

Ontario Cup Technical Package 2008/09



OVERVIEW

This Ontario Cup technical package was created to ensure a standard of quality for hosting cross country ski races throughout Ontario, particularly for Ontario Cup races held by member clubs of Cross Country Ontario. 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 event hosts and EOCs understand the expectations required to make a successful event. The document includes a thorough checklist that will assist the Chief of Competition and Chief of the EOC in planning and managing the event.

CCO's Ontario Cup series is an annual series of four races, one held in each District. The purpose of the series is to provide racing experience for Ontario athletes and to function as basis for establishing selection criteria for various purposes, including:

- Ontario Development team
- Ontario Team (elite)
- Canada Winter Games team, and
- Carding Ontario athletes

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 Sports Organization (PSO) for cross country skiing.
3. NCD – National Capital District includes CCO clubs located East and North of a line drawn from Kingston to Deep River, and including those municipalities.
4. SOD – Southern Ontario District includes CCO clubs west of NCD, and South of a line drawn through Algonquin Park to Parry Sound (including Parry Sound), and South of Georgian Bay and Lake Huron, West to Windsor.
5. NOD – Northern Ontario District includes CCO clubs west of NCD and North of SOD, including the geographical area from Nipissing District to James Bay across to Sault Ste. Marie/Algoma.
6. LSSD – Lake Superior Ski District includes CCO clubs West of Algoma including Marathon, West to the Ontario / Manitoba border.
7. TD – Technical Delegate is the delegate of the sanctioning body (Cross Country Canada) to the Event Organizing Committee, and is a guarantor for CCC (and CCO) that the competition is conducted in accordance with the ICR.
8. EOC – Event Organizing Committee of the host club for the Ontario Cup race.
9. Alternate Course – Located at the original host race site but on a different course because of poor snow conditions, or other force majeure.
10. Backup Course – Located at a different venue in the same District in the event of poor snow conditions, or other force majeure.
11. ICR – International Competition Regulations governing Cross Country Skiing. CCC's Competition Regulations are a sub-set of the ICR.

IMPORTANT REFERENCE DOCUMENTS

1. This document. (available on CCO website)
2. Any applicable technical package if the event is also an FIS-sanctioned event (e.g. Canada Cup)
3. CROSS COUNTRY SKI RULES AND REGULATIONS - International (FIS) Rules with Canadian Modifications, Updated October 2007 (Includes FIS ICR Cross-Country Edition 2007) (available on CCC website)
4. [CCC Officials' Manual V3.2](#) (Rev November 2007) (available on CCC website)
6. CCC's Competition Registration And Sanctioning Policy (Document 2.2.1, rev September 05) (available on CCC website)

1. BID PROCESS

- 1.1 Bid for Events – A club which wishes to host its District's Ontario Cup race must submit a request (APPENDIX A – Request to Host) to CCO no later than the Friday prior to the Annual General Meeting. That request must be supported by the relevant District. Each District will be responsible at the CCO AGM to propose one of its clubs to hold an Ontario Cup in the following season. The club's EOC is responsible for knowing the Ontario Cup requirements; and rules and regulations (ICR) as outlined by CCC. The host should identify a backup location in their district. At the CCO Annual General Meeting, the clubs holding the following season's Ontario Cup races will be announced.
- 1.2 Process - The Request to Host form and the checklist (APPENDIX B – Checklist of Criteria) of requirements for hosting should be attached to each request.
- 1.3 Assignments - One Ontario Cup event is held in each District in each race season.
- 1.4 There should be no conflicting events with different distances or techniques run on the same day at the same site as an Ontario Cup Event; i.e., No loppets or club championships, or other events. However Ontario Cups may be run in conjunction with such events as Eastern Canadians, Continental Cups, Ontario University races etc. where distances and techniques are the same.

2. SANCTION

- 2.1 CCC Sanction – All Ontario Cup races require CCC sanctioning. This will enable CCC license holders to obtain Canada Points. CCO will apply for the sanction and pay the fee. Where an event is also sanctioned by the FIS (Fédération Internationale du Ski), the club organizing the event will consult with CCO regarding obtaining and paying for the FIS sanction.

3. ONTARIO CUP RACE FORMAT

- 3.1 The races will normally be run over a weekend; however consideration will be given for events that occur over holiday periods.
- 3.2 Pre-Race Day – The course must be marked for pre-skiing one day prior to the race day.
- 3.3 Technique – One day must be classic technique and the other day must be free technique. Sprints can be either free technique or classic.
- 3.4 Race Types
 - 3.4.1 Interval Starts
 - 3.4.2 Mass Starts
 - 3.4.3 Sprint Events
 - 3.4.4 Relays
 - 3.4.5 Sprint Relays
 - 3.4.6 Pursuit Events (Duathlon, One-day or Two-day, with or without a break)

Note: Long distance event should normally be scheduled on the first day, with the short distance race on the second day, to give teams more time to travel home on day two.

3.5 Start Types

3.5.1 Interval starts– single 30 second starts are recommended for Midget through Masters. Race officials may alter this separation, if conditions, registration size, and capabilities warrant.

3.5.2 Mass starts– For use in long distance races. Stadium start area and width of the first few hundred metres must be adequate to provide a fair and safe start. No significant part of the course should be narrower than 6 metres.

3.5.3 Sprints - Individual sprints consist of a qualification with interval starts. Start interval can be 15, 20 or 30 seconds. After qualifying, athletes compete in heats with mass starts. (See ICR 360 for detailed guidance on Sprint events). Heats will comprise up to 30 qualifiers depending on field size. Stadium must then permit 7 start lanes.

3.5.4 Relays – same considerations as mass starts i.e. if stadium size permits.

3.5.5 Sprint Relays - mass start with teams of 2 club members each. Lap distance to be per sprint distances in article 3.6 below, with hand off each lap and with multiple laps per member. Mixed team will be allowed.

3.5.6 Pursuit styles: Two day Pursuit, Same day pursuit and Continuous Pursuit (Duathlon). Same day or continuous pursuits are preferred over two-day pursuit races, for maximization of racing skill and excitement. However Stadium size, equipment, and officials must be capable of handling these types of races.

3.6 Distances by Category

3.6.1 In preparation of Nationals and other races, racers need to experience a variety of race distances and starts. Shorter distance races should be run for Ontario Cup races 1 and 2 and the longer distance races towards the end of the series.

3.6.2 CCO's High Performance Committee may request that certain race formats and distances are used at specific Ontario Cup events.

Category	Gender	Individual and Team Sprint 1.4 max distance	Same day or double Pursuit Combined total	Relay Max	Reg Classic Min/Max	Reg Free Min/Max
Midget	Female	250-800	5	2.5	2.5/3.5	2.5/3.5
	Male	250-800	7	2.5	2.5/5.0	2.5/5.0
Juvenile	Female	500-1.0	10	5	3.5/7.5	3.5/7.5
Juvenile	Male	500-1.0	10	5	5.0/10	5.0/10
Junior Girl	Female	500-1.0	10	5	5.0/10	5.0/10
Junior Boy	Male	800/1.4	15	10	7.5/15	7.5/15
Junior Woman	Female	800/1.2	10	5	5.0/15	5.0/15
Junior Man	Male	800/1.4	15	10	10/30	10/30
Senior	Female	800/1.2	10	5	5.0/15	5.0/15
Senior	Male	800/1.4	15	10	10/30	10/30
Masters	Female	800/1.2	10	5	5.0/15	5.0/15
Masters	Male	800/1.4	15	10	10/30	10/30
Masters (60+)	Female	800/1.2	10	5	5.0/10	5.0/10
Masters (60+)	Male	800/1.4	15	10	10/15	10/15
Para Sit	Male	800/1.4	n/a	n/a	5/10	See 3.6.4
Para Sit	Female	500/1.0	n/a	n/a/	2.5/5	See 3.6.4
Para Standing	Male	800/1.4	n/a	n/a	5/15	5/15
Para Standing	Female	800/1.4	n/a	n/a	5/7.5	5/7.5

Table 3.6

3.6.3 RELAYS – for female categories, maximum of 3 x 5 kilometers - for male categories, maximum 3 x 10 kilometers.

3.6.4 Disabled standing and sit skiing categories will complete the distance as per Table 3.6 distances by category. In free technique races sit skiers need a set track.

3.6.5 Sprints – Competition distance is 0.8kilometer to 1.4 kilometer. The course length will be 0.4 to 1.4 kilometer. (e.g. 2x0.4 or 2x0.7, if two laps are used) When two laps are to be used, separate corridors must be used for finishing chute and second laps.

3.6.6 Re Younger Categories:

3.6.6.1 Except when Ontario Cups are held as part of a NORAM/Canada Cup event there must be a separate Midget category.

3.6.6.2 Mini-midgets may compete as Midgets, where Midgets are the youngest category provided for.

3.6.6.3 Categories younger than Midgets should be encouraged to participate, provided their course is closed prior to the start of the other competitive categories.

4. ELIGIBILITY

4.1 Open to all CCC License holders or holders of FIS or other national licenses.

4.2 Non CCC license holder must purchase a CCC Supporting Member Day License (normally priced at \$5.00 per day). The total fee (\$5.00) collected and a list of names goes directly to CCC. Skiers younger than Juvenile age do not require CCC licences or day licences..

4.3 Master skiers need to purchase a CCC Supporting Member Day license if they are not a CCC license holder.

4.4 CCC's Competition Registration And Sanctioning Policy (Policy 2.2.1) provides for advance purchase of CCC Supporting Member Day Licenses, at rates less than \$5 per day.

5. RACE NOTICE

5.1 A draft must be available for review by the TD 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 TD 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.

5.5 If the Back up location is used, it will offer pre-skiing the day prior to the competition.

6. TECHNICAL DELEGATE (TD)

6.1 A TD will be selected from a pool of qualified TDs and appointed to the Ontario Cup. The TD must be from a different District than the host District (an Assistant TD may be appointed and may be from the host District, though not from the host club). CCO will assign the TD by the middle of October for all Ontario Cup events.

6.2 Duties of TD are to advise and assist the EOC and ensure a safe event for all. (CCC 304 & 303.1)

6.5 Reimbursement – The EOC must reimburse the TD for reasonable expenses, accommodation and travel rate per kilometre or, if travelling a long distance, the airfare; according to policies set by the CCO Board both for meetings prior to the event and attendance at the event.

6.6 The TD should be at the race site in due time to inspect the competition venue prior to official training on the course.

6.7 Prior to the competition the TD will need to be in contact with the Chief of Competition and the Chief of the EOC (OC) and approve the race notice 60 days prior to the event. The TD may decide whether an on-site meeting or conference call is warranted to ensure compliance with this Technical Package.

6.8 The TD, with the advice of the EOC, will decide if an alternate course, backup course, (or changes in a proposed course) should be used due to poor snow conditions or other force majeure.

6.9 During the competition the TD will follow procedure as governed by CCC Rules.

6.10 Within ten days after the competition, the TD will write a detailed report and distribute this to the Chief of the EOC, Chief of Competition, CCO Technical Chair and CCO Administrator. The report should include pre race organization, race day and post race details. It should highlight any areas of non-compliance with this package and make recommendations to the OC and CCO for improvements. 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 officials 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 twelve 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 the expected numbers of volunteers / competitors / competitors' support staff. (Anticipate 300+)
- 9.3 Enough portable toilets or flush toilets on the site to handle the expected numbers of participants, volunteers, coaches and support, and spectators. (300+)
- 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 the expected number of vehicles of various sizes. (100+)
- 9.7 Start and Finish areas must have hydro or engine generated electricity to run computers, electric beams 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 and not near the computer room.

10. COURSES

- 10.1 Courses must be safe, fair, and meet technical and grooming standards as stated in ICR 312 and 315.
- 10.2 The maximum loop will be 7.5 kilometer. (i.e. 15 kilometer can be 2x7.5km or 3x5 km). Laps should be of equal length on the same course.
- 10.3 Once approved by the TD it is recommended course maps and profiles be posted on the event website. In addition course maps must be available to teams on their arrival on site. It is acceptable that a team be given one set of maps laminated to preserve them for posting in the team area (tent or trailer).
- 10.4 Alternate Course - A reserve course should be determined prior to the race date and confirmed with the TD in case of poor snow conditions or conditions created by a force majeure.
- 10.5 Back Up - The back up course should be in the same District and will be noted on the race notice. It will be used in case of poor snow conditions or other force majeure.
- 10.6 Grooming - Power tilling with mechanical snow moving must be available.
- 10.7 Pre-Race Course - Course must be prepared the day prior to the race to accommodate pre-race training.
- 10.8 Pre-Season – Course should be groomed and maintained to deal with minimal snow cover.
- 10.9 Winter Preparation – Course should be packed and groomed throughout the winter to ensure a solid base.

11. COMMUNICATION

- 11.1 Type of Radio- A VHF or UHF frequency with a minimum of two channels will be required.
- 11.2 The TD, Chief of Competition, Chief of Course, Chief of Stadium, 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 An on-line registration process must be offered.
- 12.3 Lists – All entry lists, start lists and results must note CCC license number or day licenses and club affiliation.
- 12.4 Start lists must be available in quantity of 3 per team formatted according to the following standard:
Start lists must clearly state the time of day the competition starts and the time intervals after this start time at which individuals will have their starts.
The start list should show the members of the jury, technique, category, race distance, skier start position, bib number, name, ccc license number, club and start time.
- 12.5 Official Results – Official results should be forwarded to CCC and CCO within one day of the competition of the races, preferably by electronic means.
- 12.6 Official results must show the members of the jury, weather and snow conditions and the following:
Technique, Category, Distance, Rank, Bib, Name, Club, CCC License(or day license) and total time (calculated time for ParaNordic).
- 12.7 Organizers need to produce consolidated university results when they have agreed to co-host an OU qualifier; i.e., each CCC category requires separate results, and then those athletes who declare University Team affiliation should be shown on a separate set of results as well. The hosting university will be responsible to assist in identifying University skiers to the race organizers.
- 12.8 The identity of a link to the host web site is acceptable provided the results contain all the requisite data to constitute Official Results. (eg. Jury members, weather, time, and date).

13. TIME KEEPING

- 13.1 Interval Start – Electronic start gate, with plunger for splits, and photo beam with plunger back-up for finish.
- 13.2 Pursuit Start - Manual start, with plunger for splits, and plunger for finish. Video camera(s) or photo finish equipment is required at the finish line.
- 13.3 Pursuit without a Break. Equipment exchange times should be captured.
- 13.4 Individual Sprint Qualification – Same as interval start.
- 13.5 Mass Start – manual start; beam, plunger back-up, and Video camera(s) or photo finish equipment for finish.
- 13.6 Team relays must be timed for legs and total time.
- 13.7 Sprint relays must be timed for total time if semi finals are used to determine finalists.

14. ONTARIO CUP MEDALS

- 14.1 Provider – Normally supplied by CCO; with the host club being billed by CCO with the costs to be recouped through registration fees.
- 14.2 Recipients – The top three finishers in each category will receive medals.

15. JURY COMPOSITION FOR ONTARIO CUP

- 15.1 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)
- 15.2 If a CCC sanctioned competition is run concurrently with a FIS sanctioned competition, the Jury will be composed as in the FIS rule 303.1.3 (see ICR)
- 15.3 The TD, Chief of Competition, and CCO High Performance Committee Chair should agree on the major logistical issues of the race one month prior to the event.

16. START ORDER IN CATEGORIES

- 16.1 The latest seeding points list (SPL) prepared from the Canada Points List (CPL) will be used for seeding purposes as described below and it will be provided by CCC. Ontario Cup races run before the release of the first Canada Points List will use the final CPL from the previous season.
- 16.2 The High Performance Committee will only consider special seeding cases based upon written submission to the HPC chair one week prior to the event. HPC will notify OC and TD of their decisions.
- 16.3 INTERVAL START – The number of groups in each category will be determined from the number of entrants as per ICR 333.3.1. Note the provision of an extra group for non-licensed skiers. The starting order for groups will be as per rule 333.3.1, unless the Jury decides to change it. Licensed skiers with no (0) points will be placed in a single group. Those with points will be divided into the remaining groups according to field size.
- 16.3 MASS START – The start order of skiers is determined by Canada Points from the SPL, i.e. the holder of the most points gets start position 1. Skiers with Licenses but no (0) points will be drawn as a group to start behind the last group of skiers with points. Skiers without Licenses will be drawn as a separate group behind the License holders with no points.
- 16.4 SPRINTS – Seeding for the qualification race will be completed by Canada Points (Sprint category) from the SPL.. Skiers with Licenses but no (0) points will be drawn as a group to start behind the last group of skiers with points. Skiers without Licenses will be drawn as a separate group behind the License holders with no points.
- 16.5 CLUB RELAYS – There will be three groups in each category. The first group comprise the “A” teams from each club and their lane assignment is based on a random draw. The second group is

comprises the other teams. "B" and "C" teams will start behind their "A" teams in the same lane. Unofficial (mixed) teams will be drawn randomly for lane assignments and placed in rows behind official club teams.

17. FEES

- 17.1 An additional CCO licence fee will be charged, of \$5.00 per skier per race-day to Juveniles and older age-groups, and \$2.50 per race-day to Midget skiers payable by the race organizers to CCO.
- 17.2 The CCO Licence Fee is charged to licenced (CCC or FIS) as well as unlicenced skiers, and is in addition to the CCC Supporting Member Day Licence, described above in section 4. *ELIGIBILITY*. This fee may be incorporated into the overall registration fee, or be separately identified as the EOC prefers.
- 17.3 Entries and fees must be in the hands of the EOC 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.
- 17.4 Late entries will not be accepted.

18. AWARDS PRESENTATION

- 18.1 Awards should be presented, based on unofficial results, 20 minutes after the last racer crosses the finish line
- 18.2 Order of awards presentation is 1st, 2nd and 3rd.
- 18.3 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.



APPENDIX A: REQUEST TO HOST

The _____ from the _____ is requesting to host an
(Club Name) (District)
Ontario Cup 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 EOC has read the Technical Package and have 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 Chair _____

Please note this application needs to be submitted before the CCO AGM.

Successful bidders will be contacted at the conclusion of the CCO AGM.

Please send forms to CCO Administrator.

Course profiles and maps must be attached with application to host.

BOARD Use:

Date Received:

Accept

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 EOC 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"/>	Accommodation to handle expected number of volunteers/athletes /coaches/support staff.(300+)
<input type="checkbox"/>	<input type="checkbox"/>	Accommodation must be adequately heated.
<input type="checkbox"/>	<input type="checkbox"/>	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.
<input type="checkbox"/>	<input type="checkbox"/>	Separate wax room in the chalet or separate building/ <u>tents</u> to handle one wax table per 10 entries.
<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 with power for each wax table specified above.
<input type="checkbox"/>	<input type="checkbox"/>	Washrooms in chalet and/or porta-toilets capable of handling anticipated numbers of people.
<input type="checkbox"/>	<input type="checkbox"/>	Parking for expected number of vehicles of various sizes – cars, vans and buses. (100+)
<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 officials area to store gear during the event, not in the computer or emergency examination room.
<input type="checkbox"/>	<input type="checkbox"/>	Hotels/Motels to accommodate 300+ visitors
<input type="checkbox"/>	<input type="checkbox"/>	Affordable restaurants in the community 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**

<input type="checkbox"/>	<input type="checkbox"/>
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District has enough Level 2 CCC Officials to support a race in the positions of Chiefs of Competition, Stadium, Course and Timekeeping.

<input type="checkbox"/>	<input type="checkbox"/>
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Training of Level 1 and 2 officials for the remainder of the needed positions planned for the fall before the event (at the latest).

<input type="checkbox"/>	<input type="checkbox"/>
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Required number of volunteers (typically, 40 or more) who are able to commit to an Ontario Cup weekend. (and likely at least one pre-Ont. Cup “practice” event.)

<input type="checkbox"/>	<input type="checkbox"/>
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Volunteers must have written job descriptions; and copies will be kept on file with the Chief of Competition.

<input type="checkbox"/>	<input type="checkbox"/>
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Prepared to pay all reasonable expenses for accommodation and travel for the appointed TD(s).

Communication

<input type="checkbox"/>	<input type="checkbox"/>
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VHF or UHF frequency radios, with their own channel, will need to be used. A minimum of 8 radios, with chargers for overnight between event days.

Race Management

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Laptop or Desktop computers (3).

A laser printer or bubble jet printers (2)

A photocopier with adequate capacity and speed.

Software - Zone4.

Separate office isolated from volunteers, ski patrollers, coaches and races. Clearly marked “Authorized Officials Only”

Time Keeping

<input type="checkbox"/>	<input type="checkbox"/>
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A start/finish timing hut to house a minimum of three people and equipment with hydro.

<input type="checkbox"/>	<input type="checkbox"/>
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Electronic start gate and photo beam with plunger for splits and finish.

Video camera or photo-finish camera for finish of sprint events, pursuits or mass-start events.

Course Guidelines, including course design, grooming, marking and finish design:

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | A course profile and map for each race course should be included with the application. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming with power tilling is a must, with mechanical snow moving. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming for classical technique for interval start competitions, a single track is to be set along the ideal skiing line of the course. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming for classical technique for mass start competitions: a minimum of 4 tracks must be set for the first 500 metres and the remainder of the course should be double tracked where appropriate. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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 3 tracks. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming for free technique: the course shall be well packed and graded. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming for free technique: the course must be prepared to a width of 6 metres on the uphills, so that the competitors can pass unobstructed. |
| <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming for individual sprint competitions must provide 4 finish lanes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Grooming on downhill sections with tracks: the tracks should follow the ideal line of the course. |
| <input type="checkbox"/> | <input type="checkbox"/> | Course marking must be so clear that the competitor is never in doubt where the course goes. |
| <input type="checkbox"/> | <input type="checkbox"/> | Distance markers should mark the course at 1km intervals, showing distance skied to this point. |
| <input type="checkbox"/> | <input type="checkbox"/> | All junctions and major changes in direction must be marked by highly visible, readable signs. |
| <input type="checkbox"/> | <input type="checkbox"/> | The finish zone must comply with ICR 315.3.4 and 315.4.2. |
| <input type="checkbox"/> | <input type="checkbox"/> | One refreshment (feed) station at the start/finish area is required at races up to 15 kilometers. Races of up to 30 kilometers will have a minimum of three feed stations on course. |



APPENDIX C: REQUIRED INFORMATION ON A RACE NOTICE

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

- Ontario Cup Race Numbers or Championship
- Race Dates and times
- pre-ski date and times
- Host Club and District
- Location and directions to the race site
- TD's name, Chief of Competition name
- Race Secretary Contact name, email, telephone, fax number
- Entry fee per race (clarifying what is included and what is not)
- Additional Costs
- Medical facilities – location, on site providers
- Race types – sprints, pursuit, relays
- Race Starts – interval, 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, CCC License #, Age, Category, Payment Method, Athletes Code of Conduct, Coaches Name, NCCP #, CCC Waiver.