

Ontario Midget Championships Technical Package 2008/09



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OVERVIEW

The Cross Country Ontario technical package for the Ontario Midget Championships was created to ensure a standard of quality for hosting this event. This document will address the desire for variety of race formats and how to manage these races. The result of having a standard is to give our athletes a quality experience.

This technical document will help potential hosts of Ontario Midget Championships understand the expectations required to make a successful event. The document has a thorough checklist that will assist the Chief of Competition and Chief of the Organizing Committee in preparing and managing the event.

The Ontario Midget Championships is held every odd numbered year. On even numbered years the event is held as part of the Ontario Winter Games

DEFINITIONS

1. CCC – Cross Country Canada is the National governing sport body for the sport of cross country skiing.
2. CCO – Cross Country Ontario is the Provincial governing sport body for cross country skiing.
3. SOD – Southern Ontario District is the regional sport governing body for the geographical area of Parry Sound District, Haliburton, Peterborough across to Windsor.
4. NOD – Northern Ontario District is the regional sport governing body for the geographical area including Nipissing District to James Bay across to Sault Ste. Marie.
5. LSSD – Lake Superior Ski District is the regional sport governing body for the geographical area including Marathon west to the Ontario Manitoba border.
6. NCD – National Capital District is the regional sport governing body for the geographical area including Kingston east to Ottawa Valley and north to Deep River.
7. TD – Technical Delegate is the delegate of the sanctioning body (Cross Country Canada or Cross Country Ontario) to the organizing body, and is a guarantor for CCC (and CCO) that the competition is conducted in accordance with the ICR.
8. LOC – Local Organizing Committee of the host club.
9. Alternate Course – Located at the original host race site but on a different course because of poor snow conditions, or a force majeure.
10. Backup Course – Located at a different venue in the same District in the event of poor snow conditions, or a force majeure.

IMPORTANT REFERENCE DOCUMENTS

1. This document. (available on CCO website)
2. CCC Officials' Manual V3.2 (Rev October 07) (available on CCC website)

1. BID PROCESS

- 1.1 Bid for Events – A club in a district who wishes to host the Ontario Midget Championships must submit a request (APPENDIX A – Request to Host) to Cross Country Ontario **no later than noon, Friday, May 2, 2008** to admin@xco.org. The club and district are both responsible for knowing the Ontario Midget Championships requirements, and rules and regulations as outlined by Cross Country Canada. The host will need to find and identify a backup location in their district. At the CCO Annual General Meeting to be held Sunday, May 4 in Thunder Bay, ON, the Host Club will be announced.
- 1.2 The Host Club must run a registered Jackrabbit program.
- 1.3 Process - The Request to Host form and the checklist (APPENDIX B – Checklist of Criteria) of requirements for hosting will need to be attached with each request.
- 1.4 The Ontario Midget Championships will be held separately from an Ontario Cup event and not by a club hosting an OCup in the same season.
- 1.5 There should be no conflicting events with different distances or techniques run on the same day at the same site as an Ontario Midget Championships; i.e., No loppets or club championships, or other events.

2. SANCTION

2.1 CCC Sanction – All Ontario Midget Championships races require CCC sanctioning. CCO will apply for the sanction and pay the fee.

3. ONTARIO MIDGET CHAMPIONSHIPS RACE FORMAT

3.1 The races will normally be run over a weekend (date to be determined by the HPC as part of the OCup race series)

3.2 Pre-Race Day – The course must be marked for pre-skiing one day prior to the race day.

3.3 Technique – Both classic and free technique races must be included.

3.4 Suggested Race Types

3.4.1 Individual Starts

3.4.2 Club relays

3.4.3 Pursuit Events (Duathlon, One-day or Two-day) For the second leg of a pursuit, racers who are more than 2 minutes behind the starting time will be started every 10 seconds and will have their final times adjusted to reflect actual pursuit total times

3.4.4 Team Sprints

3.4.5 Fun Type Events

3.5 Start Types

3.5.1 Interval starts– 30 second starts are recommended. Race officials may alter this separation, if conditions and capabilities warrant.

3.5.2 Pursuit Events: Same day pursuits are preferred.

3.5.4 Club Relays - mass start with teams of 3 club members each. Lap distance to be per sprint distances in article 3.6 below, with one lap per member. There will be a Male category, a Female category and a Mixed category. There will be a minimum of one Mini-Midget per team. Should encourage team spirit through clothing, banners, cheers etc.

3.5.5 Team Sprints

3.6 Distances by Category

Category	Gender	Sprint Distance KM	Same day or double Pursuit Combined total KM	Relay Max KM	Reg Classic Min/Max KM	Reg Skate Min/Max KM
Mini-Midget	Female	250 - 350	4	2.5 - 3	2 - 3	2 - 3
Mini-Midget	Male	250 - 350	4	2.5 - 3	2 - 3	2 - 3
Midget	Female	250 - 800	5	2.5	2.5 - 3.5	2.5 - 3.5
Midget	Male	250 - 800	5	2.5	2.5 - 5.0	2.5 - 5.0
Para-Nordic Mini-Midget	Female	TBD	TBD	TBD	TBD	TBD
Para-Nordic Mini-Midget	Male	TBD	TBD	TBD	TBD	TBD
Para-Nordic Midget	Female	TBD	TBD	TBD	TBD	TBD
Para-Nordic Midget	Male	TBD	TBD	TBD	TBD	TBD

Table 3.6

4. ELIGIBILITY

4.1 Open to Mini-Midgets and Midgets.

5. RACE NOTICE

5.1 A draft must be available for review by the Technical Delegate, Youth Committee and High Performance Committee at least 90 days prior to the event along with course profiles or descriptions. (Appendix C: Required Information on a Race Notice)

5.2 If any topic in this package is not covered in the race notice (e.g. Medical and emergency, or level of Officials), the Technical Delegate will need to know the organizers plans.

5.3 The Race Notice should be available on the CCO website at least 30 days before the event.

- 5.4 Back up location should be contacted 2 weeks prior to the event when snow conditions are a problem. In the event of a cancellation, the announcement of a changed venue will be made the Tuesday before the event.

6. TECHNICAL DELEGATE (TD)

- 6.1 A Technical Delegate will be selected from a pool of Cross Country Ontario Technical Delegates and appointed to the Ontario Midget Championships. Every effort will be made to assign a Technical Delegates from a different District than the host District. Cross Country Ontario will assign the Technical Delegate at least 90 days prior to the event.
- 6.2 Duties of the Technical Delegate are to advise and assist the organizing committee and ensure a safe event for all. (CCC 304 & 303.1)
- 6.3 Reimbursement – The EOC must reimburse the TD for reasonable expenses, accommodation and travel rate per kilometer or, if travelling a long distance, the airfare; according to policies set by the CCO Board.
- 6.4 Technical Delegate needs to be at the race site in due time to inspect the competition venue prior to official training on the course.
- 6.5 Prior to the competition the TD will need to be in contact with the Chief of Competition and the Chief of the Organizing Committee (OC) and approve the race notice well in advance: 60 days prior to the event.
- 6.6 The TD will decide if an alternate course, backup course, (or changes in a proposed course) should be used due to poor snow conditions or conditions caused by force majeure.
- 6.7 During the competition the TD will follow the procedure as governed by CCC Rules.
- 6.8 Within ten days after the competition, the TD will write a detailed report and distribute this to the Chief of the Organizing Committee, Chief of Competition, Cross Country Ontario Technical Chair and CCO Administrator. The report should include pre race organization, race day and post race details. Any sanctions applied should also be documented and sent in at this time. This TD report form will be available from the CCO web site.

7. OFFICIALS

- 7.1 The Chief of Competition, Stadium, Course and Time Keeping must be currently certified at Level 2 or above.
- 7.2 The Chief of Competition will assign the positions from a pool of officials in their own club or District to minimize organizational costs.
- 7.3 Reimbursement – The organizers (club and District) may reimburse the Officials for reasonable expenses. CCO will not reimburse officials.
- 7.4 The Chief of Competition will run the team leaders meeting (with the help of the Race Secretary) prior to the race events.

8. MEDICAL

- 8.1 A medical practitioner and qualified first aid service providers must be on the site with the necessary first aid equipment.
- 8.2 A snowmobile with a sled must be designated for medical purposes.
- 8.3 A private examination room with its own entrance should be on site.
- 8.4 A full medical facility must be within short driving distance of race sites or alternative arrangements shown.

9. FACILITIES

- 9.1 Wax area should be provided either in the chalet or in a warm and dry designated area with walls and a roof. The wax area must have hydro or engine generated electricity to allow for a minimum of six teams to wax their skis simultaneously. As well, the area must be vented to allow fumes to escape.
- 9.2 A chalet with heat, concession, change rooms, and potable water to accommodate 100 + volunteers/competitors/competitor's support staff.
- 9.3 Enough portable toilets or flush toilets on the site to handle 100+ people.
- 9.4 An isolated computer results room with a door.
- 9.5 A volunteer and officials area to store gear during the event, not in the computer or emergency examination room.
- 9.6 Parking for 50+ vehicles of various sizes.
- 9.7 Start and Finish areas must have hydro or engine generated electricity to run computers and large display clocks. Timing huts are essential for volunteers with electronic scoring equipment.
- 9.8 Results Board – All results will be posted on a board that is convenient to competitors but not near the computer room.
- 9.9 Post-race recovery drink must be available at finish area. Reasonably priced food must be available at the event.

10. COURSES

- 10.1 Courses must be safe, fair, and meet technical and grooming standards as stated in ICR 312.
 - 10.2 Course must accommodate all levels of racers.
 - 10.3 Back Up - The back up course should be in the same District and will be noted on the race notice in case of poor snow conditions or conditions created by force majeure.
 - 10.4 Grooming - Power tilling with mechanical snow moving must be available.
 - 10.5 Pre-Race Course - Course must be prepared the day prior to the race to accommodate pre-race training.
 - 10.6 Pre-Season – Course should be groomed and maintained to deal with minimal snow cover.
 - 10.7 Winter Preparation – Course should be packed and groomed throughout the winter to ensure a solid base.
 - 10.8 Technique – Trails must be in accordance with CCC regulations for specific techniques as stated in ICR 315.
- (CCC Events Committee has been asked to revisit the current regulations to include mini and midget aged participants.)

11. COMMUNICATION

- 11.1 Type of Radio- A VHF or UHF frequency with a minimum of two channels will need to be used.
- 11.2 The Technical Delegate, Chief of Competition, Chief of Course, Chief of Stadium, and qualified first aid service provider will each need radios.

12. RACE MANAGEMENT

- 12.1 Software –CCC approved race management system (i.e. Zone4)
 - 12.2 Official Results – Official results should be forwarded to CCO within one day of the competition of the races, preferably by electronic means.
- The identity of a link to the host web site is acceptable provided the results contain all the requisite data to constitute Official Results. (Jury members, weather, time, and date).

13. TIME KEEPING

- 13.1 All Starts – Manual start with plunger for splits and finish and/or printer stop watches.

14. ONTARIO MIDGET CHAMPIONSHIPS MEDALS

- 14.1 Provider – CCO will provide Ontario Midget Championships medals for the event.
- 14.2 Recipients – The top three finishers in each category will receive medals.
- 14.3 chocolate bars or snack bars ☺ to all

15. ONTARIO MIDGET CHAMPIONSHIPS CLUB PARTICIPATION AWARD

- 15.1 One point will be given for each participant at each race.
- 15.2 The award will go to the club that accumulates the most points over the course of the event.
(Award to be determined)

16. JURY COMPOSITION FOR ONTARIO MIDGET CHAMPIONSHIPS

- 16.1 The jury will consist of:
 - the TD who is chair of the Jury
 - the Assistant TD (if any)
 - the Chief of Competition
 - a Visiting Team Coach (appointed by the Team Leaders)

17. START ORDER IN CATEGORIES

- 17.1 The start order will be determined by a draw.
- 17.2 CLUB RELAYS and TEAM SPRINTS – Official Teams will include members of the same club.
Unofficial teams will be made up of members of 2 or more clubs.

18. FEES

- 18.1 Entries and fees must be in the hands of the Organizing Committee by the deadline stated in the Race Notice and prior to the first race. There will be no refunds for athletes who do not start.
- 18.2 Late entries will not be accepted.
- 18.3 Entry fees are to be determined by the organizing committee. (Acceptable fee range could be determined by CCO)

19. BANQUET AND AWARDS PRESENTATION

- 19.1 Event should include a banquet geared to the mini-midget, midget age groups as far as food choices, timelines (around 2 hours long) and possible activities at the banquet
- 19.2 Awards for the day of the banquet will be presented at the banquet
- 19.3 Awards for other days to be presented 20 minutes after the last racer crosses the finish line based on unofficial results.
- 19.4 Order of awards presentation is 1st, 2nd and 3rd.
- 19.5 In the event Awards are presented for “unofficial” categories (e.g. Unofficial Relay Teams), it should be made clear in the manner of presentation that “Official” awards are of higher importance.
- 19.6 Club Participation Award to be presented at the end of the Awards Presentation on the last day.



APPENDIX A: REQUEST TO HOST

The _____ from the _____ is requesting to host the
(Club Name) (District)
Ontario Midget Championships for the weekend of _____ 20__.

The location of the event will be held at _____. The back up location in the event of
poor snow or force majeure conditions will be held at _____.

The club's race organizing committee has read the Technical Package and has fully completed
APPENDIX B – "Checklist of Criteria for Hosting Ontario Cup Races" (attached).

Our contact and Chief of Competition will be _____ and his/her contact
information is: Address _____

Telephone _____ - _____

Email _____

FAX _____ - _____

CCC Official Level _____

Date Signed: _____ Club President/Chief of Competition _____

The _____ District supports and endorses the _____ club's request to host.

Date Signed: _____ District President _____

Please note this application needs to be in before noon May 2, 2008.
Successful bidders will be contacted at the conclusion of the CCO AGM.

Please send forms to admin@xco.org.

Trail course profiles and maps must be attached with application to host.

BOARD Use:

Date Received:

Accept

Possibility

Not Acceptable

Technical Delegate Assigned:



APPENDIX B: CHECKLIST OF CRITERIA FOR HOSTING ONTARIO CUP RACES

Please read over the check list to help your organization to determine if your facility is capable of hosting an Ontario Cup race. ***Items not checked must have a solution described on a separate sheet.*** The event organizing committee should also be totally familiar with the back up site facility named on their event "Request to Host" application.

Physical Facilities

Host Backup

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Building to handle 100 + volunteers/athletes/coaches/support staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building must be adequately heated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building to have available change rooms – male and female. |
| <input type="checkbox"/> | <input type="checkbox"/> | Potable drinking water on site (bottled or tap). |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate room for computer scoring with a door in the building (or a completely separate building). |
| <input type="checkbox"/> | <input type="checkbox"/> | Nutritious concession stand or cafeteria <u>on site</u> . |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate first aid room or examination room for privacy in the building or separate building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate wax room in the chalet or separate building/ <u>tents</u> to handle 50+ waxers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Wax room must be well ventilated and have 200 amp plus service to handle multiple irons, hot air guns and drills |
| <input type="checkbox"/> | <input type="checkbox"/> | Washroom in chalet and/or porta-toilets capable of handling 100+ people. |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking for 50+ vehicles of various sizes – cars, vans and buses. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bulletin board away from computer room. |
| <input type="checkbox"/> | <input type="checkbox"/> | Insulated and/or heated timing shack at finish to accommodate timing volunteers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Timing hut needs to have electricity or an alternative back up source of energy to run large display clocks, computers and electric beams. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate room for running a team leaders meeting prior to the race. |
| <input type="checkbox"/> | <input type="checkbox"/> | A volunteer and official's area to store gear during the event, not in the computer or emergency examination room. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hotels and/or Motels and/or Inns to accommodate 100+ people visiting the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | Affordable restaurants in the community (smoke-free) to meet the anticipated needs of hungry skiers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Full medical facilities within short driving distance or alternative solution. |

Officials

Host Backup

- District has enough Level 2 Cross Country Canada Officials to support a race in the positions of Chiefs of Competition, Stadium, Course and Timekeeping.
- Training of Level 1 and 2 officials for the remainder of the needed positions planned for the fall before the event (at the latest).
- Approximately 40 volunteers who are able to commit to an Ontario Midget Championships weekend.
- Volunteers must have written job descriptions; and copies will be kept on file with the Chief of Competition.
- Be prepared to pay all reasonable expenses for accommodation and travel for the appointed Technical Delegate.
- Organizers may decide to reimburse officials for reasonable expenses.

Courses

Host Backup

- Safe and technical as stated by one third up-hills with a climb between 9% and 18% with some short climbs steeper than 18%, one third undulating utilizing all terrain features and one third downhill demanding a versatile downhill technique.
- A course profile and map for each race course will be included with the application.
- Grooming with power tilling is a must, with mechanical snow moving.
- Grooming for classical technique for individual start competitions, a single track is to be set along the ideal skiing line of the course.
- Grooming for classical technique for group start competitions, 2 tracks must be set for the first 500m and the remainder of the course may be double tracked where appropriate.
- Grooming for classical technique for the last 75-100m before the finish, the course shall be as straight as possible, and prepared to a minimum width of 6 metres, and set with a minimum of 3 tracks.
- Grooming for free technique: the course shall be well packed and graded with a single track set along the side of the course.
- Grooming for free technique: the course must be prepared to a width of 3 to 4 metres, so that the competitors can run without danger and pass unobstructed.
- Grooming for free technique for the last 75-100m of the course before the finish, and before the exchange zones in relays, should be as straight as possible, and prepared to a width of 10 metres. This section shall be divided into 3 lanes using coloured course flags, bristles, or paint.
- Grooming on downhill sections with tracks: the tracks should follow the ideal line of the course.
- Course marking must be so clear that the competitor is never in doubt where the track (course) should go.
- Kilometre signs should mark the course at 1km intervals, showing distance skied to this point.
- All junctions and major changes in direction must be marked by highly visible, readable signs.
- The finish zone must comply with ICR 315.3.4 and 315.4.2...

Communication

- VHF or UHF frequency radios, with their own channel, will need to be used.**
- A minimum of 4 radios, with chargers for overnight between event days.**

Race Management

- Laptop or Desktop computer running Windows.**
- A laser printer or bubble jet printer.**
- A photocopier.**
- Software - Zone4 or Raceman.**
- Separate office isolated from volunteers, ski patrollers, coaches and races. Clearly marked "Authorized Officials Only"**

Time Keeping

- A start/finish timing hut to house a minimum of two people and equipment with hydro.**
- Printer stop watches**



APPENDIX C: REQUIRED INFORMATION ON A RACE NOTICE

This is a guide to help your organizing committee create the necessary race notice for an Ontario Cup race.

- Ontario Midget Championship
- Race Dates and times
- pre-ski date and times
- Host Club and District
- Location and directions to the race site
- Technical Delegate's name, Chief of Competition name
- Race Secretary Contact name, email, telephone, fax number
- Entry fee per race
- Additional Costs
- Medical facilities – location, on site providers
- Race types – sprints, pursuit, relays
- Race Starts – individual, pursuit, mass
- Race Techniques – classic or free
- Race distances – one large loop or laps
- Facilities on site (e.g. waxing, concession, hydro)
- Host Hotel/Motel – group rates or individual rates, contact name and number, directions from race site
- Medals
- Awards Presentation – time and location
- Sponsors Recognition

Registration form – Name, Address, City, Postal Code, Telephone, Age, Category, Payment Method, Athletes Code of Conduct, Coaches Name, NCCP #, CCC Waiver.