

**STATEMENT OF REQUIREMENT (SOR) FOR
PROVISION OF SERVICES AND FACILITIES FOR EXERCISE TELEMAR TITAN 2016-19**

1.0. General

1.1. Definitions are:

AWSA:	The governing body for Telemark skiing within the Army. The term "AWSA" is synonymous with "Exercise TELEMAR TITAN" and Championship's Authority Officials for the purposes of this Requirement.
ATSA:	Army Telemark Skiing Association, the element within AWSA that delivers Telemark Ski Racing.
Contractor:	The relevant authorities of the selected Venue.
Championships/Event:	Exercise TELEMAR TITAN
Venue:	Championships location

1.2. Exercise background and length:

1.2.1. Exercise TELEMAR TITAN is the Army Telemark Skiing Championships, which is run in January each year by the Army Telemark Ski Association. These Championships have been running for since 2007.

1.2.2. The Championships are split into two levels: Development and Championship races. All competitors participate in the 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.

1.2.3. The Championships takes place over 11 days with the Authority officials in resort for approximately 14 days. The Championships will also see skiers from the other UK Military organizations (RAF, RN) and other civilian organisations competing. There will be a number of VIP visits during the event; the number of VIPs usually totals 5.

1.3. Key User Requirements. This SOR has the following KURs:

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

1.3.2. The resort should not be more than 3 hours from an international airport and a maximum distance of 1200km from Calais, France with good transport links.

1.3.3. 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. This decision is the responsibility of the Authority although local knowledge will be sought from the Contractor.

1.3.4. The availability of sufficient and affordable accommodation within reasonable travel time (max 20 mins) of the Championships.

1.3.5. Race offices to enable appropriate co-ordination for the Championship events in accordance with Para 3.7 to this SOR.

1.3.6. 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.

1.3.7. The Contractor will provide Authority officials with Telemark Ski equipment for the duration of the Championships and provide additional hire facilities for competitors seeking to individually hire Telemark ski equipment at their own expense.

1.3.8. All safety equipment provided is to meet the relevant FIS regulations.

1.3.9. The Contractor must be able to speak and write English fluently and demonstrate a history of delivering FIS level Telemark competitions.

1.3.10. 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.

1.3.11. The championships must take place in a window between 1 – 25 January with competitors arriving on a Saturday. Committee members require to arrive a minimum of 1 day prior to the competitors.

1.4. Capacity of event. There will be a maximum of 170 participants, comprised of 150 competitors and 20 Authority officials, taking part in the Championships each year.

1.5. Stakeholders

1.5.1. The Contractor – the organisation selected to deliver the Championships.

1.5.2. The Sponsor – the Army Winter Sports Association (AWSA).

1.5.3. The Users – Telemark ski competitors (teams and/or individuals) and Authority Officials.

1.5.4. The Project Manager – Exercise Director.

1.5.5. Authority Officials – selected Regular/Reserve Army personnel in support of the competition.

2.0. RESPONSIBILITY OF THE CONTRACTOR

2.1. 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 Race Jury is the authority for this decision.

2.1.1. It is important that during the Event non-participatory leisure skiers do not take precedence over the requirement for training and racing.

2.1.2. The Venue should be located no more than 3 hours from an international airport and ideally no more than 1200km from Calais, France.

2.1.3. 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 vertical drop of 500m on at least one race piste. Development Races need not have FIS Homologation but are subject to scrutiny by an FIS TD for suitability. Development races require a vertical drop of 150m.

2.1.4. The Venue is to be deemed snow-sure for the duration of the Championship.

2.2. Safety. Relevant standards to be met for safety and competition (list standards or equivalent)

2.2.1. The following FIS Telemark safety standards must be met for all races.

2.2.1.1. All snow canons have to be protected by mattresses.

2.2.1.2. A net must be placed from the top to the finish line in case of a slope opened to the public. In certain cases, double nets must be placed with a gap between both to serve as a shock absorber.

2.2.1.3. Nets around the 360°.

2.2.1.4. No material around the jump.

2.2.1.5. No wooden flags in the cross country sections, 360° and anywhere along the course.

2.2.1.6. No colour chemical product placed on the piste without spaces for the jump lines.

2.2.1.7. Rescue patroller(s) must be first aid trained and have the equipment and expertise to effect an on-piste rescue.

2.2.1.8. In case of using finish line poles, they must be protected to FIS standards to prevent injury to competitors.

2.3. Competition / Event dates

2.3.1. The championships must take place in a window between 1 – 25 January with competitors arriving on a Saturday. Committee members require to arrive a minimum of 1 day prior to the competitors.

2.3.2. Advanced preparation and Visits. The Contractor shall host 2 visits 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).

2.3.3. 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.

2.3.4. The Contractor shall be responsible for providing a secretary and for the circulation of minutes for progress meetings. Minutes recording decisions and actions shall be published no later than 15 working days after the date of the meeting.

2.4. Accommodation. The Contractor is to ensure the availability of sufficient and affordable accommodation within the locations detailed below for Authority Officials, Users and Visitors. All accommodation is to be booked and paid for out side of the contract:

2.4.1. Authority Officials' Accommodation. Authority officials' accommodation is to be located within walking distance not more than 750 metres of the race office.

2.4.2. Users' Accommodation. Users' accommodation is to be located within 20 mins walking distance of the Championships event location.

2.4.3. Visitors' Accommodation. Visitors are to be accommodated within walking distance not more than 750 metres of the ski lifts.

2.5. VIP Reception

2.5.1. The Contractor is to arrange facilities for a VIP reception for up to 70 persons on the middle Saturday of the championships starting from 1830hrs. Prior to the event, the Exercise Director will confirm funding arrangements for the reception, which is to be spent on food and drink and paid for outside of the contract.

2.6. Race office requirements for competition

2.6.1. 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 1300 hours on the Thursday prior to the competitors' arrival and will be returned on completion of the event.

2.6.2. Location and Dimensions. It 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.

2.6.3. Facilities. The office must provide a working environment that meets relevant Health & Safety regulations and be equipped with the following:

2.6.4. 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.

2.6.5. Access to a minimum of 1 x photocopier with a sorting and stapling capability, supplied with 12,000 sheets of A4 photocopier paper and the means to obtain extra paper if required.

2.6.6. Seating and tables:

2.6.7. Administration: 2x 4 foot table and 2x chairs.

2.6.8. Mini Work/conference table capable of seating 8 people.

2.6.9. Keys to the door.

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

2.6.11. 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 Authority.

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

2.6.13. Availability. All the requirements noted above must be ready for use when the Authority's officials arrive in resort at 1300 hours on the Thursday prior to the competitors' arrival.

2.7. Arrival briefing and prize giving requirements

2.7.1. Arrival Brief. The Contractor is to arrange facilities for the arrival brief. 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.

2.7.2. 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 (Wednesday). The use of a Public Address system is desirable but not essential depending upon the ambient noise levels. Cleaning of the Venue afterwards is the responsibility of the Contractor.

2.7.3. 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 approximately 20-30 persons, for exclusive use from 1730 – 1930 hours each day.

2.8. Individual Event Requirements

2.8.1. For safety, during racing all competition slopes are to be closed to all except Championship racers and Authority officials. All equipment provided is to meet the relevant FIS regulations.

2.8.2. Course Preparation/Setting. The Contractor will be expected to provision services and equipment for both the Championship and Development races. This is to include provision of a FIS homologated slope, complete with relevant security equipment as required by the homologation, FIS homologated timing and suitable back up timing systems. The Contractor will provide manpower necessary for the conduct of the programme of racing, including course sliders and timekeepers and advice on course setting. The Authority will provide race equipment such as gates, flags, drills and the manpower to set and maintain the course.

2.8.3. The provision of a suitable Novice race slope only for the Development Races. The Authority will provide wireless timing equipment and other race equipment.

2.9. Courses

2.9.1 The championship is split into two levels: Development and Championship races. All 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. Recent years have seen a 60:40 ratio split between Championship and Development races but the exact split is dependent upon skier ability. Borderline line skiers may be allowed to ski the Championship GS and then placed in the development race thereafter depending upon conditions.

2.9.2. The ski course requirements are as follows:

Event	Desired Vertical Drop (VD)	Minimum Vertical Drop (VD)	Other
Qualification Race	100-200m		One run - All competitors.
Championship Giant Slalom	250-450m	200m	Two runs, reset between runs.
Development Sprint	50-150m		Two runs, reset only if conditions require
Championship Sprint	100-200m	100m	Two runs, reset between runs
Championship Classic	250-500m	250m	One run
Development Classic	50-150m		One run
Mountain Race	500m	Approximately 1 hour of ascent	
Parallel Slalom	70-120m	60m	This is a planned race for future Championships

2.9.3. The minimum VDs are only acceptable in the event of poor 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.

2.9.4. 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 made available to the Authority Officials in the resort, at the start of the championships.

2.9.5. Development Races need not have FIS Homologation but are subject to scrutiny by an FIS 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.

2.9.6. 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.

2.9.7. Telemark-specific obstacles shall be built to FIS specifications and are subject to scrutiny and adjustment, if necessary, by a FIS TD.

2.9.8. The skating area shall normally be by the finish and allow the competitor to cross the finish line from either above or below.

2.9.9. Races shall normally be of mixed gender and category.

2.10. 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 (360 degree turns) shall be used to slow racers in the descent.

2.11. Time Keeping. The Contractor is to meet the following requirements for timekeeping and results:

2.11.1. Provide timekeepers and homologated equipment including back up and hand held timing.

2.11.2. Produce a printed record of individual results for each race showing first run, second run and total times including penalties.

2.11.3. Produce a FIS Timing report for each day of racing.

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

2.13. Training sessions/external coaching requirement. The Championships begin with up to eight days of Telemark specific coaching at various levels of competence. Coaches are to be provided by the Contractor and must hold internationally recognised Telemark ski instructor qualifications. The teaching ratio must not exceed 1:10.

2.14. Equipment. The items to be provided by the Contractor are listed at Appendix 2 to this SOR:

2.15. Gate Judges. Gate Judges are to be provided by the Contractor for the Championship Races and by the Authority for the Development Races.

2.16. Drinks. Hot (refreshing) drinks shall be provided by the Contractor for competitors at the finish of both runs of all championship races and soup shall be provided at the finish of the mountain race. Drinks are to be organised and paid for outside of the contract.

2.17. Resort Facilities.

2.17.1 Medical. The venue must have ready access to medical facilities for day-to-day ailments and the Contractor is responsible for adequate emergency medical cover during organised events.

2.17.2. 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, committee 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.

2.17.3. 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 desirably heating.

2.17.4. Refuse disposal. Is the responsibility of the Contractor.

2.18. Ski/lift passes. 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.

2.19. Contractors' 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.

2.20 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 his requirements under the contract.

3.0. RESPONSIBILITY OF THE AUTHORITY

Ser	Appt	Event		Source	
		Development	Championship	Contractor	Authority
1	Championship Director	X	X		X
2	Tech Delegate	X	X		X
3	Chief of Event	X	X	X	
4	Chief of Race	X	X		X
5	Course Setter	X	X		X
6	Chief of Course	X	X	X	
7	Referee	X	X		X
8	Asst referee	X	X		X
9	Paramedic 1	X	X	X	
10	Paramedic 2	X	X	X	
11	Gate Judges	X			X
12	Gate Judges		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 1	X	X	X	
18	Finish referee 2	X	X	X	

Ser	Appt	Event		Source	
		Development	Championship	Contractor	Authority
19	Authority officials	X	X		X
20	Photocopying/distribution of results	X	X		X
21	Radios/Comms	X	X		X
22	Mobile phones for key personnel	X	X		X
23	Trophies	X	X		X
24	Bibs		X		X
25	Sponsorship banners	X	X		X
26	Host Official Visitors	X	X		X

4.0 CHAMPIONSHIPS CANCELLATION

4.1. 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.

4.2. No Snow. If weather conditions such as poor visibility, high winds or insufficient snow prevent the Championships from taking place, the Contractor is to provide a reserve location in time to deliver the event and which must be within 45 minutes driving time from the primary venue. The Authority will take the executive decision on suitability of snow conditions prior to the event in consultation with the Contractor.

LIST OF APPENDICES

Appendix 1: Provisional Event Race Programme

Appendix 2: Equipment Table

Provisional Event Race Programme

DAY *(Date)	DAY No	NIGHT No (Off/Comp)	TELEMARK TITAN	REMARKS
Thursday	-2	N/A	Officials Arrive	
Friday	-1	1 / 0	Officials Set Up	
Saturday	0	2 / 0	Teams and Competitors Arrive	Competitors Brief (This includes mandated safety requirements)
Sunday	1	3 / 1	Training	Day 1 of Training
Monday	2	4 / 2	Training	
Tuesday	3	5 / 3	Training	Gate Training required
Wednesday	4	6 / 4	Training	Gate Training required
Thursday	5	7 / 5	Training	Jump Training mandated – Small jump required Gate Training Required
Friday	6	8 / 6	Qualification Race	Race / Closed piste required. Small jump required.
Saturday	7	9 / 7	Championship Giant Slalom (GS)	Jump required. Gates judges to be provided.
Sunday	8	10 / 8	Development Sprint (Dev SP)	Small jump and Novice piste required with sufficient space for skating. Normally the Authority set the course and conduct the timing.
Monday	9	11 / 9	Championship Sprint (SP)	Full homologated course and timing required with jump, rap/loom and skating section. Gate judges to be provided
Tuesday	10	12 / 10	Championship Classic (CL) Development Classic (Dev CL)	CL as above for SP. Dev CL as for Dev SP with longer skate.
Wednesday	11	13 / 0	Mountain Race Prize Giving	Mountain race of approx. 1.5 hours duration, both on and off piste.
Thursday	12	N/A	Competitors Depart	Close down process
Friday	13		Committee Depart	

EXERCISE TELEMAR TITAN 2016-19 EQUIPMENT TABLE

1. The following items are to be provided by the Contractor:

Snow Guns
Snow Cement & Chemicals (when appropriate)
Finish Barriers
Safety Matting
Sufficient Type B safety netting to protect the courses as directed in the homologation certificate or by the FIS TD.
Start Clock/Beeper
Timing Equipment (incl back-up)
Electronic Relay (if available)
Finish Hut
Scoreboard
Public address system
Picks & shovels
Rakes
Drills, chucks and gate keys
Machinery to build jumps quickly and safely
Dye and sprayers
Poles
Gate Flags (GS), Red, Blue and Yellow
Start Hut/Tent
Drills, chucks and gate keys
Shovels
Equipment to be provided for the Authority by Contractor
Altimeter x 1
Air Thermostat x 1

2. The following items are to be provided by the Authority:

Gate Judge sheets	x 250
Millboards/Folders/Pencils	x 15
Seeding Computer/Processor	x 1
Race Bibs	x 100 + 6 Forerunner bibs
Radios	x 10 minimum