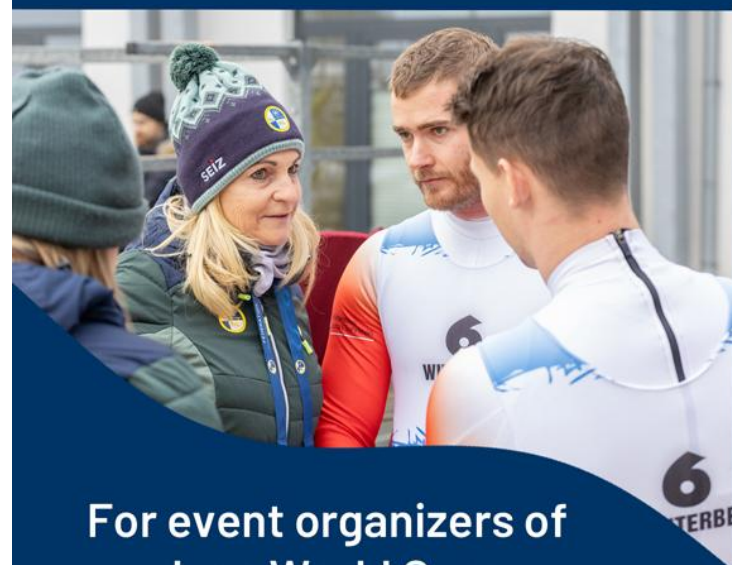




FIL Playbook

Guidelines General regulations



For event organizers of
luge World Cups
and Championships



2026/2027 season



www.fil-luge.org

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2 Foreword

With the 2026/2027 season ahead and following the experiences of an intense Olympic winter, the international luge sport community finds itself in an important phase of further development. Sport, media landscapes, and audience expectations are evolving faster than ever before, making it increasingly important that we, as the international luge family, continue setting new standards in the organization and presentation of our events.

This Playbook is intended not only as an operational guideline, but also as an expression of our shared vision for modern, professional, and emotionally engaging FIL events at the highest international level.

The Olympic Winter Games Milano Cortina 2026 impressively demonstrated the potential of our sport — athletically, emotionally, and from a media perspective. At the same time, the 2025/2026 Olympic season provided us with many valuable insights that will be crucial for the future organization of international competitions. It became particularly clear that successful events today must be far more than purely sporting competitions.

In the future, the overall event experience will become even more important. Side events, entertainment, fan activations, hospitality concepts, and the emotional presentation of competitions will play a key role in inspiring existing fans while also attracting entirely new audiences to the sport of luge.

We will also place an increased focus on the digital and social media presence of every individual organizer. Social media is no longer simply an additional communication tool, but a central component of modern event presentation and international brand building. The visibility of our events, athletes, and venues increasingly depends on authentic, creative, and professionally executed digital storytelling.

Hosting a FIL World Cup or FIL Championship remains an honorable responsibility that requires the highest level of professionalism, technical precision, and a deep understanding of our sport. At the same time, the demands regarding planning, communication, infrastructure, and operational delivery continue to grow — as do the expectations of athletes, officials, media partners, sponsors, and spectators around the world.

This edition has been comprehensively revised and reflects the experiences and developments of the previous Olympic season. Many proven elements have been maintained, while new priorities have been introduced and processes modernized. Our goal remains to combine clear international standards with sufficient flexibility for the individual identity of each venue and organizer.

This is precisely where the unique strength of our World Cups and Championships lies: diversity within a professional and clearly structured international framework. Every track, every organizing committee, and every region contributes its own strengths, traditions, and expertise, which we aim to further develop and showcase together.

This Playbook is based on decades of experience, practical knowledge, and close cooperation between the FIL, organizers, track operators, and partners worldwide. It is intended to serve as a reliable guide — from the first stages of strategic preparation to the final finish line — and to support you in delivering FIL events at the highest international standard.

On behalf of the International Luge Federation, we sincerely thank you for your trust, commitment, and passion for international luge sport.

Let us use the 2026/2027 season together to actively shape the future of our sport — innovative, emotional, international, and with a clear focus on the next generation of athletes and fans around the world.

Your

FIL TEAM

3 General Regulation

All applicable provisions of the IRO (International Luge Regulations) regarding the organization and delivery of official International Luge Federation events are mandatory and must be fully observed.

In addition, this Playbook highlights and further specifies additional organizational, operational, media, and infrastructure requirements for the respective organizers.

Any matters not explicitly regulated within this Playbook shall be governed by the respective agreement between the FIL and the organizer, as well as by the official protocol of the World Cup Pre Meeting.

The FIL Sports Director is the primary point of contact for all organizational, sporting, and operational matters related to the hosting of official FIL events.

3.1 Agreement between FIL and Race Organizer

Written agreements shall be concluded between the International Luge Federation and the respective organizers for Championships and World Cup events in the General Class, including Nations Cup, Team Relay, and Mixed Events.

These agreements are based on the IRO, the FIL Anti Doping Code, the FIL Brandbook, the FIL Code of Ethics, as well as the provisions outlined in this Playbook.

The allocation of an event shall only become final upon the official signing of the agreement by all parties involved. To secure the organization of an event at an earlier stage, a preliminary agreement may also be concluded in advance.

3.2 FIL Advertising Rights

- The advertising and marketing rights of the International Luge Federation are marketed and managed by the FIL and/or its appointed partner agencies. These partnerships and agreements are confirmed by decision of the FIL Presidium or Executive Board.
- The FIL shall inform the organizer about the approval or rejection of proposed organizer sponsors following the submission of the relevant sponsor documentation by the organizer. Existing exclusivity agreements and category protections regarding official FIL sponsors must be strictly respected.
- The presentation, placement, and implementation of sponsor branding and advertising rights are regulated within the respective agreement between the FIL and the organizer. In the event of changes to the FIL advertising rights structure or sponsor portfolio, organizers shall be informed accordingly and in a timely manner.
- Detailed FIL advertising regulations, branding guidelines, logo presentation rules, and the official use of sponsor and FIL branding elements are regulated within the FIL Brandbook.

3.3 Cost Regulations

The organization and execution of all official International Luge Federation events shall be the financial responsibility of the respective organizer.

This includes, but is not limited to:

- Any costs related to track usage and required infrastructure
- All preparation and organizational costs
- TV production costs in accordance with the respective agreement
- TV crew catering and stage/platform construction
- Hospitality and side event costs
- Costs related to FIL officials and service providers:
 - Accommodation costs of the FIL Representative (World Championships and Junior World Championships only)
 - Accommodation and catering costs for one representative of the FIL partner agency responsible for sponsor branding installation
 - Accommodation and catering costs for one Swiss Timing representative
 - Travel and accommodation costs of Jury members and Technical Delegates (excluding the FIL Sports Director)

Travel expense reports are reviewed and approved on site by the FIL Sports Director. Following approval, the organizer is responsible for reimbursing the confirmed amounts directly to the respective officials.

If the travel expenses of the above-mentioned Jury members and Technical Delegates exceed EUR 500, the FIL shall cover 50% of the amount exceeding EUR 500. (see Appendix A)

In addition, the organizer is responsible for the following general costs:

- Medals and trophies for:
 - World Cups including Team Relay and Mixed Events
 - Junior World Cups
 - World Youth Series
 - Nations Cups

(Exception: Medals and trophies for World Championships, Continental Championships, Overall World Cup, Overall Junior World Cup, and Overall Continental Cup are provided by the FIL.)

- Medical services in accordance with § 6 of the IRO
- Meeting rooms and interpreters
- Digital advertising, posters, promotional material, and general event promotion in accordance with the FIL Brandbook
- Organizer specific sponsor materials such as stickers, advertising boards, and partial backdrop branding
- VIP and hospitality areas

3.4 Final Provisions

The contents of this Playbook form the basis for organizers to apply for, prepare, and deliver official International Luge Federation events in accordance with FIL regulations, standards, and requirements.

This Playbook may be amended or updated by decision of the FIL Presidium.

4 Naming Rights of the Venue

Existing agreements regarding the naming rights of the respective sports venue require the approval of the International Luge Federation and its partner agencies for FIL events in the General Class.

In particular, the FIL reserves the right not to use the official venue name within FIL related communication, broadcast production, branding, or official event presentation.

Further details and regulations regarding naming rights, branding, and venue presentation can be found in the FIL Brandbook.

5 Travel Expense Reimbursement for FIL Officials

Below you will find the current version of the FIL travel expense reimbursement form. Please use exclusively the document attached in Appendix A for all travel expense submissions.

FÉDÉRATION INTERNATIONALE DE LUGE
INTERNATIONALER RODELVERBAND
INTERNATIONAL LUGE FEDERATION
Oberst-Lepperdinger-Straße 21
5071 Wals-Siezenheim, Austria
ZVR 801319517



**Reisekostenabrechnung für FIL-Funktionäre
bei Wettbewerben und Kommissionssitzungen**
(gültig ab 01.04.2023)

Name: _____ Vorname: _____ Funktion: _____

Reise von: _____ nach: _____ und zurück

Beginn der Reise (Datum/Uhrzeit): _____

Ende der Reise (Datum/Uhrzeit): _____

Zweck der Reise: _____

1. **Kosten für** (Flug, Mietwagen, Schiff,...): € _____
Eigener PKW: _____ km (pro km = € 0,55 max € 500,00) € _____

2. **Übernachungskosten** (mit Beleg)
_____ Nächte, pro Nacht € _____ € _____

3. **Tagegelder:** über 12 Std. Abwesenheit: € 70,--; 8-12 Std. Abwesenheit: € 35,--
(wenn Mahlzeiten kostenlos sind, müssen beim jeweiligen Tag folgende Beträge abgezogen werden: Frühstück - € 10; Mittagessen - € 10; Abendessen - € 20; Vollpension - € 40)

Der Empfänger ist für steuerliche und sozialversicherungsrechtliche Behandlung der Tagelöhner und der Sitzungsgelder selbst verantwortlich!

1. Tag € _____
2. Tag € _____
3. Tag € _____
4. Tag € _____
5. Tag € _____
6. Tag € _____
7. Tag € _____
8. Tag € _____
9. Tag € _____
10. Tag € _____

5. **Sonstige Kosten** (mit Beleg und Begründung) € _____

Gesamtbetrag: € _____

Ich bestätige die Richtigkeit der Angaben:

Datum: _____ Unterschrift: _____

Betrag erhalten: Datum: _____ Unterschrift: _____

Überweisung: Konto-Nummer: _____ Bankleitzahl: _____
IBAN: _____ BIC: _____
Kreditinstitut: _____

Reisekosten sind innerhalb von 90 Tagen bei der FIL vorzulegen und abzurechnen.
Später einlangende Reisekostenabrechnungen werden nicht mehr erstattet.

 SPORT IN
THE OLYMPIC
PROGRAMME

6 Guidelines for Organizers

6.1 Organizer Checklist

Based on this checklist, the current status of the event preparations will be reviewed and documented during an official pre meeting conducted by the FIL Sports Director and, where possible, by the respective representatives of the individual FIL departments.

During this meeting, individual areas may be jointly discussed, adjusted, and further coordinated if necessary. An official protocol of the meeting will be prepared by the FIL Sports Director.

The complete checklist can be found in the appendix (Appendix B).

6.2 Ceremonies

6.2.1 Winners Presentation

Immediately following the completion of a competition discipline, the official winner presentation shall take place in the finish outrun area.

The presentation ceremony shall be conducted in front of the official sponsor backdrop and carried out by the Jury Chairman, the FIL Representative, or the FIL Sports Director.

If an overall World Cup winner has been determined, the respective overall trophy shall also be presented during the winner presentation. Particular attention must be paid to the requirements of broadcast production, photography, media coverage, and social media presentation.

6.2.2 Award Ceremonies for FIL Championships and World Cups

- Following the winner presentation, the official award ceremony of the respective discipline shall take place.
- In the event that two or more disciplines are completed on the same competition day, the organizer may conduct the award ceremonies collectively after the final competition of the day.

Ceremony Procedure:

- Playing of the FIL fanfare (short version)
- Presentation of the athletes from 3rd to 1st place
- At World Championships: presentation from 3rd to 1st place
- Medal presentation by the Jury Chairman, FIL Representative, or an appointed local representative
- Playing of the winner's national anthem and raising of the national flags

- Presentation of prizes or sponsor awards, if applicable

Separate arrangements regarding overall standings and overall trophy ceremonies shall be coordinated directly between the FIL Sports Director and the respective organizing committee.

For all award ceremonies, only the officially approved national anthem version may be used. If necessary, the official short version may also be played.

The final organization, timing, and execution of all award ceremonies must in all cases be coordinated with the FIL Sports Director during the competition week.

6.2.3 Award Ceremonies for Nations Cup

- The award ceremony shall take place immediately following the completion of the respective discipline.

Ceremony Procedure

- Presentation of the athletes from 3rd to 1st place
- Medal presentation for places 3rd to 1st by the Jury Chairman or the FIL Representative

No national anthem shall be played and no national flags shall be raised during Nations Cup award ceremonies.

6.2.4 Provision of Medals

Medals are provided by the International Luge Federation for:

- FIL World Championships including Team Relay and Mixed Events
- Overall standings of the World Cup, Junior World Cup, World Youth Series, and Nations Cup
- Continental Championships (FIL European Championships, APCH, AM)

The respective organizers are responsible for providing medals for:

- World Cup competitions including Team Relay World Cup and Mixed World Cup events
- Nations Cup competitions
- Junior World Cup and World Youth Series events

6.2.5 Overview of Medal Allocation for all FIL Events:

World Championships, European Championships, Asian Championships, and America Pacific Championships (General Class):

M / W Singles: 1 – 3

M / W Doubles: 1 – 3

Mixed Event and Team Relay: 1 – 3

U23 WChs & EChs:

M / W Singles: 1 – 3

M / W Doubles: 1 – 3

Junior World Championships:

M / W Singles: 1 – 6

M / W Doubles: 1 – 6

Mixed and Team Event: 1 – 3

Junior and Youth Continental Championships:

M / W Singles: 1 – 6

M / W Doubles: 1 – 6

World Cup (General Class):

M / W Singles: 1 – 3

M / W Doubles: 1 – 3

Mixed Event and Team Relay: 1 – 3

Nations Cup for all Disciplines: 1 – 3

Overall World Cup, Junior World Cup, World Youth Series, Nations Cup:

M / W Singles: 1 – 3

M / W Doubles: 1 – 3

Mixed Event and Team Relay: 1 – 3

Nations Cup for all Disciplines: 1 – 3

Junior World Cup:

M / W Singles: 1 – 6

M / W Doubles: 1 – 6

Mixed and Team Event: 1 - 3

World Youth Series:

M / W Singles: 1 – 6

M / W Doubles: 1 – 6

Mixed and Team Event: 1 - 3

6.2.6 FIL Fanfare

Correct Use of the FIL Fanfare at FIL World Cups and World Championships (General Class)

Three different versions of the official International Luge Federation fanfare are available:

- Long Version (51 seconds)
- Medium Version (23 seconds)
- Short Version (17 seconds)

The respective versions shall be used as follows:

- **Long Version**
Before the first run of each discipline
- **Short Version**
Before the second run of each discipline
- **Medium Version**
Once before the official award ceremony (not during the winner presentation)

If several award ceremonies are conducted consecutively, a single playback of the Medium Version is sufficient.

For the preparation of the respective FIL event, the FIL Sports Director shall provide the organizer with an overview of all appointed FIL officials and personnel, including their respective travel details and arrival/departure information.

This overview is prepared for the organizer pre meeting and is included in Appendix C.

Event:	1st EBERSPÄCHER World Cup	
Place, Date:	Location / Nation, Date	




	<u>FIL Officials:</u>	In	Out	Mail	Mobil	Accommodation	Covered by FIL	Covered by Organizer
1.	Jury Chair:					Yes		x
2.	Jury:					Yes		x
3.	Jury:					Yes		x
4.	1. TD:					Yes		x
5.	2. TD:					Yes		x
6.	3. TD:					Yes		x
7.	Matthias Böhmer / Sport Director					Yes	x	
8.	Communication					Yes	x	
9.	Social Media					Yes	x	
10.	Social Media					Yes	x	
11.	Social Media					Yes	x	
12.	Broadcast					Yes	x	
13.	SwissTiming					Yes		x
14.	RGS					Yes	x	
15.	RGS					Yes		x
16.	Reserve					Yes	x	

All crashes and incidents occurring during the training week or on competition days must be officially documented. The designated crash report form shall be used for this purpose. The original document to be submitted to the FIL Sports Director can be found in Appendix D.

[illegible]

DNF = Crash

If available, the Swiss Timing Crash Tool may alternatively be used for the documentation and reporting process.

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

For the anti-doping controls at FIL events, the organizer must provide adequate premises that will be used as the Doping Control Station (DCS). In order for the controls to be carried out properly, the premises should be designed as follows:

- A waiting room that is located close to the processing room, and not accessible to members of the public. The waiting room must have sufficient space and sufficient chairs to welcome the athletes and chaperones. There should also be sealed bottles of water or other non-alcoholic beverages.
- At least one processing room that is located close to the waiting room with one desk and three chairs (minimum), power and internet access, a garbage bin and when possible a cabinet to store the anti-doping material.
- At least one toilet (if possible two, one per gender), close to the processing room. It must be lockable and have sufficient space for the DCO to witness the passing of the sample.

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

Additional features and/or requirements:

- Marking the room as an anti-doping control station by signs
- Tables and chairs
- Trashcan for the hygienic disposal of waste
- Possibility to wash your hands
- Original packed and sealed drinks for the athletes (non-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 results lists
- For blood controls: Sufficient space for blood collection places

The organizer must appoint one dedicated Anti Doping coordinator responsible for all organizational and operational matters related to Anti Doping controls during the event. This person acts as the main contact for the Doping Control Officers and FIL representatives.

When the DCS cannot be located at the finish line or at a reasonable walking distance from it (less than 5 minutes), there has to be at least one vehicle with a driver, exclusively reserved for the athletes, chaperones and staff that have to go to the anti-doping premises.

8 Event Experience & Entertainment

Modern sports events are increasingly evolving beyond pure athletic competition into comprehensive event and entertainment experiences. In international luge sport as well, atmosphere, spectator experience, entertainment, digital presentation, and emotional activation are becoming increasingly important at every single race.

The sporting competition itself remains the core element of every event. At the same time, however, it is becoming more important than ever to inspire existing fans on a long term basis while also attracting new target audiences to the sport of luge.

The International Luge Federation explicitly encourages all organizers to explore new approaches, develop creative concepts, and view events as modern international live experiences for spectators, partners, media, and fans.

Events should therefore not be perceived solely as sporting competitions, but as emotional overall experiences featuring regional identity, strong digital visibility, and professional presentation.

The following opportunities and concepts are based on the experience gained from numerous comparable international sports events.

8.1 Track Event Announcer

The track announcer plays a key role in creating the atmosphere and overall event experience. In addition to providing professional and informative commentary on the competition, the announcer should actively contribute to building excitement at the venue and emotionally engaging spectators throughout the event.

In addition to the local language, the track announcer should possess sufficient English language skills in order to appropriately communicate with international athletes, teams, media representatives, and guests.

The volume levels and overall coordination of the track announcer must be reviewed and agreed upon together with the FIL Head of Broadcast during the official broadcast rehearsal on the day prior to the first competition. The objective is to ensure an optimal balance between the live event atmosphere and the technical requirements of the TV production.

During competitions, the track announcer should not perform additional operational duties, in particular not the role of timekeeper, in order to guarantee professional moderation and consistent event presentation throughout the entire competition.

8.2 Spectator Hub System

Unlike traditional stadium events, it is not possible to provide optimal spectator conditions simultaneously across all areas of a luge track. In order to still create a high quality and

emotional spectator experience along the entire venue, the International Luge Federation recommends the implementation of a so called Spectator Hub System.

Together with the FIL Sports Director, the organizer should identify two to three key spectator areas along the track in addition to the start and finish areas, where atmosphere, entertainment, and fan activation can be specifically concentrated.

These spectator hubs are intended to serve as central experience zones offering visitors a modern and engaging event atmosphere. The objective is to significantly enhance the overall spectator experience throughout the venue and to create attractive gathering areas for spectators, guests, partners, and media beyond the direct competition action.

Where possible, the spectator hubs should include the following elements:

- Video walls or screens with the international live feed
- Indoor and outdoor hospitality areas
- Entertainment and side programs during competition breaks
- Fan activations and sponsor experiences
- Weather protected spectator areas
- Social media activation areas and photo spots

The exact positioning, infrastructure, and overall concept of the spectator hubs must be coordinated at an early stage together with the FIL Sports Director during the event planning process and the official Pre Meeting.

8.3 Side Events & Supporting Programs

Additional event formats surrounding the sporting competition create significant added value for spectators, sponsors, partners, and media representatives. These may include opening ceremonies, public team presentations, fan events, regional cultural activities, evening events, or other entertainment formats connected to the competition weekend.

The objective of such programs is to increase the overall length of stay of visitors, strengthen the atmosphere throughout the venue, and position the event as a comprehensive and memorable live experience rather than solely a sporting competition.

Side events and supporting programs also provide valuable opportunities to showcase the regional identity, culture, and hospitality of the host venue while creating additional visibility for sponsors, partners, and local stakeholders.

8.4 Family & Fan Concepts

In order to increase spectator attendance, international visibility, and the overall economic impact of an event, organizers are encouraged to develop dedicated fan programs and visitor packages well in advance of the competition.

These concepts should primarily target fans, family members, friends, and the wider international luge community surrounding the athletes, providing them with an attractive, professional, and memorable event experience.

Such programs may include:

- Ticket and accommodation packages
- Hospitality offers
- Regional supporting programs
- Guided event and track experiences
- Side events and evening entertainment
- Tourist activities within the region
- Family and weekend packages

Ideally, these concepts should be developed in close cooperation with local tourism boards, hotels, partners, and regional businesses. The objective is not only to position the event as a sporting competition, but also to emphasize its tourism and economic value for the host region.

The International Luge Federation actively supports the promotion of such fan and hospitality concepts through its communication platforms and international networks.

Furthermore, events such as the annual FIL Congress and other official FIL meetings may be used to present successful concepts, new ideas, and best practice examples to FIL member federations and future organizers.

8.5 Live Music and Entertainment Areas

Music, DJs, moderation, and entertainment elements play an important role in creating the atmosphere and overall energy of an event. Modern entertainment concepts can generate additional emotions between competitions and significantly strengthen spectator engagement throughout the event day.

8.6 Children & Family Areas

Family friendly offers play an important role in attracting new target groups and creating long term interest in the sport of luge. Dedicated children and family areas help create positive event experiences and strengthen the emotional connection of young spectators and families with the sport.

8.7 Regional Food & Cultural Experiences

The integration of regional specialties and cultural elements strengthens the identity of the host venue and helps make each event unique. Local food, cultural performances, regional music,

and traditional elements create authenticity and add further value to the overall spectator and guest experience.

Such concepts provide an opportunity to showcase the culture, hospitality, and character of the host region while creating a stronger emotional connection between the event and its visitors.

8.8 Athleten Meet & Greet

Personal interaction between athletes and fans is becoming increasingly important in modern sports. Autograph sessions, fan talks, and shared social media activities create closer connections, strengthen identification with the sport, and generate emotional moments.

8.9 Influencer & Creator Activities

Collaboration with influencers, content creators, and digital media personalities can significantly increase the reach of an event and help attract new target audiences. Authentic and emotional content is playing an increasingly important role in modern event communication and digital storytelling.

8.10 Show Elements during Winner Presentations & Ceremonies

Winner presentations and ceremonies should be staged in a modern, emotional, and high quality manner. Music, lighting, moderation, and regional elements can help create memorable moments for athletes, spectators, media representatives, and partners.

8.11 Interactive Social Media Activities

Spectators and fans should be actively integrated into the digital communication of the event. This can be achieved through live formats, fan challenges, hashtag campaigns, voting activities, or user generated content initiatives. The objective is to maximize the international visibility and digital reach of the event.

8.12 Cooperation with Tourism Regions, Artists & Brand Partners

Strategic cooperation with tourism organizations, artists, musicians, regional partners, and commercial brands can generate additional visibility and further strengthen the emotional and economic impact of an event.

Such partnerships can support the development of unique event concepts, increase regional involvement, and help position the event as an attractive international experience beyond the sporting competition itself.

Creativity, innovation, and modern event concepts are explicitly encouraged. The International Luge Federation welcomes individual approaches and supports organizers in implementing new ideas and formats within the scope of their respective possibilities.

At the same time, it must be ensured that all additional program elements, show concepts, and operational activities do not interfere with the sporting competition and remain compatible with all technical, safety related, and broadcast requirements.

All planned event concepts, additional program elements, and special activations must be coordinated and approved in advance with the FIL Sports Director during the official Pre Meetings and event coordination processes.

9 VIP Area and Hospitality

All FIL World Cup events and FIL World Championships shall provide one or more designated VIP Areas for FIL partners, organizer partners, invited guests, and the FIL Friends Programme. The location, size, and overall concept of the VIP Area(s) shall be agreed upon with the FIL Sports Director during the event planning process.

The VIP Area is an important part of the overall event presentation and serves as the primary hospitality location for commercial partners, institutional guests, public authorities, media representatives, and invited VIPs. The Organizer is expected to ensure a professional, welcoming, and high-quality hospitality experience throughout the event.

9.1 VIP Area Standards

The VIP Area shall provide a modern, elegant, and well-maintained atmosphere reflecting the standards of an international sporting event.

The following minimum requirements apply:

- Sufficient seating capacity for all accredited VIP guests.
- High-quality furniture and decoration.
- Heating (where required) and weather protection.
- Clean restroom facilities located nearby.
- Appropriate lighting and sound system.
- Reliable Wi-Fi access.
- Continuous cleanliness and servicing throughout the event.

Multiple television screens shall display the official FIL World Feed throughout the competition. During competition breaks and before or after the races, sponsor commercials, FIL promotional videos, tourism presentations, and event-related content should be shown.

9.2 VIP Hospitality Staff

Each VIP Area shall be staffed by friendly, professional, and knowledgeable hospitality personnel.

VIP staff should:

- Welcome arriving guests.
- Verify VIP accreditation where required.
- Provide information about the competition schedule.
- Assist with seating and hospitality services.
- Answer questions regarding the venue and event programme.
- Support FIL officials and commercial partners whenever required.

Staff members should be easily identifiable and capable of communicating in English.

9.3 VIP Spectator Area

A dedicated VIP spectator area shall be provided within the main grandstand at the finish area.

This area shall:

- Be reserved exclusively for VIP accredited guests.
- Offer an unobstructed view of the competition.
- Be located as close as reasonably possible to the finish area and the main competition action.
- Provide comfortable seating.

Whenever possible, Organizers are encouraged to establish additional premium viewing areas directly adjacent to the finish deck or finish outrun. These premium viewing locations have proven highly successful at previous FIL events and significantly enhance the VIP experience. Warm beverages, refreshments, and light snacks may be served in these areas.

9.4 Catering and Hospitality

Hospitality shall be provided free of charge for all accredited VIP guests. The catering concept should reflect the local culture and cuisine while maintaining an international standard.

The following should be available throughout the event:

- Selection of hot and cold meals.
- Vegetarian and other dietary options.
- Coffee, tea and soft drinks.
- Beer, wine and other alcoholic beverages where legally permitted.
- Fresh snacks and pastries throughout the day.

Food service should be coordinated with the official competition schedule to ensure that guests can enjoy catering primarily during race breaks without missing key moments of competition.

9.5 Entertainment Programme

A supporting entertainment programme should be provided within the VIP Area, particularly during competition breaks.

Possible activities include:

- Interviews with athletes.
- Interviews with coaches.
- Talks with former champions and distinguished guests.
- Sponsor presentations.
- Prize draws and giveaways.
- Live music or DJs.
- Destination and tourism presentations.
- Other hospitality activities designed to enhance the guest experience.

The entertainment programme should complement the sporting action without distracting from the competition and should contribute to creating a memorable and premium event atmosphere.

9.6 VIP Parking and Shuttle Service

Dedicated VIP parking shall be provided for accredited VIP guests. Whenever possible, VIP parking should be located within the venue area.

If this is not possible, the Organizer shall establish a regular shuttle service between the designated VIP parking area and the venue.

All parking arrangements, shuttle services, access routes, and operational procedures shall be coordinated with the FIL Sports Director.

9.7 VIP Information Guide

The Organizer shall prepare a detailed VIP Information Guide in accordance with the FIL Brandbook.

The guide shall include, at a minimum:

- Venue address and directions.
- Parking information.
- Shuttle information.
- Event schedule.
- Hospitality opening hours.
- Venue map.
- VIP Area location.
- Important contact details.
- Additional visitor information.

The final version shall be submitted to the FIL Sports Director no later than six (6) weeks prior to the event. The FIL will distribute the guide to its partners, sponsors, invited guests, and FIL Friends.

10 Media & Broadcast

10.1 General Principles of Media Operations & FIL Personnel

Today more than ever, international luge sport is driven by emotional storytelling, strong visual presentation, and a modern global media presence. In order to sustainably expand the reach of the sport and engage fans across all platforms, press operations, broadcast production, and digital media activities must be implemented in a professional, creative, and internationally coordinated manner.

This includes not only meeting the requirements of traditional media, but also fully utilizing the dynamic opportunities provided by modern social media platforms and digital communication channels.

On behalf of the International Luge Federation, the following officials are appointed at all official FIL events:

- FIL Communications Manager
- FIL Social Media & Marketing Manager
- FIL Head of Broadcast

During World Cups, World Championships, and European Championships, all three act as official FIL representatives and serve as the primary contacts for organizers within their respective areas of responsibility.

10.1.1 FIL Communications Manager

The FIL Communications Manager supports the local Media Manager in all areas of public relations and international media communication. He acts as the central link between the organizer, media representatives, athletes, and the International Luge Federation.

His responsibilities include, in particular, moderating winner press conferences and, where applicable, opening press conferences. In addition, he provides media representatives with statistical information, background information, and athlete biographies, and prepares the official press releases for the communication platforms of the International Luge Federation on competition days.

10.1.2 FIL Social Media & Marketing Manager

The FIL Social Media & Marketing Manager is responsible for the strategic management and continuous development of the digital presence of the International Luge Federation across all international social media platforms.

His responsibilities include the planning and creation of modern, creative, and audience focused content, the coordination of digital event coverage, and the continuous expansion of the international reach and visibility of the sport of luge.

In addition, he supports athletes, partners, national federations, organizers, and tracks through professional digital storytelling and plays a key role in presenting the FIL and its events worldwide in a modern, emotional, and consistent way.

10.1.3 FIL Head of Broadcast

The FIL Head of Broadcast acts as the central interface between the organizer, the International Luge Federation, production companies, broadcasters, and rights holders. In close coordination with all involved parties, he oversees all broadcast related operations of the event and supports the delivery of a modern, international, and high quality TV production.

His responsibilities include, in particular, coordinating possible adjustments to the competition schedule for production related reasons, managing coordination with production companies, and supporting organizers and rights holders in the implementation of the planned broadcast coverage.

In addition, the FIL Head of Broadcast serves as the official primary representative of the International Luge Federation for all broadcast related matters.

10.2 Race Organizer Personnel & Requirements

10.2.1 Organizer Media Manager

The organizer or organizing committee shall appoint a Media Manager with solid experience in media operations, international luge sport, and sufficient English language skills.

The Media Manager is responsible on site for all media related matters as well as the organizational and operational implementation of all media areas. This includes, in particular, the setup and management of the press center, the organization of media accreditation, and the preparation and distribution of start lists, result lists, and World Cup standings.

Throughout the entire event, the Media Manager shall continuously provide media representatives, broadcasters, and TV commentators with up to date information, official results, and all relevant communications as quickly as possible.

In coordination with the responsible representatives of the organizing committee, the Media Manager also acts as the main contact person for media representatives regarding accommodation, transportation, infrastructure, and general organizational procedures.

The name and contact details of the Media Manager must be published within the official event invitation and additionally submitted to the International Luge Federation office.

Ideally, the work of the Media Manager should begin approximately six weeks prior to the event. During this period, a continuous media presence of the event is strongly recommended.

This includes regular press releases, social media activities, and content on the official organizer website.

Suitable content may include:

- Event schedules and organizational information
- Track updates and venue related news
- Side events and supporting programs
- Background stories and local features
- Athlete profiles
- Information about VIP guests and notable visitors

The official FIL event preview is published on the Tuesday prior to the event. The editorial deadline is generally Monday at 12:00 noon. Internationally relevant information and media releases may be submitted at any time to press@fil-luge.org.

The local Media Manager works closely together with the FIL Communications Manager and supports all communication related activities. This includes the coordination of press releases, scheduling of press conferences, and the organization of operational media arrangements on site, such as photographer positions and media procedures.

Following the event, copies of all published press releases as well as the complete accreditation lists must be submitted to the FIL Communications Manager. Where possible, journalists holding FIL season accreditations should be listed separately.

In addition, all press clippings and media reports related to the event must be sent to the FIL Communications Manager and the FIL office after the conclusion of the event.

10.2.2 Race Organizer Social Media Manager

Due to the enormous importance of social media and digital communication, the International Luge Federation strongly recommends that each organizer appoint a dedicated Social Media Manager or separate social media team for the event.

The responsibilities of this role include the planning, creation, and publication of content across all relevant digital platforms, as well as the active digital coverage of the event before, during, and after the competition. In addition to traditional social media personnel, content creators, photographers, videographers, and influencers may also be integrated into the digital media operations.

Relevant platforms include in particular:

- Instagram
- Facebook
- TikTok
- X
- LinkedIn

The social media operations should contribute to increasing the international visibility of the event, reaching new target audiences, and presenting the sport of luge in a modern, emotional, and authentic way.

All planned campaigns, activations, collaborations, partnerships, or special digital content must be coordinated in advance with the FIL Social Media & Marketing Manager. The FIL Social Media & Marketing Manager must be kept continuously informed about all relevant social media activities of the organizer.

All publications and digital content must strictly comply with the applicable advertising regulations, sponsor agreements, rights regulations, and the provisions of the FIL Brandbook. This applies in particular to the use of images, video material, music, logos, broadcast footage, and sponsor presentations.

The organizer or organizing committee shall bear sole responsibility and liability for any violations of rights agreements, copyright regulations, or advertising guidelines.

10.2.3 Event Media Accreditation

Event media accreditation shall be managed by the organizer's Media Manager in close coordination with the International Luge Federation.

Media accreditations shall generally only be issued upon presentation of a valid press card. Recognized credentials include, in particular, AIPS accreditation cards as well as official press credentials issued by national journalists' associations.

If no valid press card can be presented, the FIL Communications Manager must be informed immediately. In such cases, the final decision regarding accreditation lies exclusively with the FIL.

Accompanying persons shall receive guest accreditation only and shall not obtain official media status.

No later than two weeks prior to the event, the organizer's Media Manager and the FIL Communications Manager must jointly review and coordinate all registered media representatives and accreditation requests.

FIL season accreditations as well as official FIL media parking permits must be recognized and accepted by the organizer.

Further information, regulations, and accreditation guidelines are defined within the FIL Brandbook.

10.2.4 FIL Season Accreditation

FIL season accreditations are granted to journalists and media representatives who regularly attend and report on official International Luge Federation events and cover at least three events per season.

Regardless of an existing FIL season accreditation, all media representatives are additionally required to register with the respective event organizer. This is necessary for organizational planning, on site accreditation procedures, and the coordination of workspaces, parking permissions, and other media related services.

10.2.5 Accreditations and Broadcasters & Right Holders

The organizer shall accredit all TV crews, production personnel, and broadcast representatives nominated by the Host Broadcaster, rights holders, or official production partners of the International Luge Federation.

The accreditation shall include, in particular:

- Parking permits
- Access to production areas
- Access to the Broadcast Compound
- Access to the press center, where required

The official TV accreditation list shall be provided to the organizer by the FIL Head of Broadcast no later than one week prior to the event. Adjustments or additions to the list may also be made during the event week.

Any additional broadcast or production related requests submitted directly to the organizer must be forwarded immediately to the FIL Head of Broadcast. The final decision regarding approval and accreditation lies exclusively with the FIL.

Only authorized personnel working within the areas of production, broadcasting, and rights holding may be accredited and granted the corresponding access permissions.

10.2.6 Press Center

The press center must be located in close proximity to the finish area and set up in a sufficiently large, heated (18–20 °C), and lockable room. Access to the press center shall be restricted exclusively to accredited media representatives.

A dedicated workspace for the local Media Manager must be provided on site, including internet access, printing facilities, and communication equipment. In addition, at least one TV monitor displaying the international live signal and one additional monitor showing the current result lists must be available.

The necessary cabling and technical connections between the press center and the OB Compound or outside broadcast truck are the responsibility of the organizer.

The press center shall be used exclusively for the operational activities of media representatives and must therefore be designed in a quiet, functional, and professional manner.

An adequate number of workstations must be provided according to the number of accredited media representatives. Each workstation must include at least a table, seating, and power supply. The recommended minimum workspace size is 0.7 m × 0.7 m per person.

The specific requirements of photographers must be considered separately. This includes, in particular, larger working areas and, where possible, separate workspaces for photographers and content creators.

The press center must be equipped with high performance WiFi. The minimum requirement is 100 Mbps upload and download speed. In addition, a secured bandwidth reserved exclusively for media representatives must be provided.

Furthermore, the following facilities must be available:

- Printing and copying facilities
- Information wall or message board
- Pigeonholes for press releases, start lists, and media information
- Coat rack or wardrobe area
- Storage facilities or lockers for valuables and technical equipment

The information wall should contain, in particular:

- Start lists
- Result lists
- Daily schedule
- Program changes
- Next day schedules
- Weather information
- Additional organizational notices from the organizer

In addition, it is recommended that national and international daily newspapers be made available within the press center.

Upon request, additional data lines or technical connections for radio, live commentary, or other media applications must be installed directly at individual workstations. Any resulting costs shall be borne by the respective media organization.

10.2.6.1 Press Center Opening Hours

The press center must be fully operational no later than 24 hours prior to the start of the first official activity. This includes, in particular, the Nations Cup, official seeded group training, or any other official training sessions. From this point onward, the local Media Manager must also be available on site as the primary contact person for media representatives.

The opening hours of the press center shall generally be based on the operational requirements of the event. As a guideline, the following opening hours apply:

- ✓ Opening two hours prior to the first competition start
- ✓ Closing three hours after the conclusion of the final race

The final opening hours shall be coordinated during the World Cup Pre Meeting and published no later than 24 hours before the start of the event.

10.2.6.2 Press Conferences

Press conferences with the top three ranked athletes of a discipline may be conducted if required or upon instruction by the International Luge Federation. Organizational coordination shall take place between the local Media Manager, the FIL Communications Manager, and the FIL Sports Director.

In addition, further press conferences, media briefings, or official media appointments may be scheduled by the FIL or the organizer throughout the entire competition week.

For all press conferences and official media activities, a sponsor compliant backdrop in accordance with the FIL Brandbook must be used. Particular attention must be paid to the official FIL partners, sponsor regulations, and all applicable branding guidelines.

10.2.6.3 Press Center Catering

The organizer must ensure appropriate catering for accredited media representatives throughout the entire duration of the event. The media hospitality services should support the professional working environment within the press center and all media related areas.

Media hospitality should include, in particular:

- ✓ Hot and cold meals
- ✓ Snacks and light refreshments
- ✓ Non alcoholic beverages and hot drinks

Catering should be continuously available during the official opening hours of the press center.

10.2.6.4 Media Evening or Networking Event

In order to promote positive exchange and strengthen relationships between media representatives, the organizer, the International Luge Federation, and other event stakeholders, it is recommended to organize an official media evening or additional networking event on the evening of the first competition day.

Such an event provides an opportunity to encourage personal interaction, create a positive atmosphere around the event, and strengthen long term cooperation with international media partners. At the same time, the organizer may use the occasion to present the regional identity, hospitality, and unique characteristics of the host venue and region.

The media evening may be organized, for example, as an informal get together, a joint dinner, or a regional hospitality event.

Professional and welcoming hospitality for media representatives contributes significantly to the international perception of the event and supports positive international media coverage.

10.2.7 Press Materials & Information Distribution

The following information and documents must be available at all times for accredited media representatives, either digitally or within the press center:

- Event program
- Venue and infrastructure maps
- Start lists and result lists
- Current World Cup standings
- Track layouts
- Photographer and media maps
- Current track records
- Information materials and brochures of FIL partners and sponsors
- Athlete biographies via the official platforms of the International Luge Federation

In addition, all relevant updates throughout the entire event week must be communicated as quickly and transparently as possible. This applies in particular to:

- Schedule changes
- Delays or postponements
- Jury decisions
- Disqualifications
- Weather related adjustments
- Organizational announcements

The distribution of information should be professional, up to date, and whenever possible provided in real time in order to ensure smooth and efficient media operations throughout the event.

10.2.8 Shuttle Service for Media Representatives

If the press center is not located in immediate proximity to the track or finish area, the organizer must provide a regular and reliable shuttle service for accredited media representatives.

In addition, sufficient free parking spaces for media representatives must be provided within the event area or in close proximity to the track. This applies in particular to journalists, photographers, broadcast personnel, and other accredited media representatives.

If the parking areas are not located directly next to the press center or the relevant media areas, a regular shuttle service between the parking areas, the press center, and the event venue must be organized.

The shuttle service must be coordinated according to the official opening hours of the press center and operate at regular intervals throughout the event.

10.3 Broadcast & TV Production

In principle, the organizer shall bear all costs related to the TV production of the event. This includes, in particular, the production costs themselves as well as all necessary infrastructure connected to the broadcast operations. This includes, among other things:

- TV production
- Production control rooms and technical production areas
- TV Compound infrastructure
- Stages and presentation areas
- Catering for TV and production crews
- Power supply and data infrastructure
- Commentator and presenter areas

The commissioning of the official TV production shall be carried out exclusively by the International Luge Federation or, within Germany, by BSD in coordination with the respective organizer.

10.3.1 Broadcast Rights

The International Luge Federation holds all TV and internet rights for moving images at World Cup and World Championship events. The European TV rights are regulated on the basis of

the existing agreements between the FIL and the public broadcasters ARD and ZDF, represented by SportA.

In addition, it is possible to grant exclusive television rights for events outside Germany to a national broadcaster of the respective host country. International signal distribution is carried out via Eurovision Geneva.

Any transfer or sublicensing of these rights to third parties is prohibited. Additional national broadcasters interested in coverage within the respective host country must negotiate the corresponding rights directly with SportA.

10.3.2 Broadcast Site Inspection

As part of an official site inspection, all relevant camera positions along the track as well as within the start and finish areas shall be coordinated jointly between the production company, the FIL Head of Broadcast, the FIL Sports Director, and the organizer. The final camera positions must be reviewed and approved from a safety perspective by the FIL Technical Director.

During the site inspection, the required setup and dismantling periods for the TV production shall also be defined. The organizer must appoint a responsible broadcast coordinator with decision making authority who is familiar with the operational and technical requirements of TV production and who serves as the primary contact person for the FIL Head of Broadcast throughout the entire preparation, setup, event, and dismantling phases.

10.3.3 Broadcast Compound and Infrastructure

The organizer shall provide the International Luge Federation, the production company, and/or the respective rights holders with suitable areas and infrastructure free of charge in close proximity to the track. This includes, in particular:

- TV Compound areas for outside broadcast trucks, technical vehicles, uplink systems, office containers, and technical infrastructure
- Presenter positions with direct visibility of the track
- Commentary positions and commentator cabins
- Sufficient parking facilities as coordinated
- Safe access routes for setup and operational activities

Furthermore, the organizer must ensure that:

- All broadcast related areas are connected to separate power circuits
- An uninterrupted power supply including backup systems is available
- Sufficient data, telephone, and high speed internet infrastructure is provided

- All TV relevant areas are heated, illuminated, and safely accessible
- Sanitary facilities are located in close proximity to the TV Compound

The exact power requirements and all technical specifications shall be defined by the FIL Head of Broadcast in coordination with the respective broadcasters and production companies.

The Broadcast Compound as well as all access routes to installations and production areas must be kept free of snow and ice and remain safe and accessible throughout the entire duration of the event.

10.3.4 Commentary Booths

The organizer must provide a sufficient number of commentary booths. These positions must be equipped with tables, seating, power supply, and adequate heating.

The technical broadcast equipment for commentary positions and presenter areas shall be provided by the respective broadcaster or production company.

10.3.5 Monitors & Signal Distribution

The FIL production company shall provide monitors with the international live signal for all TV produced competitions in designated operational areas. These areas include, among others:

- Start areas
- Finish outrun
- Leaders Box
- Timing positions
- Team Relay touchpads

The provision of these monitors as well as the necessary cabling to the outside broadcast truck shall be carried out by the respective production company or host broadcaster.

In addition, signal distribution shall be provided for further designated areas such as:

- Press center
- VIP areas
- Video walls
- Spectator hubs
- Hospitality areas

Any additional areas requiring signal distribution must be communicated to the FIL Head of Broadcast during the official pre meeting.

The provision of additional monitors, stable support structures, and all corresponding cabling outside the Broadcast Compound shall be the responsibility of the organizer.

10.3.6 Podium & Stage Construction

All podiums, stages, platforms, and elevated structures required for the TV production and overall event operations must be commissioned or provided by the respective organizer and fully financed by the organizer.

Together with the respective production companies, the International Luge Federation will always aim to keep the number of required platforms and special constructions to the necessary minimum in order to reduce organizational and financial efforts for the organizer wherever possible.

Safety has the highest priority for all podiums, stages, and platform constructions. All structures must be stable, professionally constructed, and compliant with all applicable local safety regulations. Where required, the constructions must additionally be officially inspected and approved by local authorities or responsible safety institutions.

The final positioning, quantity, and technical requirements of all required podiums and platforms shall be officially communicated to the organizer by the FIL Head of Broadcast following the official pre meeting or site inspection.

10.3.7 Production Catering

The organizer is organizationally and financially responsible for the catering of the production company appointed by the International Luge Federation.

For this purpose, the organizer must provide a separate hospitality area in close proximity to the Broadcast Compound. Depending on the local conditions, this may be arranged as a permanent room, container, or heated tent and should provide production and broadcast personnel with a professional working and hospitality environment throughout the event.

The catering services should be adapted to the operational scope and working hours of an international TV production and should include, in particular:

- Hot meals
- Snacks
- Beverages

The exact requirements, operational timeframes, and the number of persons requiring catering shall be communicated to the organizer by the FIL Head of Broadcast no later than six weeks prior to the start of the event.

10.4 Mixed Zone / Media Area

The final positioning and setup of the Mixed Zone shall generally take place on the day prior to the Nations Cup and shall be coordinated jointly between the organizer, the FIL Sports Director, and the responsible representatives of the respective FIL departments.

The organizer must ensure that sufficient crowd barriers and appropriate separation elements are available within the Mixed Zone area in order to properly structure and secure the different media and broadcast sections.

The local Media Manager is responsible for the correct signage, identification, and organizational setup of the Mixed Zone. Particular attention must be given to clear access regulations and to maintaining a functional separation between media representatives, broadcasters, athletes, and spectators.

10.4.1 Photographer Positions

Taking into consideration the requirements and requests of photographers, suitable photographer positions shall be designated along the track and particularly within the start area, finish area, and surrounding the winner podium area.

The coordination shall take place jointly between the local Media Manager and the relevant FIL personnel (Sports Director, Communications, Social Media & Marketing, and Head of Broadcast).

The designated positions must:

- Be clearly marked
- Be appropriately secured and separated
- Be safely accessible
- Be kept free of snow and ice until the start of the competition

In addition, it must be ensured that the selected positions allow for high quality image capture while not interfering with sporting operations, safety regulations, or broadcast requirements.

The final photographer positions shall be determined jointly during the event coordination process and throughout the competition week and may be adjusted depending on broadcast requirements or safety considerations.

10.4.2 Media Representatives (written press, radio etc.)

A dedicated Mixed Zone clearly separated from the spectator area must be established within the finish area for accredited media representatives. This area serves as the designated workspace for media representatives to follow the competition and conduct interviews and conversations with athletes, coaches, and officials.

The Mixed Zone must be properly secured and access controlled. Crowd barriers or comparable separation elements such as sponsor boards or advertising panels should be used for this purpose. To ensure professional media operations, the following infrastructure should be available within the Mixed Zone:

- One to two TV monitors displaying the international live signal or direct visibility of the video wall
- One monitor displaying current live results and rankings
- Sufficient working and movement space for media representatives
- Where possible, a separate WiFi network for accredited media representatives

The volume level of the public address system within the Mixed Zone should be significantly reduced in order to allow interviews, live TV broadcasts, and media operations to be conducted without disturbance.

10.4.3 Mixed Zone for TV Right Holders & Broadcasters

The finish area must be designed in a way that allows broadcasters and rights holders to conduct interviews with athletes, coaches, and winners professionally and without restrictions. This applies in particular to live interviews during ongoing TV broadcasts.

For this purpose, a separate and clearly designated broadcast area must be established, physically separated from the general Mixed Zone for media representatives. Access to this area shall be restricted exclusively to authorized TV personnel, broadcasters, and rights holders.

Broadcast partners, host broadcasters, and official rights holders shall generally receive priority positioning within the Mixed Zone over written press, photographers, and other media representatives. This applies in particular to:

- Camera positions
- Interview areas
- Live positions
- All broadcast relevant working areas

The volume level of the public address system within this area must be coordinated closely with the host broadcaster or rights holder in order to ensure optimal conditions for live interviews and TV productions.

In addition, dedicated and secured TV areas must also be established for winner presentations and award ceremonies. These areas shall be accessible exclusively to the host broadcaster and official license holders.

Official rights holders and licensees are entitled to conduct the first TV interview with athletes, officials, and coaches.

The exact positioning, layout, and operational procedures of the TV Mixed Zone shall be coordinated on site between the organizer, the FIL Sports Director, the FIL Head of Broadcast, and the respective host broadcaster or rights holder.

11 Internet Requirements

A stable and high performance internet and data infrastructure is essential for the professional delivery of international International Luge Federation events. The organizer must ensure that sufficient bandwidth and reliable network connectivity are available in all relevant operational areas.

The following minimum requirements apply as general guidelines:

Press Center / Track / Finish Area

Minimum requirement:

100 Mbps Upload / 100 Mbps Download

Broadcast Compound

Minimum requirement:

100 Mbps Upload / 100 Mbps Download

Mixed Zone

Minimum requirement for TV rights holders and broadcasters:

20–50 Mbps Upload

SwissTiming Working Area

Minimum requirement:

100 Mbps Upload / 100 Mbps Download

The final technical requirements may be adjusted depending on the scale of the event, the scope of the broadcast production, and additional digital applications.

In addition, the organizer must ensure that all relevant operational areas are covered by stable network connectivity and that all required data lines, power supplies, and backup solutions are installed and fully operational in due time prior to the event.

12 Traffic Safety, Traffic Management, Safety & Hygiene

For the proper organization and execution of all International Luge Federation events (Championships, World Cups, etc.), the respective legal regulations and requirements of the host country shall apply with regard to traffic safety, traffic management, safety, and hygiene.

These regulations and requirements must be observed and fully complied with by the organizer at all times.

13 FIL Crisis Management

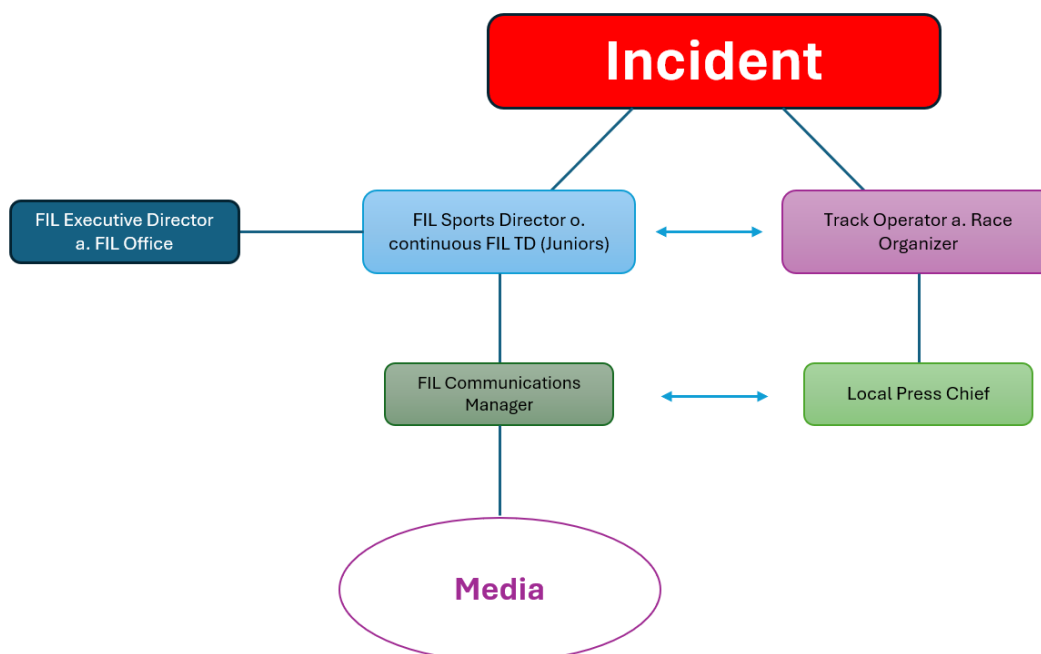
The crisis management of the FIL is carried out in close and unified communication between the FIL, the track operators, and the event organizers. The main objective is to protect all involved parties and ensure safety. Essentially, crisis management falls under the FIL Communications Manager, who oversees coordination and information exchange. Through clear communication channels and coordinated measures, crisis situations should be effectively managed and potential risks minimized.

The following basic rules should always be considered in crisis management:

- No blame assignment
- No speculation
- Objective, neutral, and joint statements

These basic rules help ensure that all responses are professional, coordinated, and focused on resolving the crisis.

FIL Crisis Management Organizational Chart



14 FIL Safe Sport Informationen

This section of the FIL Playbook will detail the Safe Sport information and requirements you need to know and have in place at all FIL sanctioned events that you host, including what Safe Sport is and the policies to be aware of, who it applies to and when, how participants can report a Safe Sport incident, what the investigative process is, and the Safe Sport training required for FIL Officials.

WHY Safe Sport: Extensive research across many continents shows no sport is exempt from incidence of maltreatment, harassment, neglect, etc, and no country is exempt. Everyone involved with the FIL has a role to play, including Race Organizers, in making sure they are properly trained in order to actively safeguard participants from all forms of maltreatment at all levels.

WHAT is Safe Sport: When a sport ensures they have the proper policies, awareness, education, reporting, investigation, and sanctioning to create a positive, safe, and trusted environment for all athletes, staff, officials, and volunteers to participate and develop in our sport of Luge in a safe and inclusive environment, free from all forms of discrimination, abuse, violence, neglect and exploitation.

The FIL is committed to creating and implementing policies and processes to ensure that everyone within the broader remit of the FIL organisation is aware of their legal and ethical rights and responsibilities, expected standards of behaviour, prohibited behaviours, reporting pathways, enforcement, sanctioning, and support for all safe sport concerns.

WHAT & WHERE is the FIL Safe Sport Policy: The FIL Safe Sport Policy sections are contained within the FIL Ethics Code and Ethics Code appendices 'A' and 'B'. These Safe Sport sections in the Ethics Code clearly defines Safe Sport, defines forbidden conducts which the FIL has zero tolerance for, Safe Sport reporting, and rules/framework for investigating, discipline, and sanctioning. ** See ROC Safe Sport Checklist to ensure all race leadership and officials have read and understood all Safe Sport sections of the Ethics Code. <https://www.fil-luge.org/en/sport-integrity/fil-safe-sport>

WHO does the policy apply to: The FIL Safe Sport policy applies to all participants involved with the FIL sanctioned event that you are hosting. This includes, but not limited to, athletes, coaches, team entourage, officials, volunteers, staff, and/or Board members.

WHEN is it in effect: As a Race Organizer, the Safe Sport requirements and policy are in effect from the first day of sanctioned activity for the FIL event (in the case of World Cup, the first day of Official Training) until the full conclusion of the FIL sanctioned event

HOW do you Report a Safe Sport Incident: A person can submit a report 24/7 through the confidential and secure FIL Safe Sport Integrity Reporting Line <https://www.fil-luge.org/en/sport-integrity/reporting-fil-safe-sport-sport-integrity-reporting-line-whistleblowing> or by scanning the QR Code on the FIL Safe Sport Integrity Reporting Line placards posted at sanctioned events.

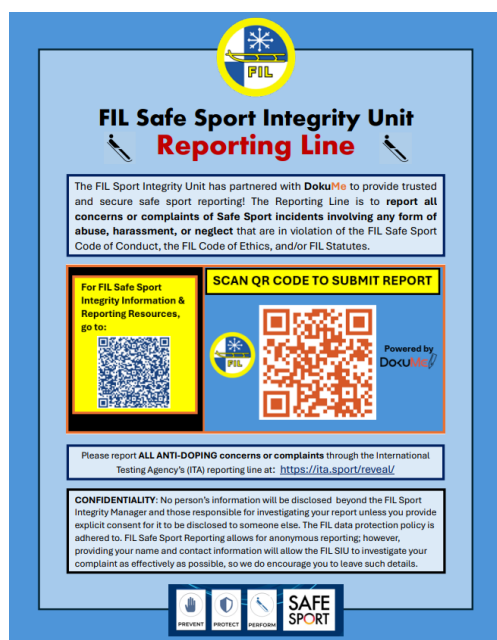
FIL SAFE SPORT INTEGRITY REPORTING LINE – PLACARD PLACEMENT CHECKLIST

REQUIRED: FIL Safe Sport Integrity Reporting Line Placards must be posted at locations throughout the FIL sanctioned event venue in clear view for participants to see and have access to reporting.

LOCATIONS: The Race Director or designated person will post the placards at the following locations. Dependent on the sanctioned event you are hosting, some locations may not be necessary (ie. hosting a Senior World Cup, you may not utilize Junior Start and no placard needed at locations you are not utilizing).

PLACARD: See Appendix 'C' for placard example.

REPORTING: Scan the QR Code on the Placard or go to FIL Sport Integrity website at: <https://www.fil-luge.org/en/sport-integrity/reporting-fil-safe-sport-sport-integrity-reporting-line-whistleblowing>



VENUE LOCATION	# of PLACARDS	PLACEMENT
Men's Start	2	1 x Visible Location: Entry door or bulletin board 1 x Discreet Location: In Men's Start bathroom
Ladies/Doubles Start	3	1 x Visible Location: Entry door or bulletin board 2 x Discreet Location: In Men's & Women's Start bathroom
Juniors Start <i>*if using Jr Start</i>	3	1 x Visible Location: Entry door or bulletin board 2 x Discreet Location: In Men's & Women's Jr. Start bathroom
Finish Change/Warming area	3	1 x Visible Location: Entry door or bulletin board 2 x Discreet Location: In Finish dock Men's & Women's bathrooms
Doping Control	3	1 x Visible Location: Entry door or bulletin board 2 x Discreet Location: Men's and Women's bathroom

15 Layout: Invitation for a FIL Event

An official event invitation is mandatory for all official events of the International Luge Federation.

The official invitation must be submitted to the FIL Sports Director no later than mid October. Following approval by the Sports Director, the invitation will be published on the official FIL website.

When preparing and designing the invitation, all valid FIL requirements and regulations applicable to official competitions must be fully respected and implemented. Individual designs and event specific adaptations are generally permitted, provided that all official FIL requirements, logos, mandatory content, and branding guidelines are strictly observed.

The original template file for further editing is included in Appendix E.

16 Emergency Medical Standards at the Artificial Track

16.1 Minimum Equipment / Medical Room Requirements at the Artificial Track

The equipment and setup of the medical facilities shall comply with the requirements of the currently valid “IRO §6 Medical Service” as well as all applicable national medical regulations and standards.

At all International Luge Federation events, particular attention must be paid to hygiene, cleanliness, and professional medical standards within all medical facilities and treatment rooms. The designated medical and treatment areas may only be used for medical or emergency medical purposes.

The emergency medical standards as well as the staffing and technical equipment must comply with all applicable national regulations, local requirements, and official authority standards.

17 FIL Junior & Youth A Competitions

17.1 FIL Junior World Championships

The host venues of the FIL Junior World Championships are elected during the FIL Congress and subsequently officially communicated to the national federations and the respective organizer.

Junior World Championships should clearly distinguish themselves from regular Junior World Cup events and reflect the character and prestige of an international championship event. In addition to the sporting competition itself, particular emphasis shall be placed on a professional event experience, international visibility, and an appropriate presentation of the participating nations and athletes.

Therefore, Junior World Championships should particularly include the following elements:

- Official opening ceremony for nations, athletes, and participants
- Additional side events and entertainment programs
- Live stream coverage of all competitions
- Enhanced media and social media presence
- Spectator and fan activation programs
- International presentation of the event

Further regulations and requirements are defined within the FIL Brandbook.

17.2 FIL Junior Continental Championships

The host venues are allocated by the Sport Commission and subsequently confirmed by the Executive Board of the International Luge Federation.

The respective competitions are conducted in a race in race format alongside an official Junior World Cup event.

17.3 FIL Junior World Cups

They are prepared by the FIL Sports Director and subsequently confirmed by the Executive Board of the International Luge Federation.

17.3.1 FIL Staff at JWChs & JWCs

Depending on the format and importance of the respective junior event, the International Luge Federation appoints the following officials and representatives:

- Chairman of the FIL Youth & Development Commission
- Permanent Junior Technical Delegate
- FIL Representative at Junior World Championships
- Jury Chairman and second Technical Delegate at Junior World Cup events
- Full Jury and Technical Delegate appointments for Junior World Championships and Youth Olympic Games (proposed by the Sport Commission and confirmed by the Executive Board)

The nomination of officials for Junior World Championships and Youth Olympic Games is carried out by the FIL Youth & Development Commission and subsequently confirmed by the Sport Commission.

17.4 FIL World Youth Series & Youth Continental Championship

FIL World Youth Series events shall be independently organized and conducted by the respective organizers. The organizational and operational procedures should generally follow the standards and structures of a Junior World Cup event.

For all organizational matters, preliminary coordination, and general event related communication, the FIL Sports Director shall serve as the primary contact person of the International Luge Federation.

18 Live Steam

The FIL encourages every Organizer to provide a live stream of its event whenever possible.

In principle, all live streaming rights for FIL events are exclusively owned by the FIL.

Based on the decision of the FIL Presidium of 6 June 2026, the organizing National Federation is granted a non-exclusive right to produce and distribute a live stream of the following FIL events:

- World Youth Series
- Junior World Cup
- Junior World Championships

These rights may be exercised worldwide and without time restrictions for events taking place up to and including 31 March 2028.

If a live stream is planned or carried out for any of the above-mentioned events, the Organizer shall inform the FIL Sports Director, the FIL Social Media Manager, and the FIL Office in advance, providing the streaming link and all relevant access information.

The FIL reserves the right to share, embed, or retransmit the live stream, where technically feasible, via the official FIL website and/or any other official FIL communication and digital media platforms.

19 Financial Contributions & Evaluation

19.1 FIL Financial Contribution for the 2026/2027 Season

For competitions during the 2026/2027 season, the respective organizers shall receive financial contributions from the International Luge Federation. The amount of the respective contribution shall be determined by the FIL Sports Director in coordination with the FIL Presidium and communicated directly to the organizers.

The FIL Presidium reserves the right to withhold parts of or the entire remaining contribution amount in the event of violations against the signed event agreement, the provisions of the Organizer Playbook, the FIL Brandbook, the Anti Doping Code, the Ethics Code, or the contents of the official Pre Meeting protocol.

The decision shall be made by the FIL Presidium based on the recommendation of the FIL Sports Director.

In the event of a complete cancellation of a World Cup event, the organizer shall lose all entitlement to the FIL financial contribution. In the event of the cancellation of individual competitions or disciplines, the contribution may be reduced proportionally.

19.2 Pre Meetings & Post Event Debriefing

The FIL Sports Director and the respective representatives of the individual FIL departments shall meet with the respective organizer and organizing committee in August or September of the respective season for an official pre meeting. Depending on operational requirements, this meeting may be conducted either online or on site.

On behalf of the organizer, the meeting should particularly include the OK Chief as well as the responsible representatives of the respective departments.

The basis of the meeting shall be the current Organizer Playbook and the official event guideline. During the pre meeting, the current status of preparations, operational procedures, open points, and potential adjustments shall be jointly reviewed and coordinated.

The FIL Sports Director shall maintain an official protocol and/or checklist, which simultaneously serves as the basis for the final evaluation of the event and the payment of the remaining financial contribution.

In addition, a further pre meeting shall take place prior to the start of the first official training session of the respective competition week between the FIL Sports Director, the organizer, and the responsible department representatives. The purpose of this meeting is the final coordination of all organizational, sporting, media, broadcast, and safety related procedures prior to the start of the event.

Approximately one hour after the conclusion of the final award ceremony, an official post event debriefing shall also take place. Participants should, where possible, include the FIL Sports

Director, representatives of the FIL departments, and the responsible representatives of the organizer and organizing committee.

During the post event debriefing, a joint analysis and evaluation of the event shall be conducted. Topics may include organizational procedures, sporting operations, media activities, broadcast related matters, spectator experience, and general suggestions for improvement.

Within the framework of this debriefing, the FIL Sports Director may already provide direct confirmation regarding the payment of the remaining financial contribution. If a final evaluation is not yet possible at that stage, official feedback shall be provided within the following week after the event.

In the event of planned deductions or reductions of the remaining financial contribution, the FIL Sports Director shall inform the FIL Presidium. The organizer shall subsequently receive official notification regarding possible deductions and the corresponding justification within the following week.

19.3 Retention of the Remaining Financial Contribution

The decision regarding the full or partial withholding of the remaining financial contribution shall be based on the assessment of the FIL Sports Director in coordination with the respective FIL department heads and the FIL Presidium .

In the event of a full or partial reduction of the remaining contribution amount, the organizer shall have the right to:

- A detailed written explanation of the decision
- A joint evaluation and feedback meeting with the FIL Sports Director and the responsible representatives of the respective FIL departments

The request for such an explanation or evaluation meeting must be submitted directly by the organizer to the FIL Sports Director.

Furthermore, the organizer has the right to officially appeal the decision to the Executive Board of the International Luge Federation.

19.4 Payment Procedure

After the completion of the invoicing process, the event organizers will receive the partial amounts of the 2025/2026 FIL payments, taking into account compliance with the agreement with the FIL, as follows:

- | | |
|---|---|
| • four weeks before the event: | 25% of the designated amount |
| • immediately following the event: | 50% of the designated amount |
| • approx. eight weeks after the event: | <i>remaining amount</i>
(upon confirmation by the Sports Director and the FIL presidium) |

Individual arrangements and deviations shall be defined within the respective organizer agreement.

20 Contact FIL Officials

FIL Sports Director

Matthias Böhmer, boehmer@fil-luge.org

FIL Technical Director

Andris Sics, a.sics@fil-luge.org

FIL TD Juniors

Maria Jasencakova, maria.jasencak@gmail.com

FIL Communications Manager

Egon Theiner, presse@fil-luge.org

FIL Social Media & Marketing Manager

Alessandro Genuzio, socialmedia@fil-luge.org

FIL Head of Broadcast

Patrick Öffl, oeffl@fil-luge.org

Setup of Advertising Materials by Agency RGS

Rudi Größwang Jr., rudi.groesswang@rgs-marketing.de
Björn Werner

21 Preparation Schedule

Time	Topic	Personnel
May / June	The FIL and the event organizer agree on the financial support for the coming season	Sports Director, FIL ex. director, event organizer
June	Race Organizer Meeting	
September	TV pre-inspection	TV coordinator
August / September	event organizer preliminary meeting, checklist preparation of minutes by sport director	Sports Director, steering group WC, event organizer
September	sending of the event organizer contract	Sports Director
September	sending the final schedule of FIL officials to the event organizer	Sports Director
by October 1	event organizer sends race invitation drafts to Sports Director	Sport Director
by October 15	sending special advertising forms and local sponsors and partner agencies	RGS, Infront
2 months before competition	event organizer sends print materials and event organizer sponsors to agencies	RGS, Infront
week before the competition	sending of the preliminary training plan by Sport Director to event organizer	Sport Director
Monday 10:00 am in the competition week	handover of the "advertising-free" track to RGS	RGS event organizer
after arrival	preliminary meeting Sports Director with event organizer	Sports Director
ca. 1 hour after the last award ceremony	follow-up meeting Sports Director, steering group with event organizer; Possible pledge of the remaining amount	Sports Director steering group WC event organizer
Within the following week	feedback from the Sports Director and event organizer in case of deductions of remaining amount	Sports Director event organizer

22 Appendix

Enclosure A Travel expense claim for FIL officials at events

Enclosure B Checklist

Enclosure C In/Outs FIL Staff and Official

Enclosure D Crash List

Enclosure E Layout: Invitation FIL Events

Enclosure F FIL Safe Sport Placard



FIL Organizer Checklist

This checklist for organizers has been developed based on the current Playbook, Brandbook, IRO, and the latest media requirements. Its purpose is to support organizers in the operational implementation of all relevant aspects of an event and to ensure that the areas outlined in this checklist are addressed as comprehensively as possible.

A	Sport
1	Core Documents for FIL Organizers
	▪ Agreement FIL / Race Organizer ▪ FIL Brandbook ▪ IRO Edition 2026 valid for the 2026/2027 and 2027/2028 Seasons ▪ FIL-Ethik Code ▪ FIL-Anti Doping Code
2	Preparation and Follow-Up of Meetings and Actions
	Organizer pre-event meeting with the Sports Director and the responsible heads of the respective departments, following mutual agreement on the meeting date between the Sports Director and the Organizer. Continuous communication between the Organizer and the Sports Director in the lead-up to the event. ▪ Immediately after arrival: meeting between the LOC Core Team and the SD and TD ▪ Meeting between the Ice Master, the Sports Director, and the Technical Director ▪ If required, briefing on IRO updates by the Sports Director and Technical Director ▪ Preparation of the Team Captains' Meeting ▪ Broadcast Meeting ▪ Set-up of the Mixed Zone, start heights, and finish area ▪ Meeting of the Jury, Technical Delegates (TDs), Race Director, and Team Relay / Mixed Event officials Approximately one hour after the Award Ceremony: debriefing meeting with the Sports Director and, subject to availability, the heads of the respective departments.
3	Financial Information
	▪ FIL Track Vouchers: EUR 25 ▪ What is the fee charged by the track operator per run? ▪ Entry fees 2026/2027: EUR 20 (Singles), EUR 30 (Doubles Team), EUR 50 (Team Relay), and EUR 40 (Mixed Event) ▪ Increased entry fee for incorrect or late online registration: EUR 50 ▪ An entry fee shall be charged for each sled entered ▪ For Team Relay and Mixed Event competitions, the entry fee shall be charged per registered team
4	Invitation
	In accordance with Attachment E of the Playbook ▪ Draft bulletin to be submitted to the Sports Director no later than 1 October ▪ Following approval, the bulletin will be published on the FIL website ▪ The Organizer shall publish the event invitation and further event information on its own website ▪ Placement of FIL partners in accordance with the current FIL Brandbook

5	In/Outs FIL Staff and Officials
	The information outlined in Appendix C will be provided by the Sports Director prior to the event. Accommodation for FIL officials shall meet contemporary standards (minimum 4-star category) and be located within a reasonable distance of the track. Hotels must be clean, professionally managed, service-oriented, and provide sufficient parking facilities as well as free and reliable Wi-Fi throughout the property. The selection of hotels shall be coordinated with the Sports Director either during the organizer pre-meeting or in advance of the event.
6	Organizer Staff
	▪ LOC (LOC Chairperson and relevant members of the Organizing Committee) ▪ Judges ▪ Race Director ▪ Medical Personnel / Race Physician ▪ Interpreters ▪ Track Announcer / Timekeepers ▪ Event Host / Moderator ▪ Ice Master and Primary Contact Person for the Technical Director ▪ Track Workers ▪ Volunteers ▪ Broadcast Coordinator / Contact Person ▪ Media Manager ▪ Social Media Manager ▪ Security Personnel / Security Service
7	Facilities
	▪ Start Houses / Changing Facilities at the Start Area ▪ Equipment Preparation Area / Parc Fermé at the Start ▪ Changing Facilities for Athletes in the Finish Area ▪ Team Captains' Meeting Room ▪ Office for the Sports Director ▪ Equipment Control Room / Weighing Area ▪ Media Centre ▪ Anti-Doping Control Room (in accordance with ITA/WADA requirements) ▪ SwissTiming Workspace (located in close proximity to the timing room) ▪ Lockable, heated, ground-level, and centrally located working/storage room for RGS (minimum size: 4 m × 4 m)
8	Contact List of all LOC Members and Organizer Department Heads
	Preparation and distribution to all event officials (digital distribution permitted).
9	Medical Services
	Medical Requirements in accordance with the IRO ▪ Medical room exclusively for athletes ▪ Separate medical room for track personnel, officials, and spectators ▪ Medical personnel must be present at the venue at least 15 minutes before the first session of the day Paramedics and an ambulance must be present during all training sessions and competitions. The Race Physician is recommended from the first official training session and mandatory from the Nations Cup onwards

	Additional medical requirements shall be fulfilled in accordance with the applicable regulations and legal requirements of the host country.
10	Team Captains Meeting
	1. TCM Remote; organized by Sports Director 2. TCM Face to Face ▪ Meeting room with projector and/or monitor ▪ Attendance of all relevant participants ▪ Refreshments (drinks and light snacks)
11	Online Registration DokuMe
	Entry Deadlines: ▪ 14 days before the start of the event – numerical entries ▪ 10 days before the start of the event – numerical entries update/final confirmation ▪ Is access to DokuMe available (login credentials established)?
12	Technical Equipment
	In accordance with §§ 5 and 10 of the IRO, including athlete equipment and weight control ▪ The official scale will be provided by the Technical Director or the Junior Technical Delegate (TD). ▪ Each relevant start height must be equipped with two organizer-provided scales (changing room and control zone). ▪ Organizer-provided scales must be installed and operational from the second official training session onwards and at least 90 minutes before the start of competition. ▪ Official temperature measuring devices will be provided by the Technical Director or the Junior Technical Delegate (TD). At all World Youth Series events, separate measuring devices must be used.
13	Technical Requirements Field of Play
	▪ Public Address (PA) System ▪ CCTV Camera Monitoring System ▪ Venue Lighting ▪ Call Station / Intercom System connecting all start heights with the timing room ▪ Headsets for Start Leader with direct communication link to the timing room ▪ Printer network connection between timing, start areas, and finish area ▪ Wind measurement device(s), including designated installation location(s)
14	Track – Training and Competition Operations
	▪ Have there been any structural or infrastructure changes compared to the previous season? ▪ Installation of National Federation flags, FIL flags, and sponsor flags prior to the first official training session ▪ Securing and restricting access to start areas and the finish run-out / Parc Fermé (sled control area) ▪ Clearly marking all accreditation zones ▪ Installation of TV monitors in the finish area in coordination with the SD and HoB ▪ Live ticker / results display board in the finish area ▪ Use of sunshades in coordination with the Technical Director ▪ Preparations and safety measures for snowfall and corner sections of the track ▪ Daily track preparation in coordination with the Technical Director ▪ Ice advertising, colored ice markings, and markings at start, finish, and intermediate timing photocells in coordination with the Technical Director

	<u>Provision of Race Bibs:</u> ▪ For World Cup events, the Organizer shall provide race bibs for the Nations Cup. ▪ For World Championships, the Organizer shall provide race bibs for the preliminary run. ▪ All race bibs used for competition runs will be produced by the FIL and provided by the Sports Director. ▪ No track training on the official travel day in accordance with the training schedule ▪ Maximum of two forerunners per discipline; no post-runs permitted ▪ Compliance with scheduled training and competition start times ▪ Training start order always top to bottom The venue shall maintain a clean, professional, and well-presented appearance at all times.
15	Team Relay and Mixed Event
	▪ Briefing for all relevant officials involved in the Team Relay and Mixed Event, including the execution of a functional test conducted by FIL personnel ▪ Additional personnel (minimum of 6 persons) to ensure the safe operation of the Team Relay / Mixed Event in the finish outrun ▪ Additional vehicle available for the potential transport of a team to the start area ▪ Installation of the Team Relay equipment shall be carried out by the track operator and approved by the FIL ▪ The Team Relay equipment must be fully installed and tested by the track operator prior to the arrival of FIL personnel ▪ The competition touchpad will be provided by the Technical Director
16	Timing and SwissTiming Workplace
	▪ When is the mandatory maintenance of the timing system scheduled to take place? ▪ Submission of the maintenance report to the FIL Sports Director ▪ Event timing protocol ▪ Has the latest software version (bob.exe) been installed? ▪ UPS (Uninterruptible Power Supply) charge status and, if necessary, replacement equipment available ▪ Are there any questions or issues regarding the timing system?
17	Timekeeper Workshop
	All timekeepers officiating at international FIL competitions must have participated in the Timekeepers Workshop organized by the FIL, IBSF, and SwissTiming. The workshop is offered every two years.
18	Ceremonies
	For details, please refer to the Playbook. Who is the person responsible for ceremonies? Winner Presentation (immediately after each race for broadcast purposes) ▪ Provision of flowers for the Winner Presentation ▪ Presentation of flowers to the athletes ▪ Procedure in accordance with the instructions of the Head of Broadcast and the SD ▪ When will the award ceremonies take place? ▪ Provision of medals and trophies (Championship medals will be supplied by the FIL) ▪ Provision of gifts and/or commemorative presents ▪ Who will present the medals, trophies, and gifts to the athletes?
19	Anti-Doping
	At FIL competitions, anti-doping controls conducted by the ITA are no longer announced in advance. Who is the designated contact person for anti-doping matters? Anti-doping requirements must comply with the current ITA regulations and procedures (see Section 7 of the Playbook).

20	Preparation of all crashed athletes during training and competition
	A report of all crashes occurring during official training sessions and competitions shall be prepared and submitted to the Sports Director following the event (see Section 6.2.8 and Appendix D).
B	Marketing
21	Event Accreditation
	All teams (athletes and team officials), permanent FIL personnel, and a limited number of additional stakeholders receive a FIL Season Accreditation. The FIL Season Accreditation is valid for all FIL World Cup events and World Championships during the respective season. FIL Season Accreditations are issued and managed through PLARAS. (Please refer to the FIL Brandbook.) ▪ Where is the Accreditation Office located? ▪ What are the opening hours of the Accreditation Office? ▪ Parking facilities and shuttle services for VIPs and accredited persons
22	Digital and Print Designs
	All designs for posters, banners, event programs, and other digital assets must be approved by the FIL prior to publication or production. All templates, logos, and detailed World Cup corporate identity (CI) guidelines are provided in the FIL Brandbook.
23	Presentation and visibility of FIL and Organizer sponsors
	The production and implementation of all FIL sponsor branding materials (with the exception of ice advertising) are the responsibility of RGS (Rudi Größwang). Time windows that ensure the optimal installation of all branding materials will be coordinated by the Sports Director in consultation with the Organizer and incorporated into the official training schedule. All details regarding marketing and sponsorship requirements can be found in the FIL Brandbook. Will the branding materials for the Organizer's sponsor be produced by the Organizer? (Required dimensions are specified in the Brandbook.) RGS may also take over the production of these materials. <u>The Organizer shall provide the following to RGS for the installation of branding materials:</u> ▪ Stickers and signage according to specifications ▪ Wooden battens (400 linear meters, individual lengths should be at least 3 m / 2,5cm x 5cm or 3cm x 5cm): dry, sorted, and free of screws ▪ Wooden battens (100 linear meters, individual lengths should be at least 3 m / 4cm x 6 cm): dry, sorted, and free of screws ▪ Supporting structures for start backdrops and sidewalls, finish-area barriers, Leaders' Box, and award ceremony backdrop ▪ Additional personnel support from the Organizer, if requested by RGS ▪ Storage room for RGS equipment and materials Removal or covering of third-party sponsor branding within the venue and designated event areas, as agreed, no later than Monday of the event week by approximately 10:00 a.m. A minimum time window of 60 minutes following the conclusion of the final competition must be provided to allow RGS to dismantle all branding materials. If a subsequent event is scheduled immediately after the World Cup, this must be coordinated with the Sports Director at an early stage.

	<u>Materials requiring FIL sponsor visibility in accordance with the Brandbook:</u> ▪ Event programs, bulletins, and flyers ▪ Training start lists and result lists ▪ Posters and digital event promotion materials ▪ Accreditations ▪ VIP passes <u>Additional Requirements:</u> ▪ Use of the official event titles ▪ Correct integration and allocation of FIL sponsor branding ▪ Use of the official FIL World Cup Corporate Identity (CI) ▪ Playback of sponsor commercials provided by the agencies representing the title sponsors on venue video screens (see FIL Brandbook). ▪ If no commercials are provided, the logos of the title sponsors must be displayed repeatedly instead (in coordination with RGS). ▪ Integration of title sponsor logos, including links, on the Organizer's website and social media channels. Provision of a suitable area for an information and/or fan shop vehicle, if required Any special advertising formats and/or advertising activities not specifically defined in the Brandbook must be submitted to the FIL for approval using the designated application form (FIL Brandbook Appendix) no later than 15 October.
24	Finish Deck and Mixed Zone
	The set-up of the finish area and Mixed Zone shall be carried out in close coordination between the Sports Director, Broadcast, Media, RGS, and the Organizer. When is the planned date and time for the set-up?
25	Spectator Stands
	Spectator stands with sufficient capacity should be provided, primarily—but not exclusively—at the start areas and in the finish area. ▪ Locations? ▪ Capacity?
26	Spectator Area
	Various spectator areas should be established along the track to enhance the overall event experience. These areas should include: ▪ Video walls and/or screens displaying the competition ▪ Food and beverage services ▪ Entertainment and spectator activities during competition breaks Where are the spectator areas located?
27	Videowall
	▪ Location ▪ Size
28	VIP Area and Hospitality
	Who is the primary contact person for VIP and hospitality matters? The Organizer shall provide the FIL with a VIP information flyer containing all relevant details and services. ▪ Where is the VIP area located? ▪ Guest capacity of the VIP area?

	▪ VIP facilities (furniture, restrooms, media infrastructure)? ▪ Hospitality concept and catering service hours? ▪ Monitors and information systems available within the VIP area? ▪ Entertainment and side program within the VIP area? ▪ Dedicated VIP spectator grandstand/viewing area? ▪ Special VIP services and experiences? ▪ VIP shuttle service and parking arrangements?
C	Media
29	Broadcast
	The requirements set out in the Media Guidelines of the Playbook (Section 6 – Media Guidelines) shall apply. Who is the primary contact person for Broadcast matters? The FIL Head of Broadcast (HoB) serves as the primary contact for the Organizer. ▪ Broadcast compound location and setup ▪ Overnight security for the broadcast compound ▪ Storage facilities for broadcast equipment located close to the compound ▪ Catering and refreshments for the broadcast crew ▪ Toilet facilities within or adjacent to the broadcast compound ▪ Power supply and backup power systems ▪ Commentary booths / commentator cabins ▪ Provision of the World Feed signal for venue monitors and screens
30	Press
	The requirements set out in the Media Guidelines of the Playbook (Section 6 – Media Guidelines) shall apply. ▪ Media partners (local, regional, and national/international) ▪ Media strategy and communications plan ▪ Press conference(s) <u>Media Centre</u> ▪ Location ▪ Facilities and equipment ▪ Opening hours ▪ Catering and refreshments ▪ Parking and shuttle service <u>Media Operations</u> ▪ Photographer positions and access areas (start, track, and finish area) ▪ Mixed Zone <u>Media Events</u> ▪ Press and media event(s) ▪ Media reception and networking opportunities (if applicable)
31	Social Media and Web
	Is there an official event website? Which social media platforms will be actively used? ▪ Who is the primary contact person for Social Media? ▪ Will the Organizer provide social media content and support to the FIL Media Team? ▪ Are there any planned social media campaigns involving local partners, sponsors, athletes, or tourism organizations?

	▪ Is there a dedicated social media strategy for the event? ▪ Are influencers and/or content creators planned as part of the event coverage? ▪ Are there any unique social media activation areas, content spots, or fan engagement locations planned at the venue?
32	Event Promotion
	▪ Poster campaign at prominent locations ▪ Event signage at town entrances and promotional activities within the host community ▪ Information and promotional materials distributed to local hotels and tourist information centers ▪ Event programs and flyers (digital formats permitted) ▪ Use of QR codes for event information, ticketing, and fan engagement ▪ Promotion on the websites of the Organizer, the track operator, and/or the relevant governing organization ▪ Promotion through the social media channels of the Organizer, the track operator, and/or the relevant governing organization ▪ Promotion and/or cooperation with regional and national media outlets ▪ Radio advertising and promotional spots ▪ Collaboration with influencers and content creators ▪ Additional promotional and marketing activities
D	Event
33	Infrastructure and Spectators
	<u>Venue Access and Parking</u> ▪ Parking facilities for teams ▪ Parking permits for teams, FIL personnel, broadcast crews, and other accredited stakeholders ▪ Parking facilities for spectators <u>Transportation</u> ▪ Track transportation service for athletes and team officials during training and competition ▪ Transportation and access arrangements for spectators <u>Spectator Services</u> ▪ Event information for spectators (QR codes, digital information systems, etc.) ▪ Information point / help desk for spectators <u>Ticketing</u> ▪ Is event admission free of charge or ticketed? ▪ When does ticket pre-sale begin? ▪ How and where can tickets be purchased? ▪ Prices for single-day tickets, VIP tickets, and weekend passes? <u>Safety and Security</u> ▪ Emergency response plan and rescue procedures ▪ Security personnel and stewards (entrances, VIP areas, start area, finish area, finish building, etc.) ▪ Access control and venue security measures

34	Internet Connectivity
	Bandwidth requirements must comply with the specifications outlined in the Playbook. Wi-Fi Access (No Specific Technical Requirements) ▪ Public areas of the venue ▪ VIP area ▪ Start and finish buildings for teams Wi-Fi Access (Specific Technical Requirements) ▪ Broadcast Compound ▪ Swiss Timing workspace ▪ Mixed Zone ▪ Media Centre ▪ Offices for FIL officials and the Equipment Control Room Additional internet connections may be required for commentators and presenters. Requirements and technical specifications shall be coordinated with the Sports Director and the Head of Broadcast (HoB).
35	Spectator Experience and Side Events
	▪ Family and children's programme ▪ School engagement programme ▪ Food and beverage services for spectators ▪ On-site event host / announcer and stadium TV entertainment ▪ Music and entertainment throughout the event ▪ Concerts and live performances ▪ After-Race Party / Social Events ▪ Guest luge experiences, guest bobsleigh rides, Vucko, and other interactive activities ▪ Attendance of celebrities, politicians, and notable personalities ▪ Competitions, raffles, and prize giveaways ▪ Special attractions, innovative ideas, and additional side-event activities to enhance the spectator experience
36	Opening Ceremony (WCH & JWC)
	▪ Location of the Opening Ceremony ▪ Master of Ceremonies / Event Host ▪ Entertainment and cultural programme ▪ Parade of participating nations ▪ Official opening by the FIL President ▪ Reception for teams and delegation members
37	Additional Events
	▪ Team and Officials Get-Together ▪ Public Bib Draw Ceremony ▪ Official Event Opening ▪ Media Event / Press Event ▪ Other Supporting Events and Activities
38	Catering and Food Services
	▪ Spectators ▪ FIL Officials (Jury, Technical Delegates, and other FIL personnel) ▪ Broadcast Crew ▪ Media Representatives / Press ▪ Swiss Timing and RGS Personnel ▪ Organizer Personnel (Judges, Track Crew, Volunteers, and Event Staff)

39	Insurance
	The Organizer shall procure and maintain, for the entire duration of the event, comprehensive public liability insurance with adequate coverage limits for all risks within its area of responsibility. Such liability insurance shall cover all risks and liabilities arising from or related to the organization and conduct of the event, insofar as they fall within the Organizer's sphere of responsibility.
40	Sustainability
	Who is the primary contact person for sustainability matters? ▪ Is a recycling and waste separation system in place? ▪ Is a GHG (Greenhouse Gas) Protocol being implemented and monitored? ▪ Will a sustainability report be prepared following the event? ▪ Paperless operations wherever reasonably possible ▪ Is there a dedicated sustainability concept or strategy for the event? ▪ Is there a public transportation concept for spectators to encourage sustainable travel to and from the venue? Additional sustainability measures in line with the FIL Sustainability Strategy and local environmental requirements
41	FIL Safe Sport
	Have track personnel, organizer-appointed judges, and other relevant event staff completed a Safe Sport training programme? ▪ Placement of Safe Sport information boards and awareness materials in accordance with the applicable FIL Safe Sport guidelines and regulations.

Event:

1st EBERSPÄCHER World Cup

Place, Date:

Location / Nation, Date



	FIL Officials:	In	Out	Mail	Mobil	Accommodation	Coverd by FIL	Coverd by Organizer
1.	Jury Chair:					Yes		x
2.	Jury:					Yes		x
3.	Jury:					Yes		x
4.	1. TD:					Yes		x
5.	2. TD:					Yes		x
6.	3. TD:					Yes		x
7.	Matthias Böhmer / Sport Director					Yes	x	
8.	Communication					Yes	x	
9.	Social Media					Yes	x	
10.	Social Media					Yes	x	
11.	Social Media					Yes	x	
12.	Broadcast					Yes	x	
13.	SwissTiming					Yes		x
14.	RGS					Yes	x	
15.	RGS					Yes		x
16.	Reserve					Yes	x	

***Event / Location, Date***[illegible]

DNF = Crash

Nur WC!

**WM, JWM, WJS frei (Kein
Sponsorenlogo**

Only WC!

*WCHs, JWCHs, WJS frei (not sponsor
logo)*

**Eventtitel
Location / Land
Zeitraum**

**Eventtitle
Location / Country
Time Periode**

**Veranstalter/
Sanctioning body:**

Internationaler Rodelverband (FIL)
International Luge Federation (FIL)

**Ausrichter/
Race Organizer:**

**Durchführung/
Local Organizer:**

**Repräsentant der FIL/
FIL Representative:**

*nur bei Weltmeister- und Juniorenweltmeisterschaften
*only at WCHs and JWCHs

**Jury Vorsitzender/
Jury Chair:**

**Mitglieder der Jury/
Jury Members:**

**FIL Technischer Direktor/
FIL Technical Delegates:**

Andris Sics (FIL)

**OK Präsident/
President of the OC:**

**Gesamtleitung/
Event Manager:**

**Rennleiter/
Race Director:**

Bahnleiter:
Chief of Track:

Ausrichter Media Manager/
Organizer Media Manager:

Rennarzt/
Race Doctor:

Medizinischer Dienst/
Medical Service:

Nennung/
Registration: <https://fil.dokume.app/#/login>

Meldeschluss/
Registration Deadline: Entsprechend der im DokuMe genannten Fristen
According to the deadlines in DokuMe

Nenngeld:

€ 20,- pro Einsitzer
€ 30,- pro Doppelsitzer
€ 50,- pro Team-Staffel
€ 40,- per Mixed Team

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.

Entry Fee:

€ 20,- per single
€ 30,- per doubles
€ 50,- per Team Relay
€ 40,- per Mixed Team

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.

Versicherungsschutz/
Insurance:

Reglement/
Regulation: IRO, Ausgabe 2026
IRO, 2026 Edition

Bahn/
Venue:

Starthöhen/
Start heights:

Preise/
Prizes:

Ansprechpartner für Teams/
Contact persons for Teams:

- **Gesamtleitung/**
Event Manager:
- **Rennleiter/**
Race Director:
- **Bahnchef/**
Chief of Track:
- **Media Manager:**
- **Hotel Reservierung / Organization of Accommodation:**

Vorläufer Zeitplan / Preliminary Schedule:

Besonderheiten / Special Features

- **Veranstaltung für Athleten und Teams/**
Event for Athletes and Teams:
- **VISA Informationen/**
Information for VISA:
- **Hinweise für Zeremonien/**
Remarks regarding ceremonies:

Die Ausschreibung muss zweisprachig erstellt werden: Englisch als Standardsprache sowie in der jeweiligen Landessprache des Austragungsortes (z.B. Bludenz/AUT-Deutsch).

The event announcement must be published in two languages: English as the standard language, and the official language of the host country in which the event is held (e.g. Bludenz/AUT – German).