

## Information bulletin

Dear Athletes, staffmembers and officials,

Welcome in Heerenveen for the 4<sup>th</sup> ISU World Cup of this season. We hope this week will be successful and pleasant for all of you.

In this information bulletin we want to inform you with some practical information to make sure you are informed well.

Have a great week!

Warm regards,

Organizing Committee ISU World Cup 4 Heerenveen

Hosted by



Event Partners



## 1. Organizing Committee

The Organizing Committee (OC) is housed in Thialf, Pim Mulierlaan 1, at the second floor room named Calgary.

Tel. +31 (0)20 4969173

E-mail: : [oc@houseofsports.nl](mailto:oc@houseofsports.nl)

Internet: <https://www.schaatsen.nl/worldcupheerenveen/>

Twitter hashtag: **#WCSpeed**

The office will be daily open on working days: 9.00-16.00h.

During competition days the office will be open from 9.00h till the end of the competition day.

On Thursday morning (9.00-12.00h) the Race Office is located in **Café it Klúnplak**, at the ground floor, directly behind the main entrance gates.

### Composition OC and responsibilities

OC-Representative	Herman ter Meulen <a href="mailto:h.termeulen@knsb.nl">h.termeulen@knsb.nl</a> +31 (0)6 36205067
Event manager House of Sports (HoS)	Koen ten Holter <a href="mailto:k.tenholter@houseofsports.nl">k.tenholter@houseofsports.nl</a> +31 (0)6 13862364
Competition manager	Harry Koch <a href="mailto:h.koch@knsb.nl">h.koch@knsb.nl</a> +31 (0)6 42451251
Accreditations	Thirza Pronk <a href="mailto:accreditations@houseofsports.nl">accreditations@houseofsports.nl</a> +31 (0)6 42625640
Ticketing Sales & Hospitality	Michelle Geldhof <a href="mailto:m.geldhof@houseofsports.nl">m.geldhof@houseofsports.nl</a> +31 (0)6 50551030
Security	Jan-Bart Brijker <a href="mailto:brijker@thialf.nl">brijker@thialf.nl</a> +31 (0)6 46374208

## 2. Hotel Expenses, Board and Lodging

The Organizing Committee made hotel reservations for teams in the following hotels:

- a. Hotel Golden Tulip Tjaarda at Oranjewoud, phone +31(0) 513 433533, fax +31(0) 513 433599, email: [info@tjaarda.nl](mailto:info@tjaarda.nl)
- b. Fletcher Hotel Heidehof at Heerenveen, phone +31(0) 513 630200, fax +31(0) 513 630201, e-mail: [info@hotelheidehof.nl](mailto:info@hotelheidehof.nl)
- c. Hotel van der Valk at Wolvega, phone +31(0) 561 692800, fax +31(0) 561 692805, e-mail: [info@wolvega.valk.nl](mailto:info@wolvega.valk.nl)
- d. Holland Inn Hotel at Wolvega, phone +31(0) 561 618847, fax +31(0) 561 618591, e-mail: [hotelwolvega@gmail.com](mailto:hotelwolvega@gmail.com)
- e. Huis ten Wolde at Steenwijk, phone +31(0) 521 535400, e-mail: [info@huizenwolde.nl](mailto:info@huizenwolde.nl)
- f. Hotel van der Valk at Sneek, phone +31(0) 515 481818, fax +31(0) 515 481808, e-mail: [info@sneek.valk.com](mailto:info@sneek.valk.com)
- g. Fletcher Hotel de Eese at Steenwijk, phone +31(0) 521 511452, e-mail: [sales@hoteldeese.nl](mailto:sales@hoteldeese.nl)
- h. Hajé Hotel at Heerenveen, phone +31(0) 513 618618, e-mail: [heerenveen@haje.nu](mailto:heerenveen@haje.nu)

**Note!** All hotel bookings are based on full-board (breakfast/lunch/diner). The time table of the meals will be communicated in the hotel.

## 3. Declarations

All officials, team leaders and competitors must sign an ISU Declaration Form in order to get an accreditation. In case of declarations sent to the ISU in the past, the OC will check the ISU-database. See also ISU Communication 1628 and 1797.

Team leaders and/or competitors who are not entered in the ISU-database: At the latest on Thursday, December 13, 12.00h each team leader is requested to hand over the **ISU-declarations, completely filled in and signed by the competitor involved** to the **Race office**.

## 4. Admittance to the Ice-stadium

The competitors, coaches, team leaders etc. from the participating countries have only **admittance to the Ice-stadium if they can show their personal admission ticket**. These badges shall contain a passport photo. This photo (if applicable) will be made by the OC in the Ice-Stadium.

## 5. Transportation facility

Transport is available for competitors, coaches etc., who are staying in a hotel reserved by the OC.

To arrange transportation from hotel to the Ice rink Thialf, please contact our Transportation Office via: +31 (0)6 20464195.

**Note!** The Transportation office is open from 8.00h – 22.00h. Requests for transportation must be communicated between these hours.

All transportation between the hotels and Ice rink Thialf is by request only! There will be no time table for shuttle service.

**6. Confirming Entries**

At the latest on Thursday, December 13, before 12.00h, each Team leader is requested to confirm to the OC the **final-entries**.

**7. Team leaders meeting and Draw meeting**

There will be only one Team leaders meeting on Thursday, December 13 at **16.00h at the second floor of the Ice-Stadium, room 2.094a**, with the purpose to confirm the final entries and to present race schedules and other logistic information.

**At 18.00h there will be an opening draw in the same room.**

On subsequent days the team leaders/coaches will be informed about start lists and time schedules by a dedicated Whatsapp-group and by email distributed by the ISU (SCG). Team leaders will be informed how to be member of the Whatsapp-group by the Sport Expert of the OC.

In cases of withdrawals or changes in team compositions after the first Team leaders meeting please inform the Sport Expert, call or Whatsapp to Siep Luinenburg at +31 (0) 6 51352507 or by the referee.

**8. Medical Meeting**

The medical meeting is scheduled on **Thursday December 13 at 17.00h** in the KPN lounge on the 2<sup>nd</sup> floor.

**9. Warming up facilities**

The competitors can make their warming up and cooling down and Weight, sprint & imitations training in the Fitness Accommodation at the second floor at the Crossing-lane side.

**Opening hours: see the separate training facility-schedule.**

On behalf of safety regulations it is not allowed to do the warming up in the tunnel or near by the dressing rooms.

**10. Training facilities**

Times for the training sessions: see the separate training facility-schedule.

Please, start the training sessions only from the outside of the ice rink and do not

enter the ice on shoes.

On competition days enter the ice only from the inner side.

#### 11. Medical Services

During the competitions FIRST AID ROOM including a medical staff is available.

Nearest hospital service, including all medical specialities:

Ziekenhuis De Tjongerschans, Thialfweg 44, Heerenveen. Tel. +31 (0)513 685685.

#### 12. Anti Doping

1. Anti-Doping tests will be carried out in accordance with the valid ISU Anti-Doping Code (ISU Communication No. 1922 and 2117 or any further update of these Communications). The team leaders are responsible for the prompt presenting of doping called skater.
2. If difficulties with a skater in connection with the language are foreseen, it is recommended that the skater is accompanied by an interpreter during the sealing of the bottles.

#### 13. Ceremonies

The ceremonies according to the protocol (formal ceremony) for all distances will take place during the ice cleaning.

To achieve a ceremony with some style we request the price winners (on shoes and **well dressed**) nearby the exit of the tunnel on the inner side of the ice rink.

From there, the price winners will be escorted to the platform by our hostess and also accompanied by the referee and a member of the OC.

#### 14. Prizes and Points

For each distance World Cup points and prize money will be awarded according to the ISU Communication no. 2192, par. 7.2.

The organizing ISU Member (KNSB) will distribute the relevant amounts to the ISU Member concerned.

The respective ISU Member of the awarded skaters must pay the prize money to the awarded skaters.

#### 15. Startlists, Results, Protocols and download-area

The start lists, results and protocols will be available at our event-site.

#### 16. Time measurement

Time measurements will take place by 3 systems:

**1<sup>st</sup>** a photo finish equipment (**leading**)

**2<sup>nd</sup>** a two complete sets of photo cells between the lanes (**1<sup>st</sup> backup**)

**3<sup>rd</sup>** a transponder system (**2<sup>nd</sup> backup**)

to determine the time and the order of finish of Skaters or teams.

**All competitors are required to wear transponders on both legs.**

**17. Emergency plan**

In case of a calamity inside or outside the ice stadium and the necessity to evacuate all the people in the ice stadium to the outside, the signal to evacuate comes from the Emergency Command Team to the Competition Manager and he will give this sign to the Referees so they have to stop the races immediate and take care that all competitors, coaches and teamleaders and all the officials has to leave the ice and the infield and have to go to a meeting place outside the Stadium.

**18. Involved officials**

ISU Representative	Tron Espeli (NOR)
ISU Speed Skating Techn. Committee Representative	Alexei Khatylev (BLR)
ISU Event Coordinator	Daria Kamelkova (RUS)
Referee Men	Bert Timmerman (NED) Lixia Huang (CHN)
Referee Ladies	Hanjo Heideman (NED) Ekaterina Pilshchikova (RUS)
Starter Men – A-division	Ole Hermann Sørli (NOR)
Starter Ladies - A-division	Evgeny Boyarskiy (RUS)
Starter Ladies / Men B-division	Sergey Avdeyev (KAZ)

## Time schedule

**Thursday, December 13:** **The Race Office is located in the Café it Klúnplak, at the ground floor (9-12h)**

There you can also pick up accreditations and free-tickets.

**The Team leaders are requested to hand over before 12.00h:**

- Confirming final Entries
- Transportation forms
- ISU-Declaration forms (if failing)

**16.00h** Team Leaders Meeting, Ice Stadium Thialf, **Second floor, room 2.094**

**18.00h** Opening draw in **Second floor, room 2.094**

**Friday, December 14:** **16.00h** 2 Semi finals Ladies and 2 Semi finals Men

**Saturday, December 15:** **10.30h** \* Start Competitions, fixed time **14.45h** Division A-races

**Sunday, December 16:** **09.00h** \* Start Competitions, fixed time **14.00h** Division A-races

\*) The actual starting times for the B Division races will be announced at the Team leaders' meetings. For each distance, the races of Division A and the races of Division B are considered as two separate competitions with independent final classifications (list of results) for determining the awarding of World Cup points and prize money.