



INTERNATIONAL
BIATHLON
UNION

IBU **ACCREDITATION** **SYSTEM** **CATALOGUE**

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PLARAS

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EXPLANATION OF ABBREVIATIONS / SYMBOLS

International Biathlon Union	▶ further stated as IBU
International Biathlon Union	▶ Hereinafter stated as IBU
IBU Race Director	▶ Hereinafter stated as RD
IBU Communication Director	▶ Hereinafter stated as CD
IBU Accreditation System Catalogue	▶ Hereinafter stated as ASC
Local Organizing Committee	▶ Hereinafter stated as LOC
National Federation	▶ Hereinafter stated as NF
IBU TV and/or IBU Marketing Partner	▶ Hereinafter stated as IBU Contract Partners
IBU World Championships Biathlon	▶ Hereinafter stated as WCH
IBU World Cup Biathlon	▶ Hereinafter stated as WC
IBU Open European Championships Biathlon	▶ Hereinafter stated as OECH
IBU Cup Biathlon	▶ Hereinafter stated as IBU Cup
IBU Youth & Junior World Championships Biathlon	▶ Hereinafter stated as YJWCH
IBU Junior Open European Championships Biathlon	▶ Hereinafter stated as JOECH
IBU Junior Cup Biathlon	▶ Hereinafter stated as Junior Cup
IBU Summer Biathlon World Championships	▶ Hereinafter stated as SB WCH
WCH, WC, OECH, IBU Cup, YJWCH, JOECH, IBU Junior Cup, SB WCH	▶ Hereinafter stated as IBU Events
Any members (athletes, coaches, wax technicians etc. of NF national teams)	▶ Hereinafter stated as Athletes or Team Members
Combined logo from event/series and LOC logo	▶ Hereinafter stated as Composite Logo
Event/series logo (left part of composite logo only)	▶ Hereinafter stated as Event Logo
Host broadcaster	▶ Hereinafter stated as HB
Rights-Holding Broadcaster	▶ Hereinafter stated as RHB
Non-Rights-Holder	▶ Hereinafter stated as NRH
Outside Broadcast Van (Mobile TV Production Unit)	▶ Hereinafter stated as OBVAN
Satellite Uplink Truck (Satellite Network Gateway)	▶ Hereinafter stated as SNG
Mixed Zone	▶ Hereinafter stated as MZ
International Broadcast Center	▶ Hereinafter stated as IBC
Master Control Room	▶ Hereinafter stated as MCR
Technical Operations Centre	▶ Hereinafter stated as TOC
Field Of Play	▶ Hereinafter stated as FOP
Commentary Position	▶ Hereinafter stated as ComPos

EXPLANATION OF ABBREVIATIONS / SYMBOLS

Commentary Control Room	▶ Hereinafter stated as CCR
Integrated Service Digital Network (audio transmission standard)	▶ Hereinafter stated as ISDN
Local Area Network (cabled data connectivity)	▶ Hereinafter stated as LAN
Supplementary Access Device	▶ Hereinafter stated as SAD
A vest that is worn in specific zones by TV & Photo staff	▶ Hereinafter stated as BIB
Commentary Information System (supplied in the case of Biathlon by Siwidata)	▶ Hereinafter stated as CIS



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1. INTRODUCTION

The IBU Accreditation System Catalogue (ASC) explains the mandatory accreditation system for the specified IBU events based on the applicable IBU Rules, Guides and contracts, which are:

- IBU Rules
- IBU Advertising Rules
- IBU Event Hosting Declarations (EHD)
- IBU-EBU TV contract
- IBU-Infront contract
- IBU Organizers' Guide

In individual cases, the IBU Executive Board reserves the right to approve deviations from the ASC, especially the list of formats via the IBU Headquarters.

Furthermore, the Executive Board reserves the right to grant persons additional access authorization in individual cases.

The IBU has decided to develop one ASC, where specialties per series/event(s) are marked respectively.

This ASC is mainly addressed at the LOCs, the NFs and their Athletes and Team Members, IBU Functions and Organization, IBU Contract Partners (EBU and Infront), IBU Supplying partners, EBU members/TV/radio stations, Infront sponsors and the general media with the intention of attending any of the respective IBU events.

The ASC is also intended to serve as an educational presentation on LOC access control and venue security.

The accreditation on site is implemented by the official accreditation firm of the IBU and based on this ASC.

2. EVENTS ORGANIZED UNDER THIS IBU ACCREDITATION CATALOGUE

Based on the IBU Event structure as shown below, the IBU Accreditation Catalogue is valid for those events (number of events).

WCH	IBU World Championships Biathlon
WC	IBU World Cup Biathlon (with specific event accreditation and IBU season accreditation)
SBWCH	IBU Summer Biathlon World Championships
OECH	IBU Open European Championships
IBU CUP	IBU Cup Biathlon
YJWCH	IBU Youth & Junior World Championships Biathlon
JOECH	IBU Junior Open European Championships Biathlon
JUN CUP	IBU Junior Cup

Information that is given in general is valid for all events and marked with a red line on the left side.

For specific information in this document on each individual series/event and deviations from the general information, please see the color code in the graph.



3. BASIC SYSTEM

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

3.1 Sport-technical, media and hospitality areas for WCH, Y/JWCH, Summer Biathlon WCH, WC, OECH and IBU Cups are based on the following structure:

SPORT TECHNICAL AREAS

- 1 Waxing and Team cabins
- 2 Course
- 3 **A** Shooting range ramp / Penalty loop
B Shooting range coaching area
C Shooting range VIP zone
- 4 **A** Warming up area before start
B Finish exit area
- 5 Start / finish areas
- 6 Competition office
- 7 Technical areas: data timing / targets
- 8 Doping control area

MEDIA AREAS

- 9 **A** Media Center
B Mixed zone
C Shooting range media area
D Photographer areas
E TV compound / commentary positions
F Media hospitality area

HOSPITALITY AREAS

- Z** OC VIP areas
Z^R OC VIP (reserved tables)
Y Biathlon Family Club
X OC areas

SBWCH

SPORT TECHNICAL AREAS

- 1 Roller ski test, team cabins

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SPORT TECHNICAL AREAS
TÄVLINGSRELATERADE OMRÅDEN

- 1 Waxing and Team cabins
Vallbuds- & Teamområde
- 2 Course Spår
- 3 **A** Shooting range ramp / Penalty loop
Skjutvall / Straffrunda
B Shooting range coaching area
Coachområde skjutvall
C Shooting range VIP zone
Skjutvall VIP-zona
- 4 **A** Warming up area before start
Start/Uppvärmningsområde
B Finish exit area
Målområde
- 5 Start / finish areas
Start och målområde
- 6 Competition office
Tävlingssekreterariat
- 7 Technical areas Data timing / targets
Tekniska områden
- 8 Doping control areas
Dopingkontroll

MEDIA AREAS
MEDIA OMRÅDEN

- 9 **A** Media Center
Presscenter
B Mixed zone
Mixed Zone
C Shooting range media area
Mediaområde skjutvall
D Photographer areas
Fotografområde
E TV Compound /
Commentary positions
TV-Compound /
kommentatorsområde
F Media hospitality area
Media Café

HOSPITALITY AREAS
RESTAURANGOMRÅDEN

Z OC VIP Arctura
Z^R OC VIP (reserved tables)
VIP Arctura reserverade bord
Y Biathlon Family Club
X Volunteers restaurant/Ferrys

The bearer of this accreditation acknowledges all IBU Rules and Guidelines including expressly the IBU Integrity Code. The accreditation must be shown openly to local authorities or other control persons and is not transferable. Misuse may lead to cancellation of the accreditation. Please see our Privacy Policy: <http://www.biathlonworld.com/implant/>

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SPORT TECHNICAL AREAS
СПОРТИВНО-ТЕХНИЧЕСКИЕ ЗОНЫ

- 1 Roller ski test, team cabins
Зона тестирования роллеров, командные комнаты
- 2 Course Трасса
- 3 **A** Shooting range ramp / Penalty loop
Огневой рубеж / Штрафной круг
B Shooting range coaching area
Стрельбище Тренерская зона
C Shooting range VIP zone
VIP-зона на стрельбище
- 4 **A** Warming up area before start
Зона разминки перед стартом
B Finish exit area
Зона выхода на финише
- 5 Start / finish areas
Зоны старта и финиша
- 6 Competition office
Офис соревнований
- 7 Technical areas Data timing / targets
Технические зоны Тайминг/мишени
- 8 Doping control areas
Зона допинг-контроля

MEDIA AREAS
ЗОНЫ ДЛЯ СМИ

- 9 **A** Media Center
Пресс-центр
B Mixed zone
Смешанная зона
C Shooting range media area
Зона для СМИ на стрельбище
D Photographer areas
Зона для фотографов
E TV Compound /
Commentary positions
ТВ-зона /
Комментаторские позиции
F Media hospitality area
Зона гостеприимства для СМИ

HOSPITALITY AREAS
ЗОНЫ ГОСПРИИМСТВА

Z OC VIP areas
VIP-зоны ОК
Z^R OC VIP (reserved table)
VIP ОК (зарезервированный столик)
Y Biathlon Family Club
X OC areas
Зоны ОК

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3. BASIC SYSTEM

JOECH JUN CUP

3.2 Sport-technical, media and hospitality areas for IBU Junior OECH and IBU Junior Cups are based on the following structure:

SPORT TECHNICAL AREAS

- 1 Waxing and Team cabins
- 2 Course
- 3 **A** Shooting range ramp / penalty loop
B Shooting range coaching area
C Shooting range VIP zone
- 4 **A** Warming up area before start
B Finish exit area
- 5 Start / finish areas
- 6 Competition office
- 7 Technical areas: data timing / targets
- 8 Doping control area

MEDIA AREAS

- 9 All Media Areas

HOSPITALITY AREAS

- Z** OC VIP areas
- Y** Biathlon Family Club
- X** OC areas



3. BASIC SYSTEM

3.3 Descriptions of the areas

- 1 Waxing and team cabins:** The area where the team athletes, team staff and the staff of the equipment companies (ski, bindings, poles, wax, rifles, cloth etc.) mainly prepare for the competitions, including the ski testing area. The trucks of particular teams are also parked and operated within this area.
- 2 Course:** The area where the athletes do their cross-country skiing during competitions and during training. In addition it is used by team service staff, coaches and specially marked TV commentators/reporters, including coaching zone, specially designated TV and photo zones and TV, fenced and secured from spectator access.
- 3A Shooting range ramp/Penalty loop:** The area within the silent zone between the coaching zone and the beginning of the shooting lanes with the shooting mats plus the penalty loop.
- 3B Shooting range coaching area:** The area behind the shooting range ramp along the 30 shooting lanes, which should be normally 1.5 meters wide.
- 3C Shooting range VIP area:** This area, which is approximately same size as the one for 3A above, should be right behind 9C (shooting range media area) and be 80-150 cm wide. In case of very limited space/width at a venue, both 3C and 9C could be in one combined/shared area/zone.
- 4A Warm-up area before start:** The area where the athletes are warming up and concentrating right before the start right next to the respective start area (5) and are only accompanied with a strictly controlled number of team staff.
- 4B Finish exit area:** The area next to or following the finish area/zone where athletes cool down and change clothing - the areas 4A and 4B could be also the same area.
- 5 Start and finish area:** The start area is a zone following the 4A area and should have the dimensions and composition stated in the IBU Event & Competition Rules (3.2). The finish area is defined under Article 3.5 of the IBU Event & Competition Rules and is followed by the Finish Exit area (4B).
- 6 Competition office:** According to Article 3.1.1.2. of the IBU Event & Competition Rules, the competition office must be within the stadium or close by it, and it is the direct interface between the teams and the LOC.
- 7 Data timing/target technical areas:** The rooms housing the technical areas for data timing (SIWIDATA), for the shooting range operations/equipment and their companies at the stadium.
- 8 Doping control area:** The high-security area and room(s) at the stadium for the work and conduct of doping control procedures.
- 9A Media Center:** The working room of the print press and photographers, which should be also accessible to the editorial staff of TV reporters and commentators including ENG crews, as not only the pre-and post-competition press / media conferences with athletes are held there but also all other relevant press conferences given by coaches, the LOC, IBU etc.
- 9B Mixed Zone:** The restricted, fenced area of the venue following the finish area (5) where media representatives can interview athletes after the competition.

3. BASIC SYSTEM

- 9C Shooting range media area:** The area behind the 3 B area and approximately same size as the one for the coaches with a width of 80 to 150 cm. In case of very limited space in width at a venue, both 3C and 9C could be in one combined /united / the same zone.
- 9D Photographer areas:** The areas especially conceived and installed for photographer purposes as for example the photo zone on the right side of the shooting range/ramp (for photographers with priority bibs), zone's along the course, zone at finish etc.
- 9E TV compound / commentary positions:**
TV compound: The main area used for broadcast operations where core production and technical facilities (incl. OB vans) are located.
commentary position: Covered and heated position for TV and radio commentators that must have as a minimum 2 seats and a table, plus internet access.
- 9F Media hospitality area** for editorial media representatives
- Z VIP area** for IBU sponsors, their contingents, for the IBU itself, important guests of the LOC and the representatives of IBU supplying partner groups (e.g., Infront, Fischer, etc.), plus high-level representatives of the national federations (President, Secretary General, Sports and Marketing Directors and Team Leadership).
- Z^R Reserved table at VIP area**
- Y Biathlon Family Club** for Teams and IBU Partners and Suppliers, Infront staff, Data-Timing staff and Shooting Range Technicians
- Y OC areas** are hospitality areas mainly for recreation and catering of LOC staff and special LOC purposes

3.4 Groups of people

Accredited people are divided into 8 main groups:

MAIN GROUP

T Team	A IBU
M Media	V VIP
G Guest	S Service
Cc OC Leadership Positions	Cs OC Staff

Each main group includes different subgroups (such as "JOU" (Journalists) under the main group "Media"). The annually revised List of Formats – the combination of the accesses to the operational and hospitality areas which are intended to be granted to the different groups – is attached as Annex 1 and Annex 2.

Groups 1 to 6 must be realized as shown in the List of Formats as enclosed in Annex 1 and 2. (Any deviations have to be cleared with the IBU Sports Director.)

Groups 7 (OC Leadership) and 8 (OC Staff) can be adopted in exceptional cases as required by the local situation, in consultation with the relevant IBU functions and PLARAS.

3. BASIC SYSTEM

3.6 Event accreditation

Event Accreditations will then appear like down below with the following info given on the card

Composite Logo

Venue and Date* of Event

Identifying picture of the bearer

Hospitality Areas

Sport- and Media Areas

IBU Sponsor line

• First Name
• Family Name

Accreditation reason
(Function, LOC Subgroup, NF, Organisation, Company, TV/Radio Station, Media etc.)

Main Group / Sub Group

Barcode

Access Days**

Event Series

* Date printed on accreditation card with first day and last day of Accreditation on duty and in place on venue

** Access Days with allowance for the bearer (within the range of days on which access control is on duty and an accreditation is needed)



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*** Accreditation card templates for LOC's (except Junior Cup) for preprinted LOC staff and leadership accreditations before the events can be obtained at PLARAS beforehand after coordination and in case a well PLARAS IT system educated / trained local accreditation team is established

4. SEASON ACCREDITATION

WC

IBU season accreditation cards are valid solely for all events of the IBU World Cup event series and are granted and approved in exceptional cases by the IBU.

(Season accreditation cards for the IBU World Championship Biathlon are not valid! People will receive a separate personalized accreditation card that is only valid for the WCHs.)

These season accreditation cards will be issued to people who can prove that their presence is necessary at at least four World Cups because of their area of responsibility. The season accreditation will be issued at the accreditation office upon arrival at the respective World Cup events.



Original Size

4. SEASON ACCREDITATION

WC

On the season accreditation cards, the following color codes apply:

IBU Energy Green **VIP** Purple **MEDIA** Orange **SERVICE** Blue

These season accreditation will be issued to individuals for the following groups/companies/organizations (number and their main hospitality zone(s)):

IBU Executive Board members	9 persons	with Z^R / Y
IBU EB affiliate persons	9 persons	with Z^R
IBU main functions	4 persons	with Z^R / Y
IBU International Referees	3 persons	with Z^R / Y
IBU Medical Delegate	1 person	with Z^R / Y
IBU staff	4 person	with Y (1 with Z^R)
IBU TV crew	3 person	with Y
EBU main functions	2 person	with Y and VIP Voucher
Infront senior management	5 persons	with Z^R / Y
Infront travel staff	2 persons	with Z^R / Y
Infront travel staff	13 persons	with Y
SIWIDATA crew	1 person	with Z / Y
SIWIDATA crew	5 persons	with Y
PLARAS crew	2 persons	with Y
Sponsors (Leadership)	16 persons	with Z^R
Staff of main sponsors	2 persons	with Z^R / Y

Detailed list of persons available from PLARAS.

Season accreditation does NOT replace the obligation to register with PLARAS at the local accreditation office.

Any necessary parking permits will also be issued and distributed there.

5. SUPPLEMENTARY ACCESS DEVICE (SAD) CARDS

Supplementary Access Device (SAD) cards are non-personalized cards that follow the wild card principle and give the bearers of a personalized accreditation card additional access in combination with, and based on, their personalized accreditation.

Please note: SADs without valid personalized accreditation have no value!

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

JOECH

JUN CUP

5.1 SAD cards for teams (for all IBU events)

During the main competition period, areas 3B, 4A and 4B, will be accessible only to those team staff members wearing the corresponding supplementary card, with the following quota:

4 A MEN / WOMEN 1 x

4 B MEN / WOMEN 1 x

4 A black MEN / WOMEN 1 x

(Technical personell) only to bring skis and other sport technical items and to leave immediately after that

3 B MEN / WOMEN

flexible number *

* According to Article 1.8.2.1 of the IBU Event & Competition Rules, each NF is allowed to have the same amount of coaches within the 3B as athletes entered in the competition (same as team's entry quota), but not less than 2 (if they have entered just one athlete, two coaches are allowed)



5. SUPPLEMENTARY ACCESS DEVICE (SAD) CARDS

WCH

WC

5.2 SAD cards for Supplying Partners

Service staff of the IBU supplying partner companies, will be issued 4A and 4B cards, two each per IBU Gold partner and one each per IBU Silver Partner.

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

5.c SAD Cards for media

The HB receives the following upgrade access cards: Access to zones 4 A and 4 B will only be permitted with a white HB bib (see Point 9e below)

- 6 x 1
- 5 x 5 for WCHs and WC's (normally covered by White HB Bib - only 2 cameras at a time-cards just as reserve)
- 10 x 6
- 10 x 7

Each RHB receives the following upgrade access cards (not more than the number of crew members announced)

- 3 x 1
- 4 x 6 for RHB with an own OB Van
2 x 6 for RHB without OBVan
(upon coordination with EBU TV Delegate)
- 4 x 7 for RHB with an own OB Van
2 x 7 without OB Van
(upon coordination with EBU TV Delegate)



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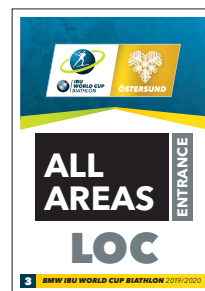
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6. ALL AREAS CARDS

WCH

WC

ALL-AREA Cards are available for 3 parties and with 10 pieces for each of those parties as listed below. They are meant to enable clearly identified persons from those three parties to take up to 7 persons with them on a guided tour through the venue to all areas as agreed with the IBU (area 8 is not permitted). Such visitors are not allowed to go on their own and/or to stay for a longer time in these areas.



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7. RD CARDS

WCH

WC

These cards are produced for the WC Race Director only, to allow him to give sport-related visitors tours (for example visitors from Olympic venues) for their information and development.



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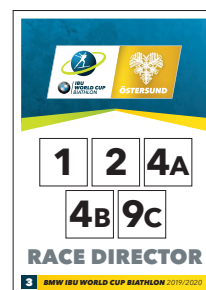


TABLE SUMMARY AND OVERLOOK ABOUT THE SAD'S / ALL AREA / RD CARDS

Event	Access	Recipient	Number
1 WCH's	All Area	IBU (GS/SD)	10
2 WCH's	All Area	infront	10
3 WCH's	All Area	OC	10
4 WCH's	RD Cards	IBU RD	10
5 WCH's	3 b Men	per NF*	Rule 1.8.2.1*
6 WCH's	3 b Women	per NF	Rule 1.8.2.1*
7 WCH's	4a Men	per NF	1
8 WCH's	4 b Men	per NF	1
9 WCH's	4 a Men Service	per NF	1
10 WCH's	4a Women	per NF	1
11 WCH's	4 b Women	per NF	1
12 WCH's	4 a Women Service	per NF	1
13 WCH's	4 a	per IBU Supp.Part.	Silver1/Gold 2
14 WCH's	4 b	per IBU Supp. Part.	Silver1/Gold 2
15 WCH's	1	HB	6
16 WCH's	1	RHB	3
17 WCH's	5	HB	5
18 WCH's	6	HB	10
19 WCH's	6	RHB	4 / 2
20 WCH's	7	HB	10
21 WCH's	7	RHB	4 / 2

Event	Access	Recipient	Number
1 WC	All Area	IBU (GS/SD)	10
2 WC	All Area	infront	10
3 WC	All Area	OC	10
4 WC	RD Cards	IBU RD	10
5 WC	3 b Men	per NF*	Rule 1.8.2.1*
6 WC	3 b Women	per NF	Rule 1.8.2.1*
7 WC	4a Men	per NF	1
8 WC	4 b Men	per NF	1
9 WC	4 a Men Service	per NF	1
10 WC	4a Women	per NF	1
11 WC	4 b Women	per NF	1
12 WC	4 a Women Service	per NF	1
13 WC	4 a	per IBU Supp.Part.	Silver1/Gold 2
14 WC	4 b	per IBU Supp. Part.	Silver1/Gold 2
15 WC	1	HB	6
16 WC	1	RHB	3
17 WC	5	HB	5
18 WC	6	HB	10
19 WC	6	RHB	4 / 2
20 WC	7	HB	10
21 WC	7	RHB	4 / 2

Event	Access	Recipient	Number
1 OECH	3 b Men	per NF*	Rule 1.8.2.1*
2 OECH	3 b Women	per NF	Rule 1.8.2.1*
3 OECH	4a Men	per NF	1
4 OECH	4 b Men	per NF	1
5 OECH	4 a Men Service	per NF	1
6 OECH	4a Women	per NF	1
7 OECH	4 b Women	per NF	1
8 OECH	4 a Women Service	per NF	1
9 OECH	1	HB	6
10 OECH	1	RHB	3
11 OECH	6	HB	10
12 OECH	7	HB	10

Event	Access	Recipient	Number
1 IBU Cup	3 b Men	per NF*	Rule 1.8.2.1*
2 IBU Cup	3 b Women	per NF	Rule 1.8.2.1*
3 IBU Cup	4a Men	per NF	1
4 IBU Cup	4 b Men	per NF	1
5 IBU Cup	4 a Men Service	per NF	1
6 IBU Cup	4a Women	per NF	1
7 IBU Cup	4 b Women	per NF	1
8 IBU Cup	4 a Women Service	per NF	1
9 IBU Cup	1	HB	6
10 IBU Cup	1	RHB	3
11 IBU Cup	6	HB	10
12 IBU Cup	7	HB	10

Only with
TV Coverage

Event	Access	Recipient	Number
1 YJWCH's	3 b Men	per NF*	Rule 1.8.2.1*
2 YJWCH's	3 b Women	per NF	Rule 1.8.2.1*
3 YJWCH's	4a Men	per NF	1
4 YJWCH's	4 b Men	per NF	1
5 YJWCH's	4 a Men Service	per NF	1
6 YJWCH's	4a Women	per NF	1
7 YJWCH's	4 b Women	per NF	1
8 YJWCH's	4 a Women Service	per NF	1
9 YJWCH's	1	HB	6
10 YJWCH's	1	RHB	3
11 YJWCH's	6	HB	10
12 YJWCH's	7	HB	10

Event	Access	Recipient	Number
1 JunCup	3 b Men	per NF*	Rule 1.8.2.1*
2 JunCup	3 b Women	per NF	Rule 1.8.2.1*
3 JunCup	4a Men	per NF	1
4 JunCup	4 b Men	per NF	1
5 JunCup	4 a Men Service	per NF	1
6 JunCup	4a Women	per NF	1
7 JunCup	4 b Women	per NF	1
8 JunCup	4 a Women Service	per NF	1

Event	Access	Recipient	Number
1 SuWCH	3 b Men	per NF*	Rule 1.8.2.1*
2 SuWCH	3 b Women	per NF	Rule 1.8.2.1*
3 SuWCH	4a Men	per NF	1
4 SuWCH	4 b Men	per NF	1
5 SuWCH	4 a Men Service	per NF	1
6 SuWCH	4a Women	per NF	1
7 SuWCH	4 b Women	per NF	1
8 SuWCH	4 a Women Service	per NF	1
9 SuWCH	1	HB	6
10 SuWCH	1	RHB	3
11 SuWCH	6	HB	10
12 SuWCH	7	HB	10

* According to Article 1.8.2.1 of the IBU Event & Competition Rules, each NF is allowed to have the same amount of coaches within the 3B as athletes entered in the competition (same as team's entry quota), but not less than 2 (if they have entered just one athlete, two coaches are allowed)

8. LANYARDS

WCH

WC

At WCH and World Cup events, accreditation lanyards are produced to hold the accreditation cards, featuring the design as shown below and with two clips.



produced by Infront



They are available from PLARAS on venue at the accreditation office, and beforehand by directly contacting Infront.

SBWCH

OECH

IBU CUP

YJWCH

JOECH

JUN CUP

The respective LOCs are responsible for providing a sufficient number of lanyards. The lanyards may display NF/LOC advertising in the dimensions stated in the IBU Advertising Rules (to be agreed with the respective responsible RDs (Annex 3).

In case of technical questions, and to coordinate the details as number of lanyards, LOCs should please contact PLARAS.

9. BIBS

The following Bibs are distributed to the different groups to be used for better and clear identification on far distance and for Athletes and Team Members to use the venue sport areas for training and competition.



produced by Infront

9.1 Athletes and Team Members



distributed by PLARAS at Accreditation Office

9. BIBS

9.2 Service



distributed by PLARAS
at Accreditation Office

9.3 Photographers

All photographers need to wear a bib during acting on venue - priority bibs are mainly needed to enter 9D area right of shooting range



13



10

10

6



Distribution by
IBU Photo Manager
at Media Center



Distribution
by IBU Media
Manager
IBU Cup



Distribution
by IBU (Social)
Media Manager
IBU Junior Cup



9.4 TV / RHB / NRH



10

7

7

5



distributed by PLARAS
at Accreditation Office

9. BIBS

Bib for ENG Camera Team of RHB – Bib for ENG Camera Team of NRH



distributed by PLARAS
at Accreditation Office

OECH
IBU CUP



Distribution
by IBU Media
Manager
IBU Cup



JOECH
JUN CUP



Distribution
by IBU (Social)
Media Manager
IBU Junior Cup



9.5 White bibs

White bibs are intended for HB/RHB camera operators and HB/RHB staff giving them the right to access to following areas:

- 2** Course
- 3A** Shooting range ramp/penalty loop
- 4A** Warming up area before start
- 4B** Finish exit area
- 5** Start/finish area
- 9C** Shooting range media area
- 9D** Photographer area
- 9E** TV compound/commentary positions

WCH
WC



The EBU TV delegate will hand out the
white bibs to the HB (and RHB) at the venue

OECH
IBU CUP



10. ARMBANDS

WCH

WC

The IBU provides the following armbands for IBU WCH's and WC Events:

These armbands are basically only meant to indicate the different functions but do NOT give any additional access, apart from the individual accreditation.



ONLY the NF Media Manager/Officer armband does give the bearer the additional access to the Athletes' corridor starting from between end of the finish zone (Area 5) and towards finish exit zone (Area 4B) mainly to coordinate athletes and coaches' media activities in front of the Mixed Zone (MZ) and to be able to bring athletes from 4A and/or 4B to the media/TV. This armband can only be given to NF officials who are registered as media staff and upon request.



Produced by the IBU



Available from the IBU CD at the venue



11. CAMERA STICKER

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

JOECH

JUN CUP

Camera stickers are needed for all cameras filming moving pictures on venue at IBU Events.

Only cameras with a sticker are authorized to film. In case a camera does not have a sticker, the IBU, EBU or LOC authorities are allowed to stop the filming operations immediately.

There is one sticker for the whole season.



Produced by PLARAS

WCH

WC



Available from PLARAS at accreditation office)

OECH

IBU CUP



Distributed by IBU Media Manager IBU Cup

YJWCH

JOECH

JUN CUP



Distributed by IBU (Social) Media Manager IBU Junior Cup"



Original Size

12. VIP VOUCHER

WCH

WC

VIP vouchers are produced for the needs of the LOCs and for the contractual contingent specified in the IBU-LOC EHD and LOC-Infront contracts. They are non-personalized access cards giving access to the basic venue and the VIP area for one particular day.

They show the access date, the company/sponsor they have been issued for (such as for example BMW, Viessmann, Infront etc.), the contingent the VIP Access is booked within (IBU, Infront, LOC) and a unique barcode for scanning on venue.



Produced by PLARAS



Available from PLARAS 2-3 months before the event



13. ACCESS ZONES SIGNPOSTING

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

JOECH

JUN CUP

On venue the signposting is crucial and should state what areas can be reached by walking in the different directions, and show the same numbers the bearer of the accreditation has on his/her accreditation card or SAD card.

In addition, bearers of All-Area cards (who must be guided and accompanied by a clearly specified person from one the three possible groups: IBU, LOC and Infront) would have access during their tour.

Areas that are accessible by a white bib should be marked with a white sticker (bordered with a black line if the sign is on white ground).

- ← **1 Waxing and Team Cabins**
- ↑ **4A Warming up area before start**
- ↑ **6 Competition Office**



Produced by LOC

14. ON VENUE ACCREDITATION-/ACCESS LOGISTICS

14.1. Location of accreditation office

For many pre-announced and registered group members, the accreditation office will be as listed under Point 3.3 for stakeholders and visitors, it is the first point of contact at the event. Therefore it needs to be easy to find, well signposted within the community, and described in the relevant pre-information, invitations and online media/website of the respective Event/LOC.

The office should be reachable without any restrictions and a certain minimum number of short-term parking spaces and a drop-off zone for LOC shuttle buses must be available right next to the entrance of the accreditation office.

The accreditation office must be in a lockable room that ensures the proper storage of the whole set-up and materials outside of the opening hours.

The room should have windows and daylight.

The accreditation office could be in the same room as other LOC logistic offices, as long as there is no conflict with other/different opening hours and the security of the accreditation materials is guaranteed.

In case other offices and LOC operations are planned in the same room, the sizes for the accreditation office given under Point 14.2 must still be respected and a smooth, quiet environment should ensure professional cooperation and operation on site.

14.2. Office set-up and hardware

The sketches below show a well-working set-up of the accreditation offices at different IBU Events. The set-ups are best-practice examples and can be changed depending on the different venue and room conditions.

WCH

WC

Technical hardware provided by PLARAS

- 3 - 4 Laptops
- 3 - 4 Printers
- 3 - 4 Digital cameras
- 3 Laminators
- 3 - 4 Tripods
- 3 - 4 Photo background roll-up
- 2 Optional signposting roll-ups **

* Swivel chairs are needed for the PLARAS staff due to the 4 month ongoing season and long office hours.

** Signposting roll-ups will be brought to WCH / WC Events by PLARAS as shown under 14.4 in case the LOC does not produce/provide them with same text content in the LOC design.

Material/infrastructure provided by LOC

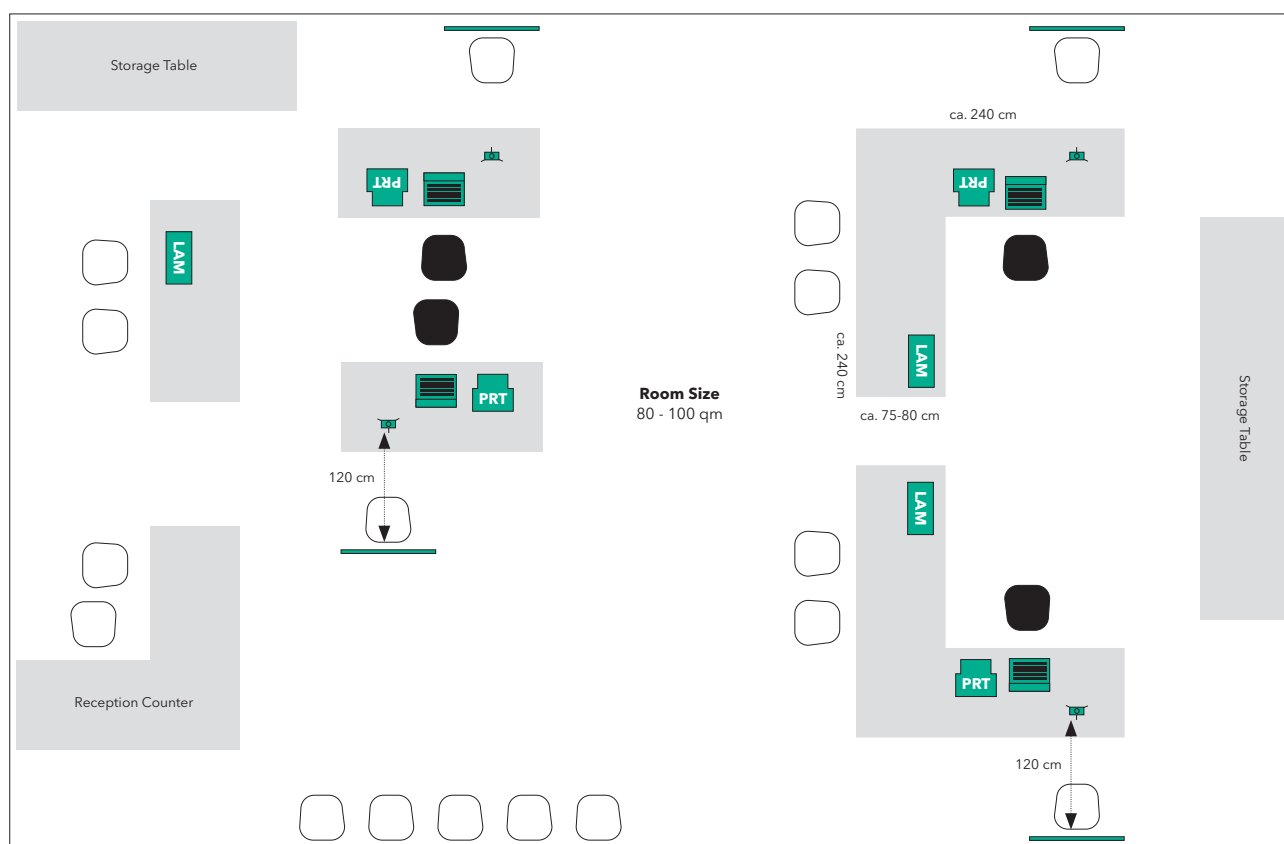
- Room
- Electricity (stable and permanent)
- Lights
- Tables (number and sizes as shown in sketch)
- Minimum of two swivel chairs*
- Sufficient chairs (approx. 12-20)

Other events

14. ON VENUE ACCREDITATION-/ACCESS LOGISTICS

WCH

WC



SBWCH

OECH

IBU CUP

YJWCH

JOECH

JUN CUP

Technical hardware provided by PLARAS

- 2 Laptops
- 2 Printers
- 2 Digital cameras
- 2 Laminators
- 2 Tripods
- 1 Photo background roll-up

Material/infrastructure provided by LOC

- Room
- Electricity (stable and permanent)
- Lights
- Tables (number and sizes as shown in sketch)
- Minimum of one swivel chair*
- Sufficient chairs (approx. 6-10)

* Swivel chairs are needed for the PLARAS staff due to the 4 month ongoing season and long office hours.

14. ON VENUE ACCREDITATION-/ACCESS LOGISTICS

SBWCH

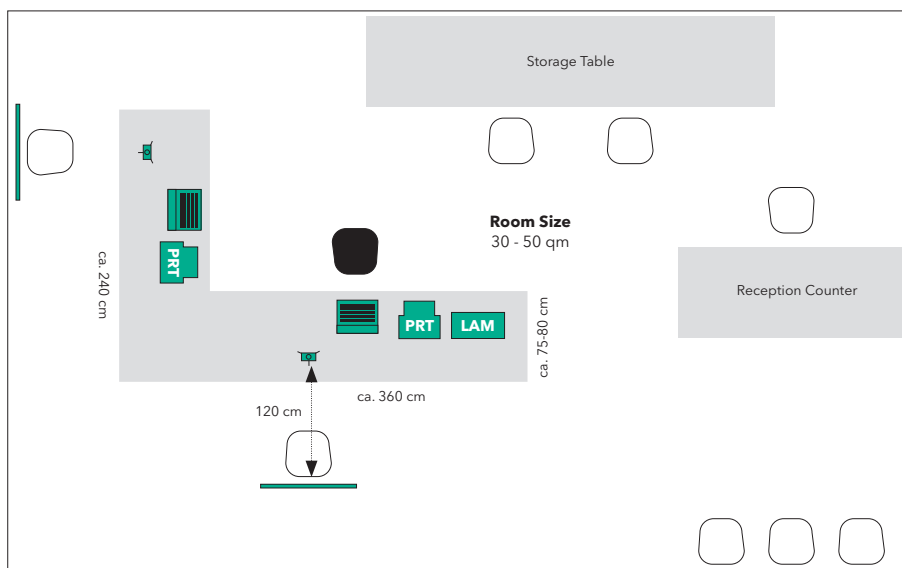
OECH

IBU CUP

YJWCH

JOECH

JUN CUP



14.3 IT and telecommunications

Due to the cloud-based accreditation system, a stable and strong internet connection is essential and crucial for the smooth operation of the accreditation.

A LAN connection is preferred - WLAN is an option, but it must ensure enough undisturbed capacity and stability.

The accreditation office must be provided free of charge with a landline telephone, fax and a photocopying machine for individual copies (no mass copies).

WCH

WC

14.4 Accreditation office signposting and roll-ups

The LOC should ensure proper signposting for all those who are potentially looking for the accreditation, both outside (leading to the building) and within the building where the accreditation office is situated.

At WCH and WC, within the accreditation office, PLARAS can provide two roll-ups as shown below upon request by the LOC, in case the LOC does not have its own roll-ups with the same/similar content text in the LOC's Event design.



15. PLARAS SERVICES

(with relevance to event accreditation, preparation and operation)

WCH

WC

SBWCH

OECH

IBU CUP

YJWCH

The IBU accreditation firm PLARAS is responsible for the preparation of season, the realization on venue and the post-evaluation of the event in the area of the accreditation at the respective IBU events (Point 2) based on the ASC with the following services, at no cost to the respective LOCs.

- 15.1** PLARAS is deploying qualified staff experienced at biathlon events. PLARAS will send up to three staff at WCH, two at WC and YJWCH (part time) and for all other IBU events one staff member. Staff will be present on venue for the following days:

Event	Days on site	Number of PLARAS
		staff on site
WCH	16	2-3
WC 1	12	2
WC others	7	2
YJWCH	11	1-2
OECH	9	1
IBU Cup	6	1
IBU JOECH	6	1
IBU Junior Cup	4	1
SB WCH's	6	1

On the above days, PLARAS will provide the technical equipment as listed under Point 14.2

Any deviations from the above and/or additional days can be coordinated between the LOC, IBU and PLARAS.

- 15.2** PLARAS will provide the current season's LOCs with online access to their respective event and their accreditation data.
- 15.3** Data updating as far as PLARAS has knowledge of changes
- 15.4** Interface to IBU IT and data provider SIWIDATA via online team registration tool/IBU Member Center and IBU Partner Accreditation Tool. Data exchange and update of data after registration on venue.
- 15.5** Operation of the IBU Media Tool.
- 15.6** Processing of applications by new team officials (info to IBU)
- 15.7** Production of the season accreditation cards for the 9 WCs in accordance with the ASC in coordination with IBU and Infront (the latter for advertising) with picture ID and barcode.
- 15.8** Production of event accreditation cards for all events in accordance with the ASC in coordination with LOC, IBU and Infront, with picture ID and barcode.
- 15.9** Provision of accreditation card templates for LOC's (except Junior Cup) for preprinted LOC staff and leadership accreditations before the events can be obtained at PLARAS beforehand after coordination and in case a well PLARAS IT system educated / trained local accreditation team is established) at the earliest 6 weeks before start of the event

15. PLARAS SERVICES

- 15.10** Production of the SADs in accordance with the ASC
- 15.11** Production of the TV camera sticker (in coordination with EBU)
- 15.12** Production of VIP vouchers for LOCs (WCHs up to 2,500, WCs up to 1,500; more upon request)
- 15.13** Online access for LOCs to the accreditation portal for optional pre-accreditation of the LOC groups (group 7 and 8)
- 15.14** Online booking option for LOCs' VIP contingents (WCH and WC)
- 15.15** Provision of daily statistics on use of VIP access at WCHs and WCs on competition days and distribution to LOC and IBU
- 15.16** Provision of an event accreditation analysis at the end of an event for the LOC before departure of PLARAS
- 15.17** Administration and hand-out of team bibs and SADs to the teams in coordination with the respective Race Directors.
- 15.18** Administration and hand-out of the TV bibs and SADs in coordination with the IBU Race Directors and the EBU.
- 15.19** Distribution of parking passes in accordance with to the existing contracts such as IBU EHD and in front contracts, based on the local capacities and instructions of LOC, IBU and EBU/HB for:

IBU	LOC and IBU
NF teams	LOC
IBU Supplying Partners	LOC and IBU
TV and radio	LOC and EBU
Media	LOC
SIWIDATA and PLARAS	LOC and IBU

16. LOC TASKS WCH / WC

WCH

WC

- 16.1** The LOC must appoint a local Head of Accreditation and state his/her contact details in the invitation to the respective event. He/she will contact PLARAS at least three months before the event. It is his/her responsibility to support PLARAS in its provision of services on behalf of the IBU.
- 16.2** The opening hours of the accreditation office must be coordinated with the IBU World Cup Race Director (Annex 3) and PLARAS on the basis of the arrival days and competition times, and published in the official invitation.
- 16.3** For the duration of the event, the OC Head of Accreditation must be available as a point of contact in the office for people contacting the accreditation office both locally and nationally, as well as for PLARAS during opening hours. The OC Head of Accreditation must be authorized and empowered by the LOC to make the necessary decisions on site.
- 16.5** At least three LOC staff members (four at WCH) will be provided at no cost to assist PLARAS for the entire duration of the event or, if need be, up to four persons (five at WCH) on the main arrival days until the beginning of the first competitions.

16. LOC TASKS WCH / WC

- 16.6** The LOC will provide a suitable facility for the accreditation office and furniture such as desks, chairs and counters as shown under Point 14 by coordinating in advance (3-6 months before the start of the event) and consulting with the responsible Race Director and PLARAS.

For details, see Point 14 of this ASC.

- 16.7** During the time PLARAS staff and their equipment are present on site, the LOC is responsible for the(ir) security.

- 16.8** The LOC will set up the accreditation zones as stated under Point 3 of this ASC. Media areas must be coordinated with the IBU Communications Director (see Annex 3).

- 16.9** PLARAS is to be notified of the names and details of members of LOC groups no later than 3 days before arrival at the event.

- 16.10** The LOC must support PLARAS in terms of transport to and from the event e.g. by providing complimentary shuttle services to and from the airport, and shuttle services at the venue.

- 16.11** If a charter flight or other flights are organized for the event, PLARAS will be granted the same conditions as the NF athletes for up to two of its staff and their baggage and equipment.

Flight travel and cargo costs will be covered by the IBU.

- 16.12 Reservation** of maximum two single rooms (at times 3 at WCH) for IBU accreditation company or team in a 3-4* hotel with half board, with the same prerequisites as for the teams but preferably in the IBU hotel.

Costs for accommodation with half-board will be covered by the IBU. Booking will be done by the IBU.

- 16.13** At lunch, complimentary warm and cold snacks and drinks are to be served in the accreditation office, as the staff will not be able to leave the office during opening times. Cost for meals on venue/in the accreditation office will be covered by the LOC.

- 16.14** One parking permit and space are to be provided right next to the accreditation office for PLARAS, in case PLARAS staff are traveling to the event by car.

- 16.15** The LOC guarantees available VIP spaces (issued and realized by PLARAS):

For the IBU:

70 VIP entry passes (100 at WCH) per day of every competition with the authorization to access the respective VIP area (tent, building and grandstand) by placing the VIP zone on the individual accreditation (Point 3 f and 4) or by issuing VIP vouchers (Point 12)

For the EBU:

4 VIP entry passes (10 at WCH) per day of every competition with the authorization to access the respective VIP area (tent, building and grandstand) by placing the VIP zone on the individual accreditation (Point 3 f and 4) or by issuing VIP vouchers (Point 12)

For Infront:

40 VIP entry passes (WC and WCH) per day of every competition with the authorization to access the respective VIP area (tent, building and grandstand) by placing the VIP zone on the individual accreditation (Point 3 f and 4) or by issuing VIP Vouchers (Point 12).

17. LOC TASKS SBWCH / OECH / IBU CUP/ YJWCH / JOECH / JUNIOR CUP

SBWCH

OECH

IBU CUP

YJWCH

JOECH

JUN CUP

- 17.1** The LOC must name a local contact person/coordinator for PLARAS (at OECH and YJWCH, normally "Chief of Accreditation"). He/she will contact PLARAS at least three months before the event. It is his/her responsibility to support PLARAS in its provision of services on behalf of the IBU.
- 17.2** The opening hours of the accreditation office must be coordinated with the responsible IBU Race Directors (Annex 3) and PLARAS on the basis of the arrival days of the teams and competition times, and published in the LOC's official invitation.
- 17.3** For the duration of the event, one capable LOC person must be available as a point of contact in the office for people contacting the accreditation office both locally and nationally, as well as for PLARAS during opening hours. That person must be authorized and empowered by the LOC to make the necessary decisions on site.
- 17.4** At least one English-speaking person (two people at YJWCH and OECH) will be provided by the LOC at no cost to assist PLARAS for the entire duration of the event.
- 17.5** The LOC will provide a suitable facility for accreditation, and furniture such as desks, chairs and counters as shown under Point 14 by coordinating in advance (2-3 months before start of the event) and consulting with the responsible Race Directors and PLARAS.
- For details, see Point 14 of this ASC.**
- 17.6** During the time PLARAS staff and their equipment are present on site, the LOC is responsible for the(ir) security.
- 17.7** The LOC is responsible for a sufficient number of lanyards for all event accreditations (final number has to be agreed upon beforehand with PLARAS). The lanyards may display NF/LOC advertising in the dimensions stated in the IBU Advertising Rules (to be agreed with the respective responsible RDs (Annex 3)).
- 17.8** The LOC will set up the accreditation zones as stated under Point 3 of this ASC. Sport, media and hospitality areas must be coordinated with the responsible IBU Race Directors (see Annex 3).
- 17.9** PLARAS is to be notified of the names and details of members of LOC groups no later than 3 days before arrival at the event.
- 17.10** The LOC must support PLARAS in terms of transport to and from the event e.g. by providing complimentary shuttle services to and from the airport, and shuttle services at the venue.
- 17.11** If a charter flight or other flights are organized for the event, PLARAS will be granted the same conditions as the athletes of the NF for its staff members, baggage and equipment.
- 17.12 Reservation by the LOC** of one single room (2 at times at YJWCH) for one (2 at times at YJWCH) PLARAS staff member(s) in a 3-4* hotel with half board near the stadium/accreditation office.
- Costs for accommodation with half-board will be covered by the IBU. Booking will be done by the IBU.
- 17.13** At lunch, complimentary warm and cold snacks and drinks are to be served in the accreditation office, as the PLARAS staff member(s) will not be able to leave the office during opening times.
- Cost for meals on venue/in the accreditation office will be covered by the LOC.

17. LOC TASKS SBWCH / OECH / IBU CUP/ YJWCH / JOECH / JUNIOR CUP

- 17.14** One parking permit and space are to be provided right next to the accreditation office for PLARAS, in case PLARAS staff are traveling to the event by car.

18. TIMETABLE FOR ACCREDITATION PREPARATIONS AND ON VENUE OPERATIONS

The following important dates and times should act as a rough guideline for the preparations for the accreditation of the event:

01 July: Provision of the name of the Chief of Accreditation (WCH, WCs, YJWCH, OECH, SBWCH) / name of contact for accreditation issues (IBU Cup, JOECH, Junior Cup)

01 August: (WCHs and WCs) Provision of LOC logos to PLARAS and logos of Infront sponsors by Infront

15 August: (WCH and WCs) Coordination of layout/design of the accreditation cards between IBU RD, Infront, LOC and PLARAS with a draft provided by PLARAS

01 September: Opening of the Media Data portal

01 October: Opening of the IBU TV member center

3 months prior to the event: (YJWCH, OECH, IBU Cup, JOECH, Junior Cup, SWCH) Provision of LOC logos to PLARAS

2 months prior to the event: (YJWCH, OECH, IBU Cup, JOECH, Junior Cup, SWCH) Coordination of layout/design of the accreditation cards between IBU RDs, LOC and PLARAS with a draft provided by PLARAS

Deadline for media applications as agreed between the LOC and IBU; the default time is between one week and 14 days; maximum 1 month for WC and 3 months for WCH.

3 months prior to the event: (WCH and WCs only) Provision of the VIP Vouchers

6 weeks prior to the event: Optional provision of the accreditation cards to the LOC for group 7 and 8 (LOC Leadership and LOC staff) for their own print-out

The opening times of the accreditation office must be coordinated with the responsible IBU Race Directors (Annex 3) and PLARAS far in advance of the event on the basis of the arrival days and competition times, and published in the official LOC invitation.



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