**Statement of Requirement for Exercise TELEMARK TITAN**

1. **General**.

1. **Definitions**.

|  |  |
| --- | --- |
| **Army Winter Sports Association (AWSA):**  **Army Telemark Ski Association:** | The AWSA is the body for Telemark skiing within the Army. The term “AWSA” is synonymous with “Exercise TELEMARK TITAN” and the Championship Officials for the purposes of this Statement of Requirement.  The element within AWSA that delivers Telemark ski racing. |
| **Authority:**  **Contractor:** | Army Telemark Ski Association, part of the Army Winter Sports Association  The relevant authorities of the selected Venue. |
| **Championships:**  **Venue:** | Exercise TELEMARK TITAN  Championship location. |

1. **Exercise background and length**.

(1) Exercise TELEMARK TITAN is the Army Telemark Skiing Championships, which is run in January each year by the Army Telemark Ski Association (Authority). These Championships have been running since 2007.

(2) The Championship is split into two competition levels: Championship and Development races. Competitors participate in a Qualification race where a decision is made on their ability and suitability to race in the more challenging Championship races; based upon a mix of race time, confidence and telemark technique.

(3) The Championships take place over 14 days with the Telemark Officials in resort for approximately 15 days. The Championships may also include Telemark skiers from the other UK Military organisations (RN, RAF) and other civilian organisations competing. There will be VIP visits during the event; the number is usually 5.

1. **Key User Requirements (KUR)**. This SOR has the following KURs:

(1) All competitions deliver a challenging, yet safe course in accordance with the Federation International de Ski (FIS) standards, course and competition guidelines and principles.

(2) The resort should not be more than 2 hours from an international airport and a maximum distance of 1200km from Calais, France with good transport links.

(3) If weather/environmental conditions are deemed unsafe for the Championships to run at the primary location, an alternative location must be provided by the Contractor within 45 minutes driving time of the primary location. The overall decision to run the event, or not is the responsibility of the Authority, local knowledge advice and guidance will be sought from the Contractor.

(4) The cost of living (food, accommodation, drink) at the resort, although non-contractual must be below that of a premium European resort.

(5) There must be sufficient and affordable accommodation available within a reasonable travel distance (max 2km) of the lift to the race pistes.

(6) Race offices are provided to enable appropriate co-ordination for the Championship events, in accordance with the race office requirements paragraph within this SOR.

(7) The Contractor is to provide lift passes for all Authority Officials within the Contract price. The Contractor is also to negotiate discounted lift passes at the best obtainable rate for all competitors which are to be purchased outside of the contract.

(8) The Contractor will provide Authority officials with Telemark Ski Equipment for the duration of the Championships or where the Authority Official provides their own equipment a wax and edge service will be available from a resort ski shop. Additional hire facilities for competitors seeking to individually hire Telemark ski equipment at their own expense shall be provided by the Contractor. Costs for provision to Authority officials is to be banded in 0-5 sets, 5-10 and 10-15.

(9) All safety equipment provided is to meet the relevant FIS or European regulations as at para 2f. are there more, or do we have these to provide, as a reference as being a KUR it will be pass/fail criteria?

(10) The Contractor must be able to speak and write English fluently and be able to provide evidence of delivering FIS competitions. The Contractor provided officials must have a good grasp of the English language and be able to convey instructions and results to competitors and Authority officials. English will be the primary language during contract tender, negotiation and the conduct of the event.

(11) The Championships must take place in a window between 6 January – 3 February to be confirmed by the Authority 12 months in advance. Authority Officials require to arrive no more than 48 hours prior to competitors. The current planning dates are: 12 - 26 Jan 2024, 10 – 24 Jan 2025.

d. **Capacity of event**. There will be a maximum of 100 participants, comprised

of 85 competitors (military and civilian) up to national representative level and 15 officials taking part in the Championships each year.

e. **Stakeholders**.

1. The Contractor – the organisation selected to deliver the Championships.
2. The Authority – the Army Telemark Ski Association (ATSA) part of the Army Winter Sports Association (AWSA).
3. The Competitors - Telemark competitors (teams/individuals) and supporters.
4. The Project Manager – Exercise TELEMARK TITAN Director (Chair of ATSA).
5. Authority Officials – selected military personnel in support of the competition.

2. **Responsibility of the Contractor**.

a. **Venue**. The venue must be capable of delivering a challenging yet safe series of events. If weather conditions such as poor visibility, high winds or lack of snow prevent an event from taking place a reserve location is to be provided by the Contractor in time to deliver the event; which must be within 45 minutes driving time from the primary resort. The Authority is the body responsible for making this decision in consultation with the Contractor.

b. **Primacy**. It is important that Exercise TELEMARK TITAN must be afforded primacy on those slopes required for training and racing above all other users.

c. **Location**.The venue should be located no more than 2 hours from an international airport with links to the UK and ideally no more than 1200km from Calais, France.

d. **Homologation**. The venue shall have valid FIS homologation for the relevant discipline on all Championship race slopes. All safety measures required by homologation are to be in place for the race. There shall be a recommended vertical drop for the Championship Classic of 500m, with a minimum of 250m on at least one race piste. Development Races need not have FIS Homologation but are subject to scrutiny by a FIS or GB Ski Technical Delegate (TD) for suitability. Development races require a vertical drop of 150m.

e. **Snow-sure**.The venue is to be deemed snow-sure for the duration of the Championship.

f. **Safety**. Relevant standards are to be met for safety and competition. The following FIS Telemark safety standards must be met for all races:

1. All snow canons must be protected by mattresses and netting.
2. A cordon (barrier or net) must be in place to prevent public access to any part of the designated race piste from first inspection to the presentation of results and if applicable should have a physical control to prevent intentional access.  All netting is to be as per FIS Homologation and any extra netting required is to be provided as directed by the TD.
3. Nets to be in position around the 360°/loom.
4. No material to be located around the jump.
5. No wooden flags in the cross-country sections, 360° and anywhere along the course.
6. The rescue patroller(s) must have a relevant diploma and have the

equipment and expertise to conduct an on-piste rescue. They are to be positioned in the start area for all races, including development races.

1. When finish line poles are provided, they must be protected to FIS

standards in order to prevent injury to competitors.

1. Gate poles and flags must be FIS homologated. Yellow panels will be required in freestyle and skate areas of the course.

g. **Competition / event dates**.

(1) **Event dates**. The championships must take place in a window between 6 January – 3 February. Authority officials will require to arrive no more than 48 hours prior to the competitors.

(2) **Advanced preparation and visits**. The Contractor shall host a maximum of 2 visits by the Authority to the Venue prior to the Exercise at a date and time specified by and agreed by the Project Manager (Exercise Director).

(3) **Progress Review Meeting**. During the visit the Contractor shall hold a Progress Review Meeting measured against all deliverables and discuss any concerns arising as to the delivery of the requirement. The Contractor shall be responsible for providing a secretary and for the circulation of meeting minutes. The minutes shall record decisions and actions and shall be published no later than 15 days after the date of the meeting.

h. **Accommodation**. The Contractor is to ensure the availability of sufficient and

affordable accommodation within the locations detailed below for Authority Officials,

competitors and visitors. All accommodation, which is to be of international 3-star quality, is to be booked and paid for outside of the contract:

(1) **Authority Officials Accommodation**. The Authority Official’s accommodation is to be located within 500m walking distance of the race office and is ideally separate from Competitors Accommodation.

(2) **Competitors’ Accommodation**. Competitors’ accommodation is to be located within 10 minutes walking distance of the lifts to the Championships event location.

(3) **VIP Visitors Accommodation**. VIP Visitors are to be accommodated within a 500m walking distance of the ski lifts.

(4) **Storage Rooms/Waxing Areas**. The accommodation should provide appropriate ski and ski boot storage rooms and waxing areas for the competitors to use throughout.

i. **VIP Reception**. The Contractor is to arrange facilities for a VIP reception for up to 70 people on the middle Saturday of the championships starting from 18:30. Prior to the event the Exercise Director will confirm the funding available for the reception, which is to be spent on food and drink and paid for outside of the contract.

j. **Race office requirements for competition**.

(1) **Security**. The Race Office must be secure and access (at all hours) to the office controllable through the use of lockable doors. Keys for access will be required from 48 hours before the competitors’ arrival and will be returned on completion of the event.

(2) **Location and Dimensions**. The Race Office must be within easy reach of the Authority officials’ accommodation. It should be at least 40 square metres in size. If necessary, two adjoining rooms of smaller size may be used so long as the total overall surface is at least 40 square metres in size.

(3) **Facilities**. The race office must provide a working environment that meets relevant Health & Safety regulations and be equipped with the following:

(a) **WiFi**. Broadband Internet with secure WiFi connection or the future equivalent. A networked printer is desirable but if not available then facility must exist for the Authority to network their own printer.

(b) **Photocopier**. Access to a minimum of 1 x photocopier with a sorting and stapling capability, supplied with 2,000 sheets of A4 photocopier paper and the means to obtain extra paper if required.

(c) **Seating and tables**.

i. Administration area with two 4 foot table and four chairs.

ii. Conference table capable of seating 8 people.

iii. Keys to the door.

iv. Minimum of 8 x 230/50V AC power points.

v. Lavatory and washing-up facilities adjacent to the office must be available. Cleaning of these facilities will be the responsibility of the Contractor. The cleaning of the race office will be the responsibility of the Contractor.

vi. Parking for a minimum of 3 vehicles (van/4x4) adjacent to race office and/or storage.

vii. All the requirements noted above must be ready for use when the Authority’s officials arrive in resort, no less than 48 hours before the competitors’ arrival.

k. **Briefing and Prize Giving requirements**.

(1) **Arrival and racer briefs**. The Contractor is to arrange facilities for the arrival and competitor racer brief; the latter to be held in the middle of the first week. It is to be large enough to hold a minimum of 150 people seated. The venue is to have a public-address system and presentation system (screen & projector minimum) capable of linking to a computer. Cleaning of the venue afterwards is the responsibility of the Contractor.

(2) **Team Captains’ meeting**. Team Captains’ meetings in resort will be held each evening during the championships, starting on the first Sunday. The Contractor is to arrange for a room to be available, with seating for 30 persons, with exclusive use from 1730 – 1930 hours each day.

(3) **Prize giving**. The Contractor is to arrange for a venue (large enough to hold 170 people seated) to be available to the event on the prize giving day (last event day, usually Wednesday). Cleaning of the venue afterwards is the responsibility of the Contractor.

1. **Individual event requirements**.

(1) **Safety**. For safety, during racing all competition slopes are to be closed to all except Championship racers and officials. All equipment provided is to meet the relevant FIS regulations.

(2) **Championship Course Preparation/Setting**. The Contractor is to provide services and equipment for both the Championships and Development races. This is to include the provision of a FIS homologated slope, complete with relevant security equipment as required by the homologation, along with FIS homologated timing and suitable back up timing. The Contractor will provide the manpower necessary for the conduct of the programme of racing, including but not limited to: timing and calculations personnel; course setting and preparation including painting of all lines required for Telemark racing; judges and course sliders.

(3) **Development Races**. The Contractor is to provide a suitable novice race slope and equipment for the Development Races. Wireless Timing devices are acceptable for Development races.

1. **Race Standards**. The championship is split into two levels: Championship and

Development races. Competitors participate in the Qualification race where a decision is made on their ability and suitability to race in the more challenging Championship races; this decision is made by a Jury of the TD and Chief of Race based upon a mix of race time, confidence and Telemark technique. The Jury’s decision is binding.

n. **Courses**. The ski course requirements are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Recommended Vertical Drop (VD)** | **Planned run time recommendation best 10 skiers** | **Other** |
| Qualification Race | 100-200m |  | Two runs - All competitors.  Local timing |
| Championship Giant Slalom | 125-350m | 55-75 seconds | Two runs, reset between runs.  FIS Timing |
| Development Sprint | 100-150m |  | Two runs, reset only if conditions require.  Local Timing |
| Championship Sprint | 100-150m | 40-70 seconds | Two runs, reset between runs  FIS Timing |
| Championship Classic | 250-500m | 100-170 seconds | One run  FIS Timing |
| Development Classic | 125-200m |  | One run  Local Timing |
| Mountain Race | 500m | Approximately 1 hour of ascent | Local Timing with back up. |

1. The minimum VDs are only acceptable in the event of poor conditions.
2. Adjustments may be made to the minimum/maximum VD in accordance with changes to the rules that are governed by the ski racing authorities; the Contractor must remain flexible in this respect.
3. Championship competition slopes shall have valid FIS homologation for the relevant discipline. All safety measures required by homologation are to be in place for the race. The homologation report shall be available to the Ex TT Officials in the resort, at the start of the Championships.
4. Development Races need not have FIS Homologation but are subject to scrutiny by a FIS or GB Ski Technical Delegate (TD) for suitability. The TD’s decision shall be binding in the event of dispute about the suitability of a Development Competition slope.
5. The Development Classic Race shall be run in sufficient proximity to the Championship Classic to allow both races to be run in one day and then allow sufficient time to set up the Mountain Race.
6. Telemark-specific obstacles shall be built to FIS specifications and are subject to scrutiny and adjustment, if necessary, by the TD.
7. The skating area shall normally be by the finish and allow the competitor to cross the finish line from either above or below.
8. Races shall normally be of mixed gender and category.
9. Sufficient time for inspection must be allowed for both runs.

o. **Mountain Race**. The Mountain Race shall have an open area for a massed start. The finish shall ideally be in the same location as the start. Facilities to protect competitors from the weather will ideally be available at the start/finish location. The course will be as agreed with the Authority but must have a mixture of on-piste ascent, off-piste ascent in a safe environment and descent on-piste. The timing of the event shall ensure that racers and the general public do not use a piste at the same time. Speed controls shall be used to slow racers in the descent. The Contractor is to provide Mountain race guides, timekeepers and timing equipment, including back up timing.

p. **Time Keeping**. The Contractor is to meet the following requirements

for timekeeping and results:

(1) Provide timekeepers and FIS homologated timing equipment, including back up timing.

(2) Produce a printed record and the relevant XML file of individual results for each race showing first run, second run and total times including penalties. Software used should be compatible with Vola Ski-pro.

(3) Assist the Authority with the production of complete results, including but not limited to: Individual by Category and Gender, Team results and Combination Results.

(4) Produce a FIS Timing report for each day of racing.

q. **Race Control**. The Race Committees and Jury will be provided by the Authority.

r. **Training and Coaching**. The Championships begin with Telemark specific coaching, from novice to expert, which requires external instructors. All instructors are to be provided by the Contractor:

(1) The instructors must be acceptable to the Authority[[1]](#footnote-2), holders of an internationally recognised qualification, BASI level 2 or equivalent as a minimum, and provide a teaching ratio not exceeding 1:10.

(2) Up to 102 Instructor days are required. This is broken down as 12 instructors for the first 6 days and 5 instructors for the last 6 days for Development race skiers. The final instructor requirement will be driven by final competitor numbers and will be confirmed by the Authority to the Contractor no later than 30 days prior to the start of the Championships. The Authority will pay the Contractor based on the final instructor requirement.

(3) The desired European / UK Instructor Ratio, in order to maintain and sustain the development of UK Telemark would be at a ratio of 2 European Instructors:1 UK Instructor.

(4) An Instructor day is a minimum of 5 hours instructional time, not including lunch or coffee breaks.

(5) The Contractor is responsible for all instructors’ expenses, including but not limited to: travel, lift passes, wages, accommodation and subsistence.

s. **Equipment and Manpower**. The items to be provided by the Contractor are listed at Appendix 2 to this SOR.

t. **Gate and Jump Judges**. Gate and Jump Judges will be provided by the contractor for the Championship and Development races. All judges must be trained in judging the correct Telemark technique prior to the races commencing. To ensure consistency judges may not be changed mid-run.

(1) The ratio of gates to judge should not exceed 3:1.

(2) Penalties for Championship races should be reported by radio unless

agreed in advance with the Authority. Paper records must be used as a backup.

u. **Course Sliders**. The Contractor shall provide sliders for all races. There shall be a minimum of 6 sliders for Championship races and 2 for Development races.

v. **Painting of the Course**. The Contractor shall provide personnel to ensure the course is marked as per FIS specifications and Jury direction prior to the start.

w. **Jumps / Loom**. The Contractor shall provide personnel and machinery to ensure the Construction of Jumps / Loom as per FIS specifications and Jury direction. Jumps and Looms shall be available for a minimum of 3 training days and all Championship and Development races. The Contractor is responsible for the maintenance and upkeep of the jump and loom to the Jury direction.

x. **Drinks**. Hot (refreshing) drinks shall be provided for competitors at the finish of both runs of all championship races and soup shall be provided at the finish of the mountain race.

y. **Prize Giving**. Prize Giving for individual events will be conducted at the end of days 8, 9, 11 and 12. The Contractor is to provide a podium in the Finish Area.

z. **Resort Facilities**.

(1) **Medical**. The Venue must have ready access to medical facilities for day-to-day ailments and the Contractor is responsible for emergency medical cover during organised events that meets FIS standards.

(2) **Storage**. Additional securable storage facilities, in excess of 10 square metres, to allow storage of non-office race equipment (these may include but are not limited to: tents, poles, skis, drills, shovels, authority and race clothing). Due to the nature of the equipment being stored the temperature in the space provided must remain above freezing. Ideally the storage facilities are co-located with the Race Office.

(3) **Ski Waxing Facilities**. The Contractor is to provide appropriate waxing facilities for at least 4 hours per day, within easy reach of the centre of mass of the competitors’ accommodation and at times to meet the race programme. Facilities must have as a minimum: light, power and heating.

(4) **Refuse disposal**. Refuse disposal at all locations used during the event is the responsibility of the contractor.

(5) **Ski/lift passes**. The Contractor is to provide ski lift passes for all Authority officials. The Contractor is also to negotiate a discounted price for all Telemark competitors. Payment for the competitors’ lift passes lies outside this contract.

(6) **Contractor expenses**. The Contractor is responsible for providing all administrative expenses including phone, fax and mobile charges, travel to and from the Championships and subsistence at the Championships for all Contractor personnel including instructors, all of which is to be included in the Contract Price.

(7) **Contractor Insurance**. The Contractor shall for the term of the contract maintain all necessary statutory insurance and other appropriate liability insurances in order to fulfil their requirements under the contract.

(8) **Chief of Race**. The Contractor will be responsible for providing a Chief of Race when the Authority is unable to provide one.

3. **Responsibility of the Military Authority/Contractor**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ser | Appointment | Event | | Provider | |
| Development | Championship | Contractor | Military Authority |
| 1 | Championship Director | X | X |  | X |
| 2 | Technical Delegate | X | X |  | X |
| 3 | Contract Manager | X | X | X |  |
| 4 | Course Setter | X | X | X |  |
| 5 | Chief of Course | X | X | X |  |
| 6 | Chief of Race | X | X | X |  |
| 7 | Referee | X | X |  | X |
| 8 | Asst referee | X | X |  | X |
| 9 | Paramedic 1 | X | X | X |  |
| 10 | Course Painter/Sprayer | X | X | X |  |
| 11 | Gate Judges | X | X | X |  |
| 12 | Jump Judges | X | X | X |  |
| 13 | Timing & calcs | X | X | X |  |
| 14 | Timing & calcs asst | X | X | X |  |
| 15 | Starter | X | X | X |  |
| 16 | Start referee | X | X |  | X |
| 17 | Finish referee | X | X |  | X |
| 18 | Course setting support personnel | X | X | X |  |
| 19 | Course Sliders | X | X | X |  |
| 20 | Photocopying/distribution of results | X | X |  | X |
| 21 | Radios | X | X | X |  |
| 22 | Trophies | X | X |  | X |
| 23 | Bibs | X | X |  | X |
| 24 | Publicity material | X | X | X |  |
| 25 | Sponsorship banners | X | X |  | X |
| 26 | Host Official Visitors | X | X |  | X |

4. **Championship Cancellation**.

a. **No Show**. In the event of part or all of the Championships being cancelled, the Contractor will be paid for work completed and expenditure incurred up to the time of cancellation. In the event of cancellation, the Contractor shall provide to the Authority a full and comprehensive breakdown of costs up to the point of cancellation.

b. **No Snow**. If weather conditions such as poor visibility, high winds or lack of snow prevent an event from taking place a reserve location is to be provided by the Contractor in time to deliver the event, which must be within 45 minutes driving time from the primary resort. The Authority, via the Race Jury, is the authority for this decision

**LIST OF APPENDICES**

Appendix 1: Event Programme

Appendix 2: Equipment Table

**APPENDIX 1**

**TO TELEMARK SOR**

**Ex TELEMARK TITAN Event Programme**

| **DAY** | **DAY No** | **NIGHT No**  **(Officials / Competitors)** | **TELEMARK**  **TITAN** | **REMARKS** |
| --- | --- | --- | --- | --- |
| **Friday** | 0 | 1 / 0 | Authority Officials arrive and set up race office |  |
| **Saturday** | 1 | 2 / 1 | Teams and competitors arrive | Competitors brief  (This includes mandated safety requirements) |
| **Sunday** | 2 | 3 / 2 | Training | Day 1 of Training. Initial coaching group selection. |
| **Monday** | 3 | 4 / 3 | Training |  |
| **Tuesday** | 4 | 5 / 4 | Training  Racer rules brief | Gate training required |
| **Wednesday** | 5 | 6 / 5 | Training | Gate training required |
| **Thursday** | 6 | 7 / 6 | Training | Jump training mandated – Small jump required  Gate training required |
| **Friday** | 7 | 8 / 7 | Qualification Race | Race / Closed piste required.  Small jump required. |
| **Saturday** | 8 | 9 / 8 | Championship Giant Slalom (GS) | FIS homologated course and jump, timing required. Gate and Jump Judges to be provided. Two race runs with reset.  **VIP Reception** |
| **Sunday** | 9 | 10 / 9 | Development Sprint (Dev SP) | Small jump and novice piste required with sufficient space for skating. |
| **Monday** | 10 | 11/10 | SLIP / BREAK DAY |  |
| **Tuesday** | 11 | 12 / 11 | Championship Sprint (SP) | FIS homologated course and timing required with jump, rap/loom and skating section. Two runs with reset.  Gate and Jump judges to be provided |
| **Wednesday** | 12 | 13 / 12 | Championship Classic (CL)  Development Classic  (Dev CL) | CL as above for SP. One run.  Dev CL as for Dev SP with longer skate. |
| **Thursday** | 13 | 14 / 13 | Mountain Race  Prize Giving | Mountain race of approx. 1-1.5 hours duration, both on and off piste. |
| **Friday** | 14 | 15 / 14 | Competitors depart Authority Officials depart | Close down process |

**APPENDIX 2**

**TO TELEMARK SOR**

**Exercise TELEMARK TITAN Equipment Table**

**Equipment to be provided by the Contractor**.

**Snow**.

Snow Guns

Snow Cement & Chemicals (when appropriate)

**Safety Barriers and netting**.

Finish Barriers

Safety Matting

Type B Netting and air mattresses to meet Homologation requirements and as required by the TD.

**Timing**.

Start Clock/Beeper

Timing Equipment and recording (including back-up)

Electronic Relay (if available)

Finish Hut

Scoreboard

Public address system for races.

**Equipment**.

Picks & shovels

Rakes

Drills, chucks and gate keys

Machinery to build jumps and looms quickly and safely

Blue and Red dye and sprayers

FIS homologated Poles (long and short) and Gates

FIS Homologated Gate Flags (GS), Red, Blue and Yellow if not supplied by Authority.

Start Hut/Tent

Altimeter x 1

Air Thermostat x 1

Gate Judge sheets x 250

Millboards/Folders/Pencils x 15

Radios x 10 minimum

**Equipment Provided by the Authority**.

Authority branded gate flags

Race Bibs x 100 + 6 Forerunner bibs

1. Where agreeable to the Contractor the Authority shall provide a British BASI Telemark Instructor at a ratio of 1:2 instructors. This is to allow in-house development of British Telemark instructors. Should participant numbers not be sufficient to permit para 2.13.2 British instructors shall be released first before those provided by the Contractor. [↑](#footnote-ref-2)