

TD Checklist - Ski Jumping

12/1/2019

0. Competition Preparation

| | | Expected Date | Actual Date |
|---|---|---------------|-------------|
| 1 | Confirm Upcoming Assignments with Obman (FIS Events Only) - By June 15th for summer competitions - By September 30th for winter competitions | | |
| 2 | 20 Days before the Competition: - Check whether the schedule is available - Evaluate the schedule | | |
| 3 | 20 Days before the Competition: Confirm travel arrangements with the organizer | | |
| 4 | 20 Days before the Competition: Confirm validity of the Hill Certificate (via the Internet or FIS Office) | | |
| 5 | 7 Days before the Competition: Ask for a report from the organizer regarding preparations, the facility and snow conditions | | |
| 6 | 1 Day before Official Training: Arrival on site | | |
| 7 | 1 Day before Official Training: Facility inspection Minimum items to inspect before training: - Snow conditions, Plastics for the entire facility - Inrun track - Takeoff angle - Safety, Barrier (Boards), Fences are closed down to the ground - Etc. Check the team area - Enough space for each team - Facilities for waxing Check room or container for Equipment Control - close to the exitgate and functional arranged Briefing with Chief of competition, Chef of inrun, Chief of landing ,outrun and Chief of equipment (if two disciplines on site, take your colleagues TD and TDA with you) | | |
| 8 | The TD makes the entries in the jumping judges and TDA passport | | |

10. Team Leader's Meeting

Completed

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| 11 | Before the Team Leader's Meeting, Check: - Room conditions - Seating arrangements - Writing board for the OC and Jury - Agenda is available (written or electronic, written weather forecast) - Recording secretary is available - Which language(s), who will interpret Check the entries (together with data service) - quotas - national group - FIS codes / licence - No participation without a confirmed entry from the National Ski Association Check number and quality of forerunners | | |
| | Team Leader's Meeting Agenda 1. Greeting 2. Roll Call of Nations 3. Introduction of the members of the OC 4. Introduction of Officials (Jury and Judges) 5. Checking entries or grouping of the competitors and if necessary draw 6. TD Report | | |

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| 12 | 7. Chief of Competition Report 8. Plan of Events (Program) 9. Weather Report 10. Information from the Organizer 10.1. Start Number Distribution 10.2. Settlement of Expenses 10.3. Transportation and Parking 10.4. Food and Drink at the Hill 11. Information from the Race Director/Cup Coordinator | |
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20. Competition (Official Training and Competition)

Completed

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| | Before Official Training: | |
| 21 | Take all Hill Parameter measurements for the TD Report together with the TDA For the determination of the in-run length calculate 95% value of the Hill Size (HS) (round down to the | |
| 22 | (Once again) Safety Checks - Remove or cover obstacles in the competition area - Inspect all barriers (stability, height, gaps) - Protect spectators from runaway skis - Inspect the placement of TV cameras | |
| 23 | (Jury) Get to Know the Competition Secretary | |
| 24 | Material Control: Yes / No; Discuss the Organization of it | |
| 25 | Forerunners: Request the number and capabilities of them Instruct the Chief of Forerunners (always 2 forerunners ready at the start) | |
| 26 | Distance Measurers: Ask about the number, quality and experience of them | |
| 27 | Emergency: Review the procedures - Personell ,transportation and operation schedule | |
| 28 | Review the Changing Cabins, Waxing Accommodations and catering for teams | |
| 29 | Inspect the Technical Installations - Video distance measuring - Wind measurement (wind flags along the landing zone acc. ICR) - Start time control - Display boards for trainers and competition management - Check communications with the organizer and Jury o Separate channel for the Jury | |

30. Official Training

Completed

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| 31 | Discuss the division of duties with the TDA | |
| 32 | Inspect the functional efficiency of the technical installations (esp. Windflags(strips) a long the landing area, acc. ICR) | |
| 33 | Monitor the presence of jumping judges | |
| 34 | Confirm that the hill packing crew is present Check the equipment (skis, climbing irons, brooms, shovels, rakes etc.) Check doors, where the packing crew get in the landing zone | |
| 35 | Oversee the Training - Get in place (Judges' Tower) - Supervise activity according to the ICR (set in-run length, etc.) | |

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| 36 | The TD instructs the judges concerning communication during qualification and competition. Signalize sanctions for this misdeed. | |
| 37 | Conduct a test of style point entry for the jumping judges | |

40. Competition (and Qualification)

Completed

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| 41 | Confirm that the hill packing crew is present Check the equipment (skis, climbing irons, brooms, shovels, rakes etc.) | |
| 42 | Be sure the judges are reminded by the TD that talking and discussion is not allowed. | |
| 43 | Verify that judge scores will also be written | |
| 44 | Ensure that distance measurers have taken their places Ensure there are working tools, tape and a reserve bib is at starters place. Reserve bib can only be used incase of a defective one. A Jumper without his one bib is not allowed to start. Ensure that starter or assistant control the plombs | |
| 45 | Be sure that results will be quickly distributed for the final round and confirm distribution to: Trainers, the Starter and the Jury | |
| 46 | Conduct the competition according to the ICR | |
| 47 | After each round (Qualification, first round, final round), inspect the results | |

50. Follow up Work (after the final competition)

Completed

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| | Immediately after the final competition: | |
| 51 | Sign All Records (Team leader's meetings, Jury Meetings, Results from Qualification und Competition) Have a short Debriefing with Chief of competition | |
| 52 | Complete the TD Report Onsite | |
| 53 | Inspect all documents for completeness; scan all the minutes, the TD- and TDA report | |
| 54 | Personally ensure they are sent, it's not appropriate to leave this with the organizer | |
| 55 | Departure, not until everything is settled | |