



Book of requirements for organizers of World Cups and Championships in the General Class on artificial track valid for 2022/2023 season

Yellow marked points will be considered for the evaluation.

Grey marked points can be included in the evaluation after consultation with the event organizer, with consideration of the epidemiological situation.



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1. Basic regulations

1.1 General regulations

Any rule of the IRO relating to the staging of a FIL competition is binding. There are additional duties of event organizers, on which this document focuses. Additional issues are addressed in agreements between FIL and event organizers.

1.2 Agreements FIL – event organizers

Written agreements are concluded between FIL and event organizers for championships and World Cups (including Nations Cup, Team Relay and Sprint) in the general class. These agreements are concluded on the basis of the IRO, the FIL Anti-Doping Code, the FIL Sponsor Guide, the FIL Ethics Code and of this Book of Requirements. Only upon the conclusion of such an agreement, the awarding of the event has been finalized.

1.3 FIL advertising right

- Advertising rights generally lie with the FIL and are confirmed by Congress or Executive Board resolution.
- The FIL advertising rules regulate among others the transfer of advertising rights (see page 6 / point 2 - **FIL advertising rules**)
- The FIL gives its approval as to which co-sponsors of event organizers are accepted (exclusivity clause of FIL sponsors must be respected).
- The presentation of advertising (sponsors) is determined in individual agreements between FIL and event organizers.
If FIL advertising rules are changed, event organizers must be informed in due time.

1.4 Regulations regarding costs

The realization of all FIL competition is financed by the assigned event organizer.

This includes in particular:

- Preparation costs
- Costs of FIL bodies:
 - Cost of room and board of FIL representative
 - Cost of room and board of a staff member of the FIL agency in charge of putting up advertising material. Cost of travel, room and board of jury and technical delegates (without Sport Director)



- For reimbursement of travel costs, officials submit a travel cost reimbursement form to the FIL Sport Director, who checks and approves it. Based on this, travel costs are then paid **or transferred** to the officials by the event organizer on site. If the travel costs of a jury member are higher than € 500,- then the FIL will bear half of the amount exceeding € 500.-. (see **Supplement A**)
- General costs
 - Certificates and in case of championships also insignia for all athletes and officials
 - Medals for ranks 1 to 3 – World Cups including Team Relay World Cups and Sprint World Cups, Junior World Cups, **Continental Cups**, and Nations Cups
 - Medals/trophies for World Championships, Continental Championships and Overall World Cup, **Junior World Cup and Continental Cup** are provided by the FIL
 - Medical service according to IRO, § 6
 - Meeting rooms and interpreter
 - **Posters (with FIL logo and FIL sponsors)**

Basic principles regarding the financing of a FIL competition in the general class are ruled in individual agreements with each event organizer. Either the FIL pays a specified sum to the event organizer or the event organizer pays to the FIL, depending on how advertising rights are exercised

1.5 Check list for event organizers

The check list should guide event organizers in the preparation, control and realization of an event. Tasks are fixed and must be realized by the event organizer (see page 8, point 4.1 – check list for event organizers).

1.6 Final provisions

The content of this book of requirements forms a basis for event organizers to apply for a FIL competition, prepare it and realize it as stipulated by the FIL.

This book of requirements can be changed by Executive Board resolution.

First version confirmed by the FIL Executive Board in September 2006.



2. FIL Advertising Rules

The allowed advertising means on equipment, start number and sled as well as the measuring procedure are defined in § 7 of the IRO.

The advertising rights on equipment and sled are defined as follows:

- Clothing, caps/headbands, sled: each National Federation
- Racing shoes, gloves, goggles: manufacture
- Safety helmet/visor: manufacture; FIL
(70 cm² on helmet/forehead*)

*) transferred to NFs up to 2025/2026 season (branch exclusivity of the FIL main sponsors has to be respected)

Agreements regarding naming rights for a venue must be approved by the FIL for FIL competitions. In particular, the FIL reserves the right to not use the name.

Information on the distribution of advertising rights at FIL events will be provided separately.



3. Travel expenses for FIL officials

Below is a sample of the FIL travel expense report; for your billing, please use the attached document (Appendix A):

FÉDÉRATION INTERNATIONALE DE LUGE DE COURSE
INTERNATIONALER RENNRODELVERBAND
INTERNATIONAL LUGE FEDERATION
5071 Salzburg-Wals, Austria

Appendix A



Travel Costs Reimbursement for FIL officials during competitions and Commission Meetings (valid July 1, 2013)

Name: _____ First name: _____ Function: _____

Travel from: _____ to: _____ and back

Start of the journey (date/time): _____

End of the journey (date/time): _____

Reason for travel: _____

1. Travel Expenses (except private car with receipts)

| | |
|---|---------|
| Train: 2 nd class | € _____ |
| Plane (economy class) | € _____ |
| Private car: _____ km (pro km = € 0,55) max. € 500,00 | € _____ |
| Miscellaneous: | € _____ |

2. Overnight Costs (with receipt)

_____ nights, per night € _____ € _____

3. Daily Allowance

(when meals are free, the following amounts must be deducted for each day:
breakfast - € 10; lunch - € 20; dinner - € 20; full board - € 40)

| | | | |
|-------------------------|----------|--------------|---------|
| away more than 12 hours | (€ 70,-) | _____ day(s) | € _____ |
| away for 8 -12 hours | (€ 35,-) | _____ day(s) | € _____ |

4. Other costs (with receipt and justification)

€ _____

Total: € _____
=====

I confirm hereby the accuracy of the information:

Date: _____ Signature: _____

Amount received: _____ Date: _____ Signature: _____

Bank transfer: _____ Account number: _____ Banc Code: _____

IBAN: _____ BIC: _____

Bank: _____

All travel costs have to be submitted and charged to the FIL within 90 days.
Travel expense reports received later than that will not be reimbursed.



SPORT IN
THE OLYMPIC
PROGRAMME

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4. Book of requirements for Organizers

4.1 Check list for the host of FIL competitions

At the preliminary meeting with the Sport Director or another FIL representative, the status of the preparations for the event is discussed on the basis of this check list. We ask you to complete this check list for the date fixed for the meeting. Open issues will be amended during or following this meeting.

| | | |
|----------|--|--|
| 1 | Basic documents for organizers of FIL events | |
| | <ul style="list-style-type: none"> - Agreement FIL <-> organizer - Question on the content - Evaluation criteria for events - Event summary for event organizers - Sponsor guide - Questions regarding rules | |
| 2 | Race invitation | |
| | <p>According the supplement D of the book of requirements</p> <ul style="list-style-type: none"> - Draft to Sport Director and FIL Office at least 2 months for approval before the beginning of the event - After confirmation, publication on the FIL website. - Organizers are asked to publish the invitation including additional information on the event on their own website. | |
| 3 | Schedule for FIL officials as well as further partners of the event (suppl. B) | |
| | <p>Information (supplement B) is provided by the Sport Director in preparation of the event</p> <p>Appropriate standard of accommodation for FIL Officials within a radius of 5 m around the track (clean & friendly, parking on site, free and reliable WIFI in all hotel areas).</p> | |
| 4 | Personnel | |
| | <ul style="list-style-type: none"> - Judges - Interpreter - Track announcer - Track worker/sweeping crew - Volunteers - Stewards/security service - Medical personnel - Emergency aid | |
| 5 | Preparation for the team captains' meeting | |
| | <p>According to the FIL handouts (point 4.5 – Layout: handout TCM)</p> | |



| | | |
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| 6 | Ceremonies (flowers, awards ceremony) | |
| | <p>Based on the FIL's remarks (see point 4.2 – Advices for ceremonies), which have to be coordinated with the Sport Director:</p> <ul style="list-style-type: none"> - Flower ceremonies - FIL Anthem - Awards ceremonies - Handing over of special start number bib to the World Cup leader <p>OC member responsible for ceremonies (flower ceremony, awards ceremony)</p> <p>Provision of:</p> <ul style="list-style-type: none"> - Flowers - medals (continental championships, World Cups including Team Relay World Cups, Nations Cups) | |
| 7 | Accreditations (according to the specifications of the FIL) and implementation | |
| | <p>FIL annual accreditations are issued through PLARAS</p> <p>In accordance with the FIL areas, each event organizer issues additional accreditations they require</p> <ul style="list-style-type: none"> - VIP parking spaces - Preparation of parking tickets - Recognition of annual parking tickets of the FIL - Division and closing off of competition area - How many control staff members are employed? | |
| 8 | Online registration | |
| | <p>Registration deadlines:</p> <ul style="list-style-type: none"> - by numbers 14 days before beginning - by names Wednesday of previous week - registration fee must be paid for every registered athlete | |
| 9 | Printed material based on Sponsor Guide | |
| | <p>Printed material to be submitted to FIL Office and agencies for approval prior to printing, e.g. posters, program brochures and other printed material</p> | |
| 10 | Providing all measuring instruments | |
| | <p>Gem. §§ 5 + 10 IRO einschl. der Kontrolle für Athleten</p> <ul style="list-style-type: none"> - FIL scales are available for weigh-in and weight checking - 2 scales must be available at each start level - these must be available and in operation 90 min. before the beginning of each competition run <p>Temperature measuring devices are carried along by the Technical Delegate</p> | |



| | | |
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| 11 | Providing appropriate rooms for: | |
| | <ul style="list-style-type: none"> - Start preparations of athletes - Equipment and sled (start and outrun) - Possibility for athletes to change their clothes in the outrun area - Team captains' meetings/drawing - Working rooms for FIL officials - Press center - Anti-doping room (Concept ITA/WADA) - Lockable and warm working/storage room for RGS, which should be centrally located, if possible at ground level (size: 4 m x 4 m) | |
| 12 | Technical requirements of event venues | |
| | <ul style="list-style-type: none"> - Voice communication including walkie-talkies - Internet connection (wireless) for jury and TD room - Video surveillance system - Internetverbindung (Wireless) für Jury und TD-Raum - Videoüberwachungsanlage - Printer Network / Timing finish / Start - Wind meter, position - Additional information for spectators (time display), how many at the track - Information on rank and run time in the outrun, clearly visible for athletes, exact position to be agreed on with Sport Director - Provision of a projector/beamer by the event organizer for the draw - Timely performance of the mandatory annual maintenance of the timing system and submission of the maintenance report to the FIL Office | |
| 13 | List of telephone numbers of responsible persons | |
| | Creation and distribution to the officials assigned to the event | |
| 14 | Anti-Doping Controls | |
| | <p>At FIL World Championships anti-doping controls are to be organized by the event organizers (costs are covered by the FIL)</p> <p>Availability of an Anti-Doping Control room with two toilets for FIL competitions</p> | |
| 15 | First aid room / medical station | |
| | For the athlete's medical protection, a medical room at every track is mandatory. | |
| 16 | Control of FIL Licences | |
| | FIL licenses will be available in electronic form starting with the 2022/2023 season. | |



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| 17 | Insurance issues | |
| | The event organizer is obligated to conclude a comprehensive liability insurance for the entire duration of the competition. The sum insured must be sufficient to cover any risks that may arise in connection with the event. Any liability of the FIL is explicitly excluded. | |
| 18 | Creating a list of crashed athletes | |
| | An overview of all crashes (during training and competition), has to be submitted to the Sport Director (supplement C) | |
| 19 | Financial information | |
| | <ul style="list-style-type: none"> - FIL training run vouchers: 25 EUR - What is the track operator's fee for one run? - Registration fee 20.- (singles)/ 30.- EUR (doubles)/ 50.- EUR (Team Relay) - Increased registration fee in case of incorrect online registration: EUR 50,- for singles or doubles - Registration fee has to be paid for every registered athlete. - At each event, each participant i.e. sled pays the registration fee only once. | |
| 20 | Track/competition | |
| | <ul style="list-style-type: none"> - Putting up national flags, FIL and sponsor flags - Closing off start areas and finish outrun/Parc Fermé (sled control) - Marking of accreditation areas - Installation of TV monitors in the finish as agreed with sports director - Live-Ticker in the team area (at the finish) - opening of sun screens/beginning of official training - Preparation and protection in case of snow fall, sweeping yes/no - Daily track preparation - Applying colored markings in the ice as well as at light beams start+finish+interims - Handing out of start numbers - In case of World Cups, the event organizer provides start number bibs for the Nations Cup, and for the preliminary runs in case of WCH - Sport Director brings with her start number bibs for the World Cup including Team Relay - No training on the track on the travel day as per official daily schedule - Max. two forerunners, no afterrunners - General appearance of the facility | |



| | | |
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| 21 | Measures for Team Relay | |
| | <ul style="list-style-type: none"> - Team Relay briefing of all involved officials, including Team Relay test - Extra staff for carrying out the Team Relay - Assignment of a person with a video camera at the start during competition - Additional vehicle for taking a team up to the start if required during the competition - Provision of a Relay Team (min. 3 sleds) for the Team Relay test as well as a forerunner relay team - Installation of a <u>new</u> finish touch pad for every competition (is supplied by the Sport Director) | |
| 22 | Measures for the Sprint competition | |
| | - Request radio frequency for <i>ST SPORTSERVICE</i> | |
| 23 | Presentation of FIL sponsors | |
| | <p>Planning of time periods allowing putting up all advertising material in a best possible way (integrated in the training schedule by the Sport Director)</p> <ul style="list-style-type: none"> - Timely and orderly provision of the event organizer's sponsor's logo and mounting material by Monday before the competition at the latest - Deadline for announcement of event organizer's sponsor and provision of the logo: 10 days before Monday of the event week. - Changing advertising signs when sponsors change during the event through RGS - Timely consultation of RGS regarding necessary issues <p>According to agreement the OC has to provide the following:</p> <ul style="list-style-type: none"> - Installation and advertising material by Monday before the event at the latest - Stickers and signs according to specifications - Wood: dry, well-sorted, without screws - Preparation of substructures: substructure leaders' box and backdrop for awards ceremonies - providing helpers if required - Help with change of advertising if it should be necessary during the event - Dismounting of other local advertising or making it unrecognizable - Provision of a lockable and warm working/storage room for RGS (compare item 11) - Guarantee of visibility of advertising boards during the competition - planning of at least 45 minutes after the last competition has ended for RGS to dismount advertising material | |



| | | |
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| | <p>Preparation of material with presence of sponsors according to specifications given in the Sponsor Guide:</p> <ul style="list-style-type: none"> - Program brochures/flyers - Start and results lists (training) - Posters - Accreditations - VIP tickets - Continuous use of official race titles - Setting up backdrop walls with presentation of sponsors (with RGS) including venue name, FIL logo at <ul style="list-style-type: none"> • Flower ceremony/awards ceremony • Leaders box at the beginning of the 2nd competition run • VIP areas • Press conference / press center - Showing the main sponsors' advertising clips received from marketing agencies on the video walls during competition breaks. If no clips are received the main sponsors' logos are to be shown. - Integration of the logos of the main sponsors with links on the event organizer's website - Creating an area for placing info mobile or fan shop mobile if desired. | |
| 24 | Media + television work | |
| | <ul style="list-style-type: none"> - The guidelines for media work serve as a basis (point 6 – guidelines for media work) - Main points are contained in the event summary (points C1 and C2) - Support by event organizer including planning of required television monitors including bases for them - Determination of time for setting up the fixed cameras - TV test / evaluation - TV meeting / determination - Ensuring electricity supply according to specifications - Information about amount of coverage/TV times in the host country - Planning of approx. 60 minutes after the last competition has ended to dismount TV equipment in and at the track (exact time required to be discussed at TV pre-check). | |
| 25 | Promotion | |
| | <p>Event promotion in order to attract many spectators:</p> <ul style="list-style-type: none"> - Posters - Promotion at the city limits, promotion in the city - Program brochures, flyers - Information for spectators (start list) - Availability of up-to-date information on the internet | |



| | | |
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| 26 | Infrastructure | |
| | <ul style="list-style-type: none"> - Catering for athletes/team staff, officials during competition days (fruit, snacks, cold and warm drinks) - Catering for spectators - Sign-posting with information and guidance system - Transportation for athletes and officials - Creation of a rescue plan before the event - Recycling system available / Waste sorting | |
| 27 | Setup of finish outrun area | |
| | <ul style="list-style-type: none"> - Coordination of the detailed arrangement of the finish outrun area with the Sport Director during the competition week - Determination of positions of TV monitors - Provision of security personnel during the competition | |
| 28 | VIP / sponsor hospitality | |
| | <ul style="list-style-type: none"> - Is there a VIP room? Appropriate size? - Quality / Furnishing - Separate toilets yes/no - Closed off VIP area on the spectator stands - Food and beverage service - Info system in the VIP area | |
| 29 | Video walls | |
| | <ul style="list-style-type: none"> - Number - Size.... - Position.... | |
| 30 | Special ideas / activities | |
| | <ul style="list-style-type: none"> - Support with programs for FIL sponsors - guests of honour (representatives from politics, business and sports) - Which activities were prepared for spectators and children? <ul style="list-style-type: none"> • Music bands • Guest luge rides • Raffles | |
| 31 | Spectator stands | |
| | <p>Permanent stands:</p> <ul style="list-style-type: none"> - Number.... - Size.... - Positions.... <p>Temporary stands:</p> <ul style="list-style-type: none"> - Number:.. - Size:.... - Positions:.... | |



| | | |
|-----------|---|--|
| 32 | Activities for | |
| | - Media representatives (separate program) | |
| 33 | Preparation of meetings/measures | |
| | <p>During the event the following meetings of OC and attending FIL officials should be held:</p> <ul style="list-style-type: none"> - Immediately after arrival/beginning of event last minute check head of OC, Sport Director - If required briefing of judges through race director, jury president, TD - If required meeting regarding current tasks of race director, jury, TD, chief of track, Sport Director - Preparation of team captains' meeting according to (point 4.5 – Layout: Minutes TCM) - TV meetings - Planning the setting up of fixed cameras during training breaks - Doing a camera check after all cameras have been set up - Continuous communication between event organizer and Sport Director in preparation for the event - Continuous provision of all relevant information | |
| 34 | Compilation of material and documents | |
| | <p>Submission of the completed Event Summary to the FIL Sport Director and the FIL Office by Wednesday of the week following the event.</p> <p>For statistical and documentation reasons and the compilation of the event documentation we ask to submit the material detailed in the event summary at the latest one month after the end of the competition.</p> | |
| 35 | COVID 19 measures | |
| | <p>Protection and hygiene manager</p> <ul style="list-style-type: none"> - Fulfillment of the tasks outlined in the FIL Protection Concept - Communication between hygiene manager and FIL representatives on site - SARS CoV-2 management | |
| 36 | Health check COVID – 19 test | |
| | <ul style="list-style-type: none"> - Test organization - Are sufficient test capacities available - Test process - Test result management - Test quality | |
| 37 | Rules for access to the venue | |
| | <ul style="list-style-type: none"> - National teams - Exceptions | |
| 38 | Room programs | |
| | <ul style="list-style-type: none"> - Team Captains Meetings - Meeting rooms and offices - Start houses/ changing rooms - Finish outrun buildings / rooms for inspections - Finish building / timing | |



| | | |
|-----------|--|--|
| | <ul style="list-style-type: none"> - Provision of sufficient disinfectant for all premises - Cleaning / disinfection of all premises according to the protection and hygiene concept | |
| 39 | Other infrastructural facilities | |
| | <ul style="list-style-type: none"> - Compliance with FIL Protection Concept | |
| 40 | Catering | |
| | <ul style="list-style-type: none"> - Catering for the persons directly involved in the competition (officials, judges, ST-Sportservice) | |



4.2 Information on ceremonies

4.2.1 Flower ceremony

Immediately after the deciding heat in each discipline, the flower ceremony and the awards ceremony are conducted in the outrun.

Flowers are handed over by the FIL representative in front of a backdrop wall with sponsor logos.

4.2.2 Awards ceremonies for World Cup and FIL competitions

- After the flower ceremony of a discipline, the awards ceremony for this discipline takes place.
- If two or more disciplines are completed on one competition day, event organizers may also hold the awards ceremonies after the last deciding heat.
- Conduct of award ceremonies:
 - Play the FIL anthem (short version)
 - Calling of athletes, ranks 3 – 1
 - Awarding of medals (ranks 3 – 1) by the FIL Representative
 - Playing of the winner's national anthem and hoisting of the flags
- For overall standings, special arrangements are made between FIL Sport Director and organizing committees.

4.2.3 Award ceremony for Sprint World Cup and Team Relay World Cup

- After the flower ceremony of a discipline, the awards ceremony for this discipline takes place.
- Conduct of awards ceremony:
 - Calling of athletes, ranks 3 – 1
 - Awarding of medals (ranks 3 – 1) by the FIL Representative
 - Playing of the winner's national anthem and hoisting of the flags
- For overall standings, special arrangements are made between FIL Sport Director and organizing committees.



4.2.4 Awards for Nations Cup

- The awards ceremony is conducted immediately after the deciding heat in each discipline.
- Conduct of awards ceremony:
 - Calling of athletes, ranks 3 – 1
 - Awarding of medals (ranks 3 – 1) by the FIL Representative (in case of his/her absence – by the jury chairperson), WITHOUT playing of anthem or hoisting of the flag

4.2.5 Provision of medals

The FIL provides medals for:

- FIL World Championships including Team Relay competition
- Overall standings World Cup, **Junior World Cup, Continental Cup**, and Nations Cup
- Continental Championships (ECh, APCh, ACh)

Event organizers provide medals for:

- Daily results World Cups, Team Relays, Sprints
- Nations Cup (medals)



4.3 FIL Official assignment

In preparation for the FIL competition, an overview of the assigned officials (including travel dates) will be prepared by the Sports Director and transmitted to the host for the organizers' pre-check meeting (appendix B).

Event: EBERSPÄCHER Rodel -Weltcup

Appendix B

Time, place: _____



| Employment of FIL Officials | Arrival | Departure | with car | Flight / Arrival Flight # | Flight / Dep. Flight # | first contact | accomodation | costs covered by FIL | costs covered by organizer |
|-----------------------------|---------|-----------|----------|---------------------------|------------------------|---------------|--------------|----------------------|----------------------------|
| FIL Representative | | | | | | | | | |
| Jury chair | | | | | | | | | |
| Jury member | | | | | | | | | |
| Jury member | | | | | | | | | |
| Technical Delegate | | | | | | | | | |
| 2nd TD | | | | | | | | | |
| 3rd TD | | | | | | | | | |
| Margit Dengler-Paar | | | | | | | | | |
| Britta Dzösch | | | | | | | | | |
| Maria-Luise Rainer | | | | | | | | | |
| ST Sportservice x 2 | | | | | | | | | |
| ST-sportservice x 1 | | | | | | | | | |
| Agency RGS: | | | | | | | | | |
| Agency Infront: | | | | | | | | | |



4.4 Crash list

The crashes, which happen in the course of the training week or on race days must be documented. The following overview serves this purpose; Here, too, is the original file for submission to the sports director attached (appendix C):

Crash statistics:

EBERSPÄCHER Luge World Cup Bobsleigh and luge track

Appendix C



| Start | Athlete | NAT | Curve | Discipline | Date | Injury external treatment | Remarks Feedback from NF |
|-------|---------|-----|-------|------------|------|------------------------------|-----------------------------|
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4.5 Layout: Team captains' meeting

EBERSPÄCHER Rodel-Weltcup /EBERSPÄCHER Luge World Cup
 EBERSPÄCHER Team-Staffel-Weltcup presented by BMW/
 EBERSPÄCHER Team Relay World Cup presented by BMW
 BMW Sprint-Weltcup / BMW Sprint World Cup



| | |
|--|---|
| Mannschaftsführersitzung, <i>Team Captain Meeting</i> | |
| Repräsentant der FIL <i>FIL Representative</i> | |
| FIL Sport Direktor <i>FIL Sports Director</i> | Maria Luise Rainer (FIL) |
| Jury VS und Mitglieder: <i>Jury Chair and Members:</i> | |
| Technisch Delegierte: <i>Technical Delegates:</i> | Andris Sics (FIL) |
| Rennleiter: <i>Race Director:</i> | |
| Anwesenheit der Nationen: <i>Roll call Nations</i> | alle gemeldeten auflisten <i>fill in all participant NFs</i> |
| Detaillierter Zeitplan: <i>Detailed time schedule</i> | Tischvorlage # 1 <i>Hand out</i> |
| Kontrolle Gesetzenliste: <i>Check seeding list:</i> | durch RL, mündlich <i>verbally through Race Director</i> |
| Qualifizierte aus Nationencup <i>qualified athletes from Nations Cup</i> | aus dem Nationencup Ergebnis ersichtlich <i>appears from result of Nations Cup</i> |
| Auslosung der Gesetzen: <i>Draw of the seeding group:</i> | Damen/Women: (7 – 12 / 1 - 6) Herren/Men: (7 – 12 / 1 – 6) Damen Doppelsitzer/Women's Doubles: (7 – 12 / 1 - 6) Herren Doppelsitzer/Men's Doubles (7 – 12 / 1 – 6) |
| Namentliche Nennung Team Staffel: <i>Registration for Team Relay:</i> | |
| EBERSPÄCHER Team-Staffel: <i>EBERSPÄCHER Team Relay:</i> | Umgekehrte Startreihenfolge zur Nationenwertung oder Weltcupwertung <i>Reverse Start order to Nation assessment or World Cup Standing</i> |
| Bahnbedingungen: <i>Track conditions:</i> | Information durch Eismeister bzw. TD <i>Information from the Icemeister or Technical Delegate</i> |
| Startnummern: <i>Bibs:</i> | Werden nach der Auslosung nationenweise ausgegeben <i>will be handed out nation wise after the draw</i> |
| Bezahlung Nenngeld: <i>Payment of the entry fee:</i> | im Rennbüro <i>at the race office</i> |
| Veranstaltungen: <i>Entertainment</i> | Auflisten |
| Sportdirektorin: <i>Sport Director</i> | Trainingsplan, nächster EBERSPÄCHER Weltcup Tischvorlage # 2 <i>Training schedule for the next EBERSPÄCHER World Cup</i> |



5. Infrastructure: Anti-Doping Facilities (according to requirements of ITA/WADA)

For the anti-doping controls at FIL events, the organizer must provide adequate premises; In order for the checks to be carried out properly, the premises should be designed as follows:

There must be a waiting room, a working room and at least one toilet (if possible two - one for ladies and one for men) needed.

They should be spacious and lockable.

In addition, care must be taken to ensure cleanliness and hygiene of the rooms (daily cleaning) and they should be sufficiently heated if necessary.

Features / requirements:

- Marking the room as a anti-doping control station by signs
- Tables and chairs
- Trashcan for the hygienic disposal of waste
- Possibility to wash your hands
- Original packed drinks for the athletes (no alcoholic drinks)
- Access control at the entrance to the anti-doping control station
- Written note to athletes to identify themselves at the Anti-Doping Control Station
- Ability to quickly get start- and result lists
- *For blood controls: Sufficient space for blood collection places*

There has to be at least one vehicle reserved for the anti-doping station for transport to athletes and participants in the anti-doping control.



6. Guidelines for Media Work

For the benefit of the international luge sport and with the purpose of achieving wide media coverage, the professional preparation, organization and implementation of the press and media areas are indispensable. In this respect, the different interests and requirements of individual media as well as local circumstances are to be taken into account.

On behalf of the FIL

- a FIL Communications Manager (for all media issues in general)
- a FIL TV Coordinator (for all issues in connection with television broadcasts, production, etc.)

are employed. Both are available to Organizing Committees of FIL competitions (World Cups, World and European Championships) as a contact for their respective subjects and attend the competitions on behalf of the FIL.

FIL Communications Manager

The FIL Communications Manager supports the local chief of press with the public relations work. He/she establishes communication between the local chief of press, media representatives and athletes, presents the winners' press conference and, if desired, an opening press conference, provides media representatives with statistical and biographical information, and prepares press reports on racing days (for FIL homepage).

FIL TV Coordinator

The FIL TV Coordinator acts as a contact between the sport/event organizer and television. In coordination between event organizer, FIL, and the producing television station, he/she coordinates the adjustment of the competition schedule and supports event organizers and television networks with the implementation of the intended television coverage.

6.1 Local chief of press

The event organizer or organizing committee appoints a local chief of press, who has basic knowledge of the sport of luge, sufficient knowledge of the English language and knows the requirements of the media.

He/she is responsible for press and media issues as well as the corresponding facilities at the competition venue. This particularly includes setting up the press center in a functional way, accreditations and the distribution of start, result and World Cup lists.

During the event, the local chief of press immediately provides continuous information and results, if required also unofficial results, to television commentators.



In coordination with the responsible persons in the organizing committee, he/she acts as a contact for media representatives with regard to accommodation, transportation, etc. The name of the local chief of press including his/her contact information (telephone, fax, e-mail) are stated in the event invitation and submitted to the FIL Office.

The work of the local chief of press begins about six weeks prior to the event. One press release per week should be published. Schedules, information on registered athletes, innovations to the track, side events, other activities and already confirmed visits of VIPs including regional important figures are usually suitable for press releases.

FIL previews are published on Tuesdays before each event. The editorial deadline for this preview is usually on Monday (12:00 noon). Information that is also interesting on a supra-regional basis is always welcome and may be e-mailed to press@fil-luge.org.

The local chief of press is available to the FIL Communications Manager to support him/her in his/her work. Together, they will decide on press releases, arrange schedules for press conferences and make practical arrangements on site (e. g. determining photographer positions).

Upon completion of the event, the FIL Communications Manager will receive copies of the press releases published in preparation of the event and the accreditation lists (if possible, the journalists present with seasonal accreditation should also be listed). As well, after the event, the press clippings are to be sent to the FIL Communications Manager and the FIL office.

6.2 Accreditations

In addition to the FIL annual accreditations, the local chief of press in coordination with the local event organizer should also take care of media accreditations. As a principle, accreditations are only issued on presentation of a valid press ID card (AIPS card or ID card issued by the corresponding AIPS national association). Guest accreditations will be issued for accompanying persons.

Parking permits are to be made available to media representatives that are already accredited by the FIL.

6.2.1 FIL annual accreditations

For those journalists who attend FIL World Cups and championships on a regular basis, annual accreditations are issued by the FIL. Even if in possession of an annual accreditation, journalists should still register with event organizers.



6.2.2 TV Crew Accreditation

The event organizer issues accreditations for the crew of the television network in charge of the television production/licensee (including parking permits) and thus enables access to all work areas required for the implementation of the production. This also includes access to the press center for defined representatives of the producing television station.

The event organizer ensures that only authorized broadcast and production people are provided with accreditations – Permissions will be checked with the FIL TV Coordinator.

6.3 Press Center

The press center should be set up in a sufficiently large, heated (18 – 20 degrees) and lockable room located in proximity to the finish area. There a computer with internet connection and a printer as well as a telephone line are available to the local press chief. The provision of a TV monitor with live feed and a TV monitor with the current result list is required. The event organizer is responsible for providing the appropriate wiring to the OB van.

The press center should solely be used as a workplace for journalists.

The availability of work places in sufficient number according to the number of registered journalists (chair + table with the minimum dimensions 0,7 m x 0,7 m) with power supply is indispensable; special requirements of photographers should also be taken into account.

Furthermore, the press center should be equipped with WLAN and a copy machine; A range of international power and telephone adapters should be made available.

In addition, on special order, it should be possible to provide an extra telephone extension with individual number and a connection for electronic devices at the work place.

It is helpful to put up pigeon holes (to store for press releases, start lists, etc.) for media representatives as well as an information/message board.

Various daily newspapers should be made available at the press center, if necessary also international ones. It is also recommended to provide a coatrack as well as lockers, in which media representatives can store their valuables and equipment (laptop, photo equipment etc.) during the race.

The press center must be in full operation at the latest 24 hours before the first race (Nations Cup, training run seeded group, pre-heat). At the same time, the local chief of press is present as a contact person.

Opening times should meet the requirements in each case. Generally, two hours before the first start until three hours after the end of the race could serve as a guiding principle for each day; these must also be published 24 hours before the start of the race.



During the week, daily press releases on training (registration numbers, training results, current news or local particularities) would be beneficial.

The local chief of press is responsible for the distribution of start, result and World Cup lists. This includes all races held in connection with the event (World Cup qualification, Nations Cup, Team Relay, and World Cup race). In sufficient number and as soon as possible, all lists must be made available in the press center and distributed to involved television networks (OB van, editorial and producer's offices, commentator places) (by mail or as printout). These lists can also be accessed through the FIL website www.fil-luge.org.

A press conference with the top ranked athletes is mandatory after each decision. Details are coordinated with the FIL Communications Manager. A special section of the press center is to be prepared for this purpose. The logos of FIL, the three FIL sponsors and the local sponsor must be well visible.

As catering, media representatives should be offered hot and cold food as well as drinks.

6.4 Press documents

Up-to-date information should be made available to media representatives in written form and without delay. This includes official medical information in case of injuries of athletes, disqualifications, jury decisions, postponements, etc.

The following documents should be available in the press center or handed out on request:

- Local map showing facilities, hotels, etc. relevant in connection with the event)
- Event program (if appropriate invitation)
- Start lists, results, World Cup standings (all races)
- Track sketch
- Track sketch with photographers areas
- Track records
- FIL Media Guide (will be sent in advance as usual)
- Brochures of the FIL sponsors (will be provided by the FIL)



6.5 Media areas / Mixed Zone

6.5.1 Photographer positions

In coordination with the persons responsible for sport and safety issues, the FIL Communications Manager, and the FIL TV Coordinator, appropriate spots for accredited photographers are determined, marked and closed off. These positions should be located in exposed places along the track, especially at the start and finish areas and close to the winners podium; requests of photographers should be considered. These positions are also to keep snow and ice-free until the start of racing.

6.5.2 Mixed Zone for media representatives

At the finish area, an area is made available to media representatives, which is clearly separated from the spectators, where they can watch the race and talk to athletes and coaches. This area should be closed off using police fences (or similar material, e.g. walls with sponsor boards); access to it should be controlled. Furthermore, one or two television monitor should be available there (or the media have a clear view of the video wall), on which the race can be observed as well as the current ranking. The sound volume should be reduced there.

6.5.3 Mixed zone for TV representatives

The finish area must be arranged in a way to enable TV reporters to conduct interviews with athletes and winners without any problems (also in case of live broadcasts) in an area closed off for this purpose (separate area, separated from the media). The sound volume in this area is to be agreed on with the producing television station.

Closed off areas which can only be accessed by the producing television station/licensee have to be provided for awards ceremonies as well.

The licensee is entitled to conduct the first interview with participating athletes, Officials and Coaches.

Details are coordinated on site between event organizer, FIL, TV Coordinator and the television station in charge of the production/licensee.



6.6 Transportation

If the press center is not located in immediate vicinity of the track, a shuttle service should be organized by the organizing committee.

6.7 Track announcer

The track announcer should supply expert information and contribute to a good atmosphere at the track. Besides the national language, he/she must have sufficient knowledge of the English language. The sound volume of the track announcer should be determined on the occasion of the television rehearsal the day before the first race.

6.8 Additional information TV

On the occasion of a track inspection, in coordination between FIL TV Coordinator, event organizer and the producing television station/licensee, appropriate camera positions are determined along the track and at the start and finish areas, which have to be checked and approved with regard to sport and safety issues before the beginning of the race.

In immediate vicinity to the track and free of charge, the event organizer makes the following spaces including power and telephone connections available to the producing television station / licensee:

- Space for putting up broadcasting equipment (OB van, equipment vehicle, uplink, office container and other technical equipment) – “TV Compound”
- Space for putting up a presenter position with straight view to the track
- Space for putting up commentator booths

A sufficient number of commentator booths with appropriate size and equipped with table, chairs and heating are provided free of charge. The technical equipment for commentator booths and presenter position will be provided and set up by the producing television station. Appropriate spaces are determined during the pre-inspection of the track. The event organizer ensures that these areas can be accessed for arrival and departure. Adequate working lights on and sanitary facilities close to the TV compound are provided by the event organizer. It is the event organizer's responsibility to clear the TV compound as well as the access roads to TV installations from ice and ensure safety.



The event organizer also ensures that the electrical connections for all components of television equipment (TV compound, Commentator booths, Presenter position, Start/finish) are provided through a separate electrical circuit including an uninterruptible electric backup.

For the duration of the mounting and dismounting, the event organizer appoints a contact person who is familiar with television issues.

For races, from which a television feed is produced, the producing television station provides the following monitors:

- Start heights (in each case 1-2 incl. stable base; 2 m height)
- Finish outrun (2 incl. stable base - 2 m height - as well as 1 in the Leader's Box)
- Control positions (timing + TV graphics)


The international feed is transmitted on these monitors. The involved TV production company or the producing television network is responsible for providing these monitors and the appropriate wiring to the OB van.

The feed is also provided at the OB truck for other spots defined in advance (e.g. press center, VIP area, video wall). The event organizer is responsible for providing the monitors including sturdy bases (2 meters high) and the appropriate wiring to the OB van. The same applies to additional monitors that are put up.



7. Layout: Invitation of a FIL Event

The organizer must publish the race invitation at least two months before the race weekend on his homepage. The following specifications must be taken into account in the design (original file for further processing can be found in the appendix (Appendix D))

| Anlage D / Appendix D | | 2/3 |
|---|---|---|
| 1/3 |  | 2/3 |
| Bezeichnung mit Titelsponsor und Rodeln Ort, Region, Land Termin von/bis | | Nennungen: Online über die FIL-Website www.fil-luge.org Startseite: „Mitglieder-Sektion / Login Anmeldung zu den Wettbewerben“) oder direkt unter https://fil.dokume.net/#/login |
| Title including title sponsor and the word luge Place, region, country Date from/to | | Registration: Online through the FIL website www.fil-luge.org (welcome page „members section /login: registration for competitions“) or directly under https://fil.dokume.net/#/login |
| Veranstalter/ Sanctioning body: Internationaler Rodelverband (FIL) <i>International Luge Federation (FIL)</i> | | Meldeschluss/ Closing date: Entsprechend der im Online Registrierungssystem genannten Fristen <i>According to the time limits given in the online registration tool</i> |
| Ausrichter/ Organizer: | | Nenngeld/ € 20,- pro Einzelsitzer € 30,- pro Doppelsitzer € 50,- pro Team-Staffel Erfolgt keine oder inkorrekte Meldung über das Online Registrierungssystem, wird ein erhöhtes Nenngeld von € 50,- im Einzelsitzer und Doppelsitzer erhoben. Entry fees: Für jeden gemeldeten Athleten wird Nenngeld entrichtet € 20,- per single € 30,- per doubles € 50,- per Team Relay In case of missing or incorrect online registration an increased entry fee of € 50,- per single and doubles will be charged. Registration fee has to be paid for every registered athlete. |
| Durchführung/ Local Organizer: | | Versicherungsschutz/ Insurance: |
| Repräsentant der FIL/ FIL Representative: | | Reglement/ Regulations: IRO, Ausgabe 2022 IRO, edition 2022 |
| Sportdirektorin der FIL/ FIL Sport Director: | | Rennstrecke/ Race track: |
| Präsident der Jury/ President of Jury: | | Starthöhen/ Start heights: |
| Mitglieder der Jury/ Jury members: | | Preise/ Prizes: |
| Technischer Delegierter der FIL/ Technical Delegate of the FIL: | | Anschriften mit Telefonnummern (Mail, Mobil) / Addresses with phone numbers (e-mail, mobile): |
| Zweiter Technischer Delegierter/ Second Technical Delegate: | | <ul style="list-style-type: none"> • Gesamtleiter/ Organisationsbüro Event manager/ Organization office • Bahnchef/ Chief of Track • Presseschef/ Chief of Press • Quartier / Reservierung/ Organization of accommodation: |
| OK-Präsident/ President of OC: | | |
| Gesamtleiter/ Event manager: | | |
| Rennleiter/ Race Director: | | |
| Bahnleiter/ Chief of Track: | | |
| Presseschef/ Chief of Press: | | |
| Rennarzt/ Race doctor: | | |
| Medizinischer Dienst/ Medical service: | | |

Sponsorenleiste / sponsors gemäß Sponsor Guide/according to Sponsor Guide

Ausschreibungen – Inhaltliche Gestaltung
 Invitations – presentation and content

Stand: Juli 2022
 Last update: July 2022

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Vorküfziger Zeitplan / Temporary schedule:

- **Anreisetag/**
Day of arrival:
- **Beginnzeiten der Trainingstage/**
Beginning during the training days:
- **Mannschaftsführersitzung/**
Team Captains' Meeting:
- **Wettkampftage/**
Competition days:
- **Aufteilung nach Durchführung der Disziplinfolge/**
Division after the realization of discipline order:

Besonderheiten / Special features:

- **Veranstaltungen für Athleten, Teilnehmer/**
Arrangements for athletes and participants:
- **Hinweise auf Zeremonien/**
Remarks regarding ceremonies:

Sponsorenleiste / sponsors gemäß Sponsor Guide/according to Sponsor Guide

Ausschreibungen – Inhaltliche Gestaltung
 Invitations – presentation and content

Stand: Juli 2022
 Last update: July 2022



8. Emergency medical standards on artificial tracks

8.1 Minimum requirement / equipment of the medical stations on artificial tracks



9. Evaluation criteria

9.1 FIL payments in the 2022/2023 season

For the events in the 2022/2023 season the event organizers generally receive the FIL payments that have been determined by the Presidium of the FIL based on the evaluation of the events of the 2021/2022 season by the Evaluation Commission.

For events on tracks, where there was no World Cup in the past season, former evaluations are taken.

In case of significant breaches of the agreement with the FIL (non-compliance with advertising regulations or insufficient television coverage in the host country) deductions will be made.

The evaluations of the 2021/2022 events that are based on the compliance with the book of requirements for event organizers, are the basis for the calculation of the FIL payments for the 2022/2023 season. Should no World Cup be held at a track in the 2022/2023 season, the calculation will apply to the next World Cup to be staged at this track.

9.2 Races to be assessed

The Team Relay Competitions, Sprint World Cups as well as Nations Cups that are held in the course of World Cup races are incorporated into the evaluation of the respective event.

9.3 Pre-Check meeting

If required the Sport Director or a representative of the FIL and the head of the organizing committee of the respective event will meet in due time before the event (approx. 6 weeks) and discuss the status of the preparation of the event based on the check list. The completed check list is to be handed over at the pre-check.



9.4 Evaluation Commission

The evaluation of the respective event is done by a commission on site and after the end of the season:

- Chairwoman of the Evaluation Commission: M.L. Rainer, FIL Sport Director
- Members:
 - Andris Sics, Technical Director
 - R. Größwang, Agency RGS
 - FIL Communications Manager
 - B. Dzösch, FIL TV-Coordinator
 - B. Wegscheider, Deputy Executive Director

A short verbal evaluation is done by the Sport Director together with the head of the organizing committee or his/her representative at the end of the event (last day).

9.5 Event summary 2022/2023

On Wednesday of the week following the event at the latest, the head of the organizing committee submits the event summary to the Sport Director and the FIL Office, which he/she has filled out from his/her point of view. This is examined by the Evaluation Commission and compared to their own observations. Afterwards the final evaluation is done.

Event summaries that are received later can not be taken into consideration for the evaluation.

Evaluation Catalogue

The evaluation catalogue is structured according to five evaluation areas:

| <i>Sport</i> | <i>Marketing</i> | <i>Media</i> | <i>Event</i> | <i>Internal</i> |
|------------------------|----------------------------------|---------------------|-----------------------------------|------------------------|
| Track / Competition | Presentation of FIL Sponsors | TV | Video walls and moderation | Event summary |
| Track / Infrastructure | Taking care of VIPs and sponsors | Press | Spectators | Collaboration |
| | | Promotion | Side Events | |
| | | | Honor guests / special activities | |
| | | | Ceremonies | |
| | | | Programs for ... | |



This list (evaluation catalogue) is not completely and leaves each event organizer many other ways to enhance the quality of the event.

Dates for the Evaluation / Comments

- **01.04.2023** Written evaluations are sent to the head of the organizing committee by the Sport Director
- **15.04.2023** Latest date for sending possible comments to the head of the organizing committee on the evaluation to the Sport Director
- **30.04.2023** The Sport Director forwards to the Presidium of the FIL:
 - the evaluation of all events,
 - the comments of the event organizers received as well as
 - a proposal on the classification of the respective event, agreed with the members of the evaluation commission.

9.6 Evaluation categories

The final decision will be made by the FIL Presidium

The events will be divided into four categories on the basis of the evaluation created by the WG Criteria:

| | |
|--------------|---|
| Category I | Excellent fulfilment of all requirements |
| Category II | Very good fulfilment of all requirements |
| Category III | Good fulfilment of all requirements |
| Category IV | Sufficient fulfilment of all requirements |

In 2022/2023, the FIL subsidies will be allocated as follows:

| | | |
|--|--------------|------------|
| Each Event Organizer receives a base amount of | | TBD |
| Added on the basis of the evaluation | Category IV | € 0,- |
| | Category III | € 6.000,- |
| | Category II | € 18.000,- |
| | Category I | € 36.000,- |



Should the minimum standards of Category IV (800 Points = € 42.000,-) not be met, a deduction from the base amount will take place in the amount € 48.- per point.

9.7 Financial Agreement

Taking into consideration the compliance with the agreement with the FIL, the 2022/2023 FIL payments will be transferred to the event organizers in following instalments:

- **Four weeks before the event:** 25% of the planned total amount
- **Immediately after the event:** 50% of the planned total amount
- **About eight weeks after the event:** remaining amount
(will only be paid after release by the agencies RGS and Infront and after timely receipt of the event summary).



10. Event summary

Based on the event summary, the evaluation of the FIL event will take place. The summary must be completed by the Organizer and sent to both the FIL Sport Director and the FIL Office after the competition (see appendix E).



11. Appendix

| | |
|------------|--|
| Appendix A | Travel reimbursement sheet for FIL officials at events |
| Appendix B | FIL Official assignment |
| Appendix C | Crash statistics |
| Appendix D | Layout: Invitation of a FIL event |
| Appendix E | Event Summary |



**Travel Costs
Reimbursement
for FIL officials during competitions and
Commission Meetings**
(valid July 1, 2013)

Name: _____ First name: _____ Function: _____

Travel from: _____ to: _____ and back

Start of the journey (date/time): _____

End of the journey (date/time): _____

Reason for travel: _____

1. Travel Expenses (except private car with receipts)

Train: 2nd class € _____
Plane (economy class) € _____
Private car: _____ km (pro km = € 0,55) max. € 500,00 € _____
Miscellaneous: € _____

2. Overnight Costs (with receipt)

_____ nights, per night € _____

3. Daily Allowance

(when meals are free, the following amounts must be deducted for each day:
breakfast - € 10; lunch - € 20; dinner - € 20; full board - € 40)

away more than 12 hours (€ 70,--) _____ day(s) € _____
away for 8 -12 hours (€ 35,--) _____ day(s) € _____

4. Other costs (with receipt and justification)

€ _____

Total: € _____
=====

I confirm hereby the accuracy of the information:

Date: _____ Signature: _____

Amount received: _____ Date: _____ Signature: _____

Bank transfer: _____ Account number: _____ Banc Code: _____

IBAN: _____ BIC: _____

Bank: _____

All travel costs have to be submitted and charged to the FIL within 90 days.
Travel expense reports received later than that will not be reimbursed.



Event: EBERSPÄCHER Rodel -Weltcup

Appendix B



Time, place: _____

| Employment of FIL Officials | Arrival | Departure | with car | Flight / Arrival Flight # | Flight / Dep. Flight # | first contact | accomodation | costs covered by FIL | costs covered by organizer |
|------------------------------------|----------------|------------------|-----------------|----------------------------------|-------------------------------|----------------------|---------------------|-----------------------------|-----------------------------------|
| FIL Representative | | | | | | | | | |
| Jury chair | | | | | | | | | |
| Jury member | | | | | | | | | |
| Jury member | | | | | | | | | |
| Technical Delegate | | | | | | | | | |
| 2nd TD | | | | | | | | | |
| 3rd TD | | | | | | | | | |
| Margit Dengler-Paar | | | | | | | | | |
| Britta Dzösch | | | | | | | | | |
| Maria-Luise Rainer | | | | | | | | | |
| ST Sportservice x 2 | | | | | | | | | |
| ST-sportservice x 1 | | | | | | | | | |
| Agency RGS: | | | | | | | | | |
| Agency Infront: | | | | | | | | | |



**Bezeichnung mit Titelsponsor und Rodeln
Ort, Region, Land
Termin von/bis**

**Title including title sponsor and the word luge
Place, region, country
Date from/to**

Veranstalter/
Sanctioning body: Internationaler Rodelverband (FIL)
International Luge Federation (FIL)

Ausrichter/
Organizer:

Durchführung/
Local Organizer:

Repräsentant der FIL/
FIL Representative:

Sportdirektorin der FIL/
FIL Sport Director:

Präsident der Jury/
President of Jury:

Mitglieder der Jury/
Jury members:

Technischer Delegierter der FIL/
Technical Delegate of the FIL:

Zweiter Technischer Delegierter/
Second Technical Delegate:

OK-Präsident/
President of OC:

Gesamtleiter/
Event manager:

Rennleiter/
Race Director:

Bahnleiter/
Chief of Track:

Presseschef/
Chief of Press:

Rennarzt/
Race doctor:

Medizinischer Dienst/
Medical service:

**Sponsorenleiste / sponsors
gemäß Sponsor Guide/according to Sponsor Guide**

| | |
|---|---|
| Nennungen: | Online über die FIL-Website www.fil-luge.org Startseite: „Mitglieder-Sektion / Login Anmeldung zu den Wettbewerben“) oder direkt unter https://fil.dokume.net/#/login |
| Registration: | Online through the FIL website www.fil-luge.org (welcome page: „members section /login: registration for competitions“) or directly under https://fil.dokume.net/#/login |
| Meldeschluss/ Closing date: | Entsprechend der im Online Registrierungssystem genannten Fristen According to the time limits given in the online registration tool |
| Nenngeld/ Entry fees: | € 20,- pro Einsitzer € 30,- pro Doppelsitzer € 50,- pro Team-Staffel Erfolgt keine oder inkorrekte Meldung über das Online Registrierungssystem, wird ein erhöhtes Nenngeld von € 50,- im Einsitzer und Doppelsitzer erhoben. Für jeden gemeldeten Athleten wird Nenngeld entrichtet € 20,- per single € 30,- per doubles € 50,- per Team Relay <i>In case of missing or incorrect online registration an increased entry fee of € 50,- per single and doubles will be charged. Registration fee has to be paid for every registered athlete.</i> |
| Versicherungsschutz/ Insurance: | |
| Reglement/ Regulations: | IRO, Ausgabe 2022 IRO, edition 2022 |
| Rennstrecke/ Race track: | |
| Starthöhen/ Start heights: | |
| Preise/ Prizes: | |
| Anschriften mit Telefonnummern (Mail, Mobil) / Adresses with phone numbers (e-mail, mobile): | |
| <ul style="list-style-type: none"> • Gesamtleiter/ Organisationsbüro Event manager/ Organization office • Bahnchef/ Chief of Track • Pressechef/ Chief of Press • Quartier / Reservierung/ Organization of accommodation: | |

Sponsorenleiste / sponsors gemäß Sponsor Guide/according to Sponsor Guide

Vorläufiger Zeitplan / Temporary schedule:

- Anreisetag/
Day of arrival:
- Beginnzeiten der Trainingstage/
Beginning during the training days:
- Mannschaftsführersitzung/
Team Captains' Meeting:
- Wettkampftage/
Competition days:
- Aufteilung nach Durchführung der Disziplinfoolge/
Division after the realization of discipline order:

Besonderheiten / Special features:

- Veranstaltungen für Athleten, Teilnehmer/
Arrangements for athletes and participants:
- Hinweise auf Zeremonien/
Remarks regarding ceremonies:

Sponsorenleiste / sponsors
gemäß Sponsor Guide/according to Sponsor Guide

Veranstaltungs-Protokoll
Weltcup-Saison 2022/2023
 Event Summary
 World Cup Season 2022/2023

Ortsname / Venue

| A SPORT | |
|---|--|
| 1 Bahn/Wettkampf / Track/Competition | |
| A-1.1 | Gestaltung Zielauslauf: a) Bereiche laut FIL-Vorgabe b) Kennzeichnung Akkreditierungs-Bereiche c) TV-Monitore im Auslauf d) Live-Ticker im Ziel e) Anzahl Security <i>Design of the finish area:</i> a) Areas according to FIL requirements b) Signage of accreditation areas c) TV monitors in the finish outrun d) Live ticker at the finish e) Number of access control (security) |
| A-1.2 | Flaggen der teilnehmenden Nationen: a) Standort <i>Flags of the participating nations:</i> a) location |
| A-1.3 | Eis-Profilierung / Eisbeschaffenheit a) während des Trainings: - Gleichbleibendes Eisprofil - Eisausbau b) während des Rennens - Gleichbleibendes Eisprofil - Eisausbau c) Kehrkommando <i>Ice profile / Ice quality</i> a) During training: - Consistent ice profile - Ice build up b) During the race - Consistent ice profile - Ice building c) Sweeping command |
| A-1.4 | Tägliche Bahn-Präparierungen (Entreifen, Kehren, Spritzen): a) Einhaltung der Zeitvorgaben <i>Daily track preparations (defrosting, sweeping, watering):</i> a) Compliance with the time specifications |
| A-1.5 | Öffnung Sonnensegel: a) offiziellem Trainingsbeginn; lt. Absprache mit Sportdirektor / TD <i>Opening of sun shades:</i> a) official start of training; according to agreement with the Sports Director / TD |

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| A- 1.6 | <p>Farbmarkierungen im Eis:</p> <p>a) Position / Anzahl</p> <ul style="list-style-type: none"> - Start- / Ziel- und Zwischenzeitmessung - Fahrspurmarkierungen <p><i>Color Markings on the Ice:</i></p> <p>a) <i>Position / number</i></p> <ul style="list-style-type: none"> - <i>Start / finish and split time light beams</i> - <i>Driving line markings</i> | |
| A-1.7 | <p>Mannschaftsführersitzung:</p> <p>a) Kompetentes Auftreten</p> <p>b) Räumlichkeiten / Ausstattung</p> <p>c) Getränke / Snacks</p> <p><i>Team Captain Meeting:</i></p> <p>a) <i>Competent appearance</i></p> <p>b) <i>Location / Equipment</i></p> <p>c) <i>Beverages / Snacks</i></p> | |
| A-1.8 | <p>Zeitpläne / Startfolgen:</p> <p>a) Veröffentlichung der Ausschreibung (Homepage des Veranstalters) mind. 2 Monate vor Veranstaltungsbeginn</p> <p>b) Ordnungsgemäße Darstellung der Ausschreibung</p> <p>c) rechtzeitige Bekanntgabe von Änderungen der Trainings- / Rennstartzeiten</p> <p><i>Schedules / Start orders:</i></p> <p>a) <i>Publication of the invitation (event organizer's website) at least 2 months prior to the event</i></p> <p>b) <i>Proper representation of the invitation</i></p> <p>c) <i>Timely announcement of changes to the training / race start times</i></p> | |
| A-1.9 | <p>Beginnzeiten</p> <p>a) Einhaltung im Training / Wettkampf</p> <p>b) Begründung bei Verschiebung / Verzögerung</p> <p><i>Start times:</i></p> <p>a) <i>Compliance in training / competition</i></p> <p>b) <i>Reason for postponement / delay</i></p> | |
| A-1.10 | <p>IRO + Kampfrichter</p> <p>a) Anzahl der Kampfrichter</p> <p>b) Ordnungsgemäße & regelkonforme Durchführung (Beachtung / Einhaltung der IRO = Qualität der Kampfrichter)</p> <p>IRO + Referees / Judges</p> <p>a) Number of Referees /Judges</p> <p>b) Proper & compliant implementation (compliance with the IRO = quality of the judges)</p> | |
| A-1.11 | <p>Übernahme von Junioren- und Continental Cup Rennen</p> <p>Hosting of Junior World Cup and Continental Cup races</p> | |
| A-1.12 | <p>Nachhaltigkeits- und Klimakonzepte</p> <p>Sustainability and climate concepts</p> | |
| 2 | Infrastruktur / Infrastructure | |

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| A-2.1 | <p>Versorgung der Athleten und Betreuer an den Wettkampftagen (Kalt-/Warmgetränke)</p> <p>a) Ort der Verpflegung b) Verpflegungsangebot c) Verpflegungsumfang</p> <p><i>Catering for athletes and coaches during competition days (cold and warm drinks)</i></p> <p>a) location of catering b) catering offer c) catering/scope of meals</p> | |
| A-2.2 | <p>Durchgängige Transportabsicherung für Athleten</p> <p>a) Sicherstellung eines durchgängigen Auftransportes b) Extrapersonal / -Fahrzeuge für die Absicherung des Auftransportes im Falle eines Sturzes</p> <p><i>Consistent transportation for athletes</i></p> <p>a) Ensuring continuous transportation b) Extra personnel / vehicles to ensure the transportation in the event of a crash</p> | |
| A-2.3 | <p>Starthäuser rechtzeitig nutzungsbereit und sauber</p> <p>a) Größe / Anzahl Sitzplätze - Jugend/Junioren: 30 - Damen / Herren: 60</p> <p>b) Raumtemperatur (mind. 18 Grad)</p> <p>c) Reinigung im Training und Rennen</p> <p>d) Vorhandensein eines separaten Aufwämbereichs</p> <p>e) Rauchverbot am Start</p> <p><i>Start houses clean and ready for use on time</i></p> <p>a) Size / number of seats - Youth / Juniors: 30 - Women / Men: 60</p> <p>b) Room temperature (at least 18 degrees)</p> <p>c) Cleaning in training and competition</p> <p>d) Presence of a separate warm-up area</p> <p>e) No smoking at the start</p> | |
| A-2.4 | <p>Räumlichkeiten für Anti-Doping</p> <p>a) separater Raum (mind. 1 Toilette & entsprechend gekennzeichnet)</p> <p>b) Ausstattung lt. Pflichtenheft</p> <p>c) tägliche Reinigung (sofern genutzt)</p> <p><i>Anti-doping rooms</i></p> <p>a) separate room (at least 1 toilet and marked accordingly)</p> <p>b) Equipment according to specification</p> <p>c) daily cleaning (if used)</p> | |
| A-2.5 | <p>Bereitstellung angemessener Unterkünfte für FIL-Funktionäre</p> <p>a) Stabiles W-Lan</p> <p>b) Parkmöglichkeiten in unmittelbarer Nähe</p> <p>c) sauber & freundlich (Qualität)</p> <p><i>Provision of adequate accommodation for FIL Officials</i></p> <p>a) stable WiFi</p> <p>b) nearby parking</p> <p>c) clean and friendly (quality)</p> | |

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| A-2.6 | <p>Medizinische Absicherung (Rennarzt, Sanitäter, Krankenwagen, Sanitätsraum – sind für Rennen Pflicht)</p> <p>a) wie gefordert vorhanden b) Rettungssystem (Krankenhaus, Hubschrauber) im Umkreis von 20 Minuten c) Rennarzt mit Grundkenntnissen in Englisch d) Ausstattung des Sanitätsraums lt. List xy e) Ungehinderter Abtransport von Verletzten ist gewährleistet</p> <p><i>Medical Service (Race doctor, paramedic, ambulance, first-aid room are required for competitions)</i></p> <p>a) <i>as required available</i> b) <i>rescue system (hospital, helicopter) within 20 minutes</i> c) <i>race doctor with basic knowledge of the English language</i> d) <i>equipment of the first-aid room according to xyz</i> e) <i>unhindered evacuation of injured persons is guaranteed</i></p> | |
| A-2.7 | <p>Allgemeines Erscheinungsbild der Sportstätte</p> <p><i>General appearance of the facility</i></p> | |
| A-2.8 | <p>Räum- und Streudienst des Geländes, einschließlich der Zufahrtsstraßen</p> <ul style="list-style-type: none"> - Bahnstraße - Zufahrtsstraßen - Wege für Fußgänger & Tribüne <p><i>Venue and access roads cleared of snow and strewed</i></p> <ul style="list-style-type: none"> - <i>track road</i> - <i>access roads</i> - <i>paths for pedestrians & spectator stand</i> | |
| A-2.9 | <p>Sicherheit an der Bahn</p> <p>a) Beschallung b) Rufsäulen c) Bahnsprecher mit Englischkenntnissen d) Durchsagen / Informationsvielfalt e) Licht</p> <p><i>Safety at the track</i></p> <p>a) <i>sound system</i> b) <i>call points</i> c) <i>track announcer with English knowledge</i> d) <i>announcements / information diversity</i> e) <i>light</i></p> | |

| B | | MARKETING | |
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| 1 | | Präsentation der FIL-Sponsoren / Presentation of FIL Sponsors | |
| B-1.1 | | <p>Unterstützung bei Präsentation von Werbematerialien im TV-Bereich (Werbebanden)</p> <p>a) Durchgehende Gewährleistung von Sichtfreiheit für Werbetafeln</p> <p>b) Unterstützung von Anbringung der Werbematerialien gemäß Absprache</p> <p>c) Rechtzeitige Bereitstellung des Materials für den Aufbau der Werbekonstruktionen</p> <p>d) Termin- und fachgerechter Aufbau der Unterkonstruktionen lt. Absprache</p> <ul style="list-style-type: none"> - Leaderbox - Siegerehrung - Bandenwerbungen am Zielauslauf - Pressebereiche <p><i>Support for presentation of advertising material in TV areas (advertising boards)</i></p> <p>a) <i>Permanent guarantee of visibility of advertising boards</i></p> <p>b) <i>Support with installing advertising material as agreed</i></p> <p>c) <i>Timely provision of materials for mounting the advertising structures</i></p> <p>d) <i>Timely and proper mounting of substructures according agreement</i></p> <ul style="list-style-type: none"> - <i>leaders box</i> - <i>awards ceremony</i> - <i>advertising boards at the finish outrun</i> - <i>press areas</i> | |
| B-1.2 | | <p>Lokalsponsor des Ausrichters</p> <p>a) Rechtzeitige Bekanntgabe des Lokalsponsors / Ausrichtersponsors</p> <ul style="list-style-type: none"> - (10 Tage vor dem Montag der Veranstaltungswoche) <p>b) Rechtzeitige und ordnungsgemäße Bereitstellung des Aufbau- und Werbematerials</p> <ul style="list-style-type: none"> - (Sticker und Schilder gemäß Vorgaben); Deadline: Montag der Veranstaltungswoche <p><i>Local sponsor of the organization</i></p> <p>a) <i>Timely announcement of the local sponsor / host sponsor</i></p> <ul style="list-style-type: none"> - <i>(10 days before the Monday of the event week)</i> <p>b) <i>Timely and orderly provision of mounting and advertising material</i></p> <ul style="list-style-type: none"> - <i>(Stickers and signs according to agreement); Deadline Monday of the event week</i> | |

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| B-1.3 | <p>Fremdsponsoren</p> <p>a) Abbau oder Unkenntlichmachung von Fremdsponsoren im möglichen TV Bereich</p> <p>b) Bahn- und ausrichtereigene Fahrzeuge sollen möglichst nicht im TV-Bereich / Schwenkzone geparkt werden (sofern diese nicht von der gleichen Marke wie FIL-Sponsor sind)</p> <p><i>Third-party sponsors</i></p> <p>a) <i>Dismantling or defacing third-party sponsors in the potential TV area</i></p> <p>b) <i>If possible, the track and own vehicles should not be parked in the TV area / turning area unless they are the same brand as the FIL sponsor)</i></p> | |
| B-1.4 | <p>Bereitstellung eines abschließbaren, möglichst ebenerdigen, zentral gelegenen und beheizten Arbeits- / Lagerraums für RGS (Größe: 4 x 4 m) für die Dauer der Veranstaltungswoche</p> <p><i>Provision of a lockable, possibly ground-level, centrally located and heated work / storage room for RGS (size: 4 x 4 m) for the duration of the event week</i></p> | |
| B-1.5 | <p>Einhaltung des Sponsoren-Guides</p> <p>a) Sponsorenpräsenz auf allen Druckunterlagen (Programmhefte, Flyer, Plakate, Start- und Ergebnislisten etc.)</p> <p>b) Erstellung von Programmheften (in GER, AUT und LAT in Druckform)</p> <p>c) Ganzseitige Anzeige pro FIL-Sponsor im Programmheft</p> <p>d) Durchgängige Verwendung der offiziellen Titel</p> <p>e) Präsenz der FIL-Sponsoren auf der Website des Ausrichters</p> <p><i>Compliance with the Sponsor Guide</i></p> <p>a) <i>Sponsor presence on all printing material (program leaflets, flyer, posters start and result lists etc.)</i></p> <p>b) <i>Preparation of program booklets (in GER, AUT and LAT in printed form)</i></p> <p>c) <i>Full advertising page in the program brochure for each FIL sponsor</i></p> <p>d) <i>Permanent use of the official race title</i></p> <p><i>Incorporation of FIL Sponsors' logos on event organizer's website</i></p> | |
| B-1.6 | <p>Einspielen von aktuellen Werbespots (sofern bereitgestellt) und Logos von FIL-Sponsoren auf den Videowänden.</p> <p><i>Showing current advertisements (if provided) and logos of FIL sponsors on the video walls</i></p> | |

| 2 VIP- und Sponsorenbetreuung / <i>Taking care of VIPs and sponsors</i> | |
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| B-2.1 | <p>Ausstattung & Größe VIP-Zelt bzw. VIP-Raum</p> <p>a) Angemessene Größe im Verhältnis zur Anzahl der zu erwartenden Personen</p> <p>b) Ausstattung</p> <ul style="list-style-type: none"> - Qualität der Stühle - Qualität der Tische - Tischdecken - Beheizt: 20 Grad, +/- 2 Grad - Etc. <p>c) optisches Erscheinungsbild</p> <ul style="list-style-type: none"> - feste Seitenwände / Zeltaufbau - Boden - Dekoration - FIL-Sponsorenwand <p>d) Toilette nur für VIP-Gäste</p> <p><i>Furnishing & Size VIP tent or VIP room:</i></p> <p>a) <i>Appropriate size in relation to the number of expected guests</i></p> <p>b) <i>Furnishing</i></p> <ul style="list-style-type: none"> - <i>Quality of the chairs</i> - <i>Quality of the tables</i> - <i>Tablecloths</i> - <i>Heated: 20 degrees, +/- 2 degrees</i> - <i>Etc.</i> <p>c) <i>optical appearance</i></p> <ul style="list-style-type: none"> - <i>solid side walls / tent construction</i> - <i>floor</i> - <i>decoration</i> - <i>FIL Sponsor back drop</i> <p>d) <i>Restrooms only for VIP guests</i></p> |
| B-2.2 | <p>Essen, Getränke & Service im VIP-Zelt bzw. VIP-Raum</p> <p>a) Qualität der Speisen und Getränke</p> <p>b) Service (bspw. Selbstbedienung, kompetentes & freundliches Personal, einheitliches Erscheinungsbild)</p> <p>c) Anzahl Personen für VIP-Betreuung und VIP-Empfang (Check-in)</p> <p><i>Food, beverages & service in the VIP tent or VIP room</i></p> <p>a) <i>Quality of food & drinks</i></p> <p>b) <i>Service (self-service or competent / friendly staff, uniform appearance)</i></p> <p>c) <i>Number of persons for VIP support and VIP reception (check-in)</i></p> |
| B-2.3 | <p>Info-System im VIP-Zelt bzw. VIP-Raum</p> <p>a) Informationen über das Renngeschehen</p> <ul style="list-style-type: none"> - Live Übertragung - Start- und Ergebnislisten - Tagesprogramm <p><i>Info system in the VIP tent or VIP room</i></p> <p>a) <i>Information about the race</i></p> <ul style="list-style-type: none"> - <i>Live broadcast</i> - <i>Start and result lists</i> - <i>Daily program</i> |

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| B-2.4 | <p><i>Einrichtung eines abgetrennten VIP-Bereichs</i></p> <p>a) <i>am Start</i> b) <i>im Zielbereich / Auslauf</i> c) <i>Angebote im VIP-Bereich Start und/oder Ziel</i></p> <p><i>Establishment of a separate VIP area</i></p> <p>a) <i>At start</i> b) <i>At the finish outrun</i> c) <i>Offers in the VIP area start and / or finish</i></p> | |
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| C MEDIEN / MEDIA | | |
| 1 TV | | |
| C-1.1 | <p>Zusammenarbeit des OKs mit TV-Verantwortlichen der FIL und den TV-Lizenzehmern</p> <p>a) Information und Kommunikation im Vorfeld b) Umsetzung der Absprachen im Vorfeld c) Benennung und Verfügbarkeit eines Ansprechpartners d) Flexibilität des OK's bei (auch kurzfristigen) anfallenden Änderungen</p> <p>Cooperation of OC with FIL TV representative and TV licensees</p> <p>a) Information and Communication prior to the event b) Implementation of the agreements prior to the event c) Designation and availability of a contact person d) Flexibility of the OC in case of changes (even at short notice)</p> | |
| C-1.2 | <p>Breitstellung geeigneter Flächen zur Platzierung der für die TV Produktion notwendigen Produktionsmittel</p> <p>a) Größe und Lage b) Beschaffenheit c) Zufahrt d) Bewachung e) Absicherung der Stromversorgung</p> <p>Provision of suitable space for the placement of the production equipment necessary for the TV production</p> <p>a) size and location b) condition c) access d) security e) Power supply</p> | |
| C-1.3 | <p>Wurden die TV-Zeiten im Land selbst erreicht?</p> <p>a) Event in GER b) Event außerhalb</p> <p>Were the TV times achieved in the country itself?</p> <p>a) Event in GER b) Event outside GER</p> | |

| 2 | | Presse / Press | |
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| C-2.1 | | <p>Umsetzung der Vorgaben gemäß Richtlinien für Medienarbeit</p> <p>a) Zusammenarbeit des OK mit dem Kommunikationsmanager der FIL</p> <p>b) Landesweite Presseinformation im Vorfeld der Veranstaltung (nur Printmedien) – Belege erforderlich</p> <p><i>Implementation of requirements according to the media guidelines</i></p> <p>a) <i>Cooperation of the OC with the FIL Communications Manager</i></p> <p>b) <i>Nationwide press release in advance of the event (print media only) - supporting documents required</i></p> | |
| C-2.2 | | <p>Pressezentrum</p> <p>a) Anzahl Arbeitsplätze</p> <p>b) Ausstattung</p> <ul style="list-style-type: none"> - Wlan - Kopierer - Zeitungen - Garderobe - Schließfächer <p>c) Öffnungszeiten</p> <p>d) Pressekonferenz</p> <p>e) Anzahl Fernseher (TV-Übertragung)</p> <p>W-Lan zukünftig auch im Pressebereich im Auslauf</p> <p><i>Press Center</i></p> <p>a) <i>number of work places</i></p> <p>b) <i>furnishing</i></p> <ul style="list-style-type: none"> - <i>WIFI</i> - <i>copier</i> - <i>newspapers</i> - <i>clothes wardrobe</i> - <i>lockers</i> <p>c) <i>opening hours</i></p> <p>d) <i>press conference</i></p> <p>e) <i>number of TVs (TV transmission)</i></p> <p>WIFI in Media area in the finish outrun</p> | |
| C-2.3 | | <p>Service</p> <p>a) allgemeine Informationen (Programmhefte, etc.)</p> <p>b) Start- und Ergebnislisten sowie Weltcupstände</p> <p>c) Parkmöglichkeiten</p> <p>d) Shuttle-Service</p> <p>e) Verpflegung</p> <ul style="list-style-type: none"> - Ganztägig versch. Getränke - Snacks - Warmes (Mittags-) Essen - Frisch zubereitetes Essen <p><i>Service</i></p> <p>a) <i>General information (program leaflets etc.)</i></p> <p>b) <i>Start and result lists as well as overall standings</i></p> <p>c) <i>Parking</i></p> <p>d) <i>Shuttle service</i></p> <p>e) <i>Catering</i></p> <ul style="list-style-type: none"> - <i>All day various drinks</i> - <i>Snacks</i> - <i>Warm (lunch) food</i> - <i>Freshly prepared food</i> | |

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| C-2.4 | Abgesperrte Fotografenplätze am Start /entlang der Strecke/am Ziel <i>delineated photographer positions at the start / along the track / at the finish</i> | |
| 3 Promotion | | |
| C-3.1 | <p>Werbung für die Veranstaltung zur Erzielung einer hohen Zuschauerzahl</p> <p>a) Hinweis auf das Rennen mit Plakaten</p> <ul style="list-style-type: none"> - Design - Verteilungsumfang <p>b) Hinweis am Ortseingang / Flaggen und andere Werbung im Ort angebracht</p> <ul style="list-style-type: none"> - Großflächenplakate am Ortseingang (Auftragsbestätigung) - Flaggen im Ort - Andere Werbung im Ort <p>c) Hinweis auf das Rennen mit Anzeigen, Zeitungsbeilagen, Wochenblättern, etc. (Auftragsbestätigung)</p> <p>d) Veröffentlichung von aktuellen Informationen / Zeitplänen im Internet</p> <p>f) Preisausschreiben, Verlosungsaktionen (Belege)</p> <p>g) Erstellung von Flyern / Verteilungsumfang</p> <p><i>Event promotion in order to attract a great number of spectators</i></p> <p>a) <i>Announcement of the races by means of posters</i></p> <ul style="list-style-type: none"> - <i>Design</i> - <i>Scope of distribution</i> <p>b) <i>Signs, flags and other promotion material put up around the venue</i></p> <ul style="list-style-type: none"> - <i>Large billboards at the entrance to the town (order confirmation)</i> - <i>Flags in town</i> - <i>Other advertising in town</i> <p>c) <i>Announcements of the race with advertisements, newspaper supplements, weeklies, etc. (order confirmation)</i></p> <p>d) <i>Publication of latest information and schedules on the Internet</i></p> <p>e) <i>Production of program leaflets</i></p> <p>f) <i>Sweepstakes, raffles</i></p> <p>g) <i>Production of flyers / distribution scope</i></p> | |
| C-3.2 | <p>Erstellung / Verteilung von Zuschauer-Informationen</p> <ul style="list-style-type: none"> - Startlisten - Etc. <p><i>Production / distribution of information for spectators</i></p> <ul style="list-style-type: none"> - <i>start lists</i> - <i>etc.</i> | |
| C-3.3 | <p>Schaltung von Anzeigen / Beilagen in Tageszeitungen bzw. Wochenblättern (Belege erbeten) / Kosten</p> <p><i>Publications of adds /supplements in daily or weekly newspaper (copies required) / costs</i></p> | |
| C-3.4 | <p>Schaltung von Radiospots (Belege erbeten) / finanzieller Aufwand</p> <p><i>Booking of radio spots (records required) / costs</i></p> | |

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| C-3.5 | <p>Internet-Präsenz der Veranstaltung</p> <p>a) Umfang und Qualität b) Veröffentlichung aktueller Pressemeldungen</p> <p><i>Internet presence of the event</i></p> <p>a) extent and quality b) Publication of current press releases</p> | |
| C-3.6 | <p>Präsenz der sozialen Medien</p> <p>a) Präsenz in den sozialen Medien b) Tagging @FIL_Luge und Verwendung der FIL-Hashtags</p> <p><i>Social media presence</i></p> <p>a) Social media presence b) Tagging @FIL_Luge and using the FIL hashtags.</p> | |

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| D VERANSTALTUNG / EVENT | | |
| 1 Videowände und Moderation / Video Walls and Moderation | | |
| D-1.1 | <p>Anzahl / Qualität / Lichtstärke / Kosten</p> <p>a) Anzahl angemessen an die Gegebenheiten vor Ort? b) Qualität der Videowände (Pixelabstand, Größe, Lichtstärke)</p> <p><i>Number /quality / light intensity / costs</i></p> <p>a) Number appropriate to the local conditions? b) Video wall quality (pixel pitch, size, light intensity)</p> | |
| D-1.2 | <p>Ständiger Einsatz der Videowände bei den Rennen und Blumenzeremonien</p> <p><i>Permanent use of video walls during the races and flower ceremonies</i></p> | |
| D-1.3 | <p>Bahnsprecher / Co-Moderator zum Rennen</p> <p>a) fachlich kompetent b) auf den Wettkampf vorbereitet c) motiviert er die Zuschauer, kann er sie ‚mitreißen‘ (Stimmung, Atmosphäre)</p> <p><i>Track announcer / Co-moderator for the race</i></p> <p>a) professionally competent b) well-prepared for the competition c) is he/she able to motivate the audience, (mood, competition atmosphere)</p> | |
| 2 Zuschauer / Spectators | | |
| D-2.1 | <p>Zuschauertribünen</p> <p>a) Anzahl b) angemessene Größe</p> <p><i>Spectator stands</i></p> <p>a) number b) reasonable size</p> | |

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| D-2.2 | <p>Versorgungsangebot für Zuschauer an der Bahn</p> <p>a) Verkaufsstände</p> <p>b) Zuschauerzelt</p> <ul style="list-style-type: none"> - Sitzmöglichkeiten für ca. 70 Personen - Tonübertragung - Monitore zur Übertragung der Rennen - Catering <p><i>Supply offer for spectators at the track</i></p> <p>a) sales booths</p> <p>b) spectator tent</p> <ul style="list-style-type: none"> - seating for about 70 people - sound transmission - monitors for transmitting the race - catering | |
| D-2.3 | <p>Sanitäreinrichtungen für Zuschauer</p> <p>a) ja / nein</p> <p>b) Reinigung / Sauberkeit</p> <p><i>Sanitary facilities for spectators</i></p> <p>a) Yes / No</p> <p>b) Cleaning / cleanliness</p> | |
| D-2.4 | <p>Erste Hilfe Möglichkeit für Zuschauer, Athleten, Gäste</p> <p>a) ja / nein</p> <p>b) Öffentliches Infosystem Rettungslageplan / Angabe Sanitätsraum (Beschilderung)</p> <p><i>First aid option for spectators, athletes, guests</i></p> <p>a) Yes / No</p> <p>b) Public information system rescue plan / indication of a first-aid station (signage)</p> | |
| 3 Rahmenprogramm / Side Events | | |
| D-3.1 | <p>Programme zur Unterhaltung der Zuschauer vor und zwischen den Rennläufen (in den Pausen)</p> <p><i>Programs for the entertainment of the spectators before and between the races (in the breaks)</i></p> | |
| 4 Ehrengäste / Guests of honor | | |
| D-4.1 | <p>FIL-Sponsoren (sofern anwesend)</p> <p>a) Separate Veranstaltungen für FIL-Sponsoren</p> <p>b) Wurden diese in die offiziellen Teile mit eingebunden?</p> <p><i>FIL sponsors (if present)</i></p> <p>a) Separate events for FIL sponsors</p> <p>b) <i>Were these included in the official parts?</i></p> | |
| D-4.2 | <p>Ehrengäste aus Politik, Wirtschaft und Sport</p> <ul style="list-style-type: none"> - Ja / nein - Wurden diese ins offizielle Programm integriert? <p><i>Guests of honor from politics, business and sports</i></p> <ul style="list-style-type: none"> - Yes / No - Were they been integrated into the official program? | |
| 5 Zeremonien (Blumenzeremonien/Siegerehrung) / Ceremonies (Flower ceremony/Awards) | | |
| D-5.1 | <p>Ordnungsgemäßer Ablauf entsprechend Absprache mit Sportdirektor/in (Pflichtenheft)</p> <p><i>Procedure according to agreement with the Sports Director (book of requirements)</i></p> | |
| 6 Veranstaltungen für / Events for | | |

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| D-6.1 | Medien (separate Veranstaltung) <i>Media (separate program)</i> | |
| E | INTERN / INTERNAL | |
| 1 | Veranstaltungsprotokoll / Event Summary | |
| E-1.1 | Einreichung Presseclippings <i>Submission of press clippings</i> | |
| E-1.2 | Einreichung statistische Daten und Materialien (Muster bzw. Lieferscheine) a) Programmheft b) Flyer c) Plakate d) Eintrittskarten e) Einladungen f) Akkreditierungen g) VIP-Karten h) Parkscheine i) Vorankündigungen in den Printmedien (Kopie Belege) j) Zeitungsbeilage / Anzeigen (Auftragsbestätigung) k) Pins l) Anzahl Besucher – tageweise aufgeschlüsselt <i>Submission of the statistical data and material (Samples or delivery notes)</i> a) <i>Program leaflet</i> b) <i>Flyer</i> c) <i>Poster</i> d) <i>Tickets</i> e) <i>Invitations</i> f) <i>Accreditations</i> g) <i>VIP tickets</i> h) <i>Parking passes</i> i) <i>Advance notice in the print media (Copy of receipts)</i> j) <i>Newspaper supplement / advertisements (order confirmation)</i> k) <i>Pins</i> l) <i>Number of spectators on a daily base</i> | |
| E-1.3 | Vollständige Fotodokumentation a) Optisches Erscheinungsbild VIP-Zelt bzw. VIP-Raum (Service, Catering, etc.) b) Rahmenprogramm <i>Complete photo documentation</i> a) <i>Visual appearance VIP tent or VIP room (service, catering, etc.)</i> b) <i>Social program</i> | |
| E-1.4 | Fristgerechter Eingang des Veranstaltungsprotokolls <i>Timely submission of the event summary</i> | |
| 2 | Zusammenarbeit / Cooperation | |
| E-2.1 | Rechtzeitige Unterzeichnung der Veranstaltungsvereinbarung <i>Timely signing of the event agreement</i> | |
| E-2.2 | Zusammenarbeit OK-FIL im Vorfeld der Veranstaltung <i>Collaboration OC-FIL prior to the event</i> | |
| F | COVID -19 Maßnahmen / Covid-19 measures | |

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| F-1.1 | <p>Schutz- und Hygiene Beauftragter des Ausrichters / Event organizer's protection and hygiene manager</p> <ul style="list-style-type: none"> a) Erfüllung des Aufgabengebietes laut FIL Schutzkonzept b) Kommunikation Hygienebeauftragter mit den FIL Verantwortlichen vor Ort c) SARS CoV-2 Management <ul style="list-style-type: none"> a) <i>Fulfillment of the tasks outlined in the FIL Protection Concept</i> b) <i>Communication between hygiene manager and FIL representatives on site</i> c) <i>SARS CoV-2 management</i> | |
| F-2.1 | <p>Gesundheits – Check COVID – 19 Test / Health check – COVID-19 test</p> <ul style="list-style-type: none"> a) Test – Organisation b) Sind ausreichend Testkapazitäten vorhanden c) Testverlauf d) Testergebnis Management e) Testqualität <ul style="list-style-type: none"> a) <i>Test organization</i> b) <i>Are sufficient test capacities available</i> c) <i>Test process</i> d) <i>Test result management</i> e) <i>Test quality</i> | |
| F-3.1 | <p>Zutrittsregeln zu Sportstätte / Rules for access to the venue</p> <ul style="list-style-type: none"> a) Nationalteams b) Ausnahmefälle <ul style="list-style-type: none"> a) <i>National teams</i> b) <i>Exceptions</i> | |
| F-4.1 | <p>Raumprogramme / Room programs</p> <ul style="list-style-type: none"> a) Mannschaftsführersitzung b) Besprechungsräume und Büros c) Starthäuser / Umkleieräume d) Zielauslaufgebäude / Kontrollräume e) Zielhaus / Zeitnahme f) Sanitäreanlagen g) Bereitstellung von ausreichend Desinfektionsmittel für alle Räumlichkeiten h) Reinigung / Desinfizierung aller Räumlichkeiten gemäß Schutz – und Hygienekonzept <ul style="list-style-type: none"> a) <i>Team Captains Meetings</i> b) <i>Meeting rooms and offices</i> c) <i>Start houses/ changing rooms</i> d) <i>Finish outrun buildings / rooms for inspections</i> e) <i>Finish building / timing</i> f) <i>Sanitary facilities</i> g) <i>Provision of sufficient disinfectant for all premises</i> h) <i>Cleaning / disinfection of all premises according to the protection and hygiene concept</i> | |
| F-5.1 | <p>Sonstige infrastrukturelle Aufbauten / Other infrastructural facilities</p> <ul style="list-style-type: none"> a) Einhaltung des FIL Schutzkonzept <ul style="list-style-type: none"> a) <i>Compliance with FIL Protection Concept</i> | |

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| F-6.1 | Verpflegung / Catering a) Verpflegung der Personen die direkt am Wettkampf beteiligt sind (Funktionäre, Kampfrichter, ST-Sportservice) a) <i>Catering for the persons directly involved in the competition (officials, judges, ST-Sportservice)</i> | |
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Bitte senden Sie das ausgefüllte Veranstaltungsprotokoll bis Mittwoch der auf die Veranstaltung folgenden Woche an die FIL-Sportdirektorin und das FIL-Büro.

Please send the completed Event Summary to the FIL Sport Director and the FIL Office by Wednesday of the week following the event.

Gelb unterlegte Punkte im Veranstaltungsprotokoll sind neu

Orange markierte Punkte fließen in der Saison 2022 / 2023 nicht in die Bewertung ein.