

# FESA Organizer



## Guideline

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### **FESA - Alpencup Organizer Guideline**

The actual FESA Organizer Guideline is additionally to the Alpencup rules. It helps the organizer of a Alpencup competition through specific points of Alpencup.

# Invitation and schedule

## Invitation

As mentioned in the rules the invitation must be send out 4 weeks before the competition starts. It must be approved by the coordinators, the distribution will be provided by the FESA Office, also the upload to the FESA homepage is done by the office.

The Invitation must contain all information about schedule, accommodation and the FESA Logo. A contact person for all issues must be defined in the invitation (with contact adress, mail and phone number)

## Schedule

The time table must fit to the local conditions, specially known weather situations or organizational issues. The organizer should take care about the travel time and the accommodation costs for the teams.

In case of long competition days the schedule must take care of breaks for the local staff and the data service.

# Team Captains Meeting (TCM)

The FIS ICR Rules about the TCM are applied.

The TCM must be held in a sufficient room. Place for each team captain and the officials (incl. DATA Service) must be provided. (Officials are: Coordinator, TD, TDA, Chief of Race, Equipment control, judges)

The presentation should be held with a video beamer, all documents should be provided to the team captains. The OC can use the FESA WhatsApp Groups for that topic. (specially when there is no beamer)

The presentation should be in english language, also the meeting should be held in english. In exceptional cases it's possible to do it in german - please inform the coordinators before the meeting.

## Mandatory requirement for the presentation:

1. Welcome
2. Roll Call
3. Competition Management
4. Jury + Judges
5. Organizing Committee
6. Schedule for each competition day
7. For NC: Track plan an explanation
8. weather forecast
9. Report TD

10. Report Coordinator(s)
11. Improvement Start List
12. Additional information from the OC (parking, containers, wax cabins)
13. Medical information (medical service during competition, contact person for teams, nearest hospitals, pharmacy and on-duty doctor)
14. Providing of BIB Numbers, reimbursement travel expenses for officials

## Data Service

### General

Beside the FESA Alpencup Rules there are some additional points to take care:

- The FESA -Alpencup Logo must be on every list
- For the header of every list the COC template is recommended
- Name of the equipment controller must be on the list
- For all the results the COC template has to be used, specially wind/gate
- Number and name of athletes disqualified must be on the list, also the reason (ICR)
- start time and end time of the competition rounds
- for the footer also the COC template is recommended

In case of any technical problem with the data, please contact the coordinators.

### Technical equipment data service

In case of the data service from EWOXX is used the following requirements are necessary:  
(logically also in case of an own data service system according to the Alpencup rules)

Dry and heated room

Chairs and tables

Helper for build up (specially equipment transport to the judges tower)

Power supplies in the data service room

Data line Judges Tower - Speaker (specially when the speaker is not in the judges tower - for this case it's necessary to inform EWOXX before the competition)

Internet service in the judges tower

Special request: sometimes in case of a stressful schedule it's impossible for the data service to go down (or up) to eat something. We kindly ask the organizer to provide food service in the judges tower for the data service team!

### Internet

Beside the connection in the judges tower a internet connection in the equipment control room is recommended. If it's impossible, please inform the coordinators before the event.

### Radios

The organizer have to provide radios for the jury and competition management. The equipment must in good conditions regarding quality of speech and battery life. Analog radios preferred.

Minimum requirement: Chief of race, TD, TDA, Equipment Control, Coordinator - one separated channel

## Equipment control

The organizer have to provide a heated, lockable room with sufficient lights. Alpencup follows the FIS Rules for equipment control rooms, but a room divider and a TV Signal is not necessary.

The key for the room must be handed over to the coordinators before the competition. If it's impossible to provide a key it's mandatory to open the room only in presence of a coordinator or equipment controller. (same for locking)

The room does not have to be visible from the outside!

In case of any problem with this requirements, the coordinators have to be informed before the competition!

For the inrun control a platform is necessary. We all have to take care about the safety of the athletes during the inrun control. The construction of the platform has to be coordinated with the equipment controller or the coordinators. It's really import to have sufficient space for the measuring equipment and the athlete, a view protection is not necessary. (if organizers have a platform from FIS competitions of course it can be used)

For assistance please take care about the Alpencup rules and must be coordinated before the competition with the equipment controller or coordinator.