



SKI NATIONALS
Les Nationaux de ski

2009 Haywood Ski Nationals
Technical Package

**TECHNICAL PACKAGE
THE CANADIAN CROSS-COUNTRY SKIING CHAMPIONSHIPS**

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1.0 Preliminary Information

This Technical Package is a working document for the three (3) major stakeholders in the hosting of the Canadian Championships: the hosting club; the parent Division; and the National Sport Organization, Cross Country Canada (CCC). Each stakeholder is a partner in the planning and execution of these important events.

This Technical Package is provided to ensure uniformity and a high standard in hosting this level of competition from place to place across the country. It is CCC's role via the Events Committee to set out the necessary controls through, the Technical Package and the latest version of the CCC Rules and Regulations. Hosting Clubs and divisions are encouraged to add their flair and identity to the event with the approval of the assigned TD or in their absence, the CCC Events Committee chair.

1.1 DESCRIPTIONS

The Event

The Canadian Cross-Country Skiing Championships are held annually to provide an opportunity for skiers to race with the best athletes of their age group in Canada.

Normally the Canadian Championships will include in a single schedule of races: the Junior Championships for ages 19 and younger (junior men/women must be 19 years of age or under as of December 31st of the current ski season); and the Senior Championships (open class), with no age restrictions.

The championships for university-level racing in Canada (i.e. the Canadian Colleges and Universities Nordic Championships - CCUNC) are also held in conjunction with the Canadian Championships.

The championships for Para-Nordic racing in Canada are also held in conjunction with the Canadian Championships.

2) Definitions

- 1) Event - a number of races which occur at a particular site, hosted by a particular event organization (i.e. the Canadian Championships).
- 2) Competition - an individual race within an event, incorporating one or more age classes and both genders.
- 3) Organizing Committee (OC) – a term which describes the organization within the hosting CCC Club that is responsible for planning and executing an event. For major events such as the Canadian Championships, the OC will include both an Event Organizing Committee (EOC) and a Competition Committee (CC).
- 4) Open Class: At nationals, there are no senior or master classes, just "Open". The open class, for men and women, replaces all senior and master classes. The open class for each gender has a single set of results, awards, and prizes.
- 5) Combined classes: Where classes are combined with single start lists, awards and prizes will be provided for each of the junior or juvenile classes and the combined class. Results publications must provide combined results and

separate results for all classes. In other words, for awards and prizes the open class is not separated from the combined class; for results productions and points the open class is separated from the combined class.

- 6) Race up - this phrase refers to the situation where a skier belonging to a younger age class (based on date of birth) chooses to enter a competition in an older age class. This is typically done when start lists are not integrated and an athlete desires to gain access to tougher competition, a team selection process, prizes, awards and points, etc. When a competitor "races up", he/she relinquishes all rights to any medals, prizes, points and awards associated with his/her pre-defined age class.
- 7) Para-Nordic classes are included at the Canadian Championships at the request of the Events Committee through the Director of Marketing and Events Management (DMEM). This request will be the result of consultation with the CCC Para-Nordic community through the CCC Para-Nordic Committee, OC Competition Chair and DMEM by June.
- 8) Para-Nordic classes: CCC hold competition for 2 classes Standing and Sit Skier by combining Standing (combining [LW2-9 and B1-3] and Sit Ski [LW10-12]) for each gender. At Canadian Championships, there are no Para-Nordic junior, senior or master classes, just "Open." The open class for each gender has a single set of results, awards, and prizes for Standing (combining [LW2-9 and B1-3] and Sit Ski [LW10-12]) based upon the athletes handicap (percentage)
- 9) "Racing Out" this phrase refers to the situation where a skier belonging to a Para-Nordic class chooses to enter a competition in an abled bodied age class. This is typically done when start lists are not integrated and an athlete desires to gain access to tougher competition, a team selection process, prizes, awards and points, etc. When a competitor "races out", he/she relinquishes all rights to any medals, prizes, points and awards associated with his/her pre-defined Para-Nordic class.

2) Important References

- 1) CCC Rules and Regulations, 2008, and annual revisions and updates:
<http://www.cccski.com/dbfiles/1290.pdf>
- 2) The FIS International Ski Competition Rules, 2008, and annual Precisions
<http://www.fis-ski.com/uk/rulesandpublications/cross-country.html>
- 3) Officials Manual v3.3 2008:
<http://www.cccski.com/main.asp?cmd=cat&ID=192&lan=0>
- 4) The IPC International Ski Competition Rules, 2002, and annual class percentage revisions and updates:
http://www.paralympic.org/release/Winter_Sports/Nordic_Skiing/About_the_sport/Rules/nordic_skiing_rulebook.pdf

2.0 Bidding process, Host Club Responsibilities and Accountability

2.1 HOST CLUB RESPONSIBILITIES (SUMMARY)

- 1) Organize and conduct all competitions in accordance with CCC Rules and Regulations and this Technical Package.
- 2) Provide timely distribution of the Event Notice (by December 15th) and official results in the specified formats.
- 3) Set up and display all CCC sponsor and Supplier Pool banners (where applicable). The CCC DMEM will be able to provide advice on this.
- 4) Assume responsibility for and maintain the Canadian Championships event web site (<http://www.skinationals.com>) by September 1st. The OC must appoint a webmaster who is responsible exclusively for the maintenance of the competition web site. See 6.5.1.
- 5) Assign a Press/Media Liaison Official. It is important to work diligently to obtain good event coverage in the local media (press, TV, radio) and to encourage provincial and national coverage wherever possible. The Press/Media Liaison official must work closely with the event Webmaster. .
- 6) Assign an individual to track record and publish Championship aggregate point standings on a daily basis. Experience with managing Excel spread sheets and an understanding of the scoring system employed is essential for this task.
- 7) Provide post-race refreshments (drinks, cookies, fruit, energy bars, bagels and yogurt have proven popular with skiers).
- 8) Organize a Championships banquet for an appropriate evening (and can include the award of some prizes, where convenient).
- 9) Provide a high quality sound system.
- 10) Provide a race announcer or announcers, with appropriate capabilities in both official languages.
- 11) Liaise with CCC's Manager of Media Relations to collect current biographical information on top skiers in the event and as much as possible for other skiers for media feed and on-site race commentating.
- 12) The OC agrees to adhere to the Agreement to Host and the CCC Title Sponsor Guide as found at the host www.skinationals.com web site
- 13) Invite CCC and/or Divisions to run concurrent TD and/or officials' courses during the Canadian Championships. Facilitate by offering "live" competition experiences when and where possible or delivering short talks on critical competition issues.
- 14) OCs are encouraged to maximize skier participation from the host region by developing a comprehensive Club athlete development program in the season prior to the event.

- 15) When Para-Nordic events are included, the Host Club should ensure the following: at least 2 accessible washrooms, accessible hotel rooms, accessible restaurants, accessible awards podium at least 2 designated and enforced accessible parking stalls.
- 16) *Submit a post championship Event Sponsor and Media Evaluation Report to the DMEM.*
This to include a summary of all media generated by the event, photographs and samples of collateral material designed to promote the Championships

2.2 HOST SITE AND DATES

The Canadian Championships are open for bids to host from Clubs in every region of Canada every year. The intent is to have the event at a location with:

- terrain that is suited to this level of competition;
- trained, experienced officials;
- suitable infrastructure; and
- reasonable access for the majority of elite racers in Canada.

CCC will solicit bids from sites, the bids will be reviewed and a final selection will be made by the Events Committee of CCC. Sites are evaluated according to a series of factors such as technical rating, organizational abilities and infrastructure, experience and impact on the sport through the potential legacy of the Canadian Championship event. Geographical cycling will be only one part of the overall assessment as to the selection of a final site. The bid forms and the evaluation criteria will be posted on the host www.skinationals.com web site. CCC will attempt to solicit and choose sites at least one season in advance, in order to give the winning Local Bid Committee sufficient time to properly form an Organizing Committee (OC) and prepare and market the Canadian Championships.

The dates for the event are set by CCC based on input from the following, as per their respective requirements of the Canadian Championships, with a reasonable likelihood of snow being an over-riding consideration:

- the OC;
- the National Ski Team (for scheduling impacts);
- the CCC Events Committee; and
- the Coach and Athlete Development Committee.

Normally the Canadian Championships will be scheduled during early to mid-March. The dates of World Cup events, the World Championships, the Winter Olympic/Paralympic Games, the World Junior Championships, and the Canada Winter Games may be taken into consideration when the dates for the Canadian Championships are determined.

Once CCC has selected the winning site, the OC is required to sign an Agreement to Host, and thereafter is responsible for the organization of the event. The OC is responsible for updating CCC on the status of preparations on a regular basis through minutes of meetings, letters and telephone calls, faxes or e-mail. The OC will liaise directly with CCC (through the Chairperson of the Events Committee and the Director of Marketing and Events Management - DMEM) and the TD for guidance and assistance in the conduct of these events. The composition and responsibilities of the Event Organizing Committee and the Competition Committee are outlined in the CCC Officials Manual.

2.3 PUBLIC LIABILITY INSURANCE

As a minimum, the host Club for the Canadian Championship events must subscribe to the CCC insurance policy through its membership in a Division (in good standing) of CCC. Divisions will have more information on this issue.

2.4 EVENT FUNDING AND ACCOUNTABILITY

A Hosting Grant may be available from CCC when there is a Canadian Championships Title Sponsor. Contact the DMEM for information on this potential source of funding. CCC will allocate all funds to the OC based on a signed agreement.

For the 2008 – 2010 ski seasons, Haywood Securities Ltd. and Teck Ltd. will be provided title sponsorship and presenting sponsorship (individual sprint day) status respectively for the Canadian Championships. The OC is responsible for all financial obligations related to the conduct of the event not defined in the Agreement to Host.

A final financial statement is to be sent to the CCC DMEM within 60 days after the event or prior to April 30th (whichever comes first) in conjunction with the Event Sponsor and Media Evaluation Report. The statement should also include the original budget attached to the bid submission.

2.5 BACK-UP SITE AND RACE CANCELLATION

In past years, the need for a back-up site of good caliber has become apparent. It is the responsibility of the OC to submit the name of a back-up site within the same Division. If it becomes necessary to move the event outside the Division because of lack of snow or for other reasons, it is the responsibility of CCC to select an alternate site. If at all possible, the same dates will be maintained. It is the responsibility of the OC to update CCC on the snow conditions beginning four (4) weeks prior to the event and continuing on a regular basis (at least weekly when conditions are changing).

One (1) week prior to the event, if there is not enough snow and little or no indication of snow in the forecast, the event will be moved to the back-up site. It will be the joint responsibility of CCC and the OC to notify the Divisions of the intent to change the site. Whenever possible, the original OC will assist the new Committee to ensure a smooth transition.

In principle, the back-up site should be selected so that original air travel arrangements can be maintained.

In the event of a new site being chosen, the two OCs will develop a joint budget and share the event revenues as they relate to entry fees, sponsorships and hosting grants, in order to minimize any event deficits that may be incurred. CCC will assist in determining the allocation of these funds based on approved expenditures and will have the ultimate authority in settling problems arising from this procedure.

3.0 Marketing, Sponsorship and Communications

3.1 SPONSORSHIP RIGHTS

The Canadian Championships is a CCC property and may have a Title or Presenting Sponsor through CCC's on going marketing initiatives. All local or other sponsorship opportunities must be coordinated through the DMEM. Rights, properties and sponsorship servicing obligations are fully outlined in 3.2.1. Contact the DMEM for more information on OC sponsorship opportunities.

CCC, through the DMEM, is responsible for liaison between the Title Sponsor of the Canadian Championships and the OC.

3.1.1 SPONSOR IDENTIFICATION MATERIAL

All sponsors for the Canadian Championships must be approved by CCC.

Goods and services typically provided by local sponsors include: signage – stadium area; awards, prize money, post event refreshments and other materials such as items included in athlete packages. The Host community is generally encouraged to provide support due to the significant economic impact hosting of the Ski Nationals brings to the local region.

3.1.2 BIBS AND SPONSORS

All bibs used at the Canadian Championships and bib markings must be approved by CCC. If a Title sponsor has been signed bibs will be provided by CCC. These bibs will remain the property of the OC unless otherwise noted. If there is no immediate Title sponsor, OC-sponsored bibs may be used provided that there is no commercial conflict with other CCC sponsors. Both individual, Sprint and PN Guide bibs must conform to the standards described in the CCC Officials' Manual 2008 Version 3.3 and the FIS rules (see FIS web site, <http://www.fis-ski.com/data/document/ausre-southern-hemisphere-2007.pdf>).

3.1.3 SIGNAGE/BANNERS

When there is a Title Sponsor for the Canadian Championships, the start/finish banners, "Welcome/Bienvenue" banners and snow fence banners in the primary stadium area are the exclusive right of the Title Sponsor. The Title Sponsor (through the CCC DMEM) must make positioning requirements known to the OC.

Other CCC sponsorship banners, including those of the NST Supplier Pool supporters are to be placed in the stadium area as noted in 3.2.1 and as coordinated with CCC through the DMEM.

3.2 MARKETING OPPORTUNITIES

CCC retains the marketing rights and properties to the Canadian Cross-Country Skiing Championships. *Specific obligations relating to the Title Sponsorship of the Championships will be provided to the OC when the Agreement to Host is negotiated.*

CCC will work with the OC to provide marketing and promotional opportunities for the OC of the Canadian Championships. The OC is encouraged to partner with CCC in planning, so as to be able to promote their event as widely as possible.

All OC marketing/sponsorship initiatives must be discussed with the DMEM.

In order to capture useful information related to marketing of the Championships, the OC is required to complete an Event Sponsor and Media Evaluation Report after the Championships have been completed. The form will be provided by the DMEM.

3.2.1 MARKETING RIGHTS OF CCC

Right to name a Title sponsor (the "Title Sponsor") – e.g. "the Company XYZ Canadian Championships".

Right to name competitions within the event that has a national implication – e.g. "the Company Z Sprint Series" - with associated Presenting Day Sponsors.

Right to place signage for the Title Sponsor, CCC Presenting Day Sponsors and CCC in a primary location adjacent to the Start/Finish area.

Opportunity to provide podium or ceremony backdrops.

Right to identify Title Sponsors on competition bibs and in the ceremony area.

Opportunity to have CCC sponsor/supplier banners located within the stadium area.

Opportunity to have the Title Sponsor's representative involved in presentation of awards after each competition.

Opportunity to have CCC representatives participate in the Awards Ceremony.

Note: "Primary" banner location is defined as the area directly adjacent to the Start/Finish area, required to effectively position Title, Presenting and Day sponsors. Other event sponsor banners, whether they are CCC or OC sponsors and suppliers, will be placed in the remaining area of the stadium outside of the start/finish area.

3.2.3 OBLIGATIONS OF CCC

Depending upon success in national marketing, CCC may provide financial (i.e. the Hosting Grant) and/or value in kind support as identified in the Agreement to Host to the OC to subsidize event operating costs, including athlete prize monies if cash is available. CCC will advance 80% of any Hosting Grant prior to the event and 20% upon receipt of the Event Sponsor and Media Evaluation Report.

CCC will provide bibs, banners and, where possible, a podium/award backdrop, in support of CCC sponsors and suppliers.

CCC will provide marketing and promotional support to enhance the presentation and funding of the event.

CCC will provide contact information for local and regional representatives of CCC sponsors, to facilitate their integration into the event.

CCC will sanction the open events with FIS.

CCC will sanction the PN open events with IPC when appropriate.

3.2.4 MARKETING RIGHTS OF THE OC

The OC is provided certain marketing rights and opportunities associated with the Canadian Championships. Under no circumstances may sponsors and suppliers obtained by the OC be in conflict with recognized sponsors and suppliers of CCC, unless written permission is granted by CCC through the DMEM or designate. The following are the rights and opportunities of the OC:

Right to name an Event Presenting sponsor - e.g. the Company XYZ Canadian Championships, **presented by Company W.**

Right to develop an Event Logo or brand in consultation with the DMEM. In doing so, the OC agrees to incorporate the bilingual name of the event and the title sponsor name within the logo.

Right to name competition sponsors ("presenting sponsors"), where no national sponsor has been identified – e.g. the Company XYZ Canadian Championships 10 km Pursuit, presented by Company W.

Right to locate event or competition presenting sponsor banners in a primary location adjacent to the Start/Finish area (maximum of two banners per presenting sponsor) as mutually agreed to by the OC and CCC.

Right to recognize the names/logos of event and race presenting sponsors on the Start/Finish banner, over PA announcements and on collateral material.

Right to develop and name sponsors for community festival initiatives – e.g. the Company W Awards Banquet, the Company V Festival Tent.

Right to name local media partners to support and promote the event.

3.2.5 OBLIGATIONS OF THE OC

The OC is responsible to provide accommodation for the CCC DMEM and/or CCC Race Director. The DMEM is on location: as the primary liaison between CCC and the OC; to file all FIS reports; to assist with national media management; and to support technical, media and sponsorship interests of CCC. Appropriate internet access is required for the DMEM, preferably at the event site.

In order to ensure the integrity of national sponsorships and the continued success of fund-raising activities in support of programs developed by CCC, the OC is required to fulfill the following:

Use of the official name of the event in all correspondence, including the Title Sponsor's name. This is to include, but not be limited to, event notices, entry forms, web-site promotions and local media initiatives.

Use of competition bibs as provided by CCC.

Display of all CCC sponsor/supplier banners as specified in 3.1.3 above. Note that the OC is financially responsible for the safe return of all banners and bibs supplied by CCC.

Completion of the Event Sponsor and Media Evaluation form as supplied by CCC, together with all related financial statements, media clippings and event photos, within one month of event

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completion.

Recognition of all CCC sponsorship terms and agreements as may be notified by the DMEM or designate.

In addition, the OC is encouraged to contact local and regional representatives of CCC sponsors to invite them to participate in event festivities, award presentations, etc. CCC will provide a list of contacts.

3.3 PRESS RELEASE INFORMATION

CCC can provide background material on participating NST athletes, current standings, photos, etc. The OC's Press/Media Liaison Official should be in direct contact with the DMEM and the CCC Media Relations Manager at CCC. When available, the CCC Media Relations Manager will attend the events to help the OC media person with liaison to national media contacts.

CCC maintains responsibility for the production of a national press release for all races.

3.3.1 MEDIA SERVICES

The evolution of the Worldwide Web has produced a skiing and media public with high expectations for accurate, quick results and race information. The OC must provide adequate on-site media servicing for media in attendance as well as publics interested in event results. Services should be proportionate to the expected media and include:

- adequate space to accommodate up to six working media;
- access to high speed or 56 kbps Internet band widths or free wifi at each work station;
- printer and photocopier in media services area;
- long distance credit card phone capacity;
- cell phone accessible – a defined service which works from site; and
- direct phone or voice contact with the race results area.

3.3.2 MEDIA EVALUATION AND REPORTING

An integral part of CCC's yearly review of programs and events is an inventory of all press clippings and reviews relating to cross-country skiing which appear in major newspapers across Canada. It is important for the OC Press/Media Liaison Official to collect all event articles appearing in local newspapers and major newspapers where possible, including pre- and post-event coverage. This should be included in the post-event Event Sponsor and Media Evaluation Report filled out by the OC and forwarded to the DMEM. This will play a large part in solidifying sponsorship efforts in the future.

4.0 Race Distances, Courses and Grooming

4.1 RACE DISTANCES AND TECHNIQUES

In the Canadian Championships, none of the competitions should be scheduled at the same time. This ensures a fair and equal competition for all and allows the athletes to have their moment and also to cheer on their team-mates. Scheduling should also be organized in a manner that ensures adequate time is available for the support coaches to provide proper assistance to all age classes.

Sprint competitions are included in the Championships and will be conducted using a sprint format that maximizes the number of qualifiers to the heats. Sprint courses must follow homologation standards for width (8-10 meters) to provide ample passing opportunities and must have climbs and turns of such magnitude as to cause technique changes.

Sprint heats (Open Category) must be run in accordance with FIS protocol (see: http://www.fis-ski.com/data/document/schedule-sprint-30_oct2006.pdf), with a consistent time, depending on the distance of the sprint course, between each round of heats. The OC should strive to allow approximately 1.5 – 2 hours rest for the top qualifying athletes between the end of the qualifying round and the first semi-final heat

The OC should consider their capacity and length of day before deciding whether the sprints for all age classes can be run in one day or should be split and run over two days

University skiers are to be seeded into the open class (or junior men/women if younger than the senior age class) and then identified from the results for University awards. Note during the Canadian Championships, junior boys/girls may ski shorter distances than the open and junior men/women categories. Only CCUNC athletes skiing in common race distances are eligible for inclusion in CCUNC results on any given race day.

4.2 Schedule of Races – 2009 Haywood Ski Nationals

	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
		F	F		CL	CL	CL		MS-F
Men									
Juv		CHALL	5		7.5	S			10
Jr Boy		TSp	10		7.5	S			15
Jr Men		Open	10		15		S		30
Open		TSp	10		15		S		50
CCUNC		TSp	10		15		S		-
Para Nordic STANDING			5		7.5	S			15
Para Nordic SIT SKIERS			5		7.5	S			10
Women									
Juv		Chall	5		5	S			7.5
Jr girl		TSp	5		5	S			10
Jr Wom		Open	5		10		S		15
open		TSp	5		10		S		30
CCUNC		TSp	5		10		S		-
Para Nordic STANDING			5		7.5	S			7.5
Para Nordic SIT SKIERS			2.5		5	S			7.5

Notes:

R = relay; C = classic; F = free technique; S = sprint; MS = mass start; U = university; TSp= Team Sprint

Techniques will alternate from one year to the next between classic and free technique.

Distances for sprints for juvenile boys/girls are between 500 and 800 M; distances for junior boys/girls, junior men/women and open classes, are .8 - 1.8 km.

The first Team Captains' Meeting will be held on Day 0. TSP team lists will be submitted at that time.

Mass start competitions will use a chevron start grid.

Sit skiers require classic track on free technique event days.

4.2.1 Team Sprints

Team Sprint teams will consist of skiers from the same Club with no unofficial teams. Foreign skiers may enter the Open TSp competition provided they are a member of the same registered club. Regional Training Centre's are not allowed to field teams in the TSp competition.

Categories are restricted to the following:

Open Team Sprints – gender specific, i.e. men's and women's teams, with no restriction on the age of athletes; 2 X 3 X 1.2 km. See Officials Manual V3.3 (Section 4-8 and 8-8) for Team Sprint details.

Challenge Team Sprints – gender specific, with athletes from juvenile and junior boy/girl age classes; 2 x 3 X 1 km.

CCUNC Team Sprints – Canadian schools only gender specific, with any combination of ages of university students (or as defined by CCUNC). 2 x 3 X 1 km.

The order of start for the team sprints will normally be CCUNC, Challenge, with an appropriate time between, followed by Open. This will maximize the rest period for CCUNC skiers competing in both CCUNC and Open team sprints. The order can be changed by the OC in consultation with the TD and Team Captains.

Athletes are permitted to participate in more than one event (e.g. challenge men, open and/or CCUNC).

The team sprints will be a standard format team sprint race involving qualification heats and a final. If fewer than 15 teams are entered, a single final will be run in the class. Maximum semi-final field should be 15. Teams will be seeded according to the sum of CPL sprint points. If there are semi-finals, teams will be evenly distributed e.g. best points to semi-final 1, second to semi-final 2 and so on. If there are two semi finals, top 4 Canadian teams from each plus next 2 fastest are promoted to the final. If there are three semi finals, top 3 from each semi plus fastest 4th place. This will allow 10 Canadian teams plus any visitors who finish ahead of them to race in the final.

FIS Team Sprint rules apply with two stipulations:

Waxing pits are not permitted and skiers may receive no outside assistance with ski adjustments during the race.

Teams must be comprised of skiers from the same club. Results are used to contribute to club aggregate totals.

4.3 HOMOLOGATION STANDARDS

Homologation standards for the open classes, which are FIS-sanctioned races, are tabled in the FIS rules within the CCC Rulebook under section 313 and CCC Officials Manual Appendix 8 for Para-Nordic.

4.3.1 COURSE PROFILES

Tables of data for course profiles for different age classes can be found in the CCC Rulebook under section 313.

4.4 Race Courses

(M = Must Have, SR = Strongly Recommended)

The host site must have a good range of courses to provide for all competition formats and classes in the Canadian Championships. Also there must be reasonable terrain that can accommodate open and the junior men/women classes starting and racing together. Homologation norms must fall into the limits set out in Rules 313.1 and 313.2 of the CCC Rule Book. (M)

Course markings must be as per Rule 316 and Officials' Manual -2008. Signage must be clear as to the direction in which skiers must go. (M)

4.5 GROOMING EQUIPMENT

The Canadian Championships OC must provide CCC, and more importantly the coaches and athletes, with the assurance that it has taken the necessary steps to produce the best possible track for racing under the most adverse weather conditions, including ice and heavy snow.

Trail-grooming capabilities must include:

- a full width tracked vehicle equipped with a renovator that is hydraulically operated (M);
- an Alpine twin track or equivalent single track setter (Bachler type molded) (M); and
- a snow renovator or packing pan for use with a snowmobile to improve course conditions when heavy snow arrives at temperatures which preclude the use of a tracked groomer (M)

Grooming resources must be sufficient and flexible enough to allow grooming at any time which will ensure optimum trail preparation.

4.6 COURSE MARKING AND INSPECTION

The competition trails must be marked and available for inspection two full days prior to the first race. Course maps must be available for the full slate of races on the Ski Nationals web site one month prior to the event and handed out at the first Team Captains' meeting. It is suggested that each team receive a laminated set of course maps that can be displayed in the wax cabins. During official training (the day prior to a competition), the course must be prepared and marked as it will be during the competition (CCC Rule 338).

5.0 Technical Delegate and Jury

5.1 TECHNICAL DELEGATE (TD)

The TD and the Assistant TD are appointed by the Events Committee of CCC and are responsible to the appointing body. The Assistant TD will normally be selected on the recommendation of the Division within which the event is being held. CCC will confirm these appointments to the OC and will provide the TD with the name and address of the Chairperson of the Competition Committee. Communication will then occur directly between these two people.

All reasonable travel, gas and accommodation expenses of the TD and the Assistant TD are the responsibility of the OC. Divisions are encouraged to support the event by assisting with the Assistant TD's expenses. The TD's expenses must also be covered if a pre-event visit is required. Billets are an acceptable means of controlling the living expenses of the TD and Assistant TD while these officials are on site. It is up to the OC to make mutually agreeable arrangements with the TD prior to the event. Per diems for the TD and Assistant TD should be paid when the officials arrive on site, based on the standard CCC per diem rate less covered meals.

If possible, an Apprentice TD will be appointed (a new Level III) to learn and to assist the TD. The cost for this apprentice should be shared between the Apprentice TD and his/her Division or Club.

5.2 CCC Race Director (RD)

CCC will name a Race Director (RD)

This official is nominated by CCC Events Committee for Tier I competitions of the highest category including the National Championships.

Duties of the RD are:

- to represent the interests of Cross Country Canada
- to schedule and conduct inspections of new sites vying to host Tier I competition
- to ensure that the CCC Hosting Agreement is signed between CCC and the LO/OC
- to oversee that all aspects of the organizer's contract are correctly fulfilled
- to monitor the proper operation of the event according to the CCC Technical Package in force and to report issues to the CCC Events Committee as necessary
- to provide coordination and support to all Jury members by providing information and advice
- to ensure adherence to common race reporting protocols
- to manage and collaborate with the OC to ensure compliance with event marketing and sponsorship aspects
- liaise with the TD to discuss best practices and issues arising over the course of the season

5.3 JURY COMPOSITION AND FUNCTION

The Jury at National Championships will include

Technical Delegate – who is chair of the Jury
Chief of Competition
CCC Race Director

At the discretion of the Jury, other experts may be invited to attend Jury meetings as observers. The Assistant and Apprentice TDs will have observer status on the Jury. Observers do not have a vote in Jury decisions.

The Jury will be identified and introduced at the first Team Captains' Meeting.

The Jury should meet one hour before the start of each event, one hour after and at any other time deemed necessary.

6.0 Competition Sanctioning, Eligibility, Seeding etc.

6.1 SANCTIONING

The Canadian Championships are sanctioned nationally by CCC. The CCC sanctioning fee is \$50.00 per competition day, payable to the CCC office by the OC through the Division when the Division Registration and Sanction Application Form are submitted.

CCC applies for FIS sanction for the open class individual competitions in the Canadian Championships, and the combined FIS/CCC rules will apply to these competitions. The FIS sanction fee of \$250 CDN is payable to the CCC office by the OC through the Division when the Division Registration and Sanction Application Form is submitted.

A site visit by either or both of the TD and the DMEM should be made in the year prior to the event. The TD, DMEM, Chairperson of the EOC and the Chief of Competition should agree on the major logistical issues of the Championships no later than two months before the event. Once the Event Notice has been published, decisions and changes made regarding the event or its conduct should be published on the CCC web site (<http://www.cccski.com/>) and the event web site (<http://www.skinationals.com>).

6.2 ATHLETE ELIGIBILITY

6.2.1 ELIGIBILITY REQUIREMENTS

Eligibility to compete in the Canadian Championships is two fold as outlined below.

1) Full Eligibility. This category of eligibility allows the competitor to compete for Canadian Championship medals and awards put forward by CCC and prizes provided by the OC or sponsors. As well, skiers in this category of eligibility may earn points towards overall Canadian Aggregate Awards (Club, Division or Individual). To achieve full eligibility the skier must fulfil the following:

- have a valid CCC race licence from the current season; and
- be a Canadian citizen or landed immigrant.

2) Partial Eligibility. This category of eligibility allows a competitor to compete in the Canadian Championships but only for OC or sponsor generated prizes, including cash prizes in the open class. This category of eligibility does not allow the skier to earn points towards any of the overall Canadian or CCUNC Aggregate Championship Awards. Skiers in this eligibility category would include the following:

- those who have a CCC race licence but are not Canadian citizens or do not have a permanent resident card; or
- skiers with a current foreign National Ski Association licence or active FIS License.

3) CCUNC eligibility. Is limited to Canadian College and University students enrolled in a minimum of 3 courses per semester. Completed eligibility forms (see Appendix B) must be in the hands of the Competition Secretary by the entry deadline.

6.2.2 Other Eligibility Considerations

In principle, all entries submitted to the OC should be endorsed or acknowledged by the athlete's parent Club or Division in order to facilitate management of Division Teams and facilitate the OC's registration process. However, individual entries are permitted when circumstances warrant.

All Clubs fielding skiers at the Canadian Championships must be registered with CCC (through registration in their parent Division) by January 15th of the winter in which the event is held.

The official Club and Division for an athlete will be those registered on his/her current CCC racing licence (CCC Rule 103.4). As per the CCC Race Licence Policy (see the CCC web site) a skier may compete for only one club per season.

The burden of proof of citizenship lies with the athlete and must be declared on the National Championship Entry Form at time of entry.

Athletes may choose to "race up" in an older age class, up to and including the open class, but in so doing would forfeit the right to prizes in their own age class. They also forfeit the opportunity to contribute to aggregate points in their won category.

Para-Nordic Athletes may choose to "race out" in an able bodied class, up to and including the open class, but in so doing would forfeit the right to prizes in Para-Nordic class.

Members of the Senior National Ski Team will be entered by the NST Coach. However, points won by these skiers will be awarded to their respective Club/Division as declared on their current CCC licence.

A master list of Clubs in good standing for the current year of the Canadian Championships is available on the CCC web site www.cccski.com.

As soon as it is reasonable to do so, the OC will make available a confirmation list containing all registered competitors containing Club, Division, Team and School affiliation, CCC and FIS license numbers, age class, Para-Nordic Class and the list of competitions for which the competitor is registered. This list will be posted on the Ski Nationals web site and in an appropriate place at the event site and made available to other individuals upon request. It must be presented for review one month prior to the event and updated weekly for final verification at the first Team Captain's meeting.

6.3 RACING LICENCES

In order to participate in the Canadian Championships, a skier must have a valid racing licence issued by CCC or a foreign National Ski Association in accordance with the eligibility guidelines in 6.2 above. Skiers may also hold an FIS licence, and if a skier is licensed by both CCC and FIS, both licence numbers must be listed on the entry form. In this regard, the event entry form must include a place for the FIS licence number as well.

In order for FIS-licensed skiers to gain FIS points, a valid FIS licence number must be in the race management database. FIS licences may be purchased through the CCC office no later than two weeks prior to registration for the Canadian Championships. Either the skier or his/her coach should check with the OC that the correct FIS number is recorded in the OC competitor database.

The Guide for the Para-Nordic Blind competitor must have a valid racing licence issued by CCC or a foreign National Ski Association in accordance with the eligibility guidelines in 6.2 above but need not be a member of the same club.

Skiers from other ski disciplines must hold a valid CCC Racing License to compete in the Canadian Championship.

NOTE: Regional or provincial licence holders must also hold a license issued by their NSF in order to be eligible to ski at the Canadian Championships.

Further details regarding licences can be found on the CCC website.

6.4 ENTRY FEES

The entry fees for the Canadian Championships will be a maximum of \$35 per individual competition and \$40 per Team in the Sprint Relay. In the event that the OC needs to increase the fee, approval must first be obtained from the Events Committee of CCC.

Entries and fees must be in the hands of the OC no later than 5 days prior to the first competition day. Entry fees will not be refunded if athletes do not turn up. Late entries should not be accepted.

Notwithstanding the above, the OC may also require payment of a registration fee to cover approved expenses associated with payment processing. This administration fee must be reviewed with the DMEM.

The OC may charge a modest fee to cover the cost of the banquet however the cost may not be more than what the athlete would normally pay for a dinner (\$20 - \$25) at the Canadian Championships. The OC should subsidize these costs through sponsorship and entry fees where possible.

6.4.1 COMPLIMENTARY ENTRIES

In situations where invitations have been specifically sent to guest skiers, teams or dignitaries with “complimentary” entitlements, the invitation should specify the number of athletes to be covered, specifics on travel compensation (including per diem if applicable), information on room and board arrangements, appearance incentives, time expectations, etc.

The above procedure will avoid any confusion or misinterpretations regarding expectations and responsibilities. A note to the athlete/team will ensure a smooth running event and can be referenced if necessary in subsequent discussions/negotiations.

National level skiers who have achieved a level of international excellence (men with 60 or less FIS points and women carrying 90 or less FIS points and Para-Nordic athletes with IPC World Cup points within the last 12 months) will be provided complimentary entry. The OC should liaise with the NST Head Coach, Para-Nordic Head Coach and the DMEM to develop a marketing plan which maximizes the promotional and advertising value of these athletes during the Championships.

6.5 EVENT NOTICE

The Event Notice (i.e. including entry forms) must be produced no later than December 15th. A copy of the Event Notice should be e-mailed to the CCC office in Word, pdf or html format for listing on the CCC website, and must also be sent to the Division Offices and Division Coaches.

The Event Notice must be issued in both official languages.

The Event Notice must include a field that permits the athlete to declare his/her citizenship as per 6.2.1.

An on-line registration procedure should be part of the OC's event management plan.

In order to facilitate management of Teams the OC must provide notice of all entries, sorted by Division and Club, on the event web site (www.skinationals.com) on a regular basis commencing four weeks prior to the event. .

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Club names and spellings will be used as reported in the Club data base on the CCC website. Club names may be abbreviated when necessary to eliminate non-unique identifiers such as “Nordic,” “ski” and “club” in consideration of space requirements on the results and start lists. Skier names and spellings will be used as per the CCC Licence list and CPL provided by CCC to the OC. FIS registration data will be used as per the FIS web site point’s lists. The validation protocol available in Zone4 must be used by the OC prior to publication of all lists.

Since the individual open class or combined category competitions at the Canadian Championships are also sanctioned by the FIS, the application form must request both the FIS and CCC licence numbers. The OC may, at its discretion, use the FIS list to fill in this field when the registrant has neglected to do so.

A Divisional mailing list is available on the CCC website or from the National Office.

The OC is cautioned to respect privacy, and must not permit entrants’ e-mail addresses to be used for solicitation.

6.5.1 EVENT WEB SITE

The OC is required to assume control of the Canadian Championships web site <http://www.skinationals.com> no later than September 1st of the year before the event, and to begin maintaining current event-related information on the site as of that time.

Information that should be posted on the site includes the following:

- pre-event information - Event Notice, list of sponsors, hotel (including wheelchair accessibility) and vehicle rental information, fax, phone and e-mail contacts, detailed schedule of competitions and activities, facilities available on site, etc;
- information during the event - athlete welcome, registration lists of athletes, daily reports with photos, official results (pdf or html), aggregate standings for individuals, Clubs and Divisions, links to media reports of the event, photo gallery and any other information relevant to the current event including changes and decisions made by Jury relating to the conduct of the event.
- post-event information - big thanks to volunteers and sponsors, lost and found, info on next year’s championships, etc
- a Confirmation list containing all registered competitors containing Club and Division affiliation, CCC and FIS licence numbers, age class, Para-Nordic Class and competitions entered.
- a static version of the Championship information, including results and event logo in jpeg and vector formats, must be provided to CCC after the event. This will be archived under the URL [http://www.skinationals.com/ \(year\)/ \(e.g. <http://www.skinationals.com/2008/>\)](http://www.skinationals.com/(year)/(e.g. http://www.skinationals.com/2008/))
- access to results and data from the previous Canadian Championships must be prominently displayed and maintained at all times on the Ski Nationals web site.

As much as it is feasible, all communications on the event web site should be published in both official languages.

The OC must appoint a webmaster who is responsible exclusively for the maintenance of the competition web site.

6.6 Registration System

An online registration system is mandatory. (M)

6.7 SEEDING FOR THE COMPETITIONS

6.7.1 INTERVAL START RACES

For the open and junior men/women classes skiers will be started according to their Distance CPL ranking. I.e. the best will start last. Those without CPL ranking will be assigned to a separate group and randomized. Starting order for the groups is as per Rule 333.3.1, unless changed by the Jury.

For Open and Junior Men/Women seeding will be based on the most current CPL Distance. The OC will make copies of the lists available at the first Team Captain's meeting for verification.

Changes to the verified seeding lists will only be considered by the jury in exceptional circumstances.

CCC's Assistant High Performance Director will rule on special seeding requests based upon a written submission from the athlete's Division at least one week in advance of the start of the races. However, such requests must indicate an extraordinary reason for consideration for improved seeding. If a request is successful, a senior or junior M/W will start with the assigned points as per the decision of the Assistant High Performance Director

For junior boys, junior girls, Para-Nordic, juvenile boys and juvenile girls, seeding will be done by the Division Coaches. The number of groups in each class will be determined from the number of entrants in the class as per Rule 333.3.1. Division Coaches will divide their competitors equally amongst the groups and the start numbers will be drawn within each group.

6.7.2 Mass Start Races

For all classes, the mass start race on the final day will be seeded by the better of the skiers Distance CPL as listed in 6.7.1, or the points earned by averaging the two interval start races from earlier in the competition.

6.7.3.1 Team Sprints

Challenge and Open Teams will be listed in order of combined sprint points and equally divided among the Semi-Finals (2 or 3 depending on field size). Seeding for the Team Sprint finals will be based on the results of the semifinal heats.

6.7.3.2 Distance Relay Competitions

Seeding will be done as per CCC Rule 376.3.1, in which the word "Division" will be replaced by "Club". A Club's team(s) will be seeded in the order in which that Club finished the National Championships in the previous year. Club teams which did not appear in the previous year's results will be drawn and placed in the start grid after those that did and they will occupy the remaining lanes and rows.

6.7.4 SPRINT COMPETITIONS

Sprint competitions will consist of a qualification round of all skiers in each class with the top skiers from the qualification round advancing to a series of elimination heats. The Jury will decide the number of skiers advancing from qualification, and the heat format for each class, based on current FIS guidelines, and with a desire to maximize the number of skiers achieving qualification,

Open men and junior men will be combined for Sprint Qualification as will open women and junior women. They will then race Heats in their own category. Should a junior wish to race in Open they will be required to declare their intention through their Team Captain at the TCM preceding the Sprints.

For all categories seeding for the qualification race will be done by Sprint CPL. The highest Sprint point's competitor will start first in each class followed by the next lowest etc. Those without sprint points will be drawn as one group and will start following the seeded competitors.

In the case of a tie during qualification, the advantage will be given to the skier with the higher sprint points.

Para-Nordic heats and finals will use a Disabled Class Hunting Start and not by individual time (see CCC Officials Manual Appendix 8).

6.8 TEAM CAPTAINS' MEETING

An initial Team Captains' meeting should take place the evening before the first competition (i.e. on Day 0) as per CCC Rule 307. At this time, the TD and Jury will be introduced. The TD will make any points related to rules or rule changes that need to be emphasized for the Championships or for the first competition. At this first meeting and at all subsequent TCM's competitor lists should be confirmed as to spelling, Para-Nordic class, age classes, Canada Points, CCC and FIS racing licenses, Club, Division, School and Team affiliation.

Once the competitor list is approved the draw will take place

Additional meetings will occur the day before each subsequent competition or at times decided mutually by the OC and Team Captains. Alternatively, the times may be published in the Event Program (CCC Rule 307.1.2)

Although all coaches/team leaders are invited to these meetings, each Division must be represented by only two persons sitting at a designated place, with one to speak on behalf of the Division. The designated Team Captain (speaker) should be at least a certified Level 3 coach. Consultation may occur between the two coach representatives. All others at the meeting have only observer status.

A facility that will comfortably seat up to 50-60 people plus a head table for the OC/TD should be used for the Team Captains' meeting. A projector and screen that accepts computer output must be available for all coaches meetings.

6.9 CCC Contact List

DMEM - Dave Dyer - ddyer@cccski.com
CCC Manager Media Relations - Chris Dornan - hpprchrisc@comcast.net

6.10 OC CONTACT LIST

The OC must provide CCC with a list of key contacts for the Event Organizing Committee and the Competition Committee.

In addition, the OC Chairperson must include the CCC DMEM, TD and ATD on the email distribution list for regular event preparation updates and meeting minutes during the 16 months leading up to the event.

7.0 ATHLETE SERVICES

7.1 EVENT PROGRAMS

It is desirable that the OC produce a Championships Event Program, summarizing pertinent information (e.g. competition schedules, banquet details, prize-giving arrangements, welcome messages, etc), and providing the opportunity to provide sponsor visibility.

The Canadian Championships are an opportunity for skiers from across Canada to meet and compete against our best. Social activities are an important component of this event and should be built into the schedule with the advice of a regional or host provincial coach.

Awards ceremonies must be short and punctual and should be located where athletes can stay sheltered until the ceremonies actually begin. If onsite facilities do not permit this, an alternative site convenient to the athletes should be chosen.

A Championships banquet is an important social feature. This mandatory event must remain athlete-focused. The facility should accommodate the attendance of visiting parents and extra coaches and costs for athletes should be subsidized through sponsorship and entry fees. Organizers should remember athletes consume significant quantities of food, but should keep costs in the range of \$20 - \$25 per head. Full accessibility for Para-Nordic athletes is required.

Post-competition refreshments should be offered to all competitors. Support from local grocery chains and suppliers can often offset all associated costs. Juice, energy bars, light sandwiches or bagels, warm soup, fruit and water are among the items that should be made available to athletes. Additional BBQ items and soft drinks can be provided through the onsite canteen.

7.2 REGISTRATION KITS

Registration kits should be provided to athletes, guides and coaches at registration. Contents of registration kits may include: program, travel brochures, city and institutional maps, local entertainment list, restaurant lists, competition passes and information, banquet tickets, souvenirs, newspapers, participation certificates, name tags. Local merchants may provide free souvenirs such as pens, note pads, key chains, calendars and other promotional material.

7.3 BILINGUAL SERVICES

It is CCC's policy to ensure that, at CCC-sponsored events of national and international stature, essential services are provided to athletes, coaches and spectators in both official languages. That being said,

CCC acknowledges that there are practical obstacles to full and immediate implementation of this policy. Accordingly, CCC requests that OCs adopt a flexible and intelligent approach to observing this policy. In practice, this will likely mean that events hosted in Quebec must be prepared to provide full translation, as the majority of competitors – and all USSA members – will be uni-lingual Anglophones. In western Canada, where it can be anticipated that a small minority of competitors will be uni-lingual Francophones, translation must be available for critical functions (e.g. Team Captains' Meetings).

As an early objective on the critical path to improvement in this policy area, OCs for the Canadian Championships are requested to produce Event Notices, Event Programs, critical notices on the event website and race announcing in both official languages..

8.0 Warming, Waxing and testing Facilities

8.1 WARMING AND WAXING FACILITIES

The expected entry for the National Championships is significant (minimum 400-600). The site must have suitable on-site sheltered accommodation allowing a minimum of 5 square feet per athlete/coach/team manager.

Separate sheltered waxing facilities appropriate in size must also be provided. Allow at least 6 square feet per athlete with suitable power access. The waxing facility must have restricted access and be able to accommodate the application of fluoro-carbon waxes. (M)

Outlets at the start for "hot boxing" skis for the sprints are not required.

Wax pits are not required in the team sprint event.

8.2 WAX TESTING

A suitable hill for glide testing must be within 1 km of the stadium area and not on the race course. (M)

A warm-up track with a small uphill must be provided near to the start. Both the glide testing area and the warm-up tracks should be groomed and prepared in the same manner and at the same time as the rest of the competition track in order to simulate race conditions. (M)

9.0 Timekeeping and Data Processing

9.1 TIMING STANDARDS/RESULTS PRODUCTION

At the Canadian Championships, athletes, coaches and media expect quick, accurate and aesthetically appealing official results packages. A CCC approved race management software package must be used. The approved packages will be announced on the CCC website by October 1 each year, with their specifications, abilities and limitations. The trend is to use software that interfaces directly with race timing equipment. (M)

The selected package must accommodate all common formats for competitions, including mass starts, interval starts, pursuit starts, sprints (16 and 30 skier heat formats), team sprints and relays. The system must handle multiple competitions, classes and combined categories. Para-Nordic calculations must be included for Results and Hunting Start Lists. (M)

The package must provide start lists and result lists with basic competition information (i.e. weather conditions, sponsor tags, etc), together with split and finish times in the format approved by CCC. (M)

Start lists must clearly state the time of day that the competition starts and the time intervals after this start time at which individuals will have their starts. (M)

The Start List should show the members of the Jury, Category, Skier start position, Bib number, Name, CCC License number, FIS License Number, Club, Team, Division and Start time (M)

The package should be able to output results in several formats (e.g. xls, pdf and xml), including that required by FIS. (M)

Timekeeping officials and technical assistants who will be using the race management software package must have used the software previously and be very familiar with it. (M)

The package should also have an active trouble shooting service or manual to which the users can quickly and efficiently turn for help in emergencies. (SR)

9.2 TIMING EQUIPMENT

CCC requires that start/finish times be electronically generated with a completely independent manual back-up system. (M)

There must be an enclosed and heated timing building of some type with an electronic timing unit (i.e. Chronomix 737, Tag Heuer, Summit Systems etc.). (M)

An electronic start gate must be used at the start of interval start races in conjunction with a large format display/count-down clock. The start gate must have a post on either side to ensure a skier cannot leave in either technique without opening the gate. (M)

At the finish, an electronic beam signal is required to capture the time of the athlete as he/she crosses the finish line. (M)

A display clock to allow skiers to see their finish time is also required by CCC. (M)

At Canadian Championships, all competitions using mass start, sprint or pursuit start formats must include approved digital photo finish line equipment such as a Lynx system. Rental of such equipment is available through the DMEM. Event personnel must be trained in the use of this system. (M)

The OC must also provide finish line audio recording with a separate order of finish for each lane in mass start and pursuit start formats. (M)

9.3 RESULTS

The publication of the results of competitions should be consistent with the format outlined in Appendix A of this document. Official Results must show the members of the Jury and the following: Distance, Technique and Category, Rank, Bib, Name, YOB, Club, Division, Team, CCC License number, Total Time. (Calculated time for Para-Nordic).

The OC must produce a separate result lists for: open men; open women; Para-Nordic standing men, Para-Nordic standing women, Para-Nordic sit ski men, Para-Nordic sit ski women, junior men; and junior women.

For CCUNC events, separate results must be produced.
CCUNC results should show Rank, Bib, Name, University Team, Total time.

Publications by the OC should include the following:

On site – hardcopy – complete results (unofficial, followed by official) published on a results board in accordance to timing as specified in the CCC Rules. As well, final copies are to be supplied to teams and others as required.

On the event web site using pdf or html format that can be viewed and downloaded from the <http://www.skinationals.com> web site. The layouts used must be “printer friendly”.
Official results (items 1 and 2 above) must be posted at www.zone4.ca or other approved race software internet site.

9.4 COMPETITION POINTS

9.4.1 CANADA POINTS LIST

Canada Points List (CPL) points will be calculated for all individual Canadian Championships competitions and after the Championships are over will be entered into the CPL ranking system for the appropriate point's period as per the rules of the CPL. Point's policy is the responsibility of the CCC High Performance Director; FIS points reporting and management are the responsibility of the DMEM.

9.4.2 FIS POINTS

For FIS-sanctioned competitions – i.e. individual competitions in the open classes - the TD, in cooperation with the DMEM, is responsible for filling out the FIS Race Penalty Report. Note that blank electronic copies of this form can be obtained from the FIS website. Hard copies are sent to the TD directly from the FIS office prior to the event.

FIS points will be calculated for all individual competitions in the open classes (for FIS licence holders only).

Once reviewed by the TD, the FIS point's calculations in appropriate format (xml) and the FIS Race Penalty Report will be submitted electronically by the DMEM to the FIS office.

10.0 DOPING CONTROL (when required)

The Chief of Competition should contact the CCC DMEM a few months prior to the event to determine the likelihood of a doping control test taking place and the need to make necessary arrangements. The knowledge given to the Chief of Competition on this subject must remain completely confidential.

Doping control facilities and proper equipment must be provided in an area within walking distance from the stadium (permanent structure or trailers). (M)

The doping control area should be divided into three separate areas:

Waiting area for 20 people.

Working room with table for three people.

Toilet area with lavatory (at least 1 must be wheelchair accessible with safe catheter and sharp disposal) and room for two people.

Equipment - lockable refrigerator (if possible), assorted other minor equipment (desks, chairs, etc.).

Provision of six volunteers to assist with the station, preferably three male and three female to "shadow" the athletes (including warm-downs) prior to their tests. Some of these volunteers must be prepared and able to ski with the athlete if he/she chooses to do a warm-down.

11.0 AWARDS PRESENTATIONS

Awards should be presented within 20 minutes after the last racer per class crosses the finish line based on the unofficial results (see Rule 355.1.1). Racers should not be made to wait much longer than that without showering or changing into dry clothes. If it is not possible to present the awards within 20 minutes after the competition, presentations should be scheduled for later in the day or in the evening at an attractive public community venue such as: the official hotel, education centre, a shopping mall, town hall, etc.

Formats for the presentation of awards are at the discretion of the OC as there are many different options, considering differences in facilities, venues and programming logistics. However, the following suggestions are worth considering:

The normal order of awards presentation is as follows: 3rd place, 2nd place and 1st place. Classes should be presented as groups in turn, allowing for the greatest amount of camaraderie between skiers who have competed against each other. Senior NST members may be asked to assist in the medal presentation ceremonies of the younger age classes.

Presentations should be brief, with little verbiage (i.e. name, position, where from, awards received, from whom) and kept moving. Later, all winners can be assembled if the media choose to have a photo of the winners of all classes.

Evening awards presentation formats need to provide an incentive for all athletes to attend so that they will be inclined to honour their fellow competitors.

11.1 MEDALS/TROPHIES

National Medals and Awards

CCC medals and their engraving, including those for the CCUNC competitions, will be coordinated by CCC (for 1st, 2nd & 3rd place in all age classes and the Team Sprints). Responsibility: CCC

YOB ribbons or other appropriate recognition award, consistent with CCC's LTAD Competition Model recommendations.
Responsibility: CCC

Overall/aggregate age class winners - plaques to be produced by CCC (a minimum of 1st, 2nd, 3rd).
Responsibility: CCC

For classes with a single entrant, recognition with a medal is normal but prize money (if offered) may be withheld.

Annual Senior Trophies. When feasible, these may be on site:

The Rolf Pettersen Trophy is to be awarded to the winner of the open men's 50 km competition.

The Hickory Wing Trophy is to be awarded to the winner of the open women's short distance competition.

The R.J. Devlin Trophy is to be awarded to the winner of the open men's short distance competition.

The Mary Anderson Trophy is to be awarded to the winner of the open women's 30 km competition.

*It is customary to present the trophy to the top skier in the competition. In the case of foreign skiers, his/her name will be engraved on the trophy followed by an asterisk *

Sofie Manarin Memorial Award is to be presented to the Aggregate winners of the Juvenile class. A cash bursary from the Sofie Manarin Foundation will be presented to each recipient.

Annual Team Sprint Trophies: When feasible, these may be on site:

The Muskoka Trophy for the challenge women's club Team Sprint winners.

The Pepsi Cola Trophy for challenge men's club Team Sprint winners.

Cash Awards: The following individual open class cash award schedule is to be provided by the OC per race per gender: 1st - \$500; 2nd - \$300; 3rd - \$200; 4th - \$150; 5th - \$100. Responsibility: OC

11.2 THE CANADIAN CHAMPIONSHIPS MEDALS AND AWARDS

Normally, CCC Canadian Championships medals will be given to the top three individuals in each class for each competition. It is recommended that other prizes be given to as low as the top five places. The top three teams in the Team Sprint classes will also get CCC medals, one for each team member. As well, there will be recognition for the top three skiers scoring best in the aggregate of the competitions in each class. Finally, a number of annual trophies and awards are to be presented. The awards are described in 11.1. See Appendix A for Awards and Medals Grid.

It is the responsibility of the OC to calculate the points for the various aggregate champions (individual, Club and Division) who will be named at the end of each Canadian Championships. It is strongly recommended that one person on the Organizing Committee be tasked with doing the calculations and ensuring that they are kept up to date. The running calculations are to be posted on the event notice board after each race in order to promote interest in the aggregate championships and in order that final calculations can be done quickly to allow a timely announcement of the overall individual, Club and Division champions.

Athletes are eligible for the medals and awards (including cash) as per section 11.1 within the class in which they choose to compete, regardless of their age.

When junior men and junior women enter into combined classes, their results must be extracted from the combined result list and made into a separate result list for their classes. Junior men and junior women are permitted to compete for and accept the medals, awards and aggregate points in their official entry class. In addition they are also eligible to receive the medals and awards including cash prizes provided for the combined class.

If however, a junior boy/girl declares on his/her official entry form that he/she is "racing up" in the junior man/woman class, he/she will be ranked as a junior man/woman and will be eligible for medals, prizes and aggregate points attributable to that class.

If a Para-Nordic male/female declares on his/her official entry form that he/she is "racing out" in their appropriate age class, he/she will be eligible for medals, prizes and aggregate points attributable to that age class.

Not all competitors are eligible for all awards and points; refer to the Eligibility Section – 6 of this document for details.

11.3 INDIVIDUAL AGGREGATE AWARDS

All individual competitions will be used to calculate scores to determine the individual aggregate winners within each age class. The top three athletes in each class will receive Individual Aggregate merchandise awards. Responsibility: OC

Scoring will assigned to the top 30 places or Scoring Pool as per section 11.3.1 below. A skier accumulates points per each competition entered and finished within the Scoring Pool. A competition not entered generates no points.

For sprint competitions, final sprint results count in the calculations for the overall individual winners.

For competitions in which an athlete “races up” outside of his/her age class, aggregate points will be awarded for the class in which he/she competes. This does not apply to a combined class situation where competitors remain in their pre-defined age classes and separate results by age class are produced for awards purposes.

For CCUNC Aggregate Awards protocol see 11.6 below.

11.3.1 SCORING SYSTEM

Only the results of skiers with Full Eligibility Status as per 6.2.1 will be used to calculate aggregate points. The “push down concept” (see 11.4) will be used to calculate Divisional Aggregate totals.

Scores will be based on the following for all aggregate awards in Open, Junior and Juvenile categories:

1st place	30 points	16th place	15 points
2nd place	29 points	17th place	14 points
3rd place	28 points	18th place	13 points
4th place	27 points	19th place	12 points
5th place	26 points	20th place	11 points
6th place	25 points	21st place	10 points
7th place	24 points	22nd place	9 points
8th place	23 points	23rd place	8 points
9th place	22 points	24th place	7 points
10th place	21 points	25th place	6 points
11th place	20 points	26th place	5 points
12th place	19 points	27th place	4 points
13th place	18 points	28th place	3 points
14th place	17 points	29th place	2 points
15th place	16 points	30th place	1 point

For the Para-Nordic classes points will be awarded in each class based on number of participants starting in that class. If 5 start in a category the points are 5, 4, 3, 2 and 1.

11.3.2 AGGREGATE AWARD TIE BREAKING

In the event of a tie, the overall winner(s) will be determined by the following protocol:

- 1) The skier with the greater number of 1st place finishes;
 - 2) The skier with the greater number of 2nd place finishes if 1) does not produce a winner; and
- if 1) and 2) above do not produce a winner then a tie is declared and each skier has the right to call him/herself the overall champion.

11.4 DIVISIONAL AGGREGATE AWARD

A Canadian Champion Division will be named based on the following scoring system:

Each Division to score best three placing in each age class to top 30.

Scoring will use the points system in 11.3.1 above.

The **push down concept** will be employed, i.e. if a fourth skier or more from the same division ranks in the top 30, those points will not be awarded to anyone.

Relays or team sprints will not be counted for the Champion Division award.

All calculations of points are to be done by the OC and updated after each competition. A running total should be produced each day and the results posted. The final champion will be announced at the closing award ceremony.

The Champion Division will receive a special recognition banner from CCC to acknowledge its performance. Responsibility: CCC

11.5 CLUB AGGREGATE AWARD

A Canadian Champion Club will be named based on the following scoring system:

Points will be awarded for individual competitions, team sprints and relays.

For individual competitions, each Club will receive points for all club athletes in the top 30 in each age class.

For relays and team sprints, each Club may score up to two male and up to two female teams per official class. Points will be awarded per team, not per individual.

.The points scored for relay and team sprint results will be doubled.

All calculations of points are to be done by the OC, updated and posted after each race. A running total should be produced each day with the champion announced at the closing award ceremony.

The Champion Club will receive a special recognition banner from CCC to acknowledge its performance. Responsibility: CCC

11.6 CCUNC AWARDS

There are four races in which individual athletes and teams can score points. In 2009 these are the CCUNC Team Sprint, interval start classic, the interval start free technique race and the sprint qualifier.

11.6.1 Points Calculation

Points are awarded to every CCUNC eligible athlete according to the table in 11.3.1 above for their position relative to CCUNC athletes. I.e. the best CCUNC position earns 30 points, the second 29 points and so on.

11.6.2 CCUNC ALL CANADIAN AWARDS

Overall standing will be calculated using each skier's best two of three competitions. i.e. Interval Start Classic, Interval Start Free Technique, Sprint Qualification.

11.6.3 CCUNC Team Scoring

Team scores will be based on the following CCUNC events:

Top three individual point scores for each team in each of:
Classic Technique Interval Start (10 km & 15 km)
Free Technique Interval Start (5 km & 10 km)
Sprint qualification

Two times the team point score in the CCUNC Team Sprint

Total team points for CCUNC are the sum of the best three individual point results for the team in each individual CCUNC race and sprint qualifier plus two times the TSp team points in the team sprint. Men's and women's teams are scored separately.

A team must enter an official team in the team sprint to be eligible for team standing in the overall results.

11.6.4 CCUNC Individual Scoring

Individual athlete points will be given scores accumulated for each CCUNC event as defined in the Points Calculation section above. The overall six All Canadian men and six women will be determined by summing the best two of three athlete's scores in the CCUNC individual races (excluding the Team Sprint).

Notes:

1. CCUNC skiers can race either Senior Men/Women, or Junior Men/Women, (or Junior Boys/Girls where distances are the same as Open Men and Open Women).
2. The long distance events (50 km and 30 km) are not part of the CCUNC, however skiers are encourage to complete if they wish.

11.7 OTHER AWARDS

From time to time, other awards may be introduced by CCC or CCC sponsors (e.g. the Madshus Sprint Series). In these instances, prizes/awards will be provided by CCC or the sponsor. The OC will be responsible for calculating results. Details of such awards will be provided to the OC by the CCC DMEM.

Appendix A

To CCC Canadian Championships Technical Package

AWARDS GRID FOR CANADIAN CHAMPIONSHIPS**1.0 CLUB TEAM SPRINT MERCHANDISE AWARDS AND CCC MEDALS**

Challenge Boys – Juv B & JB	- 1st, 2nd and 3rd place	- 2G; 2S; 2B
Challenge Girls – Juv G & JG	- 1st, 2nd and 3rd place	- 2G; 2S; 2B
Open Men	- 1st, 2nd and 3rd place	- 2G; 2S; 2B
Open Women	- 1st, 2nd and 3rd place	- <u>2G; 2S; 2B</u>
Total Team Sprint CCC Medals:		-8G; 8S; 8B
Total Team Sprint Awards:		- 24

2.0 INDIVIDUAL JUNIOR CCC MEDALS AND MERCHANDISE AWARDS

Class	Day 3	Day 4	Day 6	Day 8	Aggregate
Juv Boys	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3
Jr Boys	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3
Jr Men	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3
Juv Girls	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3
Jr Girls	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3
Jr Women	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3

Notes:

Individual competitions - 1st, 2nd and 3rd places receive CCC medals and merchandise; 4th and 5th places receive merchandise.

Aggregate – 1st, 2nd and 3rd places receive recognition, which could include cash, merchandise, plaque, etc (OC's responsibility for cash/merchandise, CCC responsible for plaque).

CCC medals and merchandise will also be provided for Para-Nordic competitions, dependent on the level of competition entry.

A special Guide medal will be presented to qualifying guides once during the Championship.

Total Individual Junior CCC Medals: (CCC Responsibility)	- 24G; 24S; 24B
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Total Individual Junior Merchandise Awards (1-5 positions): (OC Responsibility)	- 120
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Total Aggregate Recognition: (Combined Responsibility)	- 6x1st; 6x2nd; 6x3rd
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3.0 INDIVIDUAL OPEN CCC MEDALS AND CASH AWARDS

Class	Day 3	Day 4	Day 6	Day 8	Aggregate
Open Men	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3
Open Women	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3,4,5	1,2,3

Notes:

Individual competitions: 1st, 2nd and 3rd places receive CCC medals and cash; 4th and 5th places receive cash. Cash awards are: 1st - \$500; 2nd - \$300; 3rd - \$200; 4th - \$150; 5th - \$100.

Aggregate – 1st, 2nd and 3rd places receive recognition, which could include cash, merchandise, plaque, etc (OC's responsibility for cash/merchandise, CCC responsibility for plaque).

CCC medals and merchandise will also be provided for disabled races, dependent on the level of competition entry.

Total Individual Open CCC Medals: - 8G; 8S; 8B
(CCC Responsibility)

Total Individual Open Cash Awards: - \$10,000
(OC Responsibility)

Total Aggregate Open Awards: - 2x1st; 2x2nd; 2x3rd
(Combined Responsibility)

4.0 Para-Nordic Awards

Class	Day 3	Day 4	Day 6	Day 8
Para-Nordic Standing Men	1,2,3	1,2,3	1,2,3	1,2,3
Para-Nordic Standing Women	1,2,3	1,2,3	1,2,3	1,2,3
Para-Nordic Sit Ski Men	1,2,3	1,2,3	1,2,3	1,2,3
Para-Nordic Sit Ski Women	1,2,3	1,2,3	1,2,3	1,2,3

Notes: 1st, 2nd and 3rd places receive CCC medals and merchandise. (OC Responsibility)

Notes: A generic yearly medal will be produced to recognize Guides who appear on the Podium. (CCC Responsibility)

5.0 TEAM AGGREGATE AWARDS

Club Championship banner (CCC Responsibility).

Division Championship banner (CCC Responsibility).

6.0 UNIVERSITY AWARDS

Championship Medals (1st, 2nd, 3rd) in each competition (team sprint & individual) for university competitions are the responsibility of CCC.

Prizes for individual university medal winners are the responsibility of the OC.

Banners for overall Male & Women University Aggregate Championships are the responsibility of CCC.

Top six male and female All Canadian Awards are the responsibility of CCC.

The coordinator CCUNC should liaise through the DMEM with the OC to ensure adequate provisions have been put in place to calculate and publish CCUNC results and Aggregate Awards.