

TECHNICAL PACKAGE THE CANADIAN CROSS-COUNTRY SKIING CHAMPIONSHIPS

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 Association, Cross Country Canada (CCC). Each stakeholder is a player 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. Individual Divisions and Clubs can add their own personal flair, but for the actual conduct of the event CCC sets out the necessary controls through its designated Technical Delegate (TD), the latest version of the CCC Rules and Regulations and this document.

1.0 PRELIMINARY INFORMATION

1.1 DESCRIPTIONS

1) The Event

- a) 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.
- b) 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.
- c) 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.

2) Definitions

- a) Event - a number of races which occur at a particular site, hosted by a particular event organization (i.e. the Canadian Championships).
- b) Competition - an individual race within an event, incorporating one or more age classes and both genders.
- c) Local Organizing Committee (LOC) – 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 LOC will include both an Event Organizing Committee (EOC) and a Competition Committee (CC).

- d) Open class men and open class women - these age classifications are used to replace the senior men's and senior women's classes (including Masters) at the National Championships. These classes have a single set of awards and prizes. When these classes are part of a "combined class", awards and prizes are provided based on the combined results.
 - e) Combined classes - the junior men/open men and junior women/open women classes may be combined when race distances are common. Each of these combined classes will have an integrated start list based on seeding criteria. Result publications must provide a combined result and also separate results for junior classes and open classes.
 - f) 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.
- 3) Important references include the following:
- a) CCC Rules and Regulations 2004 and annual revisions and updates (see CCC website <http://www.cccski.com>).
 - b) The FIS International Ski Competition Rules, 2004 and annual revisions and updates (see FIS website).
 - c) Officials' Manual 2005 Version 3.1.

1.2 HOST SITE AND DATES

- 1) 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.
- 2) 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 CCC website. CCC will attempt to solicit and choose sites at least two years in advance, in order to give the winning Local Organizing Committee (LOC) sufficient time to properly prepare and market the Canadian Championships.
- 3) 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:

- a) the LOC;
 - b) the National Ski Team (for scheduling impacts);
 - c) the CCC Events Committee; and
 - d) the Coach and Athlete Development Committee.
- 4) 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, the Arctic Winter Games and the Canada Winter Games may be taken into consideration when the dates for the Canadian Championships are determined.
 - 5) Once CCC has selected the winning site, the LOC is required to sign an Agreement to Host, and thereafter is responsible for the organization of the event. The LOC 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 LOC 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.

1.3 BACK-UP SITE AND RACE CANCELLATION

- 1) In past years, the need for a back-up site of good calibre has become apparent. It is the responsibility of the LOC 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 LOC 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).
- 2) 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 LOC to notify the Divisions of the intent to change the site. Whenever possible, the original LOC will assist the new Committee to ensure a smooth transition.
- 3) In principle, the back-up site should be selected so that original air travel arrangements can be maintained.
- 4) In the event of a new site being chosen, the two LOCs 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.

1.4 SANCTIONING

- 1) 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 LOC through the Division when the Division Registration and Sanction Application Form is submitted.
- 2) CCC applies for FIS sanction for the senior/open class individual competitions in the Canadian Championships, and the FIS rules will apply to these competitions. The FIS sanction fee of \$250 CDN is payable to the CCC office by the LOC through the Division when the Division Registration and Sanction Application Form is submitted.
- 3) 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>).

1.4.1 TECHNICAL DELEGATE (TD)

- 1) 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 LOC 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.
- 2) All reasonable travel, gas and accommodation expenses of the TD and the Assistant TD are the responsibility of the LOC. 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 LOC 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.
- 3) 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.
- 4) The LOC is responsible to provide accommodation for the CCC DMEM. The DMEM is on location: as the primary liaison between CCC and the LOC; 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.

1.4.2 JURY COMPOSITION AND FUNCTION

- 1) The Jury at National Championships will include Chief of Competition, TD and Assistant TD. Experts will be invited to attend Jury Meetings at the discretion of the TD as non-voting members.
- 2) The Jury will be identified and introduced at the first Team Captains' Meeting.
- 3) The Jury should meet one hour before the start of each event, one hour after and at any other time deemed necessary.

1.5 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.

1.6 SPONSORSHIP RIGHTS

- 1) The Canadian Championships is a CCC property and may have a Title Sponsor or others. Local or other sponsorship opportunities must be coordinated through the CCC Marketing Committee. Rights, properties and sponsorship servicing obligations are fully outlined in Appendix A. Contact the DMEM at CCC for more information on LOC sponsorship opportunities.
- 2) CCC, through the DMEM, is responsible for liaison between the Title Sponsor of the Canadian Championships and the LOC.

1.6.1 SPONSOR IDENTIFICATION MATERIAL

- 1) All sponsors for the Canadian Championships must be approved by CCC.
- 2) Goods and services typically provided by sponsors include: competition bibs - individual and relay; course flags; signage - start/finish; awards or prize money beyond the Championship medals (1st, 2nd, 3rd) provided by CCC; and other materials such as items included in athlete packages.

1.6.2 BIBS AND SPONSORS

All bibs used at the Canadian Championships and bib markings must be approved by CCC. If a national sponsor has been signed by CCC, bibs may be provided by them. These bibs always remain the property of CCC and/or the national sponsor unless otherwise noted. If there is no immediate national sponsor, LOC-sponsored bibs may be used provided that there is no commercial conflict with other CCC sponsors. Both individual and relay bibs must conform to the standards described in the CCC Officials' Manual 2005 Version 3.1 and the FIS rules (see FIS web site, <http://www.fis-ski.com/rulesandpublications/equipment.html>)

1.6.3 SIGNAGE/BANNERS

- 1) 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 as regards priority of

positioning. The Title Sponsor (through the CCC DMEM) must make positioning requirements known to the LOC.

- 2) Other CCC sponsorship banners are to be placed in the stadium area as noted in Appendix A and as coordinated with CCC through the DMEM.

2.0 TECHNICAL ISSUES: THE COMPETITIONS

2.1 ATHLETE ELIGIBILITY

2.1.1 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 LOC 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:

- a) have a valid CCC race licence from the current season; and
- b) 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 LOC 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 Aggregate Championship Awards. Skiers in this eligibility category would include the following:

- a) those who have a CCC race licence but are not Canadian citizens or landed immigrants; and
- b) skiers with a current foreign National Ski Association licence.

2.1.2. OTHER ELIGIBILITY CONSIDERATIONS

- 1) In principle, all entries submitted to the LOC should be endorsed or acknowledged by the athlete's parent Club or Division in order to facilitate management of Division Teams and facilitate the LOC's registration process. However, individual entries are permitted when circumstances warrant.
- 2) 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.
- 3) 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.

- 4) The burden of proof of citizenship lies with the athlete and must be declared on the National Championship Entry Form at time of entry.
- 5) 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.
- 6) 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.
- 7) A master list of Clubs in good standing for the current year of the Canadian Championships will be provided to the LOC by the CCC National Office.
- 8) As soon as it is reasonable to do so, the LOC will make available a confirmation list containing all registered competitors containing Club and Division affiliation, CCC and FIS license numbers, age class, U23 eligibility 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 and final verification at the first Team Captain’s meeting.

2.1.3 RACING LICENCES

- 1) 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 2.1 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.
- 2) In order for FIS licensed skiers to gain FIS points, his/her valid FIS licence number must be included opposite the final result listings along with the correct National affiliation code, e.g. CAN, SWE. 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 LOC that the correct FIS number is recorded in the LOC competitor database.
- 3) Further details regarding licences can be found on the CCC website.

2.2 RACE DISTANCES AND TECHNIQUES

- 1) 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.
- 2) Sprint competitions are included in the Championships and will be conducted using a heat sprint format. Sprint courses must follow homologation standards for width (8-10 metres) to provide ample passing opportunities and must have climbs and turns of such magnitude as to cause technique changes.

- 3) To maximize exposure in heat finals, the top 30 skiers in each category will move into the heats after the qualification round. These heats will follow the 6-5-4 model.
- 4) 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.

2.2.1 SCHEDULE OF RACES – 2006 NATIONAL CHAMPIONSHIPS, LAPPE SC

	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6*	DAY 7	DAY 8
		F		CL	MS-F		F		MS-CL
MEN									
JUV		R		5	7.5		S		7.5
JR BOY		R		10	7.5		S		15
JR MEN		R		10	15		S		30
OPEN		R		10	15		S		50
CCUNC		UR PM		10	15		S		-
WOMEN									
JUV		R		5	5		S		7.5
JR GIRL		R		5	5		S		10
JR WOM		R		5	10		S		15
OPEN		R		5	10		S		30
CCUNC		UR PM		5	10		S		-

Notes:

- 1) R = relay; C = classic; F = free technique; S = sprint; MS = mass start; U = university; * = using the 30 skiers to the quarter finals sprint heat format.
- 2) Techniques will alternate from one year to the next between classic and free technique.
- 3) Distances for sprints for juvenile boys/girls are between 500 and 800 metres; distances for junior boys/girls, junior men/women and open classes, are .8 - 1.2 km.
- 4) The first Team Captains' Meeting will be held on Day 0. Relay team lists will be submitted at that time.
- 5) Mass start competitions will use an arrowhead (also called chevron) start grid.
- 6) The race formats and distances for disabled skiers will be determined annually. The LOC will be advised by the DMEM.

2.2.2 RELAYS

- 1) Relay teams will consist of skiers from the same Club. Categories are restricted to the following:

- a) Open relay teams – gender specific, i.e. men's and women's teams, with no restriction on the age of athletes; 3 X 5 km.
 - b) Challenge relay teams – gender specific, with athletes from juvenile and junior boy/girl age classes; 3 x 5 km.
 - c) University relay teams – gender specific, with any combination of ages of university students (or as defined by CCUNC). 3 x 3.5 km.
 - d) No unofficial teams.
- 2) The order of start for the relays will normally be open, then challenge, with an appropriate time between, followed by CCUNC. This will ensure minimal damage to tracks during classic technique relays. The order can be changed by the LOC in consultation with the TD and Team Captains.
 - 3) Athletes are permitted to participate on more than one relay team (e.g. challenge men, open men and CCUNC).

2.2.3 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.

2.2.4 COURSE PROFILES

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

2.3 COMPETITION POINTS

2.3.1 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 points period as per the rules of the CPL. Points policy is the responsibility of the CCC Director of High Performance; points reporting and management are responsibilities of the DMEM.

2.3.2 FIS POINTS

- 1) 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 and forwarding electronic copies to the FIS Office. 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.
- 2) FIS points will be calculated for all individual competitions in the open classes (for FIS licence holders only). When possible, these points will be posted on site; if this is done, it must be emphasized that points are not official until verified by the FIS.

- 3) Once reviewed on site, the FIS points calculations will be submitted electronically by the DMEM in the appropriate format (xml) to the FIS office.

2.4 TEAM CAPTAINS' MEETING

- 1) 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. Team lists should be confirmed as to spelling, age classes (including U23 eligibility), Canada and FIS points, CCC and FIS racing licences, Club and Division affiliation at this first meeting.
- 2) Additional meetings will occur the day before each subsequent competition or at times decided mutually by the LOC and Team Captains. Alternatively, the times may be published in the Event Program (CCC Rule 307.1.2)
- 3) Although all coaches/team leaders are invited to these meetings, each Division may 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.
- 4) A facility that will comfortably sit up to 50-60 people plus a head table for the LOC/TD should be used for the Team Captains' meeting. A projector and screen that accepts computer output must be available for all coaches meetings.

2.5 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 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).

2.6 SEEDING FOR THE COMPETITIONS

- 1) The current period seeding points lists (SPLs) for both distance competitions and sprint competitions prepared from the CPL will be used for seeding purposes (for information on seeding periods and SPLs, refer to the Canada Points List Publications & Event Seeding policy document on the CCC web site under Results/Points - CPL). The SPLs will be provided by the CCC Canmore office to the LOC and are to be used for all seeded competitions during the Championships as defined below. The LOC will make copies available at the first Team Captain's meeting for verification. They will not be changed due to race results during the course of the Championships.
- 2) When foreign skiers are entered, they will be included in the top seed and placed in that seed as best possible by comparing their FIS points to the FIS points of Canadian skiers. If the foreign skier has no FIS points, he/she may be placed at the

back of the top seed in mass starts or at the head of the best seeded group at the discretion of the Jury.

- 3) CCC's Director of Coach and Athlete Development 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, the skier will start in the appropriate seed as per the decision of the Director of Coach and Athlete Development.
- 4) The same formats may be used for the common races for the junior boys/girls and juvenile classes. However, prize money is not recommended.

2.6.1 MASS START RACES

- 1) For open men, junior men, open women and junior women, seeding and bib assignment will be by using the Distance SPL alone. The best skier on the SPL gets position one in the start grid. Those not on the SPL will be drawn as a group and placed behind the last SPL-listed skier. In order that one class does not interfere with another, there will be separate starts for all four classes.
- 2) For junior boys, junior girls, juvenile boys and juvenile girls, seeding will be done by the Division Coaches. A number of groups will be determined in each class in consideration of the number of entrants in each class as per Rule 333.3.1, and the Coaches will be asked to seed their skiers in the groups. The starting order for the groups will be as per Rule 333.3.1, unless the Jury agrees to change it. Coaches are required to have their seeding lists submitted prior to the Team Captains' meeting as per Rule 333.2.2.

2.6.2 INTERVAL START RACES

- 1) Groups will be formed within the open and junior men/women classes based on the number of entries in the class as per Rule 333.3.1. Skiers will be placed into the groups according to their Distance SPL ranking and the skiers in each group randomized for bib assignment. Those without SPL 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.
- 2) For all other classes, 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.

2.6.3 RELAY COMPETITION

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 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.

2.6.4 SPRINT COMPETITIONS

- 1) Sprint competitions will consist of a qualification round of all skiers in each class, with the top 30 from the qualification round advancing to a series of elimination heats sprints using the 6-5-4 elimination format. If less than 35 competitors enter the sprint competition the Jury will decide on which modified elimination heat format will be used. See the Officials' Manual 2005 Version 3.1 for possibilities.
- 2) Open men, junior men, open women, and junior women will compete in their own classes.
- 3) For open and junior men/women classes, seeding for the qualification race will be done by Sprint SPL. The highest Sprint SPL competitor will start first in each class followed by the next lowest etc. Those without SPL ranking will be drawn as one group and will start following the SPL seeded competitors.
- 4) For all other age classes, seeding for the qualification race will be done by the Division Coaches. The number of groups in each class will be determined from the number of entrants in each 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. The highest seeded group starts first etc.
- 5) In the case of a tie for 30th place in the sprint qualification, 30th place will go to the skier with the higher Sprint SPL points. If this fails to break the tie, the two skiers will be placed in the same heat normally assigned to position 30.

2.7 RESULTS

- 1) The publication of the results of competitions should be consistent with the format outlined in the Officials' Manual - 2005 and as required by FIS for entering into their point calculation and publication system. For example, all competition results must show the racing licence number and Club name of each competitor opposite the competitor's results and the distance of each age class.
- 2) For the individual open class competitions, which are FIS-sanctioned, the results list must display both the athletes' FIS racing licence number (if they have one) and CCC licence number. If there is space for only one number, the FIS licence number takes precedence.
- 3) For all FIS-sanctioned competitions, a separate result list must be produced recording the results of all FIS licence holders. The list must show the skier's finish position, FIS licence #, skier's name, national country code, and finish time.
- 4) The output options from the race management software package(s) endorsed by CCC on its web site (when such endorsement has been given) will publish the required formats.
- 5) Publications by the LOC should include the following:

- 6) 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.
- 7) 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”.
- 8) Official results (items a) and b) above) must be posted at www.zone4.ca or other approved race software internet site or forwarded by e-mail to four Cross Country Canada addresses (DMEM – ddyer@cccski.com, DCAD - ascheier@cccski.com; the CCC Coordinator Media Relations and Communication (cdornan@coda.ab.ca); and National Office – info@cccski.com) immediately after each race day in appropriate format. Additional output formats may be prescribed from time to time for calculations, etc. Details of required formats can be obtained from the DMEM and the TD.

2.8 AWARDS PRESENTATIONS

- 1) Awards are to be presented after each competition.
- 2) Awards should be presented within 20 minutes after the last racer 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.
- 3) Formats for the presentation of awards are at the discretion of the LOC as there are many different options, considering differences in facilities, venues and programming logistics. However, the following suggestions are worth considering:
 - a) The normal order of awards presentation is as follows: 1st place, 2nd place and 3rd place. This order ensures that the winner is on the podium for the full time and can be visible with sponsor paraphernalia. 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.
 - b) 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.
 - c) 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.

2.9 THE CANADIAN CHAMPIONSHIPS MEDALS AND AWARDS

- 1) 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 relay 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 below. See Appendix C for Awards and Medals Grid.

- 2) It is the responsibility of the LOC 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.
- 3) Athletes are eligible for the medals and awards (including cash) as per section 2.1 within the class in which they choose to compete, regardless of their age.
- 4) 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.
- 5) 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.
- 6) Not all competitors are eligible for all awards and points; refer to the Eligibility Section – 2.1.1 of this document for details.

2.9.1 MEDALS/TROPHIES

- 1) National Medals And Awards
 - a) 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 relays). **Responsibility: CCC**
 - b) Overall/aggregate age class winners - plaques to be produced by CCC (a minimum of 1st, 2nd, 3rd). **Responsibility: CCC**
 - c) The top aggregate Under-23 male and female skiers are to be recognized with an award. **Responsibility: LOC**
 - d) For classes with a single entrant, recognition with a medal is normal but prize money (if offered) may be withheld.
- 2) Annual Senior Trophies. When feasible, these may be on site:

- a) The Rolf Pettersen Trophy is to be awarded to the winner of the open men's 50 km competition.
 - b) The Hickory Wing Trophy is to be awarded to the winner of the open women's short distance competition.
 - c) The R.J. Devlin Trophy is to be awarded to the winner of the open men's short distance competition.
 - d) The Mary Anderson Trophy is to be awarded to the winner of the open women's 30 km competition.
- 3) Annual Relay Trophies. When feasible, these may be on site:
- a) The Muskoka Trophy for the open women's club relay winners.
 - b) The Pepsi Cola Trophy for open men's club relay winners.
- 4) Cash Awards. The following individual senior/open class cash award schedule is to be provided by the LOC per race per gender: 1st - \$300; 2nd - \$200; 3rd - \$150; 4th - \$100; 5th - \$50. **Responsibility: LOC**

2.9.2 INDIVIDUAL AGGREGATE AWARDS

- 1) 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: LOC**
- 2) Scoring will assigned to the top 30 places only as per section 2.9.3 below. A skier accumulates points per each competition entered and finished within the top 30. A competition not entered or a placing of 31st or greater generates no points.
- 3) For sprint competitions, final sprint results (1-16), followed by the results of the qualification competition (17-30) count in the calculations for the overall individual winners.
- 4) 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.

2.9.3 SCORING SYSTEM

- 1) Only the results of Canadian skiers or landed immigrants will be used to calculate aggregate points. The “push down concept” (see 2.9.5) will be used to calculate Divisional Aggregate totals.
- 2) Scores will be based on the following for all aggregate awards:

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

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

2.9.4 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
- 3) 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.

2.9.5 DIVISIONAL AGGREGATE AWARD

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

- 1) Each Division to score best three placings in each age class to top 30.
- 2) Scoring will use the points system in 2.9.3 above.
- 3) 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.
- 4) Relays will not be counted for the Champion Division award.
- 5) All calculations of points are to be done by the LOC 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.
- 6) The Champion Division will receive a special recognition banner from CCC to acknowledge its performance. **Responsibility: CCC**

2.9.6 CLUB AGGREGATE AWARD

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

- 1) Points will be awarded for individual competitions and relays.
- 2) For individual competitions, each Club will receive points for all club athletes in the top 30 in each class.
- 3) For relays, 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.
- 4) Points will be awarded as per section 2.9.3 above. The points scored for relay results will be doubled.
- 5) All calculations of points are to be done by the LOC, updated and posted after each race. A running total should be produced each day with the champion announced at the closing award ceremony.
- 6) The Champion Club will receive a special recognition banner from CCC to acknowledge its performance. **Responsibility: CCC**

2.9.7 CCUNC AWARDS (note these may be modified prior to the 2006 Championships).

The scoring formula to be used for assigning points to all CCUNC related awards is:

$$\left(1 - \left(\frac{\text{YourTime} - \text{WinnersTime}}{\text{WinnersTime}}\right)\right) \times 100$$

Winner's Time represents the fastest CCUNC skier of that gender. This is also described as "percentage off the fastest CCUNC skier."

2.9.7.1 CCUNC ALL CANADIAN AWARDS

- 1) Individuals will score points based on their percentage off the fastest CCUNC skiers for each competition. These competitions include the individual start classic competition, the full pursuit and the sprint qualifying times.
- 2) Overall standing will be calculated using each skier's best two of three competitions.
- 3) The long distance competition will not be considered in these calculations.

2.9.7.2 UNIVERSITY TEAM AGGREGATE AWARD

- 1) The method to determine points for individual standing will be used for team standing (i.e. percentage off the fastest CCUNC skier). Overall team scores for the Championships will be the sum of: the top four scores from the individual start classic competition and the full pursuit; the top three scores from the sprint qualifying; and 3 times the score of the relay team.

- 2) The four scores from the classic event and the full pursuit do not have to be evenly distributed. A team can take three scores from the classic and just one from the full pursuit or vice versa, or take two scores from each day for a total of four scores.
- 3) The minimum number of team members required to obtain a maximum score would therefore be two in each of the two halves of the pursuit, three in the sprint and a relay team.
- 4) The 50 km/30 km will not be used for CCUNC standings.
- 5) Because teams score points to be accumulated, a school can still be entered as a team even if it can not meet the minimum number of scoring skiers. The school just receives no score for the missing skier.

2.9.7 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 LOC will be responsible for calculating results. Details of such awards will be provided to the LOC by the CCC DMEM.

3.0 TECHNICAL EXPECTATIONS (SITE AND INFRASTRUCTURE)

The Canadian Championships are Canada's pre-eminent cross-country ski event. As such, certain technical standards have been established by the CCC Events Committee.

(M = Must Have, SR = Strongly Recommended)

3.1 REGISTRATION SYSTEM

An online registration system is recommended. (SR)

3.2 RACE COURSES

- 1) The host site must have a good range of courses to provide for the various 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)
- 2) Course markings must be as per Rule 316 and Officials' Manual -2005. Signage must be clear as to the direction in which skiers must go. (M)

3.3 TIMING STANDARDS/RESULTS PRODUCTION

- 1) 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)

- 2) The selected package must accommodate all common formats for competitions, including mass starts, interval starts, pursuit starts, sprints (16 and 30 skier heat formats) and relays. The system must handle multiple competitions, classes and combined categories. (M)
- 3) 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)
- 4) The package should be able to output results in several formats (e.g. xls, pdf and xml), including that required by FIS. (M)
- 5) 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)
- 6) 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)

3.4 TIMING EQUIPMENT

- 1) CCC requires that start/finish times be electronically generated with a completely independent manual back-up system. (M)
- 2) There must be an enclosed and heated timing building of some type with an electronic timing unit (i.e. Chronomix 737, Tag Heuer, etc.). (M)
- 3) An electronic wand must be used at the start of individual start races in conjunction with a large format display/count-down clock. The wand must have a post on either side to control the skier's departure. (M)
- 4) At the finish, an electronic beam signal is required to capture the time of the athlete as he/she crosses the finish line. (M)
- 5) A display clock to allow skiers to see their finish time is also required by CCC. 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)
- 6) 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)
- 7) The LOC must also provide finish line audio recording with a separate order of finish for each lane in mass start and pursuit start formats. (M)

3.5 GROOMING EQUIPMENT

- 1) The Canadian Championships LOC 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.
- 2) Trail-grooming capabilities must include:
 - a) a full width tracked vehicle equipped with a renovator that is hydraulically operated (M);
 - b) an Alpine twin track or equivalent single track setter (Bachler type molded) (M);
and
 - c) 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)

3.6 WARMING AND WAXING FACILITIES

- 1) The site must have suitable on-site warming and waxing facilities, appropriate in size and/or number to individually accommodate Provincial/Territorial teams and the National Team if represented as a group. In general, a 200 sq ft trailer should be provided per team for waxing and team logistics. Small P/T teams may share one waxing facility. The LOC must also provide power outlets for teams within close proximity to the start and finish area. A separate facility with restricted access and adequate ventilation must be provided to accommodate the application of fluoro-carbon waxes. (M)
- 2) Outlets at the start for “hot boxing” skis for the sprints are not required.

3.7 WAX TESTING

- 1) A suitable hill for glide testing must be within 1 km of the stadium area and not on the race course. (M)
- 2) 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)

3.8 DOPING CONTROL (when required)

- 1) The Chief of Competition should contact the CCC Director of Coach and Athlete Development 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.
- 2) Doping control facilities and proper equipment must be provided in an area within walking distance from the stadium (permanent structure or trailers). (M)

- 3) The doping control area should be divided into three separate areas:
 - a) Waiting area for 20 people.
 - b) Working room with table for three people.
 - c) Toilet area with lavatory and room for two people. Equipment - lockable refrigerator (if possible), assorted other minor equipment (desks, chairs, etc.).
 - d) 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.

4.0 EVENT OPERATIONS

4.1 EVENT NOTICE

- 1) The Event Notice (i.e. including entry forms) must be produced no later than December 1st. 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.
- 2) The Event Notice must be issued in both official languages.
- 3) An on-line registration procedure should be part of the LOC's event management plan.
- 4) In order to facilitate management of Division Teams the LOC must provide notice of all entries, sorted by Division, on the event web site (www.skinationals.com) on a regular basis commencing six weeks prior to the event. .
- 5) 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 LOC. FIS registration data will be used as per the FIS web site points lists.
- 6) 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 LOC may, at its discretion, use the FIS list to fill in this field when the registrant has neglected to do so.
- 7) A Divisional mailing list is available on the CCC website or from the National Office.
- 8) LOCs are cautioned to respect privacy, and must not permit entrants' e-mail addresses to be used for solicitation.

4.2 EVENT WEB SITE

- 1) The LOC 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.
- 2) Information that should be posted on the site includes the following:
 - a) pre-event information - Event Notice, list of sponsors, hotel and vehicle rental information, fax, phone and e-mail contacts, detailed schedule of competitions and activities, facilities available on site, etc;
 - b) 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.
 - c) post-event information - big thanks to volunteers and sponsors, lost and found, info on next year's championships, etc
 - d) Per 4.1 (4) a confirmation list containing all registered competitors containing Club and Division affiliation, CCC and FIS licence numbers, age class (including U23 eligibility) and competitions entered.
- 3) A static version of the Championship information, including results, must be provided to CCC after the event. This will be archived under the URL [http://www.skinationals.com/\(year\)/](http://www.skinationals.com/(year)/) (e.g. <http://www.skinationals.com/2004/>)
- 4) Access to results and data from the previous Canadian Championships will be prominently displayed and maintained at all times on the www.skinationals.com site.
- 5) As much as it is feasible, all communications on the event web site should be published in both official languages.
- 6) The LOC must appoint a webmaster who is responsible exclusively for the maintenance of the competition web site.

4.3 COMPLIMENTARY ENTRIES

- 1) 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.
- 2) 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.

- 3) National level skiers who have achieved a level of international excellence (men with 60 or less FIS points and women carrying 75 or less FIS points) will be provided complimentary entry. The LOC should liaise with the NST Head Coach and the DMEM to develop a marketing plan which maximizes the promotional and advertising value of these athletes during the Championships.

4.4 ENTRY FEES

- 1) The entry fees for the Canadian Championships will be a maximum of \$35 per individual competition and \$40 per relay team. In the event that the LOC needs to increase the fee, approval must first be obtained from the Events Committee of CCC.
- 2) Foreign national ski team members should not be required to pay entry fees. The entry fees of other foreign competitors may be waived at the discretion of the LOC. Entries and fees must be in the hands of the LOC no later than one (1) week prior to the first competition day. Entry fees will not be refunded if athletes do not turn up. Late entries should not be accepted.
- 3) Notwithstanding 4.4 (1), the LOC 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.

4.5 REGISTRATION KITS

Registration kits should be provided to athletes 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.

4.6 EVENT PROGRAMS

It is desirable that the LOC 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.

4.7 BILINGUAL SERVICES

- 1) 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 LOCs 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).

- 2) As an early objective on the critical path to improvement in this policy area, LOCs 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 commencing in 2003/04.

4.8 ATHLETE SERVICES

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.

- 1) 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.
- 2) 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.
- 3) 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.

5.0 MARKETING OPPORTUNITIES

- 1) Marketing opportunities and the division of property rights and opportunities is outlined in Appendix A. All LOC marketing/sponsorship initiatives must be discussed with the DMEM.
- 2) In order to capture useful information related to marketing of the Championships, the LOC 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.

6.0 EVENT MEDIA

6.1 PRESS RELEASE INFORMATION

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

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

6.2 MEDIA SERVICES

- 1) The evolution of the Worldwide Web has produced a skiing and media public with high expectations for accurate, quick results and race information. The LOC must provide adequate on-site media servicing for media in attendance as well as publics interested in event results. Services should include:
 - a) adequate space to accommodate six work stations;
 - b) access to high speed or 56 kbps Internet bandwidths at each work station;
 - c) printer capacity networked to each work station;
 - d) photocopier in media services area;
 - e) long distance credit card phone capacity;
 - f) cell phone accessible – a defined service which works from site; and
 - g) direct phone or voice contact with the race results area.

6.3 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 LOC 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 LOC and forwarded to the DMEM. This will play a large part in solidifying sponsorship efforts in the future.

7.0 EVENT RESPONSIBILITIES

7.1 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 1st) 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 advise on this.
- 4) Assume responsibility for and maintain the Canadian Championships event web site (<http://www.skinationals.com>) by September 1st. The LOC must appoint a

webmaster who is responsible exclusively for the maintenance of the competition web site. See 4.2 (Sec 1-6)

- 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. Submit a post-championship Event Sponsor and Media Evaluation Report to the DMEM.
- 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 Coordinator of Media Relations and Communications 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 LOC is encouraged to produce an Event Program (opportunity for sponsor visibility, etc).
- 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) LOCs 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) LOCs are encouraged to organize pre-event press conferences and post-race award events. Maximum exposure to the media, schools, Jackrabbits and corporations should be encouraged.

7.2 EVENT FUNDING AND ACCOUNTABILITY

- 1) A Hosting Grant may be available from CCC when there is a Canadian Championships Title Sponsor. Contact the DMEM for CCC for information on this potential source of funding. CCC will allocate all funds to the LOC based on a signed agreement. Beyond the possible Hosting Grant, the LOC is responsible for all financial obligations related to the conduct of the event.

- 2) When a Hosting Grant is available to the LOC of a Canadian Championships, normally it is to be used for prize money.
- 3) Beginning in 2004, CCC will supply all Canadian Championships medals.
- 4) 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.

8.0 CONTACT INFORMATION

8.1 CCC CONTACT LIST

The following are critical CCC contacts for the LOC. They are current as of 2003/04:

DMEM	- Dave Dyer	- ddyer@cccski.com
Director of Coach and Athlete Development	- Toni Scheier	- ascheier@cccski.com
Executive Director CCC	- Bruce Jeffries	- bjeffries@cccski.com
CCC Office – Canmore	- Magi Scallion	- info@cccski.com
Chair, Events Committee	- Larry Sinclair	- lsinclair@georgian.net
Coord Media Relations & Comm	- Chris Dornan	- cdornan@coda.ab.ca

8.2 LOC CONTACT LIST

- 1) The LOC must provide CCC with a list of key contacts for the Event Organizing Committee and the Competition Committee.
- 2) In addition, the LOC Chairperson must include the CCC DMEM on the email distribution list for regular event preparation updates and meeting minutes during the 16 months leading up to the event.

8.0 APPENDICES

The following appendices will help clarify some of the aspects of this Technical Package:

Appendix A Marketing and Sponsorship

Appendix B Awards Grid (summary of all medals and awards)

Appendix A
To CCC Canadian Championships Technical Package

MARKETING AND SPONSORSHIP

Definitions: The following definitions apply for the purposes of this Appendix:

- a. Event - a number of races which occur at a particular site, hosted by a particular LOC – i.e. the Canadian Championships.
- b. Competition - an individual race within the event, incorporating one or more age classes and both genders.

1.0 GENERAL

- 1) CCC retains the marketing rights and properties to the Canadian Cross-Country Skiing Championships unless otherwise stated below.
- 2) CCC will work with the LOC to provide marketing and promotional opportunities for the LOC of the Canadian Championships. The LOC is encouraged to partner with CCC in planning, so as to be able to promote their event as widely as possible.

2.0 MARKETING RIGHTS OF CCC

- 1) Right to name an event sponsor (the “Title Sponsor”) – e.g. “the Company XYZ Canadian Championships”.
- 2) Right to name competitions within the event that have a national implication – e.g. “the Company Z Sprint Series” - with associated Presenting Day Sponsors.
- 3) Right to place signage for the Title Sponsor, CCC Presenting Day Sponsors and CCC in a primary location adjacent to the Start/Finish area.
- 4) Opportunity to provide podium or ceremony backdrops.
- 5) Right to identify Title Sponsors on competition bibs and in the ceremony area.
- 6) Opportunity to have CCC sponsor/supplier banners located within the stadium area.
- 7) Opportunity to have the Title Sponsor’s representative involved in presentation of awards after each competition.
- 8) Opportunity to have CCC representatives participate in 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 be CCC or LOC sponsors and suppliers, will be placed in the remaining area of the stadium outside of the start/finish area.

3.0 OBLIGATIONS OF CCC

- 1) 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 LOC 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.
- 2) CCC will provide bibs, banners and, where possible, a podium/award backdrop, in support of CCC sponsors and suppliers.
- 3) CCC will provide marketing and promotional support to enhance the presentation and funding of the event.
- 4) CCC will provide contact information for local and regional representatives of CCC sponsors, to facilitate their integration into the event.
- 5) CCC will sanction the open events with FIS.

4.0 MARKETING RIGHTS OF THE LOC

The LOC is provided certain marketing rights and opportunities associated with the Canadian Championships. Under no circumstances may sponsors and suppliers obtained by the LOC 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 LOC:

- 1) Right to name an Event Presenting sponsor - e.g. the Company XYZ Canadian Championships, presented by Company W.
- 2) 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.
- 3) 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 LOC and CCC.
- 4) Right to recognize the names/logos of event and race presenting sponsors on the Start/Finish banner, over PA announcements and on collateral material.
- 5) Right to develop and name sponsors for community festival initiatives – e.g. the Company W Awards Banquet, the Company V Festival Tent.
- 6) Right to name local media partners to support and promote the event.

5.0 OBLIGATIONS OF THE LOC

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 LOC is required to fulfil the following:

- 1) 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.
- 2) Use of competition bibs as provided by CCC.
- 3) Display of all CCC sponsor/supplier banners as specified in 3) and 6) of section 2.0 above. Note that the LOC is financially responsible for the safe return of all banners and bibs supplied by CCC.
- 4) Completion of the Event Sponsor and Media Evaluation form as supplied by CCC, together with all related media clippings and event photos, within one month of event completion.
- 5) Recognition of all CCC sponsorship terms and agreements as may be notified by the DMEM or designate.
- 6) In addition, the LOC 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.

**Appendix B
To CCC Canadian Championships Technical Package**

AWARDS GRID FOR CANADIAN CHAMPIONSHIPS

1.0 CLUB RELAY MERCHANDISE AWARDS AND CCC MEDALS

1) Challenge Boys – Juv B & JB	- 1 st , 2 nd and 3 rd place	- 3G; 3S; 3B
2) Challenge Girls – Juv G & JG	- 1 st , 2 nd and 3 rd place	- 3G; 3S; 3B
3) Open Men	- 1 st , 2 nd and 3 rd place	- 3G; 3S; 3B
4) Open Women	- 1 st , 2 nd and 3 rd place	- 3G; 3S; 3B
Total Relay CCC Medals:		-12G; 12S; 12B
Total Relay Awards:		- 36

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:

- 1) Individual competitions - 1st, 2nd and 3rd places receive CCC medals and merchandise; 4th and 5th places receive merchandise.
- 2) Aggregate – 1st, 2nd and 3rd places receive recognition, which could include cash, merchandise, plaque, etc (LOC's responsibility for cash/merchandise, CCC responsible for plaque).
- 3) CCC medals and merchandise will also be provided for disabled competitions, dependent on the level of competition entry.

Total Individual Junior CCC Medals:
(CCC Responsibility) - 24G; 24S; 24B

Total Individual Junior Merchandise Awards (1-5 positions):
(LOC Responsibility) - 120

Total Aggregate Recognition:
(combined Responsibility) - 6x1st; 6x2nd; 6x3rd

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:

- 1) Individual competitions - 1st, 2nd and 3rd places receive CCC medals and cash; 4th and 5th places receive cash. Cash awards are: 1st - \$300; 2nd - \$200; 3rd - \$150; 4th - \$100; 5th - \$50.
- 2) Aggregate – 1st, 2nd and 3rd places receive recognition, which could include cash, merchandise, plaque, etc (LOC’s responsibility for cash/merchandise, CCC responsibility for plaque).
- 3) 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: - \$6,400
(LOC Responsibility)

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

4.0 UNDER-23 AGGREGATE AWARDS

Prizes will be awarded to the top male and top female competitor in each event (LOC Responsibility)

5.0 TEAM AGGREGATE AWARDS

- 1) Club Championship banner (CCC Responsibility).
- 2) Division Championship banner (CCC Responsibility).

6.0 UNIVERSITY AWARDS

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

- 2) Prizes for individual university medal winners are the responsibility of the LOC.
- 3) Banners for overall Male & Women School Aggregate Championships are the responsibility of CCC.
- 4) Top six male and female All Canadian Awards are the responsibility of CCC.
- 5) The coordinator CCUNC should liaise through the DMEM with the LOC to ensure adequate provisions have been put in place to calculate and publish CCUNC results and Aggregate Awards.