athlete requiring a Therapeutic Use Exemption (TUE) has to send an TUE applications to the INAS Anti-Doping Committee NO LESS THAN 30 DAYS BEFORE COMPETITION to [tue@INAS.org](mailto:tue@INAS.org).

## 7 Event Operations

### 7.1 Accreditation

An accreditation system should be developed for all athletes, team staff, event staff, volunteers, officials, guests, media and other persons involved in the event. This should carry the persons photograph and details of their level of access.

An efficient system of presenting accreditation on arrival should be arranged.

### 7.2 Visas

Each competing nation is responsible for arranging for the necessary visas for their delegation. Where required the LOC will issue a letter of invitation to participating nations.

### 7.8 SKIING

The LOC is responsible for applying and paying for the necessary visas for all appointed technical officials. They must ensure that applications are submitted by any deadline set by the diplomatic/consular authorities of the country to be visited.

#### 7.3 Transportation

All competing nations are responsible for the booking and cost of travel to the designated port of entry for the event. The LOC must provide transport to and from the designated port of entry and the accommodation, training and competition venues.

The transport service must ensure athletes arrive on time to the races, times and locations of meeting must be communicated by the LOC to all the Teams present at the first Technical Meeting and in any case one day before the races starts.

#### 7.4 Accommodation

It is normal for different standards of accommodation to be offered, however all accommodation should be of an appropriate standard and due care should be given to athlete welfare and protection issues. Accommodation for athletes, officials, volunteers and guests should be in the same general area but any media guests should be accommodated separately.

Accommodation should be located close to the arrival airport (ideally no more than 90 minutes in average traffic conditions) and include a number of accessible rooms.

Accommodation should be close to competition venues (no more than 30 minutes at peak traffic times) and include a number of accessible rooms.

#### 7.5 Catering & refreshments

LOC's should provide all meals throughout the event including breakfast, lunch and evening meals ensuring religious/ethnic requirements and the nutritional requirements of athletes are observed.

Sufficient bottled water should be available at all training and competition venues throughout the event.

#### 7.6 Security

The LOC are responsible for ensuring security measures to guarantee the safe and peaceful delivery of the event. The LOC should undertake a risk assessment in consultation with the relevant national and local authorities.

## 8 Ceremonies, Guests & Social Programme

### 8.1 Ceremonies and Receptions

Ceremonies are an opportunity to welcome delegations and guests, to showcase national culture and to launch or close the event in a positive spirit and atmosphere. It is mandatory to include an opportunity to raise/lower the INAS flag and a welcome speech from the INAS President.

Careful consideration should be given to athlete welfare regarding the timing, location and length of the ceremony. It should be close to the accommodation venue.

Additional Receptions may be considered for key guests, VIP's and sponsors.

### 7.8 SKIING

#### 8.2 Guests

Organisers are required to provide a VIP Guest hospitality programme. Organisers are required to ensure an appropriate accommodation venue is available for guests, and if possible, access to transport, competition venues and any social programme.

The guest list should be developed in consultation with the Sport Director.

Guests will normally attend at their own expense.

#### 8.3 Social programme

A social programme may also be offered to participants. However it is important that the programme is sympathetic to the demands on elite athletes.

## 9 Branding, PR and Media

### 9.1 Branding and PR

The organisers are responsible for promoting the event in accordance with the branding guidelines set out in the INAS Handbook.

All venues should be fully branded with the INAS logo, and all printed materials, website and other marketing materials should ensure the INAS logo is prominent.

### 9.2 Event Website

The organisers must create and maintain an event website, containing key information about the event. An event photographer must be arranged together with video footage of competition.

### 9.3 Media

Press releases should create a positive message regarding the spirit of the event maintain an athlete-centred approach. Copies of all press releases, news items, features, photos, videos and other media should be made available to INAS upon completion of the event.

LOC's should take advantage of social media opportunities, including Twitter and Facebook to promote the event, INAS, and sport for athletes with an intellectual disability.

## 10 Spectators & Ticketing

Event hosts should give careful consideration to how the event will be marketed to spectators, including arrangements for ticketing (whether paid or free tickets), and how spectator safety and enjoyment is carefully managed.

Tickets sales may be managed by the organisers or in conjunction with INAS. Free tickets might ensure a larger crowd, adding to the atmosphere at events, whilst levying a charge will generate income towards the delivery of the event. In all cases, a ticket-management procedure should be put in place (this can be managed through the INAS website).

Careful consideration should be given to how spectators will be managed within the venue including crowd safety, seating arrangements, commentary and public announcements, programme sales, access to refreshments and bathroom facilities, insurance, accreditation/access control, emergency planning.

### 7.8 SKIING

#### 11 Insurance, Finance & Contingency Planning

##### 11.1 Event Hosting Fee

For World Championships an event hosting fee is payable to INAS within 1 month of the completion of the event. The amount will be confirmed annually by INAS.

##### 11.2 Liability

The cost of hosting the event will entirely be met by the LOC and losses will not be underwritten by INAS.

##### 11.3 Insurance

All Team Members are obliged to have their own travel and medical insurance for the duration of the Championships.

The LOC must provide public liability insurance for the event and should consider cancellation insurance. INAS advises all LOC's to establish a clear cancellation policy and to publish this within the entry pack.

##### 11.4 Event Proceeds

Any financial surplus resulting from the hosting of the Championships will be distributed 50% to the LOC and 50% to INAS.

##### 11.5 Emergency Planning

LOC's should develop clear emergency procedures in the event of a major accident or emergency at all accommodation and training venues. This includes protocols for managing the immediate situation, ensuring the support of emergency services, for liaison and coordination with INAS staff, and for management of media.

The plan should be developed in consultation with INAS and made available to key staff within the LOC.

##### 11.6 Contingency Planning

Despite the very best planning, there will often be unforeseen circumstances that arise during the planning and delivery of a major event. It is important therefore that LOC's give consideration to contingency and backup plans in respect of essential event areas to ensure successful delivery.

Examples might include:

- Problems regarding venue and facility availability,
- Loss of a key sponsor or income source
- A power failure or loss of internet impeding communication
- Accommodation availability problems
- A key member of staff or volunteer falling ill

#### 12 Post Event

##### 12.1 Post Event Report

On completion of the event, the Organisers will provide a short report detailing an overview of the event and a full statement of income and expenditure.

## SECTION 7: SPORT SPECIFICATIONS



### 7.8 SKIING

#### 12.2 Final Results

The Organisers will be responsible for providing the Secretariat with an electronic copy of the event results. This should be done on a daily basis, with a full copy of results on completion of the event.