**STATEMENT OF REQUIREMENT (SOR) FOR**

**THE PROVISION OF SERVICES AND FACILITIES FOR EXERCISE PIPEDOWN 2024 -27**

1. **General.** This document identifies the requirement that is to be provided under a Contract to support Exercise PIPEDOWN (PDN), the British Army Alpine and Nordic Skiing Semi Final (B) Skiing Championships.

* 1. Definitions are:
		1. AWSA: The governing body for Nordic and Alpine skiing within the Army. The term “AWSA” is synonymous with “Exercise PIPEDOWN” and Championship’s Officials for the purposes of this Requirement. The General Officer Commanding 1 (UK) Div assumes responsibility for the Authority of Exercise PIPEDOWN on behalf of the AWSA
		2. Contractor: The relevant authorities of the selected Venue
		3. Championships: Exercise PIPEDOWN
		4. Competition: The Championships will consist of a separate Competition for each skiing discipline (Alpine and Nordic).
		5. Event: Each Competition will consist of a set number of individual Events (races).
		6. Alpine: The Alpine Competition will consist of all Alpine events. The length and technique for each respective event may vary according to the wishes of the Authority, but will be in accordance with AWSA and FIS rules.
		7. Nordic: The Nordic Competition will consist of all Cross Country and Biathlon skiing events. The length and technique for each respective event may vary according to the wishes of the Authority, but will be in accordance with AWSA, FIS and IBU rules.
	2. **Exercise background and duration**:
		1. The Championships is conducted annually, commencing on the second Saturday or Sunday in January known as D Day, running for 11 days and 10 nights (until D+10). Each date prior to D Day is described as being D- with the number of days before annotated. Each day after D Day will be described as being D+ with the number of days after annotated. Officials begin to arrive in the resort a full 2 days before the exercise commencement date (pm D -3) and remain until D+11.
		2. Exercise PDN consists of one Alpine competition and one Nordic competition. Each competition must be held in a suitable location, within the venue, that allows freedom for competitors to compete unimpeded by normal leisure skiers. In the event that poor snow conditions prevent either competition, or event within a particular competition, from taking place in the agreed location, a reserve location for all events is required.
	3. **Key User Requirements (KURs).** This SOR has the following KURs:
		1. The venue must be on Mainland Europe and no more than 1200 km from Calais, no further than 2 hours from an international airport and have good local train and bus links. Alpine, Cross country and biathlon competitions must be within the same locality.
		2. The Alpine competition must be held on suitable courses which conform to Federation International de Ski (FIS) safety standards and must be capable of staging a fully homologated downhill race. 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.
		3. The Nordic competition must be held on suitable cross country ski courses that meet FIS and International Biathlon Union (IBU) standards with a dedicated biathlon facility that meets IBU standards for safety and competition.
		4. The biathlon competition must have a 30 lane, 50m target, permanently fixed biathlon range, including penalty loop, waxing facilities, medical assistance, commentary, snow making facilities, timing, toilets, refreshments, store rooms and emergency medical evacuation must be available.
		5. If weather conditions are poor such as lack of snow and poor visibility then Cross Country and Biathlon competitions must have a minimum of a 5 km loop available. If this is not possible 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.
		6. There will be a requirement to conduct pre-championships planning and provide; a full results service;
		7. Self-catering accommodation for an estimated 400 competitors; self-catering accommodation for up to 40 officials with provision to cater centrally (cooking and dining facilities);
		8. A race office with communications and broadband;
		9. A venue for an outdoor (standing) and indoor (seated) prize giving for 400 personnel; full access to ranges, stadium facilities and courses; and emergency mountain rescue.
	4. **Capacity of the event**. There will be approximately 400 competitors and 40 officials taking part in the exercise annually. The breakdown of competitors is likely to be:
		1. Alpine competitors 150 (maximum)
		2. Nordic competitors 250
1. **RESPONSIBILITY OF THE CONTRACTOR**
	1. **Competition Venue**. Provide Championship’s Venue to cater for Alpine and Nordic competitions in accordance with the detailed requirements at the Appendices 1- 5.
	2. **Exercise location**. The venue must be on Mainland Europe
		1. No more than 1200 km from Calais,

* + 1. No further than 2 hours from an international airport and have good local train and bus links. Alpine, Cross country and biathlon competitions must be within the same locality.
	1. **Exercise Dates**. The provisional exercise dates are:

* + 1. **2024**.  13 Jan to 23 Jan 24. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
			1. **Competitors**.All competitors will arrive on 13 Jan 24 and will depart on 23 Jan 24.  In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 24 Jan 24.
			2. **Officials**.  Up to 12 Officials will arrive on the evening 10 Jan 24.  The remainder (up to a total of 40 Officials) will arrive on 11 Jan 24 and will depart on 23 Jan 24.  Up to 12 Officials will remain for an additional night and will depart on 24 Jan 24).
		2. **2025**.  11 Jan to 21 Jan 25. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
			1. **Competitors.**  All competitors will arrive on 11 Jan 25 and will depart on 21 Jan 25.  In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 22 Jan 25.
			2. **Officials.**  Up to 12 Officials will arrive on the evening 08 Jan 25.  The remainder (up to a total of 40 Officials) will arrive on 09 Jan 25 and will depart on 21 Jan 25.  Up to 12 Officials will remain for an additional night and will depart on 22 Jan 25).
		3. **2026**.  10 Jan to 20 Jan 26. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
			1. **Competitors.**  All competitors will arrive on 10 Jan 26 and will depart on 20 Jan 26.  In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 21 Jan 26.
			2. **Officials.** Up to 12 Officials will arrive on the evening 07 Jan 26.  The remainder (up to a total of 40 Officials) will arrive on 08 Jan 26 and will depart on 20 Jan 26.  Up to 12 Officials will remain for an additional night and will depart on 21 Jan 26).
		4. **2027** 09 Jan to 19 Jan 27. These dates may be altered slightly as long as they are clearly agreed by both parties (The authority and the Contractor) at least one month prior to the event.
			1. **Competitors.** All competitors will arrive on 09 Jan 27 and will depart on 19 Jan 27.  In addition, up to 104 competitors will remain in current accommodation for an additional night and will depart on 20 Jan 23.
			2. **Officials.**  Up to 12 Officials will arrive on the evening 06 Jan 27.  The remainder (up to a total of 40 Officials) will arrive on 07 Jan 27 and will depart on 19 Jan 27.  Up to 12 Officials will remain for an additional night and will depart on 20 Jan 27).
	1. **Exercise Programme**. The overall exercise programmes combining both Alpine and Nordic competitions is at Appendix 1. Any changes to this programme must be agreed by both parties.
	2. **Alpine Competition**. Detailed Requirements for the Alpine competition are at Appendix 2.
	3. **Nordic Competition**. Detailed Requirements for the Nordic competition are at Appendix 3.
	4. **Race Office**. Detailed Requirements for the Race Office are at Appendix 4.
	5. **Accommodation**. Detailed Requirements for Accommodation are at Appendix 5.
	6. **Prize Giving.**
		1. **Outdoor Prize Giving**. Provide the following in the same location as the Floodlit Challenge:
			1. A power supply.
			2. Public address / CD.
			3. A table for prizes.
			4. Outdoor lighting.
	7. **Final Night Prize Giving Ceremony**. Provide the following:
		1. A hall for the final prize giving ceremony, which must be capable of accommodating up to 400 personnel seated at tables or standing within the same hall. The provision of tables and chairs and their collection and return to the point of origin is the sole responsibility of the Contractor, however, the Authority will be available to advise on the layout. Access must be available prior to and from 0900 on the day of the prize giving.
		2. A large stage and podium.
		3. A public address system.
		4. Ten Tables for prizes.
		5. Lighting / heating.
		6. Toilets.
		7. Bar facilities (drinks to be provided on a repayment basis by individuals outside the contract at the time of ordering).
	8. **Team Captains’ Meetings**. Team Captains’ Meetings will take place in resort from 1800hrs each evening during racing the Contractor is to provide exclusive use of two indoor rooms for Team Captains’ and Officials’ meetings. One room must have four Tables and seating for up to 80 people. The second room must have four Tables and seating for up to 50 people
	9. **Waxing facilities**. The Contractor is to provide a suitable waxing facility within 800 metres of all accommodation. This facility, or facilities, may be spread around the Venue, but in any case, must accommodate a minimum of 20 waxing benches in total at any one time.
	10. **Ski Passes**.
		1. **Nordic**. For the Nordic competition, the Contractor is to provide a group ski pass to cover all Nordic officials and competitors for the duration of the Championships. The cost of these passes is to be included in the contracted price for the organisation of Nordic events and paid for as part of the contract.
		2. **Alpine**. For the Alpine competition, the Contractor is to provide Alpine ski lift passes to cover all Alpine competitors and up to 35 officials for the duration of the Championships. The cost of these passes is to be included in the contracted price for the organisation of Alpine events and paid for as part of the contract.
	11. **Pre-Championships Work**.The following must be conducted in advance of the Championships:
		1. **Liaison with the Authority**. Liaise with the Authority, as necessary, to organise special requirements and arrange accommodation.
		2. **Meeting, Planning and Reconnaissance**. Facilitate one Venue based planning meeting in May/June and one Venue based planning meeting in October/November, which will also be attended by representatives from the Authority, at a time that is suitable to both parties. These planning meetings are to facilitate reconnaissance and liaison visits at the Venue.
	12. **Contractor’s Official**. One Contractor’s Official must be solely responsible to the Authority for the provision of all aspects of the Contract. The Contractor’s Official must speak fluent English and the language of the country and be at the Venue for the entire Championships.
1. **RESPONSIBILITY OF THE AUTHORITY**
	1. The Authority will provide the following:
		1. Championships Director.
		2. Chief of Staff (Championship Manager).
		3. Chief of Race (Alpine and Nordic).
		4. Course Setters who are to confirm courses to the Stadium management at least 36 hours before the start of each race.
		5. Starter and Finish Judge.
		6. Assistant Timekeeper.
		7. All other minor Officials, including course marking personnel, unless specifically provided by the Contractor.
		8. The photocopying and distribution of results.
		9. Computers and results computation equipment.
		10. Radios to allow communications amongst Officials around courses and in the Stadium.
		11. Mobile phones for key personnel.
		12. Perpetual Trophies and their recovery from previous recipients.
		13. Bibs.
		14. Provision of Range Officials and the clearing of the range area (but see Para 1 to Appendix 3).
		15. The operation and painting of targets during the range’s use (but see Para 1 to Appendix 3).
		16. Security of weapons and ammunition.
		17. Publicity material and banners.
		18. Host all Official Visitors.
	2. The Authority will invite accommodation owners or their agents, and the accommodated teams, to join them for an inventory inspection of accommodation on arrival and departure so that the standard can be agreed by both parties. Payment for damage will normally be settled during this inspection and paid for by the individuals/teams responsible outside of the contract. Any damage found thereafter may not be accepted by the Authority as attributable to the Authority.
	3. When racing Cross Country outside the Stadium, the Authority is to liaise with the Contractor to the mark and prepare the course and provide course flags, kilometre markers, the start and finish areas, ski marking areas, start / finish banners with poles, roped off press areas, ski-test & warm-up tracks, PA system and electrical power.
	4. A detailed description of each Championship race is in the AWSA Rulebook.
	5. **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 be arranged and paid for by officials and teams and 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 Contractor shall for the term of the contract maintain all necessary statutory insurance which is to include Public Liability Insurance of not less than £5M per incident and unlimited in the number of occurrences for the conduct of ski racing in order to fulfil his requirements under the contract.
2. **CHAMPIONSHIPS CANCELLATION**
	1. **No Show**.  In the event of part or all of the Championships being cancelled, the Contractor will be paid **a fair and reasonable price** for **all** work completed, performed or partially performed, and all expenditure incurred, in accordance with the contract, up to the time of cancellation**.  Any cancellation charge levied by the Contractor, shall include any advance commitments made by the Contractor to secure accommodation bookings, in order for him to fulfil the Contract, but that cannot be cancelled at the point of cancellation** **due to conditions imposed at the point of reservation.**
	2. **No Snow**. In the event of there being insufficient snow to run the Championships successfully in the selected Venue, the Contractor will make every effort to secure an alternative racing location within a daily driving distance of no more than 90 minutes (under normal driving conditions).

APPENDICES:

1. Ex PIPEDOWN Programme

2. Ex PIPEDOWN Alpine Requirements

3. Ex PIPEDOWN Nordic Requirements

4. Ex PIPEDOWN Race Office Requirements

5. Ex PIPEDOWN Accommodation Requirements

**EXERCISE PIPEDOWN PROGRAMME**

| **Date** | **Event** | **Race** | **Venue** | **Remarks** |
| --- | --- | --- | --- | --- |
| **Alpine** | **Nordic** |
| (a) | (b) | (c) | (d) | (e) | (f) |
| D-3 | Key Officials arrive.  |  |  |  | Takeover of Officials’ accommodation |
| D-2 | Main body of Officials arrive |  |  |  |  |
| D-1 | Race Office Opens. |  |  | Race Office. | 1000. |
| D Day | Teams Arrive. |  |  |  |  |
| Initial Registration. |  |  | Race Office | 1030 – 1600. |
| Team Captains’ Meeting |  |  | Race Office | 1800 |
| D+1 | Seeding Giant Slalom. | Seeding Giant Slalom. (This race may move to D+2 if required. This will be agreed with the Designated Officer as early as possible.) |  | Alpine Venue. |  |
| Classic Course Inspection. |  | 10km & 15km Course Inspection. | Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office | 1800. |
| D+2 | Individual Giant Slalom. | Individual Giant Slalom. |  | Alpine Venue. |  |
| 10km (Women) Classic Race.15km (Men) Classic Race. |  | 10km (Women) Classic Race. 15km (Men) Classic Race. | Nordic Venue. Nordic Venue. |  |
| 4 x 5km (Men and Women) Classic Relay course inspection. |  | 4 x 5km (Men and Women) Classic Relay course inspection. | Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office | 1800. |
| D+3 | Team Giant Slalom. | Team Giant Slalom. |  | Alpine Venue. |  |
| 4 x 5km (Men) Classic Relay. 4 x 5km (Women) Classic Relay. |  | 4 x 5km (Men) Classic Relay. 4 x 5km (Women) Classic Relay. | Nordic Venue. Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office | 1800. |
| D+4 | Individual Slalom | Individual Slalom |  | Alpine Venue. |  |
| 10km (Men) Individual Biathlon Sprint Inspection.7.5km (Women) Individual Biathlon Sprint Inspection. |  | 10km (Men) Individual Biathlon Sprint Inspection.7.5km (Women) Individual Biathlon Sprint Inspection. | Nordic Venue. Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office. | 1700. |
| Floodlit Challenge.Initial Prize Giving Ceremony. | Slalom Course. | Biathlon Course. | Nordic Venue.Nordic Venue. | 1830.1930. |
| D+5 | Team Slalom | Team Slalom |  | Alpine Venue. |  |
| 7.5km (Women) Individual Biathlon Sprint.10km (Men) Individual Biathlon Sprint.4x7.5km (Men) Biathlon Inspection.4x6km (Women) Biathlon Inspection. |  | 7.5km (Women) Individual Biathlon Sprint.10km (Men) Individual Biathlon Sprint.4x7.5km (Men) Biathlon Inspection.4x6km (Women) Biathlon Inspection. | Nordic Venue.Nordic Venue.Nordic Venue.Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office. | 1800. |
| D+6 | Team and Individual Super Giant Super Giant Slalom and Downhill training | Team and Individual Super G and Downhill Training |  | Alpine Venue |  |
| 4x6km (Women) Biathlon Relay Race.4x7.5km (Men) Biathlon Relay Race. |  | 4x6km (Women) Biathlon Relay Race.4x7.5km (Men) Biathlon Relay Race. | Nordic Venue.Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office. | 1800. |
| D+7 | Team and Individual Super Giant Super Giant Slalom and Downhill training | Team and Individual Super G and Downhill Training |  | Alpine Venue. |  |
| Military Patrol Race Preparation. |  | Military Patrol Race Preparation. | Nordic Venue. |  |
| Team Captains’ Meeting. |  |  | Race Office. | 1800. |
| D+8 | Downhill | Downhill |  | Alpine Venue |  |
| Military Patrol Race |  | Military Patrol Race | Nordic Venue |  |
| Team Captains’ Meeting. |  |  | Race Office. | 1800. |
| D+9 | Super Giant Slalom | Team and Super G |  | Alpine Venue |  |
| Biathlon Training Day |  | Biathlon Training Day |  |  |
| Team & Individual Super Giant Slalom |  |  |  |  |
| Prize Giving Ceremony |  |  | Prize Giving Venue | 1900. |
| D+10 | De-RegistrationMain body of Officials departMain body of competitors depart |  |  | Race Office | 0900 – 1500. |
| D+11 | Key Officials DepartRemainder of Competitors depart |  |  |  | 0900. |

**EX PIPEDOWN – ALPINE REQUIREMENTS**

1. **Alpine**. The Contractor is to provide all Alpine Events for a maximum of 150 participants contained in the programme at Appendix 1 and the following:
	1. **Courses**. The ski course requirements are as follows:
	2. Course technical details:

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Desired Vertical Drop (VD)** | **Vertical Drop (VD) (Minimum)** | **Remarks** |
| (a) | (b) | (c) | (d) |
| Seeding GS | 250m | 200m | 2 runs per race for 1 race |
| Individual/Team GS | 250-400m | 200m | 2 runs per race for 2 races |
| Super G | 400-550m | 350m | 1 run per race |
| DH | 400-600m | 500m(300m for DH in 2 Runs) | 1 run per race |
| Individual/Team Slalom | 140-180m | 120m | 2 runs per race for 2 races |

* 1. The minimum VDs are only acceptable in the event of bad conditions. 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.
	2. Competition slopes shall have valid Federation Internationale de Ski (FIS) homologation for the relevant discipline. All safety measures stipulated by the homologation are to be in place for all races and speed training. The homologation report and certificate shall be available to the Authority on arrival at the Venue on D-1, prior to the start of the championships.
	3. **Lifts**. Access by lift to all courses is required. Lifts opening hours and turn-round times should allow competitors two inspections of the course plus sufficient time to prepare to race after the Race Jury has inspected the course. The Race Jury will agree detailed timings after their reconnaissance. The Race Jury is to be granted early passage on lifts with the course setter and his/her team.
	4. **Course Preparation/Setting**. The Contractor is to provide all equipment and Resort manpower necessary for the conduct of the programme of racing, including qualified course setters. A list of equipment required is described below at Paragraph 2.11.g. All equipment provided is to meet the relevant FIS regulations.
	5. **Timekeeping/Results**. The Contractor is to meet the following requirements for timekeeping and results:
		1. Provide timekeepers and homologated equipment including back up.
		2. Provide global timing information to the Authority, in order that the Authority can produce individual results for each race showing first run, second run and total times.
1. **Race Control**. The Race Committees will be provided by the Authority.
2. **Gate Judges**. Gate Judges will be provided by the Authority.
3. **Equipment to be provided by the Contractor**. The minimum equipment required for the Alpine competition, to be made available to the Authority for each event, is as follows:
	1. Snow Guns.
	2. Snow Cement
	3. Gate Poles
	4. Flex Poles
	5. FIS Homologated Gate Flags (GS)
	6. FIS Homologated Gate Flags (DH)
	7. Dye
	8. Clocks
	9. Ice Drills
	10. Picks
	11. Shovels
	12. Rakes
	13. Safety Barriers
	14. Finish Barriers
	15. Safety Matting
	16. Start Hut/Tent
	17. Finish Hut
	18. Timing Equipment (incl back-up)
	19. Electronic Relay (if available)
	20. Scoreboard and marker pens
	21. Start Clock/Beeper
	22. Loudspeaker and microphone
	23. Results Computer
	24. Altimeter (x1)
	25. Air Thermostat (x 2)
	26. Millboards/Folders/Pencils (x 25) –
	27. Yellow Flags (x 4)
	28. Seeding Computer/Processor (x 1) –.
	29. Radios (x 7) –

**NORDIC REQUIREMENTS – EXERCISE PIPEDOWN**

1. **Nordic (Biathlon & Cross Country)**. The Nordic competition must be held on suitable cross country ski courses that meet FIS standards and the Biathlon events must be held at a dedicated Biathlon Stadium and Range facility. The Biathlon Stadium must be a permanent and dedicated Biathlon facility that meets IBU standards for safety and competition. The Stadium must have a permanently fixed 30 lane, 50m, electronic or manual target, Biathlon Range which is available for training 3 days prior to the first Biathlon race and for the duration of the Championships. If snow conditions are poor, there must be a minimum of a 5 km loop with floodlights, snow cannon and stockpiles of snow; with the ability to maintain the loop to FIS and IBU racing standards. The Contractor is to provide all Nordic Events contained in the programme at Appendix 1 and the following:
	1. **Courses & Tracks**. Access to all cross-country and biathlon courses 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, of the Cross Country and Biathlon racing courses to FIS/IBU Cup standards. Courses must be prepared for inspection 24 hours before the start of each race, or as soon as is practical after the Authority course setters have confirmed the course.
	2. **Technical Delegate**. A Technical Delegate for all Cross Country and Biathlon races. They must speak fluent English and be approved by the Authority.
	3. **Range Staff**. A minimum of four Range Assistants to assist the Range Conducting Officer. They must speak fluent English.
	4. **Skidoo**. Exclusive use of one skidoo, which can be self-drive or not (this is to be separate to any medical skidoos). Insurance for use must be included in the Contract.
	5. **Targets**. Sufficient paper targets and suitable frames for use during all training sessions and race zeroing/practice sessions.
	6. **Waxing and Ski Testing Area**. Team waxing and ski testing area at the Stadium for 30 teams.
	7. **Stadium Facilities**. Use of the following Stadium facilities (including fuel & light etc) during race days from race minus 2 hours to race end plus 1 hour:
	8. **Car Parks for Officials and Competitors.** Parking for 12 Officials and VIP vehicles must be as close to the Stadium as possible.
	9. Warm Room. Must be open throughout and must allow access to Competitors during race days from race minus 2 hours to race end plus 1 hour.
	10. Medical Room. For AWSA Medical Staff.
	11. An ambulance service and dedicated skidoo with medical team.
	12. Timekeeper and timing equipment.
	13. Timing Room/Cabin.
	14. Armourer’s Area. This may be outside, in which case it must be covered.
	15. Equipment Store room.
	16. Jury room.
	17. Wax Area – for 30 teams with close access to toilet facilities.
	18. Toilets.

* 1. Commentary Facility with PA and music system.
	2. Refuse disposal after each race.
	3. Fencing around the start, finish and first 300m of the track and range.
	4. **Drinks**. Provision of drinks at the Start and Finish areas will be provided by the Authority.
	5. **Officials**. The Contractor is to provide four Officials at the start and finish and around the course to assist in the provision of a safe event. In addition to the requirement to provide a backup timing system, the Contractor is to provide Officials to ensure the following:
		1. Racers start in the correct order at the correct time.
		2. Accounting for every skier who starts an event.
		3. Competitors’ skis are marked prior to their starting.
		4. Calling competitors forward to the start line and checking their skis are marked.
		5. That no competitor gains an advantage by not completing the full course.
		6. Handovers are correctly completed in relay events.
		7. Checking that competitors’ ski equipment is correctly marked at the finish; ensuring that finishers’ race numbers (both bibs and thigh numbers) are handed in.
		8. Checking that there is no round in the chamber at the finish of Biathlon events and that the rifle was marked prior to the race.
		9. At the Start/Finish to ensure that British Army Ski Rules are followed wherever possible and to liaise where necessary between racers and the Contractor’s Resort officials.
1. **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 20-25 km course will be set by the Authority, with the Contractor’s advice, but must have the option for a single loop up to 20 km long and subsequent 3-5 km loops. Classical track preparation and marking will be negotiated by the Authority with the Contractor.

**RACE OFFICE REQUIREMENTS – EXERCISE PIPEDOWN**

1. **Race Office**. The Contract is to include the exclusive use of a Competition Race Office, which is to be available from D-2. The Race Office must be central to the Venue and within 800m of all Hotels used by Championships Officials and Visitors. It is to include:
	1. Desks for 15 Officials in 1 large room with plenty of space around each desk.
	2. A Doctor’s room.
	3. An armourer’s room.
	4. A large store room for Championship’s equipment.
	5. Kitchen facilities with fridge, dishwasher, tea and coffee making facilities.
	6. Male and Female toilet facilities within the building.
	7. A lockable room that can be used to store weapons. The Authority will be responsible for the security and safe keeping of such weapons during storage.
2. The Contractor is to provide the following facilities and services at the Race Office:
	1. The installation and provision of a minimum of one telephone and line, 1 x fax machine and Broadband Internet, including Wi-Fi. The usage of which shall be included as part of the contracted price.
	2. The installation and provision of a dedicated photocopier with facility to collate, sort, staple and produce multi-page documents in colour. The guaranteed access to a backup photocopier is required at all times in the event of malfunction or breakdown of the main machine. The photocopiers must be capable of generating 15,000 copies during the period of the Championships. Any Contract between the Contractor and the supplier must include toner replacement, maintenance and provide rapid repair or replacement within the shortest possible time (no longer than 12 hours, NOT working hours). All paper for use in the photocopier will be provided by the Contractor.
	3. The cleaning and disposal of rubbish, including toilet facilities.
	4. A facility to forward mail from the race office once the meeting has concluded to a single UK address.
	5. Provision of colour copies of all race and route maps for Nordic, Biathlon and Patrol races.

**ACCOMMODATION REQUIREMENTS – EXERCISE PIPEDOWN**

1. **Officials’ Accommodation**. Arrange accommodation for up to 40 Officials in self-catering accommodation that must all be within no more than 2 buildings or complexes. Accommodation should be to international 3 star standards. Accommodation must have a facility that will allow cooking, eating and refrigeration in a central location. Accommodation is also to be arranged for an additional 2 people in separate rooms on a Bed and Breakfast basis in a local hotel. All officials accommodation is to be included as part of the contracted price and must be no more than 3 km of the Race Office.
	1. The Contractor shall comply with the following officials’ accommodation requirements as part of the contracted price:
		1. Bed linen and towels are to be provided.
		2. Suitable parking is to be provided on location or within the near vicinity for up to four large 4x4 type vehicles and four minibuses.
		3. Beds are to be provided for single use only with preferably no more than two individuals sharing a room.
	2. The contractor is to notify all personnel upon check-in to the accommodation of any additional accommodation facility charges which may apply that are not included as part of the contracted price. Any additional accommodation facilities not included as part of the contracted price that have been requested/acquired by individual officials are to be arranged and paid for by each official outside of the contract, upon check-out of the accommodation.
		1. Officials will return accommodation in a clean and tidy state at the end of the event, and are to complete an arrival and departure check list which is to be provided by the accommodation provider.
		2. The accommodation provider is to be present upon initial inspection of the accommodation and at the handover. The officials will identify any obvious faults and/or defects within the accommodation at this stage and will have a further 24 hours to identify any others.
		3. Any claim for damages or extraordinary cleaning must be made against the individual official(s) concerned **and not the Authority**.
2. **Competitors’ Accommodation**. Arrange accommodation for approximately 400 personnel in self-catering apartments. All competitors accommodation is to be included as part of the contracted price and must be within 4km of the Race Office.
	1. The Contractor shall comply with the following requirements as part of the contracted price:
		1. Bed linen and towels are to be provided.
		2. Accommodation is to be in the form of self-catering flats or apartments for teams, consisting of 4-12 people. Males and females must be separated and under 18 year olds cannot share with over 18 year olds.
		3. Each team is to be accommodated in the same apartment or 2 apartments within 100m of each other. 1 facility must provide catering facilities for each entire team.
		4. Room allocation for teams is to be based on a single occupancy of permanent adult sized beds with enough space to store 4 pairs of skis per person and personal training kit.
		5. Self-catering accommodation is to include a refrigerator and sufficient kitchen and dining facilities to enable hot meals to be prepared and eaten.
		6. Suitable parking is to be provided on location or within the near vicinity to cater for at least one minibus or similar, per team.
	2. The contractor is to notify all personnel upon check-in to the accommodation of any additional accommodation facility charges which may apply that are not included as part of the contracted price. Any additional accommodation facilities not included as part of the contracted price which have been requested/acquired by individual competitors are to be arranged and paid for by each competitor outside of the contract, upon check-out of the accommodation.
		1. Teams will return accommodation in a clean and tidy state at the end of the event, and are to complete an arrival and departure check list which is to be provided by the accommodation provider.
		2. The accommodation provider is to be present upon initial inspection of the accommodation and at the handover. The teams will identify any obvious faults and/or defects within the accommodation at this stage and will have a further 24 hours to identify any others.
		3. Any claim for damages or extraordinary cleaning must be made against the team/individual competitor(s) concerned **and not the Authority**.
3. **Visitors’ Accommodation**. Negotiate prices for Visitors’ Accommodation on a Bed and Breakfast basis in a local hotel at the best obtainable rate. This accommodation is to be arranged and paid for outside of the contract.