INTERNATIONAL
BIATHLON
UNION

IBU
ACCREDITATION SYSTEM CATALOGUE

AS OF04th OF NOVEMBER 2026 - VERSION 6.0

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VERSION HISTORY

Version	Date	Comments
1.0	20th November 2019	Original PLARAS concept/version
2.0	6th October 2022	Update by SIWIDATA/IBU for the 2022/23 season
3.0	10th May 2023	Update by SIWIDATA/IBU for the 2023/24 season
4.0	17th April 2024	Update by SIWIDATA/IBU for the 2024/25 season
5.0	19th May 2025	Update by SIWIDATA/IBU for the 2025/26 season

EXPLANATION OF ABBREVIATIONS / SYMBOLS

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
Organizing Committee	▶ Hereinafter stated as OC
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 OC 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

Electronic news gathering	► Hereinafter stated as ENG
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
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

 Production / produced by

 Distributed

 Available

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 OCs, 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 OC 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 SYSTEM CATALOGUE (IBU ASC)

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

WCH	IBU World Championships Biathlon
WC	IBU World Cup Biathlon
SBWCH	IBU Summer World Championships Biathlon
OECH	IBU Open European Championships Biathlon
IBU CUP	IBU Cup Biathlon
YJWCH	IBU Youth Junior World Championships Biathlon
JUN CUP	IBU Junior Cup Biathlon
JOECH	IBU Junior Open European Championships Biathlon



3. BASIC SYSTEM

WCH WC

3.1 Sport-technical, media and hospitality areas for WCH & WC are based on the following structure:

SPORT TECHNICAL AREAS

1 Waxing and Team area

2 Course

3 A Shooting range ramp / Penalty loop
B Shooting range coaching area
C Shooting range VIP zone

4 A Start Warm up area
B Finish exit area

5 Start / finish area

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 area
E TV compound / commentary positions
F Media hospitality area

HOSPITALITY AREAS

Z OC VIP area

ZR OC VIP (reserved tables)

Y Biathlon Family Club

X OC area

OECH YJWCH SBWCH

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

SPORT TECHNICAL AREAS

1 Team area

2 Course

3 A Shooting range ramp / penalty loop
B Shooting range coaching area

4 Warm up & finish exit area

5 Start / finish area

6 Competition & IBU/Siwidata office

8 Doping control area

MEDIA AREAS

9 A Media center/Mixed zone /Shooting range media area
B Photographer area
C TV Compound & Commentator positions

HOSPITALITY AREAS

Z OC VIP area

Y Biathlon Family Club

X OC area

JUN CUP JOECH IBU CUP

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

SPORT TECHNICAL AREAS

1 Team area

2 Course

3 A Shooting range ramp / penalty loop

B Shooting range coaching area

4 Warm up & finish exit area

5 Start / finish area

6 Competition & IBU/Siwidata office

8 Doping control area

MEDIA AREAS

9 Media Area (all)

HOSPITALITY AREAS

Z OC VIP area

Y Biathlon Family Club

X OC area

3.4 Descriptions of the areas (area numbers are taken from WC & WCH master; the description of the areas is the same for all events)

1 **Waxing and team area:** 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 warm up course. 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 zones, specially designated TV and photo zones 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 minimum 2 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. In OECH & JYWCH this area is included in area 9A. In IBU & Junior Cup this area does not exist.

4A Start Warm up area: The area where the athletes are warming up and concentrating shortly 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 also be the same area. In non-WC-events no area 4B is existing, only one combined area 4.

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 3.1.2.2. 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 OC. In non-WC-events this area is named “Competition & IBU/Siwidata” office.

7 **Data timing/target technical area:** The rooms housing the technical areas for data timing (SIWIDATA), for the shooting range operations/equipment and their companies at the stadium. In non-WC events, area 7 is included in area 6.

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 OC, IBU etc. In IBU Cup & Junior Cup no sub-areas are existing, just one combined area 9.

9B Mixed Zone: The restricted, fenced area of the venue following the finish area (5) where TV, Radio and media representatives can interview athletes after the competition. In OECH & JYWCH the mixed zone is included in area

9A.

9C Shooting range media area: The area behind the 3B area and approximately the 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 /shared area. In OECH & JYWCH the shooting range media area is included in area 9A.

9D Photographer area: The areas especially concepted 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), zones along the course, zone at finish etc. In OECH & JYWCH the photographer area is area 9B.

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 1 table, plus internet access.

In OECH & JYWCH the TV compound/commentary position is area 9C.

9F Media hospitality area for editorial media representatives. This area exists only in WC-events.

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.) as well as EBU (for EBU representatives and TV guests), 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. NB: only existing in several WC-events

Y Biathlon Family Club for Teams and IBU Partners and Supplier, Infront staff, Data-Timing staff and Shooting Range Technicians if applicable.

X OC area are hospitality areas mainly for recreation and catering of OC staff and special OC purposes

3.5 Groups of people

Accredited people are divided into 8 main groups:

MAIN GROUP

T	Team	A	IBU
M	Media incl. TV/Radio	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 links under 3.6.

Groups 1 to 6 must be realized as shown in the list of formats as enclosed in links under 3.6. 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 SIWIDATA.

3.6 Formats

The main groups and subgroups of participating people and the collectively accessible areas allocated to them make up the so-called "format", including the "format number" for the IT system. Access to certain areas may be blocked while entry to others may be permitted with upgrade cards.

The OC can download the list of the "Accreditation Formats" in pdf format for their respective event from the accreditation system in the MemberCenter (menu "reports").

For each series the general formats of reference are maintained online. The current format list can always be downloaded by clicking on the links below:



Format master WCH, WC or

Be sure to copy the whole link below:

https://biathlonresults.com/modules/federationapi/AccReport/GetReport?Code=ACF&EventId=BT2223SWRLCPME&MainGroupNr=0&Contingent=&RenderFormat=PDF



Format master YJWCH, OECH, SBWCH or

Be sure to copy the whole link below:

https://biathlonresults.com/modules/federationapi/AccReport/GetReport?Code=ACF&EventId=BT2223SIBUCPME&MainGroupNr=0&Contingent=&RenderFormat=PDF



Format master IBU Cup, JCup, JOECH or

Be sure to copy the whole link below:

https://biathlonresults.com/modules/federationapi/AccReport/GetReport?Code=ACF&EventId=BT2223JIBUCPME&MainGroupNr=0&Contingent=&RenderFormat=PDF

3.7 Event accreditation

The general layout of the accreditation cards will be according to the sample image below. On the back of the accreditation card the description of the different access areas are listed.



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

** Access areas/zones which the bearer of the accreditation is allowed to access.

produced by SIWIDATA

distributed by SIWIDATA at Accreditation Office***

*** Accreditation card templates for OCs holding a WC or WCH for preprinting OC staff and leadership accreditations before the events can be obtained in advance from SIWIDATA upon arrangement and in case a well SIWIDATA IT system educated / trained OC accreditation team is established

4. SEASON ACCREDITATION

Season accreditations will only be handed out to IBU Executive Member Boards. The access areas are the same as on a venue accreditation with the exception that the season accreditation is valid in every venue except WCH.
The general layout of the season accreditation will be according to the sample image below:

Front page:



Back page:



5. UPGRADE CARDS

Upgrade 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: Upgrade cards without valid personalized accreditation have no validity!

Upgrade cards are issued for event series per season but can be used among all series, e.g. an upgrade card handed out in WC can also be used in IBU and Junior Cup. This is valid only for P&S and RHB as for teams no upgrade cards in IC and JC are handed out. Team staff in IC and JC have all their access areas printed on the accreditation card.

Each card has a unique QR-Code in order to track and scan the card at the access of the distinct area.

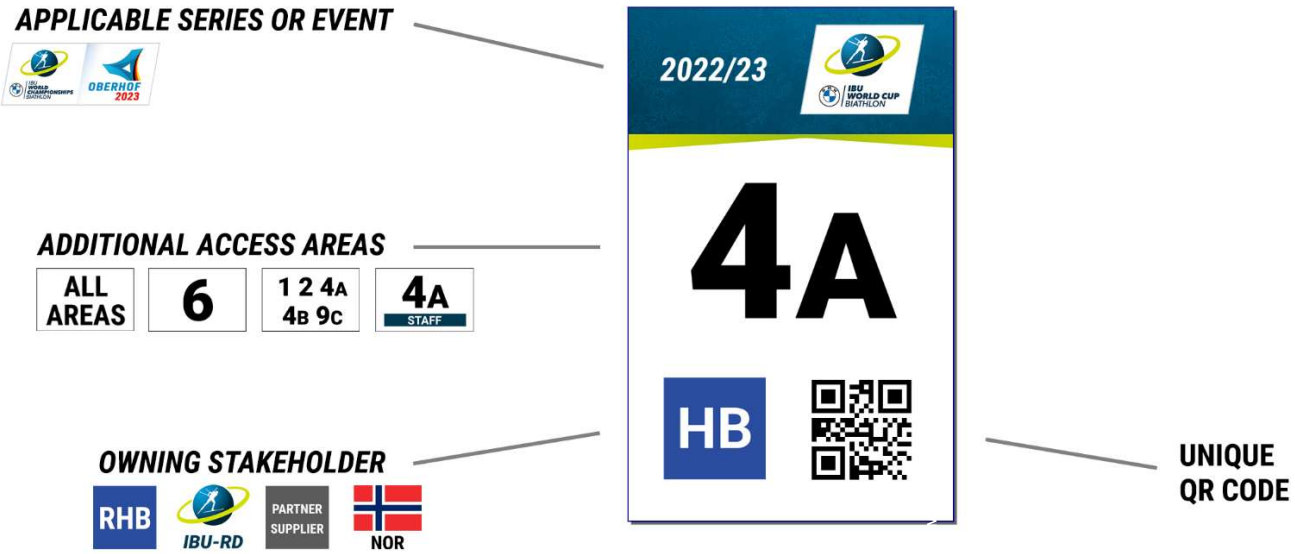
Teams: keep cards for the whole season once they are distributed. Lost or forgotten cards are not being replaced or only in special circumstances.

HB/RHB: return cards to the TV Delegate.

Partner/supplier: keep cards for the whole season once they are distributed. Lost or forgotten cards are not being replaced or only in special circumstances.

Other cards, e.g. visitors, to be returned to the Race Director or original upgrade card bearer.

The design of the upgrade cards have been unified for easier recognition:



WCH WC

5.1 Upgrade cards for teams

During the main competition period, areas 3B, 4A and 4B, will be accessible only to those team staff members wearing the corresponding upgrade cards, with the following quota. For IBU and Junior-Cup no more upgrade cards for teams are being handed out as from season 2022/23. It's the duty of team members and Race Director to control arise of people in the areas of upgrade card holder.

4 A 2 x + 2 x STAFF NO DISTINCTION MEN/WOMEN

4 B 2 x + 1 x STAFF NO DISTINCTION MEN/WOMEN

3 A minimum 2, max. depending on male or female season entry quota (higher number defines number of cards, in accordance with respective RD)


produced by SIWIDATA in biological PVC.


distributed by SIWIDATA at Accreditation Office

WC WCH IBU CUP OECH JUN CUP

5.2 Upgrade cards for Equipment partner

To service staff of the IBU equipment partner companies, will be issued 4A and 4B cards, two per IBU **premium** equipment partner and one per IBU equipment partner. Exception: premium equipment partner Fischer who has areas 4A and 4B already printed on accreditation card as agreed with IBU.

Equipment partner keep their upgrade cards for upcoming events and destroy the upgrade cards at the end of the season.


produced by SIWIDATA in biological PVC.


distributed by SIWIDATA at Accreditation Office

WCH WC SBWCH OECH YJWCH

5.3 Upgrade cards for media & TV/Radio

Upgrade cards for media & TV/radio are foreseen only under special circumstances decided by EBU TV delegate for TV and IBU media responsible for media on site. Generally, all access areas are pictured on accreditation card and agreed with EBU TV delegate/IBU media responsible within deadline of registration for respective event via special request form.

A limited number of upgrade cards will be produced and handed over to EBU TV delegate and IBU media responsible who is responsible for handling.

Access to zones 4 A and 4 B will only be permitted with a white HB bib.


produced by SIWIDATA in biological PVC.


distributed by EBU TV Delegate/IBU media responsible

WCH WC

5.4 ***Upgrade cards All-area***

ALL AREA cards are available for each of the stakeholders listed below:

- IBU; (10 GS + 10 SD + 10 RD)
- HB/RHB, (4 HB + 4 RHB)
- Infront, (10)
- OC (5)

They are meant to enable clearly identified persons of these stakeholders to take visitors on a guided tour through the venue to all areas as agreed with the IBU (area 8 is not permitted). These visitors are not allowed to go on their own and/or to stay for a longer time in these areas. In case more all area upgrade cards are needed, decision depends on IBU RD or SD.


produced by SIWIDATA in biological PVC.


For IBU, Infront, OC distributed by SIWIDATA at Accreditation Office, for HB/RHB via TV Delegate

WCH WC

5.5 Upgrade cards All Area OC Tour guide

These two upgrade cards cards are produced for the OC Tour guides to allow them stadium tours with up to five guests (more guests allowed in accordance with IBU). These guided tours must be allowed by IBU WC/WCH Race Director or Sport & Event Manager and can only be made in non-competition-times. The visitors don't need any identification and must be accompanied by Tour guide without exception all the time. Each OC will get two event-related upgrade cards which must not be returned. In case more all area upgrade cards are needed, decision depends on IBU RD or SD.


produced by SIWIDATA in biological PVC.


distributed by SIWIDATA at Accreditation Office

WCH WC

5.6 Upgrade cards Race Director, Secretary General, Sport & Event Manager

These cards are produced for the WC Race Director, Secretary General and Sport & Event manager to allow them tours with sport-related visitors (for example visitors from Olympic venues) for information and development purposes.


produced by SIWIDATA in biological PVC.


distributed by SIWIDATA at Accreditation Office

TABLE SUMMARY

	Event	Access	Recipient	Number
1	WCH + WC	All Area	IBU (GS/SD, RD)	10
2	WCH + WC	All Area	Infront	10
3	WCH + WC	All Area	OC (event related)	5
4	WCH + WC	All Area	OC Tour guide (event related)	2
5	WCH + WC	All Area	HB/RHB	4
6	WCH + WC	All Area	IBU RD	10
7	WCH + WC	3 C	IBU RD	5
8	WCH + WC	3 B	per NF*	Rule 1.8.2.1*
9	WCH + WC	4 A	per NF	2
10	WCH + WC	4 A STAFF	per NF	2
11	WCH + WC	4 B	per NF	2
12	WCH + WC	4 B STAFF	per NF	1
13	WCH + WC	4 a	per IBU Supp.Part.	Silver1/Gold 2
14	WCH + WC	4 b	per IBU Supp Part.	Silver1/Gold 2
15	WCH + WC	1	HB	10
16	WCH + WC	1	RHB	60
17	WCH + WC	5	HB	6
18	WCH + WC	5	RHB	8
19	WCH + WC	6	HB	10
20	WCH + WC	6	RHB	6
21	WCH + WC	7	HB	10
22	WCH + WC	7	RHB	6
23	WCH + WC	9c	HB	10
24	WCH + WC	9c	RHB	12
25	WCH + WC	9a, 9b, 9c, 9d	IBU	5

	Event	Access	Recipient	Number
1	OECH	1	HB	6
2	OECH	1	RHB	3
3	OECH	6	HB	10
4	OECH	4	per IBU Supp.Part.	Silver1/Gold 2
5	OECH	9a, 9b, 9c	IBU	5

	Event	Access	Recipient	Number
1	IBU Cup	*1*	*HB*	*6*
2	IBU Cup	*1*	*RHB*	*3*
3	IBU Cup	*6*	*HB*	*10*
4	IBU Cup	4	per IBU Supp.Part.	Silver1/Gold 2
5	IBU Cup	9	IBU	5

*only with TV coverage

	Event	Access	Recipient	Number
1	YJWCH	1	HB	6
2	YJWCH	1	RHB	3
3	YJWCH	6	HB	10
4	YJWCH	4	per IBU Supp.Part.	Silver1/Gold 2
5	YJWCH	9a, 9b, 9c	IBU	5

	Event	Access	Recipient	Number
1	J CUP	4	per IBU Supp.Part.	Silver1/Gold 2
2	JCUP	9	IBU	5

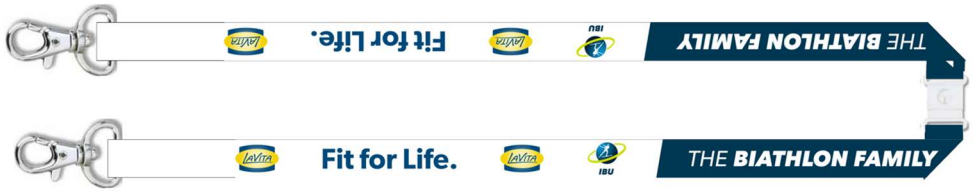
* According to Article 1.9.2.1 of the IBU Event & Competition Rules, each NF is allowed to have the same number of coaches within the 3B as athletes entered in the competition (same as team's entry quota), but not less than 2 (if they have entered just one athlete, two coaches are allowed)

6. LANYARDS

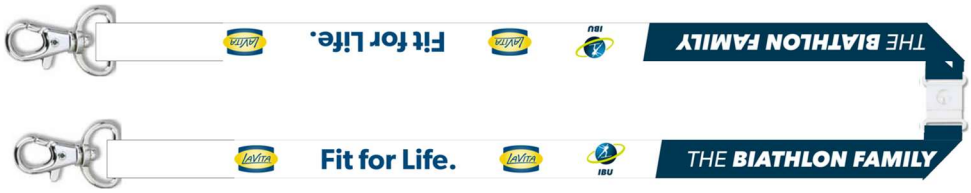
WCH WC

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.

Front side



Back side



produced by Infront

They are available from SIWIDATA on venue at the accreditation office and beforehand by contacting Infront. SIWIDATA is not responsible providing lanyards but only for distribution.

SBWCH OECH IBU CUP YJWCH JUN CUP JOECH

The lanyards are being provided by Siwidata. A sufficient number of lanyards will be brought directly on site. In case a venue decides to produce their own lanyards, please advise Siwidata/IBU before production of the lanyards. The lanyards may display NF/OC advertising in the dimensions stated in the IBU Advertising Rules (to be agreed with the respective responsible RDs (Annex 1).

7. BIBS

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

produced by Infront

7.1 Athletes and team members

WCH

WC







OECH

IBU CUP







JOECH

JUN CUP

YJWCH

Men's size
1 to 300



Women's size
301 to 550



Men's size
551 to 650



distributed by SIWIDATA at Accreditation Office

7.2 Partner/supplier

WCH

WC



distributed by SIWIDATA at Accreditation Office

7.3 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

WCH

WC





Distributed by
IBU Photo Manager at
Media Center

OECH

IBU CUP

Distributed
by IBU Media
Manager
IBU Cup



JOECH

JUN CUP

YJWCH

Distributed by
IBU (Social)
Media Manager
IBU Junior Cup



7.4 TV / RHB / NRH

7.5

WCH

WC



TV Bib for Reporters/Commentators of HB/RHB who want to use the course during non-competition times in coordination with IBU Race Director

distributed by SIWIDATA at Accreditation Office as per EBU TV Delegate indications

Bib for ENG Camera Team of RHB



distributed by SIWIDATA at Accreditation Office as per EBU TV Delegate indications.

7.6 Stadium Production

Bib for giant screen production team of OC.

7.7

WCH

WC



distributed by SIWIDATA at Accreditation Office according to indications of EBU TV Delegate and/or IBU Media delegate.

OECH

IBU CUP

Distributed by IBU Media Manager IBU Cup



JOECH

JUN CUP

YJWCH

Distributed by IBU Media Manager Junior Cup



7.8 HB bibs

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

3A Shooting range ramp/penalty loop
4A Warm area
4B Finish exit area
5 Start/finish area
9C Shooting range media area

distributed by EBU TV delegate

WC
WCH



OECH
IBU CUP



JOECH
JUN CUP
YJWCH



7.9 Communication bibs

distributed by IBU Media delegate at Media center.

WC

WCH



OECH

IBU CUP



8. 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 the end of the finish zone (Area 5) towards the 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 is only handed out upon request to NF officials registered as media staff.

Produced by the IBU

Available from the IBU CD at the venue



9. VOUCHER (PRINTED OR DIGITAL)

WCH | WC

Printed vouchers can be obtained upon request by contacting SIWIDATA two months prior to the respective event. VIP vouchers are produced for the needs of the OCs and for the contractual contingent specified in the IBU-OC EHD and OC-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 La Vita, NIBE, Infront etc.), the contingent the VIP access is booked within (IBU, Infront, OC) and a unique barcode for scanning on venue.

Digital voucher can be produced and sent digitally by the OC itself. The digital voucher is scannable on the phone and shows identical information as the printed voucher. This is the preferred option.



Printed voucher produced by SIWIDATA, digital voucher by OC

Printed voucher available from SIWIDATA before the event upon request two months before the event.

10. ACCESS ZONES SIGNPOSTING + ON VENUE ACCREDITATION/LOGISTICS

WCH | WC | SBWCH | OECH | IBU CUP | YJWCH | JUN CUP | JOECH

On venue the signposting is crucial and should state what areas can be reached by walking in the different directions, as well as indicating the same numbers for this specific area as stated on the accreditation or upgrade card for better guidance.

In addition and according to pre-arrangements, bearers of All-Area cards (who must be guided and accompanied by a clearly specified person from one of the four possible groups: IBU, OC, EBU and Infront) have access to certain areas 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).





Produced by OC

10.1 Location of accreditation office

For many pre-announced and registered group members such as stakeholders and visitors listed under point 3.5, the accreditation office is the first point of contact at the venue. 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/OC.

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

The location of the accreditation office must be lockable to ensure the safety of the entire set-up and equipment outside opening hours. The room should have windows and daylight.

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

In case other offices and OC 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.

10.2 Office set-up and hardware

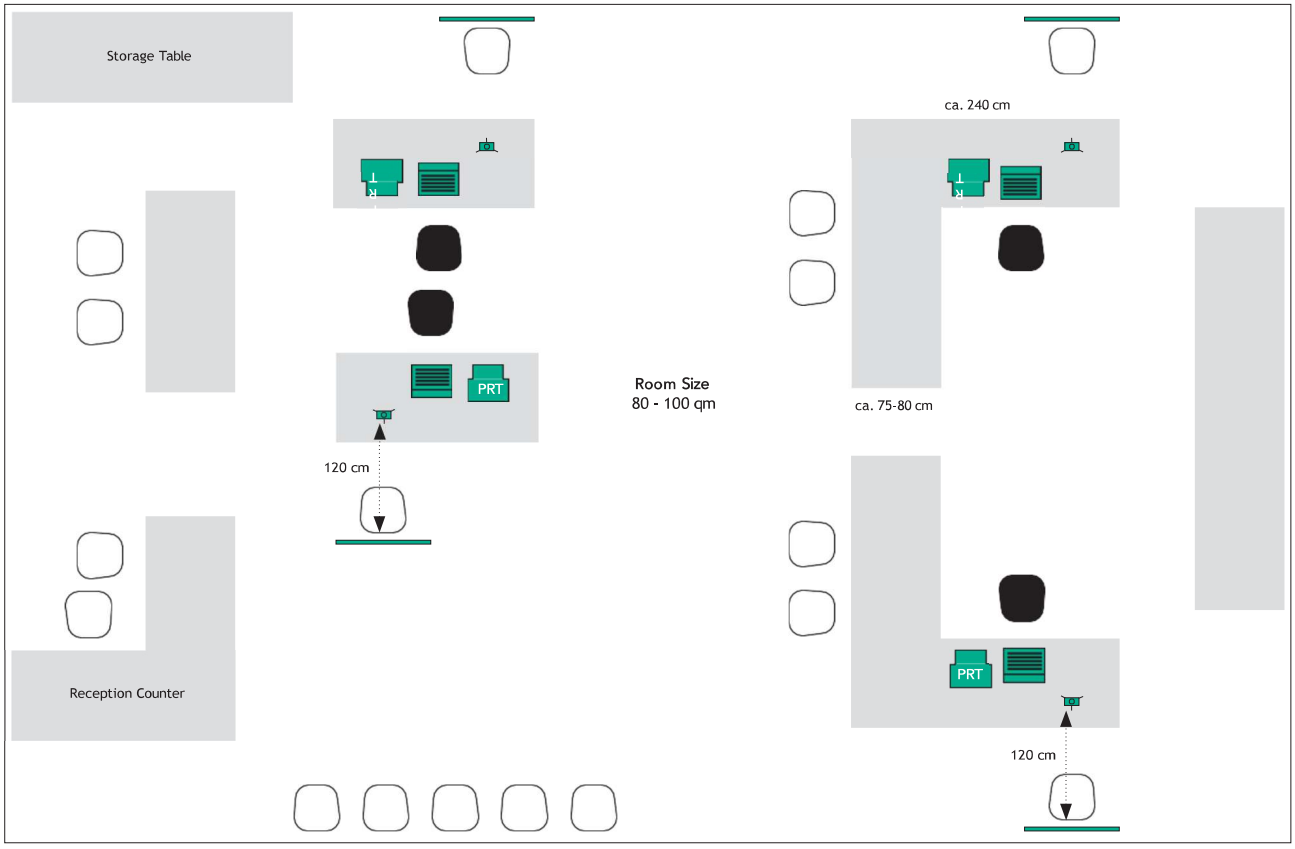
The sketches below show a well-working set-up of the accreditation offices at different IBU events. The set-ups are best-practice examples and can be changed depending on the different venue and room conditions.

WCH **WC**

Technical hardware provided by SIWIDATA	Equipment/infrastructure provided by OC
1 -2 Laptops	Room
2 Printers	Electricity (stable and permanent)
1 Digital camera	Lights
	Tables (number and sizes as shown in sketch)
1 - 2 Tripods	Minimum of two swivel chairs*
1 Photo background roll-up	Sufficient chairs (approx. 12-20)
2 Optional signposting roll-ups	Internet connection

* Swivel chairs are needed for SIWIDATA staff due to the 4 months of ongoing season and long office hours.

WCH **WC**

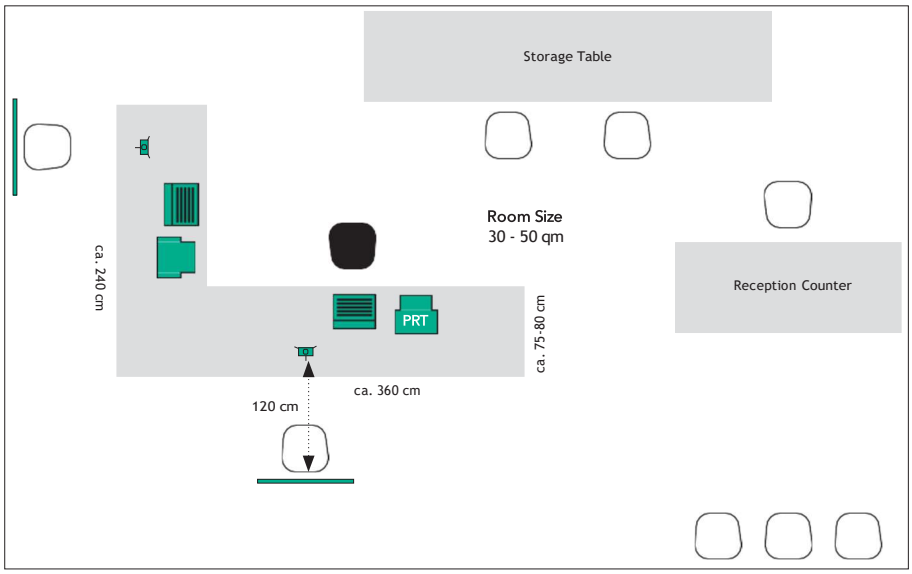


SBWCH OECH IBU CUP YJWCH JUN CUP JOECH

Technical hardware provided by SIWIDATA	Equipment/infrastructure provided by OC
1-2 Laptops	Room
2 Printers	Electricity (stable and permanent)
1 Digital camera	Lights
	Tables (number and sizes as shown in sketch)
1-2 Tripods	Minimum of one swivel chair*
1 Photo background roll-up	Sufficient chairs (approx. 6-10)
	Internet connection

* Swivel chairs are needed for the SIWIDATA staff due to the 4 months of ongoing season and long office hours.

SBWCH OECH IBU CUP YJWCH JUN CUP JOECH



10.3 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, when enough undisturbed capacity and stability is ensured.

The accreditation office must be equipped with a photocopying machine for individual copies (no mass copies) free of charge.

WCH WC

10.4 Accreditation office signposting and roll-ups

The OC must ensure proper signposting for those who are potentially looking for the accreditation office, both outside (leading to the building) and inside the building where the accreditation office is situated.





11. *SIWIDATA SERVICES*

(with relevance to event accreditation, preparation and operation)

Contact of SIWIDATA:
Dominik Collazuol
+39 334 7073532
dominik@siwidata.com / biathlon@siwidata.com

WCH | WC | SBWCH | OECH | IBU CUP | YJWCH | JUN CUP | JOECH

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

SIWIDATA is deploying qualified staff experienced at biathlon events. SIWIDATA will provide 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 site for the following days:

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

On the above days, SIWIDATA 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 OC, IBU and SIWIDATA.

11.1 SIWIDATA will provide the current season's OCs with online access to their respective event and their accreditation data.

11.2 Data updating as far as SIWIDATA has knowledge of changes

11.3 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.

11.4 Operation of the IBU Media Tool.

11.5 Processing of applications by new team officials (information to IBU)

11.6 Production of the season accreditation cards for the 9 WCs according to the ASC in coordination with IBU and Infront (the latter for advertising) with picture ID and barcode.

11.7 Production of event accreditation cards for all events according to the ASC in coordination with OC, IBU and Infront, with picture ID and barcode.

11.8 Provision of accreditation card templates for OC´s holding a WC or WCH for preprinting OC staff and leadership accreditations before the events can be obtained in advanced from SIWIDATA upon arrangement and in case a well

SIWIDATA IT system educated / trained OCal accreditation team is established) at the earliest 6 weeks before start of the event

11.9 Production of the Upgrade cards according to the ASC

11.10 Production of VIP vouchers for OCs (WCHs up to 2,500, WCs up to 1,500; more upon request)

11.11 Online access for OCs to the accreditation portal for optional pre-accreditation of the OC groups (group 7 and 8)

11.12 Online booking option for OCs' VIP contingents (WCH and WC)

11.13 Provision of daily statistics on use of VIP access at WCHs and WCs on competition days and distribution to OC and IBU

11.14 Provision of an event accreditation analysis at the end of an event for the OC before departure of SIWIDATA

11.15 Administration and hand-out of team bibs and Upgrade cards to the teams in coordination with the respective Race Directors.

11.16 Administration and hand-out of the TV bibs and Upgrade cards in coordination with the IBU Race Directors and the EBU.

11.17 Distribution of parking passes in accordance with the existing contracts such as IBU EHD and Infront contracts, based on the capacities and instructions of OC, IBU and EBU/HB for:

IBU	OC and IBU
NF teams	OC
IBU Supplying Partners	OC and IBU TV
and radio	OC and EBU
Media	OC
SIWIDATA	OC and IBU

12. OC TASKS WCH / WC

WCH **WC**

12.1 The OC must appoint a local Head of Accreditation and state his/her contact details in the invitation to the respective event. He/she will contact SIWIDATA at least three months before the event. It is his/her responsibility to support SIWIDATA in its provision of services on behalf of the IBU. Preferably Head of Accreditation is English speaking.

12.2 The opening hours of the accreditation office must be coordinated with the IBU World Cup Race Director (Annex 3) and SIWIDATA on the basis of the arrival days and competition times and published in all official channels such as official invitation, team info, day-by-day schedule etc.

12.3 For the duration of the event, the OC Head of Accreditation must be available as a point of contact in the office for anybody contacting the accreditation office as well as for SIWIDATA during opening hours. The OC Head of Accreditation must be authorized and empowered by the OC to make the necessary decisions on site.

12.4 At least two English speaking OC staff members (three at WCH) will be provided at no cost to assist SIWIDATA for the entire duration of the event.

12.5 The OC will provide a suitable facility for the accreditation office and furniture such as desks, chairs and counters as shown under Point 14 according to previous agreements (3-6 months before the start of the event) with the responsible Race Director and SIWIDATA.

For details, see Point 14 of this ASC.

12.6 During the time SIWIDATA staff and their equipment are present on site, the OC is responsible for the(ir) security.

12.7 The OC 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).

12.8 The names and contact details of members of OC leadership groups must be communicated to SIWIDATA no later than 3 days before arrival to the event.

12.9 The OC must support SIWIDATA 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.

12.10 If a charter flight or other flights are organized for the event, SIWIDATA 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.

12.11 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 made by the IBU.

12.12 At lunch, complimentary warm and cold snacks and drinks must be provided at the accreditation office, as the staff will not be able to leave the office during opening times. Cost for meals on venue/at the accreditation office will be covered by the OC.

12.13 One parking permit and space must be provided right next to the accreditation office for SIWIDATA, in case SIWIDATA staff is traveling to the event by car.

12.14 The OC guarantees available VIP spaces (issued and realized by SIWIDATA):

For the IBU:

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

For the EBU:

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

For Infront:

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

13. OC TASKS SBWCH / OECH / IBU CUP/ YJWCH / JOECH / JUNIOR CUP

SBWCH | OECH | IBU CUP | YJWCH | JUN CUP | JOECH

13.1 The OC must name an OC contact person/coordinator for SIWIDATA (at OECH and YJWCH, normally "Chief of Accreditation"). He/she will contact SIWIDATA at least three months before the event. It is his/her responsibility to support SIWIDATA in its provision of services on behalf of the IBU. Preferably Head of Accreditation is English speaking and responsible for hand-out accreditation cards to OC staff.

13.2 The opening hours of the accreditation office must be coordinated with the responsible IBU Race Directors (Annex 1) and SIWIDATA on the basis of the arrival days of the teams and competition times, and published in the OC's official invitation.

13.3 For the duration of the event, one capable OC person must be available as a point of contact in the office for people contacting the accreditation office as well as for SIWIDATA during opening hours. That person must be authorized and empowered by the OC to make the necessary decisions on site.

13.4 The OC will provide a suitable facility for the accreditation office and furniture such as desks, chairs and counters as shown under Point 14 according to previous agreements (2-3 months before start of the event) with the responsible Race Directors and SIWIDATA.

For details, see Point 14 of this ASC.

13.5 During the time SIWIDATA staff and their equipment are present on site, the OC is responsible for the(ir) security.

13.6 The OC is responsible for a sufficient number of lanyards for all event accreditations (final number has to be agreed beforehand with SIWIDATA). The lanyards may display NF/OC advertising in the dimensions stated in the IBU Advertising Rules (to be agreed with the respective responsible RDs (Annex 3).

13.7 The OC 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).

13.8 The names and contact details of members of OC leadership groups must be communicated to SIWIDATA no later than 3 days before arrival to the event.

13.9 The OC must support SIWIDATA 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.

13.10 If a charter flight or other flights are organized for the event, SIWIDATA will be granted the same conditions as the athletes of the NF for its staff members, baggage and equipment.

13.11 Reservation by the OC of one single room (2 at times at YJWCH) for one (2 at times at YJWCH) SIWIDATA 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 made by the IBU.

13.12 At lunch, complimentary warm and cold snacks and drinks must be provided at the accreditation office, as the SIWIDATA 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 OC.

13.13 One parking permit and space must be provided right next to the accreditation office for SIWIDATA, in case SIWIDATA staff is traveling to the event by car.

14. *TIMETABLE FOR ACCREDITATION PREPARATIONS AND ON VENUE OPERATIONS*

A rough guideline for the preparation of the accreditation for 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 OC logos to SIWIDATA and logos of Infront sponsors by Infront

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

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 OC logos to SIWIDATA

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, OC and SIWIDATA with a draft provided by SIWIDATA

Deadline for media applications as agreed between the OC 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 OC for group 7 and 8 (OC Leadership and OC staff) for their own print-out

The opening times of the accreditation office must be coordinated with the responsible IBU Race Directors (Annex 1) and SIWIDATA far in advance of the event on the basis of the arrival days and competition times, and published in the official OC invitation, team info,day by day schedule etc.

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