

STATEMENT OF REQUIREMENT (SOR)

THE PROVISION OF SERVICES AND FACILITIES FOR EXERCISE RUCKSACK EVENTS 2016-19 ARMY NORDIC SKIING CHAMPIONSHIPS

1.0. General.

1.1. Definitions are:

AWSA: The governing body for Nordic skiing within the Army. The term "AWSA" is synonymous with "Exercise RUCKSACK" and Championship's Officials for the purposes of this Requirement.

Contractor: The relevant authorities of the selected Venue.

Championships: Ex RUCKSACK.

1.2. This document identifies the Requirement that is to be provided under a Contract to deliver Exercise RUCKSACK, the British Army Nordic Skiing Championships.

1.3. Key User Requirements. KURs are:

1.3.1. **Championship's Venue.** Provide a Championship's Venue with a Biathlon Stadium and Range, located on Mainland Europe and within an 8 hour drive of the 2 Qualifying Championships (Ex SPARTAN HIKE and Ex PIPEDOWN):

1.3.1.1. The Biathlon Stadium must be an IBU "A" Licence facility that hosts World Cup and/or World Championship Biathlon Events, on the IBU race calendar. The Biathlon Stadium must have a 30 lane, 50m, electronic target, Biathlon Range which is available for training 3 days prior to the first race and for the duration of the Championships.

1.3.1.2. The Biathlon Stadium must have a minimum of a 4 km loop with floodlights, snow cannon and stockpiles of snow; with the ability to maintain the loop to FIS and IBU racing standards, if snow conditions are poor.

1.3.1.3. The Venue must be no further than 2 hours from an International Airport.

1.3.1.4. The International Airport must be no further than 2 hours flight time from London.

1.3.1.5. The Venue must have a local train station and buses to the Stadium.

1.3.1.6. Arrange and manage accommodation for **2800** bed nights for Army personnel in local self-catering apartments within **5km** of the Race Office.

1.3.1.7. Arrange and manage accommodation for **410** bed nights for all Officials in local hotels within **800m** of the Race Office.

1.3.1.8. Provide exclusive use of a Biathlon Race Office, with wifi and telephones, central to the Venue and within **800m** of all Hotels used by Championships Officials and Visitors.

1.3.2. **Results Service.** Produce a compilation of seeded race start lists and deliver a complete results service in accordance with AWSA Race Rules:

1.3.2.1. Seeding list from qualifying championships.

1.3.2.2. Provisional Results during races.

1.3.2.3. Unofficial Results (immediately after the completion of each race).

1.3.2.4. Official Results, which are to include all appropriate Categories (both team & individual) as per the [AWSA Nordic Rule Book Sections 1 to 5](#) and Race Programme. Official results must be produced within one hour of the end of protest time.

1.3.2.5. Upload Official results & photos to the designated AWSA Web Site.

1.3.3. **Championship's Dates.** Championship dates for 2016 are Wed 20 Jan to Fri 05 Feb 16 (Officials arrive 18 Jan 16). Dates for 2017 to 2019 are:

1.3.3.1. Wed 25 Jan to Fri 10 Feb 17. (Officials arrive 23 Jan 17).

1.3.3.2. Wed 24 Jan to Fri 09 Feb 18. (Officials arrive 22 Jan 18).

1.3.3.3. Wed 23 Jan to Fri 08 Feb 19. (Officials arrive 21 Jan 19).

1.3.4. **Technical Delegates.** A FIS and IBU Technical Delegate for all Cross Country and Biathlon races. They must speak fluent English.

1.3.5. **Range Staff.** One IBU Range Referee who must speak fluent English and one Range Team (x 12 personnel) to manage the electronic targetry for all biathlon racing and training in accordance with the AWA race programme.

2.0. The AWSA delegates responsibility for the overall conduct of the Championships to the Championship's Director.

3.0. RESPONSIBILITY OF THE CONTRACTOR

3.1. **Pre-Championship's Requirements.** Pre-Championships requirements are:

3.1.1. **Programme.** Edit, produce and supply the Race Programme (400 copies 24pp + 4pp cover, A5 portrait, saddle-stitched). Submit to AWSA for approval and to be delivered to the venue by the first day of the Championships.

3.1.2. **Biathlon Leg Numbers.** Supply Biathlon Leg Numbers:

3.1.2.1. **Race 1.** 1 to 180.

3.1.2.2. **Race 2.** 1 to 170.

3.1.2.3. **Race 3.** 201 to 240.

3.1.2.4. **Race 4.** 1 to 35 and 41 to 50 (x 4 of each).

3.1.2.5. **Race 5.** 1 to 200.

3.1.2.6. **Race 6.** 1 to 33 (x 4 of each).

3.1.2.7. **Spare.** 20 x Blank.

3.1.3. **Liaison with Military Units and Service Athletes.** Liaise with Army and Service personnel to organise special requirements and arrange accommodation.

3.1.4. **Advanced preparation and Visit.** The Contractor shall host a visit by the Authority to the

resort prior to the Exercise at a date and time specified by and agreed by the Project Manager (Exercise Director).

3.1.4.1. During the visit the Contractor shall hold a Progress review meeting to review progress against all deliverables and discuss any issues arising as to delivery of the requirement. It is the Contractor's responsibility to hold the Progress review meeting, provide a secretary, produce and circulate the minutes, no later than 15 working days after the date of the meeting, and provide the Authority's representatives with reasonable access to any relevant technical and commercial information. The authority will pay for all travel and subsistence costs for Authority officials and these costs will not be included in the contract.

3.1.4.2. The Contractor will attend 2 UK based planning meetings at a date and time specified by and agreed by the Project Manager (Exercise Director).

3.2. Championship's Requirements. Championship's requirements are:

3.2.1. Race Programme. Deliver the race programme shown at [Annex A](#). Any changes to this programme must be agreed by the AWSA and all races are described in the AWSA Rule Book.

3.2.2. Announcing. Conduct announcing duties for the duration of each race, from 15 mins prior to each race start, and at Prize Givings.

3.2.3. Range Team. Personnel (x 12) to operate the electronic targets during Biathlon Races, available to set the range up, operate targets during range zero and race and then collapse the range afterwards.

3.3. Competitors' Accommodation. Arrange and manage accommodation for up to **2800** bed nights for Army personnel in local self-catering apartments.

3.3.1. Teams are to be accommodated together.

3.3.2. Self-catering accommodation to be within 5 km of the Race Office.

3.3.3. Bed linen must be provided and changed after the first week.

3.3.4. Teams are to complete an accommodation check list provided by the Contractor and damage inspected on arrival and departure. Payment for damage will normally be settled during this inspection by the individual that caused the damage. Any damage found thereafter may not be accepted by the AWSA as attributable to the AWSA.

3.3.5. Qualifying competitors and teams must be confirmed by the AWSA before they are accepted onto the Championship's Contract for payment purposes.

3.4. Officials' Accommodation. Arrange and manage accommodation for up to **410** bed nights for all Officials in local hotels.

3.4.1. Bed and breakfast to be included.

3.4.2. Hotel accommodation must be within 800m of the Race Office.

3.4.3. Officials must be confirmed by the AWSA before they are accepted onto the Championship's Contract for payment purposes.

3.5. Race Office. Provide exclusive use of a Biathlon Race Office, central to the Venue and within 800m of all Hotels used by Championships Officials and Visitors. To include:

- 3.5.1. Desks for 15 x Officials in 2 large rooms with plenty of space around each desk.
 - 3.5.2. An armoury room.
 - 3.5.3. A large store room for Championship's equipment.
 - 3.5.4. A large store room for Championship's prizes.
 - 3.5.5. Kitchen facilities with fridge, dishwasher, tea and coffee making facilities.
 - 3.5.6. Male and Female toilet facilities in the building.
 - 3.5.7. Exclusive use of an indoor room for Team Captains' and Officials' meetings. Four Tables and seating for 65 people.
 - 3.5.8. Weather proof display boards for posting start lists, results and Championships information.
 - 3.5.9. Provision of 2 x telephones and lines, 1 x fax machine and Broadband including Wi-Fi. The bill for their use included in the Contract.
 - 3.5.10. Provision of a dedicated photocopier with collation facility. The guaranteed access to a backup photocopier at all times. The photocopiers must be capable of generating 15,000 copies during the period of the Championships. Toner replacement, maintenance and rapid repair or replacement within 6 hours. All paper for use in the photocopiers will be provided by the AWSA.
 - 3.5.11. Cleaning and disposal of rubbish, including toilet facilities.
 - 3.5.12. A facility to forward mail from the race office once the Championships have concluded to a single UK address.
- 3.6. Outdoor Prize Giving.** Provide in a location central to the Venue:
- 3.6.1. A weatherproof stage and podium.
 - 3.6.2. A power supply.
 - 3.6.3. Public address / CD / tape deck.
 - 3.6.4. A table for prizes.
 - 3.6.5. Flags & Poles – British, host nation and other nations competing.
 - 3.6.6. Outdoor lighting.
- 3.7. Final Night Prize Giving Ceremony.** Provide in a location central to the Venue:
- 3.7.1. A hall for the final prize giving ceremony, capable of accommodating 250 personnel seated at tables. The provision of tables and chairs and their collection and return to the point of origin is the sole responsibility of the Contractor. Access must be available prior to and from 0900 on the day of the prize giving.
 - 3.7.2. A large stage and podium.
 - 3.7.3. A public address system.

- 3.7.4. Ten Tables for prizes.
- 3.7.5. Flags – British, host nation and other nations competing.
- 3.7.6. Lighting / heating.
- 3.7.7. Toilets.
- 3.7.8. Traditional local cultural performance (2 x 15 minute sets).
- 3.7.9. Hot meal and bar facilities (food and drink not provided under the Contract).

3.8. Biathlon & Cross Country. Provide the following:

3.8.1. Loipes & Tracks. Access to all Venue cross-country and biathlon loipes and tracks during the Championships and all local clearances completed. Preparation, including floodlighting, mass start lanes, handover boxes / transition areas and the cutting of tracks to FIS/IBU standards. Courses must be prepared for inspection 24 hours before the start of each race, or as soon as the AWSA course setters have confirmed the course.

3.8.2. Skidoo. Exclusive use of one self-drive skidoo, including fuel and lubricants. (This is separate to medical skidoos). During the event, should any damage to the self-drive skidoos be attributable to the Authority and determined that the Authority is at fault, the damage will be paid for by the Authority.

3.8.3. Targets. Sufficient paper targets for use during practice.

3.8.4. Wax Rooms. Secure team waxing and changing facilities (35 cabins where one double = 2 singles) at the Stadium for teams with close access to toilet facilities.

3.8.5. Range Facilities. Exclusive use of the Range and racing tracks for the duration of the race from the start of zeroing to race end.

3.8.6. Stadium Facilities. Use of the following Stadium facilities (including fuel & light) during race days from race minus 2 hours to race end plus 1 hour:

- 3.8.6.1. Car Parks for Officials and competitors. Parking for 12 Officials and VIP vehicles must be as close to the Stadium as possible.
- 3.8.6.2. Café to be open during race days from race minus 2 hours to race end plus 1 hour. Food and drink not provided under the Contract.
- 3.8.6.3. Two Medical Rooms for AWSA Medical Staff.
- 3.8.6.4. An ambulance service and dedicated skidoo with medical team (local mountain rescue team).
- 3.8.6.5. Timing Room.
- 3.8.6.6. Armourer's Room.
- 3.8.6.7. Equipment Store room.
- 3.8.6.8. Jury room.

- 3.8.6.9. Toilets.
- 3.8.6.10. Commentary Room with PA and music system.
- 3.8.6.11. Refuse disposal after each race.
- 3.8.6.12. Fencing around the start, finish, first 300m of the track and range.
- 3.8.6.13. Provision of **2000** hot, isotonic energy drinks (for general training and racing) served in plastic cups at the finish of every race (8 race days, 250 per day); to be delivered to the finish area and served by the AWSA.

3.9. The Patrol Race. The requirements of the Patrol Race will be discussed in detail on arrival of the Patrol Course Setter. This race will require a similar start/finish area layout to the Cross Country Races but will have equipment checking, weighing and inspection areas added to the start process. The 30 km course will be set by the AWSA, with the Contractor's advice, but must have the option for a single loop up to 20 km long and subsequent 5 km loops. Classical track preparation and marking will be negotiated by the AWSA with the Contractor. An additional skidoo, including fuel and lubricants, must be available from Race minus 5 days.

3.10. Contractor's 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, all of which is to be included in the Contract Price.

4.0. RESPONSIBILITY OF THE AWSA

4.1. The AWSA will provide the following:

- 4.1.1. Championship's Director.
- 4.1.2. Chief of Staff (Championship Manager).
- 4.1.3. Chief of Race.
- 4.1.4. Course Setters
- 4.1.5. Starter and Finish Judge.
- 4.1.6. Time Keepers and Equipment.
- 4.1.7. Medical Staff.
- 4.1.8. Accommodation Liaison Official (may not speak German).
- 4.1.9. The activity of photocopying (not the facility) and distribution of results.
- 4.1.10. Radios.
- 4.1.11. Perpetual Bibs.
- 4.1.12. Security of weapons and ammunition.
- 4.1.13. Abwicklungsschein (German tax free exemption form under the Status of Forces Agreement).

4.1.14. Insurance for all athletes and officials to include 3rd party liability and personal accident.

4.1.15. To pay for any damage to skidoos attributable to the Authority.

4.1.16. A detailed description of each Championship race contained within the [AWSA Nordic Rulebook](#).

4.2. Insurance. All competitors and officials will have personal insurance cover to provide themselves with financial protection in the case of accident, illness or death. Such cover will also provide third party liability protection in case any athlete causes injury to any other person while free skiing or racing within the terms of their insurance policy. The Venue is to have Public Liability Insurance of not less than £5M per incident and unlimited in the number of occurrences for the conduct of ski racing.

5.0. CHAMPIONSHIPS CANCELLATION

5.1. 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.

5.2. No Snow. If weather conditions such as poor visibility, high winds or insufficient snow prevent the Championships from taking place, the Contractor is to make every effort to provide a suitable location in consultation with the Authority. Should the Contractor not be able to provide a suitable location, then the Authority reserves the right to terminate the Contract in accordance with Contract Condition 2.17 (termination), pay for work that has already been completed by the Contractor and claim back the difference in value where stage payments have already been paid.

Appx:

1. [Ex RUCKSACK Programme](#).

APPENDIX 1 TO ANNEX A – EX RUCKSACK PROGRAMME

This programme can be amended by mutual agreement between the Designated Officer and the Contractors Authorised Representative, without the need for a formal contract amendment.

CAPITALS = BRITISH NATIONAL RACE	<p>Bold Border = Marina Race</p> <p>(All Marina Races plus 4 x 10 km XC are also SAS & Kentish Cup Races)</p> <p>Youth Men race with Junior Men. Senior, Junior & Youth females race together</p> <p>CT = Classic Technique, FT = Free Technique</p>	(IS) = Inter Service Race	(IC) = Inter Corps Race
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Dates as agreed between the Parties	Event	Race	Venue	Remarks
REDACTED	Race Office Opens. Key Officials Arrive		Race Office	
REDACTED	Key Officials' Meeting		Team Captains' Room	
REDACTED	Teams Arrive.		Race Office	
REDACTED	Officials' Meeting		Team Captains' Room	
REDACTED	Team Captains' Meeting		Team Captains' Room	(CT)
REDACTED	XC Training / Course Inspection		Stadium	(CT)
REDACTED	XC Training / Course Inspection		Stadium	
REDACTED	Team Captains' Meeting		Team Captains' Room	
REDACTED	Opening Ceremony		TBC	
REDACTED		MEN 15 KM XC (IS, IC)	Stadium	(CT)
REDACTED		LADIES 10 KM XC (IS)	Stadium	(CT)
REDACTED		BOYS & GIRLS 5 KM XC	Stadium	(CT)
REDACTED	Team Captains' Meeting		Team Captains' Room	
REDACTED	Prize Giving		TBC	
REDACTED	Prize Giving after each race	BOYS & GIRLS 5 KM XC	Stadium	Mass Start (FT)
REDACTED		LADIES 7.5 KM XC	Stadium	

CAPITALS = BRITISH NATIONAL RACE		Bold Border = Marina Race	(IS) = Inter Service Race	(IC) = Inter Corps Race
<p>(All Marina Races plus 4 x 10 km XC are also SAS & Kentfish Cup Races) Youth Men race with Junior Men. Senior, Junior & Youth females race together CT = Classic Technique, FT = Free Technique</p>				
Dates as agreed between the Parties	Event	Race	Venue	Remarks
		10 KM BIATHLON SPRINT (IS, IC) 7.5 KM BIATHLON SPRINT (IS)	Stadium Stadium	Men Women
REDACTED	Range Open for Zero Prize Giving Range Open for Zero Biathlon Training Team Captains' Meeting Prize Giving & Patrol Draw Range Open for Zero	10 KM BIATHLON MASS START 10 KM BIATHLON MASS START 12.5 KM BIATHLON MASS START 10 KM BIATHLON MASS START	Stadium Stadium Stadium Stadium Stadium TBC Stadium Stadium Team Captains' Room Prize Giving	Women Senior Novice Men Senior Men Junior Men Visitor Weekend
REDACTED		Men 4 x 7.5 km Biathlon Women 3 x 6 km Biathlon	Stadium Stadium	
REDACTED	Range Open for Zero Patrol Race Training Team Captains' Meeting		Stadium Stadium Team Captains' Room	Wax Cabins HO/TO by 17:00
REDACTED	Final Prize Giving	Military Patrol Race	Stadium Prize Giving	
REDACTED	Teams Disperse		Race Office	