



FIL Playbook

for event organizers
of luge World Cups and
Championships on artificial
tracks 2024/2025 Season

General regulations
Guidelines

FÉDÉRATION INTERNATIONALE DE LUGE
INTERNATIONAL LUGE FEDERATION



www.fil-luge.org

Foreword

In an era marked by the continuous evolution of the sports landscape, it is imperative for us, as event organizers of Luge World Cups and Championships, to maintain a position of leadership. This playbook transcends mere instruction - it embodies a comprehensive compendium of proven methodologies, guidelines, and recommendations meticulously crafted to assist you in orchestrating premier events at the pinnacle of excellence.

The hosting of World Cups and Championships constitutes a weighty responsibility that rests squarely upon your shoulders as organizers. It demands not only meticulous planning but also technical prowess and a profound comprehension of the exigencies of athletes, officials, and spectators alike.

In this updated iteration of our playbook, we have undertaken a thorough review of the experiences gleaned from the 2023/2024 season and derived pertinent insights. In doing so, we have effectuated certain refinements to enhance the efficacy of the event organization process. Fundamentally, in our estimation, the efficacy of the novel system has been demonstrably validated, and we harbor every confidence that it will continue to yield a beneficial impact in the forthcoming season.

Our focus is now increasingly centered on the distinctiveness of each organizer, their geographical milieu, and the personalized coordination between the FIL and the organizer. We acknowledge that each organizer possesses unique strengths and confronts individual challenges, and it is our aspiration to ensure that these attributes are optimally harnessed to fashion outstanding events.

This playbook is underpinned by years of accrued experience and expertise from the FIL, supplemented by collaborations with seasoned organizers of Luge events across the globe. It is conceived as a compendium designed to facilitate the seamless orchestration of top-tier events and to further fortify the identity of FIL events as a collective brand.

We extend our sincere gratitude for your unwavering dedication and fervor for the sport of Luge. Together, let us chart a course toward making the 2024/2025 season yet another watershed moment in the annals of Luge.

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1. General regulations

1.1 Basic regulations

All regulations applicable in the IRO for the hosting of a FIL competition are binding. In addition, the requirements for the event organizers are specifically highlighted in this playbook. The points which are not shown will be regulated in the agreement between FIL and event organizer as well as in the minutes of the World Cup preliminary meeting.

The first contact person regarding the organization of all FIL competitions is the FIL Sports Director.

1.2 Agreements FIL – event organizers

Written agreements are concluded between the FIL and the respective event organizers for championships and World Cups (including Nations Cup, Team Relay and **Mixed**) in the general class. These agreements will be fixed on the basis of the IRO, the FIL Anti-Doping Code, the FIL Brand Book, the FIL Code of Ethics and this Playbook. Only with the signing of the agreement the award is finally confirmed. A preliminary contract can be concluded to secure the contract.

1.3 FIL advertising rights

- The FIL awards the advertising rights to partner agencies. These are confirmed by the presidium and/or executive board resolution.
- The partner agencies, in coordination with the FIL, will inform the event organizer about a justified approval or cancellation of the co-sponsor. After receipt of the documents from the event organizers (the FIL exclusivity clause must be observed).
- The presentation of advertising (sponsors) is determined in individual agreements between the FIL and the event organizers. If the FIL advertising rules are changes, event organizers must be informed in due time.
- The exact advertising rules of the FIL as well as the presentation and use of the logos are regulated in the FIL Brandbook.

1.4 Regulations regarding costs

The execution of all FIL competitions is the responsibility of the event organizer.

This includes in particular:

- Any costs for track usage and other necessary infrastructure
- Preparation costs
- TV-Production costs
- Hospitality and special activities
- Costs of the FIL bodies:
 - Cost of room and board of the FIL Representative (only WCh and JWCh)

- Cost of room and board of one employee of the FIL marketing agency commissioned with the installation of the advertising material.
- Cost of room and board for one members from ST-Sportservice
- Cost of travel and room and board for the jury and the technical delegates (without sport director)

- The travel expense claims will be checked and confirmed on site by the FIL Sports Director; afterwards they are to be transferred to the officials by the event organizer. If the travel expenses of the above-mentioned officials are higher than € 500, The FIL will pay half of the amount exceeding € 500. (see **enclosure A**)

- General costs:
 - Medals for ranks 1 to 3 – World Cups including Team Relay World Cups and **Mixed World Cups**, Junior World Cups, Continental Cups, and Nations Cups. (Medals/trophies for the World Championships, Continental Championships, Overall World Cup, Overall Junior World Cup, and the Overall Continental Cup are provided by the FIL.)
 - Medical service according to § 6 of the IRO
 - Meeting rooms and interpreters
 - Posters, advertisements and **any other promotion** (according to the FIL Brandbook)
 - **VIP / Hospitality Areas**

1.5 Final provisions

The content of this playbook forms the basis for the event organizer to apply for, prepare, and stage a FIL competition in accordance with FIL requirements.

This Playbook can be changed by presidium resolution.

2. Naming rights of the venue

Existing agreements on a right to use the name of the respective sport venue require the approval of the FIL and the partner agencies for FIL competitions (general class). In particular, the FIL reserves the right not to use the name.

More information can be found in the FIL Brandbook.



3. Travel expenses for FIL officials

Below is the current version of the travel expense report. For your claim, please use the attached document (enclosure A):

FÉDÉRATION INTERNATIONALE DE LUGE
INTERNATIONALER RODELVERBAND
INTERNATIONAL LUGE FEDERATION
Oberst-Lepperdinger-Straße 21
5071 Wals-Siezenheim, Austria
ZVR 801319517



Travel Costs Reimbursement for FIL officials during competitions and Commission Meetings

(valid as of April 1, 2023)

Name: _____ First Name: _____ Function: _____

Travel from: _____ to: _____ and back

Start of the journey (date/time): _____

End of the journey (date/time): _____

Reason for travel: _____

1. **Expenses for** (Flight, rental car, ship, ...) € _____

Private car: _____ km (per km = € 0,55; max. € 500,00) € _____

2. **Accommodation costs** (with receipt)

_____ nights, per night € _____ € _____

3. **Daily Allowance: over 12 hrs absence: € 70; 8-12 hrs absence: € 35**

(when meals are free, the following amounts must be deducted for each day:
breakfast € 10; lunch € 20; dinner € 20; full board € 40)

The recipient is personally responsible for the tax and social security treatment of daily allowances and the meeting allowances!

1st day € _____
2nd day € _____
3rd day € _____
4th day € _____
5th day € _____
6th day € _____
7th day € _____
8th day € _____
9th day € _____
10th day € _____

4. **Other costs** (with receipt and justification) € _____

Total: € _____

I confirm hereby the accuracy of the information:

Date: _____ Signature: _____

Amount Received: _____ Date: _____ Signature: _____

Bank Transfer: _____ Account Number: _____ Bank Code: _____

IBAN: _____ BIC: _____

Bank: _____

All travel costs must be submitted and charged to the FIL within 90 days.

Travel expense reports received after this deadline will not be reimbursed.



4. Playbook for event organizers

4.1 Check list for the event organizer of FIL competitions (general class)

Based on these guidelines, the FIL Sports Director and, if possible, the respective representatives of the individual departments will hold a preliminary meeting to determine the current status of the preparations for the event. Individual areas can be discussed and adjusted. The sport director will keep minutes of this preliminary meeting.

A	Sport
1	Basic documents for FIL event organizers
	<ul style="list-style-type: none"> - Contract FIL <-> Organizer - FIL Brandbook - Questions about the current IRO - FIL Ethics Code - FIL Anti-Doping Code
2	Preparation/follow-up of meetings/measures
	<p>Preliminary meeting of the event organizer with the sports director and the responsible persons of the individual departments after coordination of dates between the sport director and the event organizer.</p> <p>During the event the following consultations OC with FIL officials present should be held:</p> <ul style="list-style-type: none"> - Immediately after arrival/beginning of event last minute check head of OC, sport director, technical director - If required briefing of judges through race director, jury, TD - If required meeting regarding current tasks of race director, jury, TD, chief of track - If required meeting for officials to inform about ITO changes - Preparation of team captains' meeting - TV meeting - Planning the setting up of fixed cameras during training breaks - Doing a camera check after all cameras have been set up - Continuous communication between event organizer and sport director in preparation for the event - Continuous provision of all relevant information <p>Approx. 1 hour after the award ceremony, meeting with the sport director and (according to availability) the responsible persons of the individual departments.</p>
3	Financial information
	<ul style="list-style-type: none"> - The FIL free run vouchers: 25 EUR - What is the cost of a run by the track operator? - Amount of the entry fee: 20 EUR (singles) or 30 EUR (doubles) or 50 EUR (team relay or 40 EUR (mixed event) - Amount of the increased entry fee (in case of in- correct online entry): singles/ doubles 50 EUR. - For each registered athlete an entry fee will be charged. - At each event each participant or sled pays only 1 x entry fee. Team Relay separated. - At the Mixed Event, payment must be made per registered team.

4	Race invitation
	<p>According to supplement D of the Playbook</p> <ul style="list-style-type: none"> - Draft to sport director and agencies by October 1 at the latest - After confirmation, publication on the FIL website - Event organizers publish the invitation and other information about the event on their own website
5	Schedule for FIL officials and other event partners (enclosure B)
	<p>The information (enclosure B) will be sent by the sports director in the run-up to the event.</p> <p>Contemporary level of accommodations (4 Starts category) for FIL officials within a reasonable distance to track (clean & friendly, on-site parking, free and stable wi-fi in the entire hotel area).</p> <p>The hotel selection is communicated with the sport director at the preliminary meeting or beforehand.</p>
6	Personnel
	<ul style="list-style-type: none"> - OC - Judges - Race director - Press officer - Interpreter - Track Speaker / Time Keeper - Moderator - Track worker/sweeping crew - Volunteers - Stewards/security service - Veranstaltungs-Meister (in charge of TV-Production safety) - Medical personnel / emergency services
7	Provision of rooms for:
	<ul style="list-style-type: none"> - Start preparations of athletes - Equipment and sled (start and outrun) - Possibility for athletes to change their clothes in the outrun area - Team captains' meetings/drawing - Working rooms for FIL officials - Press center - Anti-doping room (Concept ITA/WADA) - Lockable and warm working/storage room for RGS, which should be centrally located, if possible at ground level (size: 4 m x 4 m)
8	List of telephone numbers of responsible persons
	Creation and distribution to the officials assigned to the event (can be digital)
9	First-aid room
	For the medical protection of the athletes, a first-aid room at each track is mandatory.
10	Preparation of the Team Captains' Meeting
	<p>1st TCM online organized by the sport director</p> <p>2nd TCM in person</p> <ul style="list-style-type: none"> • Room with projector/monitor • Group of people • Drinks / snacks

11	Online registration DokuMe
	<p>Registration deadlines:</p> <ul style="list-style-type: none"> - by numbers 14 days before beginning - by names Wednesday of previous week - registration fee must be paid for every registered athlete - Is there a login for DokuMe?
12	Provision of all measuring devices
	<p>According to §§ 5 + 10 IRO incl. inspections for athletes:</p> <ul style="list-style-type: none"> - FIL scales are available for weigh-in and weight checking - 2 scales must be available at each start level - These must be available and in operation 90 min. before the beginning of each competition run - Temperature measuring devices are brought by the Technical Director.
13	Technical requirements of event venues
	<ul style="list-style-type: none"> - Voice communication incl. radios (not FIL) - Internet connection (wireless) for jury and TD room - Video surveillance system - Printer Network / Timing finish / Start - Wind meter, position - Information on rank and run time in the outrun, clearly visible for athletes and spectators - When is the mandatory maintenance of the timing system scheduled? - Submission of the maintenance protocol to the FIL Sports Director
14	Track – Training/Competition
	<ul style="list-style-type: none"> - Changes in construction since last season? - Putting up national flags, FIL and sponsor flags - Closing off start areas and finish outrun/Parc Fermé (sled control) - Marking of accreditation areas - Installation of TV monitors in the finish as agreed with sports director - Live-Ticker in the team area (at the finish) - opening of sun screens/beginning of official training - Preparation and protection in case of snow fall, sweeping yes/no - Daily track preparation - Placement of under ice advertising and color markings in the ice as well as at light barriers start + finish + intermediate times - Issue of start numbers - The event organizer provides the start number bibs in the World Cup for the Nations Cup and at WCh for the preliminary run and sprint qualification. - Bibs for the World Cups including team relay and Mixed are brought by the sport director - No training on the track on the travel day as per official daily schedule - Max. two forerunners, no posrunners - General appearance of the facility

15	Measures for Team Relay & Mixed Event
	<ul style="list-style-type: none"> - Relay/Mixed briefing of all involved officials, including Relay/Mixed test - Additional staff for securing the team relay / mixed event - Additional vehicle for taking a team up to the start if required during the competition - Provision of a relay/mixed team (min. 4 sleds / 2 sleds) for the relay/mixed test as well as a forerunner - Installation of a <u>new</u> finish touch pad for every competition (is supplied by the Sport Director) - Installation of the relay equipment is carried out by the track / inspection by FIL. - When does the installation take place? Touchpad is provided by the TD
16	Measures for Sprint
	<ul style="list-style-type: none"> - Request radio frequency for <i>ST SPORTSERVICE</i> - Installation of the sprint arch is done by the track / inspection by the FIL - When does the installation take place? <p>Sprint light is provided by the technical director</p>
17	Ceremonies
	<p>Based on the FIL's instructions (see point 3.2 – notes for ceremonies), which have to be coordinated with the sport director:</p> <ul style="list-style-type: none"> - Winner's Presentation - Handing over of special start number bib to the World Cup leader - Award ceremonies - OC member responsible for ceremonies (presentation of winners, award ceremony) <p>Provision of:</p> <ul style="list-style-type: none"> - Advertising-free mascot or comparable (previously flowers) - Medals (World Cups, Mixed World Cup, Team Relay World Cups, Nations Cups)
18	Anti-Doping tests
	<p>At FIL competitions, anti-doping tests will be announced by the ITA and will be coordinated with the event organizer (costs covered by ITA/FIL).</p> <p>Anti-doping facility according to ITA specifications (see point 4.)</p>
19	Creation of list of crashed athletes
	<p>An overview of all crashes (during official training and competition), has to be submitted to the Sports Director (see point 3.4 and annex C)</p>
B	Marketing
20	Accreditations according to FIL specifications and implementation
	<p>The FIL season accreditation is carried out by PLARAS</p> <p>Each event organizer adds its own accreditation for its group of persons according to the FIL accreditation format list. (see FIL Brandbook)</p> <ul style="list-style-type: none"> - Where is the accreditation? - Opening hours - Parking for VIPs
21	Printed material based on FIL Brandbook
	<p>Obtain agency confirmation of production of materials (such as posters, program booklets, and other printed materials) prior to printing. (see FIL Brandbook)</p>

22	Presentation of FIL sponsors
	<p>Planning of time periods allowing putting up all advertising material in a best possible way (integrated in the training schedule by the Sport Director)</p> <ul style="list-style-type: none"> - Timely and orderly provision of the event organizer's sponsor's logo and mounting material by about 10 a.m. Monday before the event - Deadline for announcement of event organizer's sponsor and provision of the logo: 2 months before the event - 10 days before Monday of the event week. - Consultation with RGS as necessary <p>According to agreement the OC has to provide the following:</p> <ul style="list-style-type: none"> - Installation and advertising material by Monday before the event at the latest - Stickers and signs according to specifications - Wood: dry, well-sorted, without screws - Preparation of substructures: substructure leaders' box and backdrop for awards ceremonies - providing helpers if required - Dismantling or obscuring of third-party sponsors on the track premises and in areas by arrangement by 10:00 a.m. on the Monday before the event. - Guarantee of visibility of advertising boards during the competition - Planning of at least 60 minutes after the last competition has ended for RGS to dismount advertising material - If a follow-up event is planned after the conclusion of the World Cup, this must be coordinated with the Sports Director at an early stage. <p>Preparation of material with presence of sponsors according to specifications given in the Brandbook:</p> <ul style="list-style-type: none"> - Program brochures/flyers - Start and results lists (training) - Posters - Accreditations - VIP tickets - Continuous use of official race titles <p>Setting up backdrop walls with presentation of sponsors (with RGS):</p> <ul style="list-style-type: none"> - Presentation of winners/awards ceremony - Outrun - Start area - Leaders box - VIP areas - Press conference / press center - Playing of the commercials of the main sponsors sent by the agencies on the video walls (see FIL Brandbook). - If no commercials are provided, the logos of the main sponsors are to be shown several times. (in consultation with RGS) - Integration of the logos of the main sponsors with linking on the event organizer's website and on social media <p>Creation of a space for the use of a mobile info stand or fan shop if required.</p> <p>Any special advertising formats (e.g., under ice advertising, etc.) and/or undefined advertising actions should be submitted to FIL partner agencies by October 15th, as per the FIL enclosure form (FIL Brandbook - Appendix).</p>

23	Setup of finish outrun area
	<ul style="list-style-type: none"> - Coordination of the detailed arrangement of the finish outrun area with the sports director, TV and press, RGS - Determination of positions of TV monitors Provision of security personnel during the competition
24	Spectator stands
	<p>Permanent stands:</p> <ul style="list-style-type: none"> - Number.... - Size.... - Positions.... <p>Temporary stands:</p> <ul style="list-style-type: none"> - Number.. - Size:.... <p>Positions:....</p>
25	Video walls
	<ul style="list-style-type: none"> - Number - Size.... <p>Position....</p>
26	VIP areas
	<ul style="list-style-type: none"> - Where is the VIP area located? - For how many people? - Quality / furnishings? - Separate restrooms yes/no - Closed off VIP area on the spectator stands - Food and beverage service - Monitors and information system in the VIP area Special features VIP area
C	Media
27	Media + television work
	<p>This is based on the specifications of the Guidelines for Media Work in the Playbook (point 6 Guidelines for Media Work)</p> <ul style="list-style-type: none"> - Support from event organizer including planning or mounting of required television monitors including bases for them - TV-Compound - TV-Crew hospitality - TV test - TV meeting - Ensuring electricity supply according to the agreement and consultation - Information about amount of coverage/TV times in the host country <p>Planning of approx. 60 minutes after the last competition has ended to dismount TV equipment in and at the track (exact time required to be discussed at TV pre-check).</p>

28	Press
	<p>The basis are the specifications of the guidelines for media work in the Playbook (point 6 - guidelines for media work):</p> <ul style="list-style-type: none"> - Press releases - Press center Where? - WIFI - photocopier - newspapers (local) - checkroom - lockers - opening hours - Is there a press conference planned? - Shuttle service - Catering
29	Internet presence & Social Media
	<p>The brief event description (Appendix F) must be sent to the Sports Director during the preliminary meeting.</p>
30	Promotion
	<p>Event advertising to achieve higher number of spectators e.g.:</p> <ul style="list-style-type: none"> - Posting at prominent points - Information at the town entrance, advertising in the town - Information to local hotels or tourist information - Program booklets, flyers (can be digital) - Use of QR codes - Spectator information (start lists) - Advertising on the homepage of the event organizer, the track and/or umbrella organization - Promotion on social media of the event organizer, the track and/or the umbrella organization - Promotion and/or cooperation with regional and/or national media Radio commercials - Influencer
D	Event
31	Infrastructure
	<ul style="list-style-type: none"> - Catering for athletes/team staff, officials during competition days (fruit, snacks, cold and warm drinks) - Catering for spectators on competition days (stands etc.) - Sign-posting with information and guidance system - Transportation for athletes, coaches, and support staff - Creation of a rescue plan before the event - Spectator restrooms - Sufficient parking spaces for teams - Preparation of parking passes - Arrangement of areas cordoned off How many security personnel on duty?

32	Internet connection
	<p>A fiber optic connection is recommended</p> <ul style="list-style-type: none"> - How much bandwidth is available? - In which areas of the track is there wi-fi? - Separate wi-fi for: <ul style="list-style-type: none"> - Press (press center as well as outrun) - TV World Feed (Broadcast): 100 Mbps Up/100 Mbps Down & Mixed Zone: min. 20-50 Mbps Upload for TV rights holders - FIL TV (FIL Live Steaming / FIL Studio) - VIP area - Public access (spectators)
33	Special ideas/activities
	<ul style="list-style-type: none"> - Support with programs for FIL sponsors - Guests of honour (representatives from politics, business and sports) - Celebrities - Influencers - Which activities were prepared for spectators/children? - Public draw of start numbers - Band or DJ - After race party - Meet and greets - School program - Children and families program - Guest luge rides - Raffles - Opening ceremony (required for WCh and JWCh) can also take place at World Cup Events.
34	Additional events
	Media representatives (separate event)
35	Catering
	Catering for the persons directly involved in the competition (FIL officials, judges, ST Sportservice, TV-Crew)
36	Insurance issues
	The event organizer is obligated to conclude a comprehensive liability insurance for the entire duration of the competition. The sum insured must be sufficient to cover any risks that may arise in connection with the event. Any liability of the FIL is explicitly excluded.
37	Sustainability
	<ul style="list-style-type: none"> - Recycling system available / trash separation - GHG protocol - Sustainability report - No papier, if avoidable - Sustainability concept <p>A sustainability officer must be designated as a contact person within the organizing committee.</p>

4.2 Information on ceremonies

4.2.1 Presentation of winners

Immediately after the conclusion of a discipline competition, the presentation of the winners will take place in the outrun.

The Jury Chair, FIL representative or Sports Director will present the gifts in front of the sponsor presentation wall.

If an overall winner is determined, the trophy for the overall ranking will be presented to him/her at the presentation of winners (request TV, photo, press, social media).

4.2.2 Award ceremonies for World Cup and FIL Championships

- After the presentation of the winners, the awards ceremony for the respective discipline takes place.
- If two or more disciplines are completed on one competition day, event organizers may also hold the award ceremonies after the final deciding heat.
- Award ceremony procedure:
 - Play the FIL anthem (short version)
 - Call athletes, places 3 – 1
 - World Championships, places 6 – 1 (TS and MX 3 -1)
 - Present medals (places 6 – 1) by the Jury Chair, FIL representative or local person
 - Play the winner's national anthem and hoist the flags
 - Handover of gifts and presents (if applicable)
- For overall rankings, special arrangements are made between FIL sport director and the organizing committee.

4.2.3 Award ceremonies for Mixed World Cup and Team Relay World Cup

- After the presentation of the winners, the awards ceremony for the respective discipline takes place.
- Award ceremony procedure:
 - Call athletes, places 3 – 1
 - Present medals (places 3 – 1) by the Jury Chair or FIL representative
 - Play the winner's national anthem and hoist the flags
 - Handover of gifts and presents (if applicable)
- For overall rankings, special arrangements are made between FIL Sports Director and the organizing committee.

4.2.4 Award ceremonies for Nations Cup

- The awards ceremony takes place immediately following the conclusion of a discipline.
- Award ceremony procedure:
 - Call athletes, places 3 – 1
 - Present medals (places 3 – 1) by the FIL representative WITHOUT playing the national anthem and hoisting the flags

4.2.5 Providing the medals

The FIL provides the medals for:

- FIL Championships including Team Relay and **Mixed**
- Overall World Cup ranking, Junior World Cup, Continental Cup, and Nations Cup
- Continental Championships (FIL ECh, APCh, ACh)

The event organizers provide the medals for:

- Daily ranking World Cup, team relay world cup, **mixed world cup**
- Nations Cup (medals)
- Junior World Cup and und Continental Cup

In all cases, the officially approved national anthem must be played. It can also be played in the official short version.

In any case, the award ceremony must be coordinated with the Sports Director during the competition week.

4.3 Assignment of FIL officials

In preparation for the FIL competition, an overview of the assigned officials (including travel dates) will be prepared by the Sports Director and transmitted to the host for the organizers' pre-check meeting (Enclosure B).

Veranstaltung: EBERSPÄCHER Rodel-Weltcup

Anlage B

Zeitraum, Ort: _____



Einsatz FIL-Funktionäre	In	Out	Anreise	Mail	Mobil	Unterkunft	Kosten FIL	Kosten Ausrichter
Jury VS								
Jury- Mitglied								
Jury- Mitglied								
1. TD Andris Sics								
2. TD								
3. TD								
Margit Dengler-Paar								
Britta Semmler Dzösch								
Matthias Böhmer								
ST Sportservice x 2								
ST-sportservice x 1								
Agentur RGS:								
Agentur Infront:								

5. Infrastructure: Anti-Doping Facilities (according to requirements of ITA/WADA)

For the anti-doping controls at FIL events, the organizer must provide adequate premises that will be used as the Doping Control Station (DCS). In order for the controls to be carried out properly, the premises should be designed as follows:

- A waiting room that is located close to the processing room, and not accessible to members of the public. The waiting room must have sufficient space and sufficient chairs to welcome the athletes and chaperones. There should also be sealed bottles of water or other non-alcoholic beverages.
- At least one processing room that is located close to the waiting room with one desk and three chairs (minimum), power and internet access, a garbage bin and when possible a cabinet to store the anti-doping material.
- At least one toilet (if possible two, one per gender), close to the processing room. It must be lockable and have sufficient space for the DCO to witness the passing of the sample.

In addition, care must be taken to ensure cleanliness and hygiene of all the rooms (daily cleaning) and they should be sufficiently heated.

Additional features and/or requirements:

- Marking the room as an anti-doping control station by signs
- Tables and chairs
- Trashcan for the hygienic disposal of waste
- Possibility to wash your hands
- Original packed and sealed drinks for the athletes (non-alcoholic drinks)
- Access control at the entrance to the anti-doping control station
- Written note to athletes to identify themselves at the Anti-Doping Control Station
- Ability to quickly get start and results lists
- For blood controls: Sufficient space for blood collection places

When the DCS cannot be located at the finish line or at a reasonable walking distance from it (less than 5 minutes), there has to be at least one vehicle with a driver, exclusively reserved for the athletes, chaperones and staff that have to go to the anti-doping premises.

6. Guidelines for Media Work

For the benefit of the international luge sport and with the purpose of achieving wide media coverage, the professional preparation, organization and implementation of the press and media areas are indispensable. In this respect, the different interests and requirements of individual media as well as local circumstances are to be taken into account.

On behalf of the FIL

- a FIL Communications Manager (for all media issues in general)
- a FIL TV Coordinator (for all issues in connection with television broadcasts, production, etc.)

are employed. Both are available to the race organizer of FIL competitions (World Cups, World and European Championships) as a contact for their respective subjects and attend the competitions on behalf of the FIL.

FIL Communications Manager

The FIL Communications Manager supports the local chief of press with the public relations work. He/she establishes communication between the local chief of press, media representatives and athletes, presents the winners' press conference and, if desired, an opening press conference, provides media representatives with statistical and biographical information, and prepares press reports on racing days (for FIL homepage).

FIL TV Coordinator

The FIL TV Coordinator acts as a contact between the sport/event organizer and television. In coordination between event organizer, FIL, and the producing television station, he/she coordinates the adjustment of the competition schedule and supports event organizers and television networks with the implementation of the intended television coverage.

6.1 Local Chief of Press

The organizer or the organizing committee appoints a chief of press who has basic knowledge of media work, the sport of luge and sufficient knowledge of English.

He/she is responsible on site for all press and media matters as well as for the corresponding facilities. This includes in particular the functional set-up of a press center, the accreditation, and the distribution of start, result, and World Cup lists.

During the event, the local chief press officer continuously provides the media and television commentators with up-to-date information as well as results without delay.

In consultation with the persons responsible within the organizing committee, he/she will also be the contact person for the media representatives with regard to accommodation, transportation, etc. The name of the local chief press officer as well as his contact details (telephone, e-mail) will be named by the organizing committee in the announcement and will be communicated to the FIL office.

The assignment of the local press officer starts about six weeks before the start of the event. One press release per week is desirable as well as regular visibility on social media and on the event organizer's homepage. This usually includes schedules, announcements, track news, side events, other events, background stories, athlete profiles, and confirmed guests of honor, celebrities, etc.

FIL previews are published on Tuesdays before each event. The editorial deadline for this preview is usually on Monday (12:00 noon). Information that is also interesting on a supra-regional basis is always welcome and may be e-mailed to press@fil-luge.org.

The local chief of press is available to the FIL Communications Manager to support him/her in his/her work. Together, they will decide on press releases, arrange schedules for press conferences and make practical arrangements on site (e. g. determining photographer positions).

Upon completion of the event, the FIL Communications Manager will receive copies of the press releases published in preparation of the event and the accreditation lists (if possible, the journalists present with seasonal accreditation should also be listed). As well, after the event, the press clippings are to be sent to the FIL Communications Manager and the FIL office.

6.2 Accreditations

In addition to season accreditations, the local press officer also carries out media accreditations in consultation with the local organizer. Accreditations will only be issued upon presentation of a valid press card (AIPS card or of the respective AIPS national association). Accompanying persons will receive a guest accreditation.

Attention should be paid to season accreditations and parking permits for media representatives already accredited by the FIL.

Information on accreditation can also be found in the FIL Brandbook.

6.2.1 FIL season accreditations

For those journalists who attend FIL World Cups and championships on a regular basis, season accreditations are issued by the FIL. Even if in possession of a season accreditation, journalists should still register with the respective event organizers.

6.2.2 Accreditation TV crew

The event organizer accredits the TV crew designated by the respective producing broadcaster/licensee (including parking permits) and thus enables access/drive-in to all work areas required for the production to take place. For a defined group of persons of the producing broadcaster, this also includes access to the press center.

The event organizer ensures that only persons authorized for TV production and TV broadcasting are accredited and clarifies the authorizations with the FIL TV Coordinator. The FIL TV Coordinator will prepare an overview of the required TV accreditations for the event organizer in time before the event. This list shows which persons TV have a FIL season accreditation and for whom event accreditations must be issued by the event organizer.

6.3 Press center

The press center should be set up in a sufficiently large, heated (18 - 20 degrees) and lockable room near the finish line. There, the local press officer has access to a PC with Internet connection, a printer, and a telephone connection. The provision of a TV monitor with live picture as well as a TV monitor with the current results list is required. The corresponding cabling to the OB van is the responsibility of the event organizer.

The press center should be used exclusively for the activities of the journalists.

The provision of a sufficient number of workstations (seat + table with a minimum size of 0.7 m x 0.7 m) with a corresponding power supply, according to the number of registered journalists, is mandatory; the special needs of photographers should also be considered here.

The press center must be equipped with WIFI and secured bandwidth exclusively for media (according to specifications). Furthermore, the possibility to make copies must be ensured. On request, a separately ordered data line and a connection for electronic devices must be set up directly at the workplace (radio, live commentary). Payment is made through Medium.

The provision of pigeonholes (for filing press releases, start lists, etc.) for media representatives and an info wall / message board is helpful.

Various daily newspapers should be made available at the press center, if necessary also international ones. It is also recommended to provide a coatrack as well as lockers, in which media representatives can store their valuables and equipment (laptop, photo equipment etc.) during the race.

The press center must be fully functional at least 24 hours before the start of the first race (Nations Cup, training seeded group, preliminary race). From this time on, the local chief press officer will also be available there as a contact person.

The opening hours depend on the requirements. As a daily guideline, two hours before the first start as well as three hours after the conclusion of the races apply; these are also to be published 24 h before the start of the race.

During the competition week, daily social media postings about the training (entry results, start lists, training results, latest news, local features) and a press pre-announcement are required.

The local chief press officer is responsible for providing start lists, results lists and World Cup lists. This concerns all races held in connection with the event (World Cup qualification, Nations Cup, team relay, **mixed** and World Cup main race). All lists must be available at the press center as soon as possible.

These lists can also be found on the FIL homepage www.fil-luge.org.

A press conference with the respective first place winners will be held if required. The FIL logo, the lettering of the FIL sponsors as well as the local sponsor must be clearly visible.

As catering, hot and cold meals as well as beverages are to be offered to the media representatives in the press area from the first event until the end of the competitions.

6.4 Press documents

Current information is available to media representatives immediately in the press center (including disqualifications, jury decisions, postponements, race results, etc.).

The following documents should be available in the press center or handed out on request:

- Local map showing facilities, hotels, etc. relevant in connection with the event)
- Event program (if appropriate invitation)
- Start lists, results, World Cup standings (all races)
- Track sketch
- Track sketch with areas for photographers
- Track records
- Brochures of the FIL sponsors (will be provided by the FIL)
- Athlete's biographies via www.fil-luge.org

6.5 Media areas / Mixed Zone

6.5.1 Photographer positions

Considering the wishes of the photographers, suitable places for accredited photographers will be determined at exposed locations along the track and especially in the start and finish area and around the winners' podium in coordination with those responsible for sports and safety, the FIL Communications Manager, and the TV Coordinator. These must be appropriately signposted and cordoned off. They must also be kept free of snow and ice until the start of the race.

6.5.2 Mixed zone for media representatives

In the finish area, media representatives have an area clearly separated from the public where they can pursue the race and talk to athletes or coaches. This area should be cordoned off with barriers (or similar material, e.g., walls with sponsor panels, etc.) and access

should be restricted. In addition, 1-2 TV monitors (or the media representatives have a free view of the video wall) and a screen with the live results (live ticker) should be available here, on which the race events can be followed, and the current ranking can be viewed; the sound system should be significantly reduced here. In the mixed zone a separate W-Lan for the media representatives is desirable.

6.5.3 Mixed zone for Tv representatives

The finish area must be arranged in a way to enable TV reporters to conduct interviews with athletes and winners without any problems (also in case of live broadcasts) in an area closed off for this purpose (separate area, separated from the media). The sound volume in this area is to be agreed on with the producing television station.

Closed off areas which can only be accessed by the producing television station/licensee have to be provided for awards ceremonies as well.

The licensee is entitled to conduct the first interview with participating athletes, Officials and Coaches.

Details are coordinated on site between event organizer, FIL Sports Director, FIL TV coordinator, and the television station in charge of the production/licensee.

6.6 Transportation

If the press center is not located in immediate vicinity of the track, a shuttle service must be organized by the event organizer.

6.7 Track announcer

The track announcer should supply expert information and contribute to a good atmosphere at the track. Besides the national language, he/she must have sufficient knowledge of the English language. The sound volume of the track announcer should be determined during the television rehearsal the day before the first race.

If possible, the track announcer should not simultaneously act as a timekeeper during the competitions.

6.8 Additional information TV

The organizer generally covers the TV production costs, including stage construction, tv-crew hospitality and direction. The commissioning of the TV production is exclusively done by FIL (in Germany BSD) in consultation with the respective event organizer.

For World Cup or World Championship races, FIL generally holds all TV and internet rights (moving images). The TV rights for the entire European region are governed by an agreement between FIL and the German public broadcasters ARD and ZDF (represented by their agency SportA).

Further, there is the possibility to exclusively grant the television exploitation rights of events taking place in Europe (excluding Germany) to a national broadcaster of the respective host country, provided that they produce a live-capable, international, multilateral signal (live distribution via Eurovision, Geneva) according to FIL's basic requirements for TV production. The further sublicensing of rights to third parties by this broadcaster is prohibited. Any other TV broadcaster interested in reporting in the host country must negotiate the rights with SportA.

During a preliminary inspection, suitable camera positions will be determined in consultation between the producing TV station/licensee, the TV production company, the FIL TV coordinator and the event organizer along the track as well as in the start and finish area, which will be safety-checked and approved by the FIL Technical Director during installation.

The event organizer will provide the producing TV station/licensee with suitable space in the immediate vicinity of the track free of charge:

- TV compound areas surfaces with cleanup layer for the placement of the OB technology (OB van, setup van, uplink, office container and other technical equipment)
- Establishment of a moderation position ("presenter") with direct view of the track
- Installation of commentator booths including sufficient power connections and data infrastructure
- Parking facilities upon agreement

The event organizer will also ensure that they provide power connections for all TV technology (TV compound, commentator booths, presenter, start/finish area) via a separate power circuit including uninterruptible back-up. The exact TV power requirements will be defined for each track by the FIL TV coordinator after consultation with the TV broadcasters/licenseses and the TV production company.

The event organizer will also ensure that sufficient infrastructure for telephone, data and high-speed internet connections is available (the required telephone, data and internet connections will be booked by the licensees/broadcasters themselves).

The event organizer will provide commentary positions free of charge in sufficient number, size and equipped with table and chairs as well as in heated condition. The technical equipment of commentators' seats and presenters is the responsibility of the broadcasting station/production. The corresponding areas will be determined during the preliminary inspection. The event organizer shall ensure that access to these areas is possible for arrival and departure. The event organizer shall provide adequate working light and sanitary facilities in the vicinity of the TV compound.

The event organizer is to keep the TV compound and the paths to the TV installations free of ice and safe for traffic.

For the duration of set-up and dismantling, the event organizer shall appoint an event master who is familiar with TV matters, has decision-making authority, is present on site as a contact person for the SportA licensees, e.g., for questions of safety and occupational health, and is reachable.

For races, from which a television feed is produced, the producing television station provides the following monitors:

- Start heights (at each 1-2 incl. foot or mount as agreed)
- Finish outrun (2 incl. stable base - 2 m height - as well as 1 in the Leaders Box)
- Control positions (1x each timing + TV graphics)
- Team relay: small monitor at the touch pad

The international feed is transmitted on these monitors. The involved TV production company or the producing television network is responsible for providing these monitors and the appropriate wiring to the OB van.

The feed is also provided at the back of the OB truck for other spots defined in advance (e.g., press center, VIP area, video wall). The event organizer is responsible for providing the monitors including sturdy bases (2 meters high) and the appropriate wiring to the OB van. The same applies to additional monitors that are put up.

6.9 Internet requirements

Press (Press Center/Track/Outrun)

TV

World Feed Transmission:

100 Mbps Up/100 Mbps Down & Mixed Zone: min. 20-50 Mbps Upload for TV rights holders

FIL Studio

- Minimum 70Mbps upload and download throughout
- DHCP enabled (to assign local IP and gateway addresses)
- No firewall or blocked ports.
- RJ45 cable connection

Additional network lines or hotspots may be required for streaming and/or other technical facilities. A request to the organizer will be made separately.

7. FIL Crisis Management

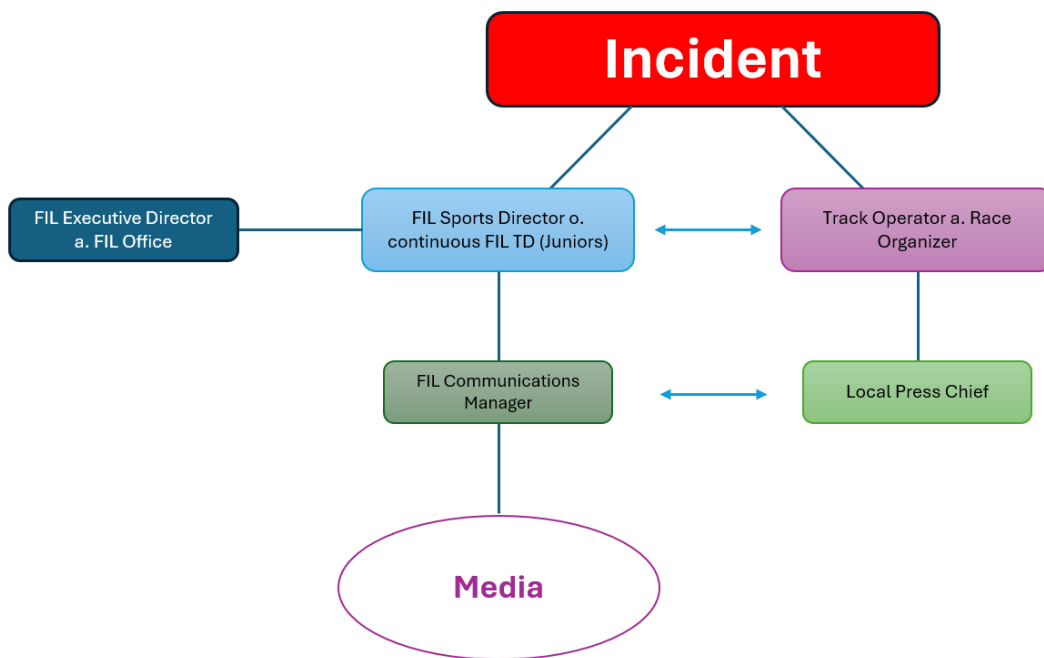
The crisis management of the FIL is carried out in close and unified communication between the FIL, the track operators, and the event organizers. The main objective is to protect all involved parties and ensure safety. Essentially, crisis management falls under the FIL Communications Manager, who oversees coordination and information exchange. Through clear communication channels and coordinated measures, crisis situations should be effectively managed and potential risks minimized.

The following basic rules should always be considered in crisis management:

- No blame assignment
- No speculation
- Objective, neutral, and joint statements

These basic rules help ensure that all responses are professional, coordinated, and focused on resolving the crisis.

FIL Crisis Management Organizational Chart



8. Layout: Invitation for a FIL event

The organizer must publish the announcement on their homepage at least 2 months before the race weekend. When designing the announcement, the following guidelines for all FIL competitions must be considered. **Custom designs are permitted.** The original file for further editing is attached (Enclosure D).

<p>1/3</p> <p>Anlage D / Appendix D</p> <p>Nur WC1 WM, JWM, JWC frei</p> <p>Bezeichnung mit Titelsponsor und Rodeln Ort, Region, Land Termin von/bis</p> <p>Title including title sponsor and the word luge Place, region, country Date from/to</p> <p>Veranstalter/ Sanctioning body: <i>Internationaler Rodelverband (FIL) International Luge Federation (FIL)</i></p> <p>Ausrichter/ Organizer: <i>Durchführung/</i> Local Organizer: <i>Repräsentant der FIL/</i> FIL Representative: <i>FIL Sportdirektor/</i> FIL Sport Director: <i>Jury Vorsitzender/</i> Jury Chair: <i>Mitglieder der Jury/</i> Jury members: <i>FIL Technischer Direktor/</i> FIL Technical Director: <i>Technischer Delegierter/</i> Technical Delegates/ Technical Delegates: <i>OK-Präsident/</i> President of OC: <i>Gesamtleiter/</i> Event manager: <i>Rennerleiter/</i> Race Director: <i>Bahnschef/</i> Chief of Track: <i>Presseschef/</i> Chief of Press: <i>Rennerarzt/</i> Race doctor: <i>Medizinischer Dienst/</i> Medical service</p> <p>Sponsorenliste / sponsors according to FIL Brandbook</p> <p>Ausschreibungen – Inhaltliche Gestaltung Invitations – presentation and content</p> <p>Stand: June 2024 Last update: June 2024</p>	<p>2/3</p> <p>Nennungen: Online über die FIL-Webseite www.fil-luge.org Startseite: „Mitglieder-Sektion / Login Anmeldung zu den Wettbewerben“) oder direkt unter https://fil.dokumente.net/login</p> <p>Registration: Online through the FIL website www.fil-luge.org (welcome page „members section Login: registration for competitions“) or directly under https://fil.dokumente.net/login</p> <p>Meldeschluss/ Closing date: Entsprechend der im Online-Registrierungssystem genannten Fristen According to the time limits given in the online registration page</p> <p>Nenngebühr: € 20,- pro Einzelsitzer € 30,- pro Doppelsitzer € 40,- pro Mixed Team € 50,- pro Team-Staffel Erfolgt keine oder inkorrekte Meldung über das Online-Registrierungssystem, wird ein erhöhtes Nenngeld von € 50,- im Einzelsitzer und Doppelsitzer erhoben. Für jeden gemeldeten Athleten wird Nenngeld entrichtet</p> <p>Entry fees: € 20,- per single € 30,- per doubles € 40,- per Mixed Team € 50,- per Team Relay In case of missing or incorrect online registration an increased entry fee of € 50,- per single and doubles will be charged. Registration fee has to be paid for every registered athlete.</p> <p>Bahn Abfahrtspreis/ € 22,- pro Lauf</p> <p>Track run fee: € 22,- per run</p> <p>Versicherungsschutz/ Insurance: Reglement/ Regulations: IRO, Ausgabe 2024 IRO, edition 2024</p> <p>Bemerkungen/ Remarks: Starthöhen/ Start heights:</p> <p>Preise/ Prizes:</p> <p>Anschriften mit Telefonnummern (Mail, Mobil) / Addresses with phone numbers (e-mail, mobile):</p> <ul style="list-style-type: none"> • Gesamtleiter/ Organisationsbüro Event manager/ Organization office <p>Sponsorenliste / sponsors according to FIL Brandbook</p> <p>Ausschreibungen – Inhaltliche Gestaltung Invitations – presentation and content</p> <p>Stand: June 2024 Last update: June 2024</p>	<p>3/3</p> <ul style="list-style-type: none"> • Bahnschef/ Chief of Track • Presseschef/ Chief of Press • Quartier / Reservierung/ Organization of accommodation: <p>Vorkläufer Zeitplan / Preliminary schedule</p> <ul style="list-style-type: none"> • Anreise/ Day of arrival: • Beginnzeiten der Trainingsstage/ Beginning during the training days: • Mannschaftsführung/ Team Captains' Meeting: • Wettkampftage/ Competition days: <p>Besonderheiten / Special features:</p> <ul style="list-style-type: none"> • Veranstaltungen für Athleten, Teilnehmer/ Arrangements for athletes and participants • Hinweise auf Zeremonien/ Remarks regarding ceremonies <p>Sponsorenliste / sponsors according to FIL Brandbook</p> <p>Ausschreibungen – Inhaltliche Gestaltung Invitations – presentation and content</p> <p>Stand: June 2024 Last update: June 2024</p>
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9. Emergency medical standards on artificial tracks

9.1 Minimum requirement / equipment of the medical stations at artificial tracks

The equipment of the medical facility is based on the specifications of the IRO.

The FIL events must pay precise attention to the hygiene in the room. Furthermore, the room must be used exclusively for emergency medical treatment.

The emergency medical standards are based on the usual national standards and specifications.

10. FIL Junior and Youth A Competitions

10.1 FIL Junior World Championships

Will be voted at the FIL Congress and then handed over to a NF and event organizer.

Junior World Championships should have a significant increase to a Junior World Cup. Furthermore, they should include:

- Opening ceremony for the nations and participants
- Accompanying program
- Live stream broadcast of the competitions
- Other information can be found in the FIL Brandbook

10.2 FIL Junior Continental Championships

Are assigned by the FIL Sports Director and VP Sport and confirmed by the FIL Presidium. These will take place in a race-in-race parallel to the Junior World Cup.

10.3 FIL Junior World Cups

Are assigned by the FIL Sports Director and VP Sport and confirmed by the FIL Presidium.

10.4 Staff assignment FIL

The FIL assigns the following persons to the junior competitions:

- Chairman FIL youth commission
- Permanent technical delegate juniors
- FIL representative at Junior World Championships
- Jury chairman and 2nd TD (at JWC)
- Full jury and TD crew at JWC and YOG (proposed by the commission youth/development and confirmed by the Sport Commission)

10.5 FIL Continental Cup

The FIL Continental Cup is to be organized and carried out by the event organizers themselves.

The organization is based on that of a Junior World Cup.

The FIL Sports Director is responsible for all questions and preliminary coordination.

11. Live Stream

The FIL advises every event organizer to install and use a live stream.

In principle, the live streaming rights for FIL junior events lie with the FIL.

Based on a decision of the FIL Presidium on May 9, 2023, the following artificial track events can be broadcasted on a non-exclusive basis by the hosting national federations:

The following artificial track events can be broadcast on a non-exclusive basis:

- Continental Cup
- Junior World Cup
- Junior World Championships

These rights can be used without limits in time and location for events up to and including March 31, 2026.

If a live stream is planned for one of the above-mentioned events, the event organizer is obliged to inform the Sports Director, the FIL communications manager and the FIL office in advance, indicating the access link.

The FIL has the right to share or stream these streaming links or the overall broadcast, as far as technically possible, with the FIL website or other FIL communication platforms.

12. Financial support and evaluation

12.1 FIL payments in the 2024/2025 season

For the competitions of the 2024/2025 season, the event organizers will receive financial subsidies from the FIL. The amount of the subsidies will be communicated directly to the respective event organizers by the FIL Sports Director after consultation with the FIL presidium.

The FIL presidium can withhold the whole or parts of the remaining amount in case of violations against the concluded agreement, the regulations of the event organizer playbook, brand book, anti-doping code, the ethics code as well as the minutes of the preliminary meeting.

The decision will be made by the FIL presidium on the recommendation of the FIL sport director and the steering group World Cup (TD, TV, press, agencies).

In case of cancellation of the World Cup, the event organizer is not entitled to the payment of the FIL, in case of cancellation of individual competitions, the payment can be reduced by the proportionate share.

12.2 Preliminary and follow-up meeting

The sports director and the individual representatives of the departments meet (online or in person) with the respective event organizer (OC chief, representatives of the respective departments) in August/September of the respective season and discuss with them the status of the preparations for the competition on the basis of the guidelines.

The sport director will keep the minutes of the meeting and will also be the basis for the payment of the remaining amount.

Before the first official training of the respective competition week, the sports director and the respective event organizer (OC director, representatives of the respective departments) will meet again for a preliminary discussion.

Approximately one hour after the conclusion of the award ceremony of the last event, the sport director, if possible the members of the steering group World Cup and the respective event organizer (OC director, representatives of the respective departments) will meet for a follow-up meeting.

During the follow-up meeting, the sport director can give a direct commitment for the payment of the remaining amount. If a direct commitment is not possible at the time of the follow-up meeting, a reply will be given in the week following the event.

12.3 Retention of the remaining sum

The retention of the entire or parts of the remaining sum is up to the assessment of the Sports Director with the involvement of the steering group World Cup and the FIL presidium.

In case of retaining all or parts of the remaining sum, the event organizer has the right to a detailed justification as well as an evaluation discussion with the Sports Director and the representatives of the individual departments. Both are to be requested by the event organizer from the Sports Director. Furthermore, the event organizer can appeal against the decision of the World Cup Steering Committee to the FIL Presidium.

12.4 Financial regulations

After the completion of the invoicing process, the event organizers will receive the partial amounts of the 2024/2025 FIL payments, taking into account compliance with the agreement with the FIL, as follows:

- **four weeks before the event:** 25% of the designated amount
- **immediately following the event:** 50% of the designated amount
- **approx. eight weeks after the event:** *remaining amount*
(upon confirmation by the Sports Director and the FIL presidium)

13. Contact FIL Officials

FIL Sports Director*

Matthias Böhmer, boehmer@fil-luge.org

FIL Technical Director*

Andris Sics, a.sics@fil-luge.org

FIL TD Juniors

Maria Jasencakova, maria.jasencak@gmail.com

FIL Communications Manager*

Margit Dengler-Paar, presse@fil-luge.org

FIL TV Coordinator*

Vera Bichler, broadcast@fil-luge.org

Setup of the advertisements by RGS

Rudi Größwang Jr., rudi.groesswang@rgs-marketing.de*

Björn Werner

*steering group World Cup

14. Preparation schedule

Time	Topic	Personnel
May / June	The FIL and the event organizer agree on the financial support for the coming season	Sports Director, FIL ex. director, event organizer
June	Race Organizer Meeting	
September	TV pre-inspection	TV coordinator
August / September	event organizer preliminary meeting, checklist preparation of minutes by sport director	Sports Director, steering group WC, event organizer
September	sending of the event organizer contract	Sports Director
September	sending the final schedule of FIL officials to the event organizer	Sports Director
by October 1	event organizer sends race invitation drafts to Sports Director	Sport Director
by October 15	sending special advertising forms and local sponsors and partner agencies	RGS, Infront
2 months before competition	event organizer sends print materials and event organizer sponsors to agencies	RGS, Infront
week before the competition	sending of the preliminary training plan by Sport Director to event organizer	Sport Director
Monday 10:00 am in the competition week	handover of the "advertising-free" track to RGS	RGS event organizer
after arrival	preliminary meeting Sports Director with event organizer	Sports Director
ca. 1 hour after the last award ceremony	follow-up meeting Sports Director, steering group with event organizer; Possible pledge of the remaining amount	Sports Director steering group WC event organizer
Within the following week	feedback from the Sports Director and event organizer in case of deductions of remaining amount	Sports Director event organizer

15. Appendix

Enclosure A Travel expense claim for FIL officials at events

Enclosure B Assignment FIL officials

Enclosure C Crash statistic

Enclosure D Layout: Invitation for a FIL event

Enclosure E Short invitation event