



**ISF CROSS-COUNTRY SKI
2014 OTEPÄÄ, ESTONIA**

BULLETIN 4

TEAM MANUAL

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1. GENERAL INFORMATION

ISF Cross Country Ski World Schools Championship 2014 will take place from **09th to 14nd March 2014 in Otepää, Estonia.**

The competition will be held at the Tehvandi Sport Center witch is the best ski centrum in Estonia.

The state language is Estonian.

Estonian money is EUR

Local time is Greenwich Mean Time (GMT) + 2 hours.

The standard electrical voltage in Estonia is 220V, 50HZ.

The telephone country code for Estonia is +372.

2. ORGANISATIONAL STRUCTURE

2.1. ISF Delegate

Jan Coolen, Secretary General of ISF

2.2. ISF Technical Commission (TC)

Paavo Nael (EST) , member of TC

Stefan Scholz(AUT) ,member of TC

Jackie Bonnieu-Devaluez(FRA), member of TC

Vahur Leemets (EST), Chief of timekeeping (member of FIS tehcnical committee)

International School Sport Federation

ISF

Boomgaardstraat 22 B39

2600 BERCHEM-ANTWERPEN

BELGIUM

Tel: 32-3-286.07.38

Fax: 32-3-286.07.47

E-mail: isf@isfsports.org

2.3. Estonian School Sport Union

Merivalja str 24

11 911 Tallinn

ESTONIA

Tel: + 372 66 70 604

Fax: + 372 66 70 604

Mob. + 372 50 49 044

Email: info@koolisport.ee

2.4. Organizing Committee

Council

Lauri Luik , president of Estonian School Sport Union, member of Estonian Parliament

Tõnu Seil, deputy of Ministry of Culture Estonia

Siim Sukles, Secretary General of Estonian National Olympic Committee

Kuldar Veere, municipality Mayor of Otepää

Board

Madis Pettai

Director of event

Paavo Nael

Chief of competiton

Henri Ausmaa

Cultural Programme

Aveli Asber

Ceremonies

Kristi Kirsberg

Press/Media

Raido Rei

Transport, Accreditation

Anu Kilki

Accommodation, Catering

Eilika Trummar

Team attache's, volunteers

Andres Arike

Medical service

Jaanus Kokkonen

Security

Alar Arukuusk

Tehvandi Sportcenter management

2.5. Competition oranization

Chief of Competition

PAAVO NAEL

Race Secretary

MERIKE ÕUN

Chief of Course

TÕNU KINKS

Jury of Appeal

Jan Coolen
Madis Pettai
Paavo Nael

2.6. Participating Countries and Schools

See attachment

2.8 Team attache's

Every delegation/team has min 1 attache who are responsible of taking care of the team.

They are involved with the competition and everything related with it.

They are available for the team at any time during the competition.

They are obligated to share information with the team and other attaches.

They are obligated to lead them everywhere needed (etc. airport, hotel, stadium, cultural events).

Obligations of attaches:

To welcome the delegation at the airport and competition center.

To lead the delegation from the airport/to the hotel/ski stadium/cultural events with the special transport

To help the delegation with the accreditation

To stay with the delegation during the competition and cultural events

To share all the information that needed

3. ARRIVALS

3.1. Welcome Service

Upon arrival, team attaches/guides will meet teams. A welcomedesk in airport will be located at the arrivals area after baggage reclaim.

Once luggage has been collected, team members will be escorted to the buses, which will take them to Otepää, competiuton center/hotel.

3.2. Arrival by Air

Tallinn International Lennart Meri Airport

3.3. Arrival by Road

Teams arrivig by road on their own buses are kindly asked to go directly to Otepää, Tehvandi Sport Center and take contact with information desk.

www.tehvandi.ee

4. TRANSPORT

4.1. Transport and Accommodation Desk

The transport and accommodation desk will be located at Tehvansi Sport Center

4.3. Return to Airport

Transport will be arranged according to the flight and travel schedules subbmited by the teams. Further information will be available from the hotel information desk.

5. ACCOMMODATION & HOTEL INFORMATION

5.1 Official Hotels

The official hotels for teams and for heads of delegations and ISF delegate and ISF TC are

Tehvandi Hotel www.tehvandi.ee

Karupesa Hotel www.karupesa.ee

Murakas Hotel www.murakas.ee

Kääriku Spordikeskus www.kaariku.ee

5.2. Information Desk

An information desk will be located in Tehvandi Sport Center .

Open from 09.00 AM – 20.00 PM

5.3. Meals in Hotel

All meals will be provided at hotels.

You will find detailed info from program time table of ISF Cross Country Ski

5.4. Meeting Rooms for Teams

Arrangements can be made for team meeting rooms through the information desk in the team hotel. Requests shall be made at reasonable time advance.

5.5. Medical Services in the Hotel

Please contact with information desk for medical service.

The phone number of emergency aid is 112

5.6. Telephone Calls

The telephone will be automatically activated to make a room-to-room calls. For using the room phone for outgoing calls are charged by hotel and settle by check-out.

5.7. Using of internet

You can use wireless(WIFI) internet by own PC in hotels and in Tehvandi Ski stadium.

6. ACCREDITATION

6.1 General.

Each team member will receive an accreditation card, which must be carry during the all program of event and should be clearly visible. Security persons will control all areas.

The accreditation card is not transferable and does not allow the holder to take another person beyond checkpoints.

6.2 Accreditation Procedure

After arrival to Tehvandi Sport Center the head of delegation (HOD) reports his/her delegation to the **race office** for the event which records any changes to the composition of the delegation and explains the circuit of administrative and financial formalities to be completed.

The head of delegation settles the balance (allowing for deposit) of participation costs according to the current ISF rate (including entry fees and participation fees in Euros or by such other means of payment, **agreed** by the OC.

After settle of payment head of delegation has to proceed to desk of Control Commission (CC).

The CC has to check the following documents in the presence of the head of delegation:

- for each member of the delegation, the collective document (for school team) confirming that the participant is a pupil at a school;
- the individual identity card or passport;

Passports or identity cards will be used to check the age and nationality of each participant .

Each participating delegation must have its own certified accident and civil liability insurance cover (insurance certificate).

Once the documents listed have been checked, the CC will hand out to the participants individual accreditation cards bearing photographs. Each official, coach and, if applicable, bus driver, will also receive an accreditation card giving the bearer free access to all events.

6.3 Access Areas at the Stadium

All team accreditation card will allow access to the team waxing facilities. Only athletes who are about to compete and service team members will have access to the race tracks. Separate cards will be issued to Head of Delegation, for access to the RO.

6.4. Loss of an Accreditation Card

Any lost damaged accreditation cards should be reported to the information desk in order to be established.

7. TECHNICAL INFORMATION

7.1 Race Office

The main function of the RO is to ensure smooth communication between each Head of delegation, the OC the ISF TC members and the Competition Administration, regarding technical matters.

The RO is located in main building of the Ski Stadium on the second floor.

The RO will be open:

March 09 10.00 – 23.00

March 10 7.30 – 20.00

March 11 8.00 – 19.00

March 12 16.00 - 19.00

March 13 8.00 - 17.00

The RO will be linked to all information desks set up for this event and shall be responsible for the following:

- Competition information (Start Lists, Results, etc)
- Urgent notices – collection and delivery of any urgent written notices to the head of delegation from ISF Representatives, OC and Competition Administration.
- Settlement of technical enquiries from delegations
- Reception of final declaration of members of relay teams
- Reception of protests from the teams

7.2 Team Captain Meeting (TCM)

First Team Captain Meeting will be held on **10.03. at 8.00 in Tehvandi Sport Center II floor**

Each Team may be represented by maximum of two people and, if necessary, an interpreter. It is very important that all teams are represented at the TCM. The TCM will be conducted in English.

The TCM will be attended by:

- ISF delegate
- ISF Technical Commission

- Race Jury
- Representatives of OC
- Competition Director
- Race Secretary

7.3. TCM Agenda

- Welcome by the ISF delegate
- Welcome by the Director of OC
- Presentation of the Chief of Competition (agenda by FIS rules, 2012)
- Answering to the questions submitted in writing by the teams

7.4. Official trainings and Warm up

All the officials trainings must be provided only in accordance with training timetable (see Appendix 3). Warm up schedule will be introduced on TCM.

7.5. Medical Service

The Medical Service will be available at the Ski Stadium during the training and competition time.

- 7.6. **Meals** You will find detailed info from program time table of ISF Cross Country Ski 2014 Otepää

8. COMPETITION REGULATIONS

8.1. Team Composition

Each team permitted to have a 5 male or 5 female athletes.

8.2. Final Entries

Final entries must be submitted not later then **March 09 at 22.00 (local time)**

8.3. Final Confirmation

During accreditation head of delegation or their representatives must confirm the names of those competitors already entered who will actually take part in the competition. Forms for the confirmation will be distributed to each delegation at the beginning of the accreditation. The form must be completed and returned at least by the end of accreditation (see point 8.2.) TCM. Final start lists will be ready for collection at the RO and the information desk in hotel after the TCM.

The final relay team and running order must be submitted to the RO using the respective form not later then before last TCM (12.03. 18:00).

8.4. Withdrawal

Withdrawal of any confirmation must be indicated to the RO in writing on the official withdrawal form.

8.5. Bibs

The OC will provide the bibs after TCM. Each competitor will receive one bibs. These must be weared on the racing suites during the race. NB! Bibs must be returned to officials (or to RO) right after finishing the race.

9. COMPETITION PROCEDURE

9.1. Timetable

Please refer to the Appendix 2

9.2. Warming-up before events

Warming up will take place on race track and schedule will be provided on TCM

9.3 Timing

On all official race events will be used an electronic timing system and video finish if needed.

9.4. Protests

Protests are permitted and will be processed in accordance with FIS Rules.

10. COMPETITION INFORMATION

10.1. Information Boards

Information boards are in RO, races start area and on the wall of waxing facilities.

10.2. Announcements

Official announcements will be made in English and Estonian

10.3. Final Result Lists

Result will be available in RO and on official website – www.isfnordicski2014.com

11. SECURITY

In general Estonia is a secure country, but some good advice to feel yourself more secure:

- More safe to move in group than alone;
- When you go somewhere alone, give notice to your group leader;
- Do not leave your stuff unattended- pickpockets are getting around;
- Do not follow the person you don't know;
- Underage limit at night, smoking and alcohol are under Police heightened attention;
- If you are in trouble, you can always call security nr +372 50 49044
- **In case of emergency you have to call 112**

12. OPENING CEREMONY

March 10th 8:00 PM Tehvandi Stadium

Stadium will be open for guests from 7:30 PM-10.00PM

The opening ceremony will take place in Tehvandi Stadium.

Each delegation, wearing its official uniform.

All participants have seats in main tribune of stadium guided by team attaches. The head of delegations have seats in V.I.P area.

1 member of delegation will be nominated to carry a flag.

The opening ceremony has official and artistic part and takes 1' 10'' (1 hour and 10 minutes).

No participant may bring in to the tribune and arena national flags during opening ceremony. Official flags of countries are presented by official order of Opening Ceremony.

13. CULTURAL PROGRAM

13.1 INTERNATIONAL GET-TOGETHER (NATIONS' NIGHT)

March 12th 20:00-22.00 (8.00PM-10.00PM) Otepää Gymnasium

Delegations are required to take part in an evening "International Get-together" organised with the aim of encouraging exchanges between the different cultures of participating countries. The young people are invited to introduce and to promote their countries and their culture in an original fashion.

Each delegation is to organise a stand at the “Tourist Fair “on the theme “Suppose you came to spend your holidays in my country?”

This presentation may be made in the form of leaflets, video, CD, photos or other original ideas, for example by offering a taste of typical culinary specialities (dishes, drinks).

On addition each delegation may, if it wishes, introduce a facet of its country’s culture on stage (the stage is yours – dances, songs, sketches...) maximum **6 minutes**.

For technical requirement (video, CD player etc) please return filled application (appendix no.3) **latest 11 March 3:00 PM** to information desk in competition office (Tehvandi Stadium).

14.2. CULTURAL DAY

March 12th at 9:00 AM

14.2.2. Visit Tartu and Science Centre Ahhaa

At morning **9.00 AM** starts departure by buses all delegations from hotels to visit Tartu and Science Centre Ahhaa (Tartu).

10.00 AM all buses arrive to Tartu (Science Centre Ahhaa parking place).

10.00-12.30 1 group (5 delegations) visit Science Centre Ahhaa

10.00-13.00 2 group (4 delegations) guided tour in Tartu City Centre and old town

LUNCH

1 group 12.30 at Cafe Newton (Science Centre Ahhaa 2nd floor)

2 group 13.00 at Cafe Newton (Science Centre Ahhaa 2nd floor)

13.00-15.45 1 group (5 delegations) guided tour in Tartu City Centre and old town

13.30-15.45 2 group (4 delegations) visit Science Centre Ahhaa

Departure from Tartu to Otepää 16.00 from Science Centre Ahhaa parking place (Tartu)

15. VICTORY and CLOSING CEREMONY, FAREWELL PARTY

March 13th at 7PM in Otepää Gymnasium

Departure from hotels 6:30 PM

Closing ceremony will consist of various parts. Firstly the award ceremony Secondly the dance performance followed by the official closing ceremony of the competition. The grand finale is the farewell party with loads of refreshments and disco music.

Disco will be until 11:00 PM

16. DEPARTURE

Will be attached on the **13th March**

17. APPENDICES

Will be attached on the day of accreditation 09th March

