

Nordiq Canada

Canada Cups

---

Technical Package

**2023-2024**



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## 1.0 Preliminary Information

This Technical Package outlines the standards of quality that must be met by the Organizing Committee (OC) for the competitors, officials, spectators, and other participants of hosting the Canada Cups and Nordiq Cup Races. It is a working document that forms the foundation of the Hosting Agreement between Nordiq Canada and the Organizing Committee. It is reviewed and adjusted as required.

It is Nordiq Canada's role, via the Sport Development Director (SDD), to set the necessary controls through the Technical Package and the latest version of the International Competition Rules/Canadian Competition Rules (ICR-CCR) and Regulations to ensure the meeting of the standards by the sanctioning bodies.

This Technical Package does not cover the details of every aspect involved in staging the Canada Cups and Nordiq Cup races. As the relationships between provincial governments, municipal authorities, local sponsors, etc., are different throughout the country, it is not possible to recommend a single method of organization. Any adjustments or changes made must first be approved by the Sport Development Director and the Organizing Committee.

### 1.1 Objectives

To provide the opportunity for selection races as defined in the National Ski Team 2024-2025

- To provide an opportunity for skiers to race with the best athletes of their age group in Canada
- To identify development needs and address domestic gaps as identified by the national sport organization (NSO)
- Provide results, where applicable for calculation of Canada Point List and submission for FIS points (Para or Olympic Stream as applicable)
- To provide additional integration of other events as agreed upon by NSO, the OC and other applicable partners.
- To provide regional representation at Eastern and Western Championships.

### 1.2 Definitions

**Event** – several races which occur at a particular site, hosted by a particular event organization (i.e., the Canada Cups and Nordiq Cup Races)

**Competition** – an individual race day within an event, incorporating one or more age categories and both genders.

**Organizing Committee (OC)** – a term which describes the organization within the hosting Nordiq Canada Club that is responsible for planning and executing an event. For major events such as

the Canada Cups and Nordiq Cup Races, the OC will include an Event Organizing Committee (EOC) and a Competition Committee (CC).

**Competition Model (CM)** – The CM is a combination of technical parameters and recommendations that, aligned with the Long-Term Athlete Development model (LTAD), determine the ideal approach to and characteristics of competitive events and training for each LTAD stage.

**Open Category** – The open category at the Nordiq Canada Ski Canada Cups can be comprised of Seniors, CCUNC, and may also include U20 skiers for common distances and combined race results.

**Combined Categories** – Where categories are combined with single start lists, awards and prizes will be provided for each of the younger categories. Results publications must provide combined results and separate results for all categories.

### 1.3 Abbreviations

OC – Organizing Committee

IPC – International Paralympic Committee

WPNS – World Para Nordic Skiing

FIS – International Ski Federation

SDD – Sport Development Director

EOM – Events and Official’s Manager

CEO – Chief Executive Officer

HPD – High Performance Director

TD – Technical Delegate

ATD – Assistant Technical Delegate

HPC – High Performance Committee

DDC – Domestic Development Committee

CTC – Coaches Technical Committee

NCOWG – Nordiq Canada Officials Working Group

## 1.4 Important References

The host OC agrees that the policies and documents outlined below are part of this agreement. It is the OC's responsibility to ensure they are familiar with and adhere to the following policies, regulations, and bylaws:

2023-24 ICR-CCR with marked 2023 precisions

Nordiq Canada Race License Policy

Nordiq Canada Insurance Policy

Nordiq Canada Competition Registration and Sanctioning Policy

Nordiq Canada Officials Manual

FIS Parasport annual class percentage revisions and updates

Nordiq Canada Competition Model & Pathway

Nordiq Canada Bylaws

2024-2025 National Ski Team Selection Criteria

2023-24 National Trip Criteria

2024-25 Athlete Assistance Program (AAP) Selection Criteria

NST Criteria Policy

Nordiq Canada Safe Sport Policy

Nordiq Canada reserves the right to update and or change these policies and will have the most current versions available through the usual Nordiq Canada communications.

## 1.5 Official Languages

English and French are the official languages of Canada. Sport Canada is committed to enhancing the vitality and supporting the development of the English and French linguistic minority communities in Canada and to fostering the full recognition and use of both official languages in Canadian society.

Since the event is sanctioned by Nordiq Canada, the OC must:

Provide communications for race registration, event notice and on the website in both official languages. Translation costs are the responsibility of the OC;

Critical information such as race course changes, start time changes, etc., must be communicated in both official languages;

Actively offer services to members of the sport community and the public in both official languages;

Make available in both official languages to members of the sport community and the public any communications and documents relating to initiatives;

The items listed above are applicable to all event material to inform the public, the participants or media, permanent and temporary signage installed specifically for the events or required for the smooth running of the event, written documentation providing event administrative information to the athletes, coaches, officials, and other delegation members (guides, manuals, schedules, etc.) and information on the event's websites. For more information, you can consult the Sport Canada Contribution Guidelines on the Government of Canada website.

Nordiq Canada can suggest potential translators to use for the event.

## 1.6 Para Nordic Inclusion

Nordiq Canada events support our excellence and all Canadian on skis goals. The Canada Cups must include Para nordic events if requested by Nordiq Canada. Hosting venues must ensure accessibility to all areas.

## SafeSport

The OC plays a role in providing a safe sporting environment. The OC must:

- Identify a SafeSport officer who will:
  - Ensure any requirements from the Division are met
  - Be responsible for SafeSport at the event, including being on-site and visible to all participants, looking for opportunities to celebrate good practices and educate where practices can be improved
  - Ensure the [Canadian Sport Helpline](#) is promoted through the event website and a slide at the Team Captains meeting. Sample text:
    - Everyone has the right to a safe and inclusive environment, free from maltreatment. If you are experiencing, or you suspect someone else is experiencing, abuse, discrimination, violence or other forms of



maltreatment, contact the [Canadian Sport Helpline](#) or the onsite SafeSport officer (CONTACT DETAILS). These individuals can connect you with support and help you file a complaint. For emergencies, call 911.

- Ensure confidentiality is respected; when in doubt as to what can and should be shared, contact your Division or Nordiq Canada's SafeSport Officer
- Contact Nordiq Canada's SafeSport Officer Megan Begley ([mbegley@nordiqcanada.ca](mailto:mbegley@nordiqcanada.ca); 403-679-9925) for help as needed.

## 1.7 Name and Identification

The official name is the 2023 (4) Canada Cups. Herein the event must be referred to as the 'Canada Cups' in all printed materials and official communication.

## 1.8 Dates and Location

The dates and location for the event are set by Nordiq Canada based on collaboration from the following, as per their respective requirements of the Event, with a reasonable likelihood of snow conditions being an over-riding consideration:

The OC;

The Division;

The Sport Development Director;

The Events and Officials Manager;

The HPD – Para and the HPD - Oly;

The Para and National Ski Team (NST/ PNST) coaches and managers (for scheduling impacts);

The Nordiq Canada Officials Working Group;

The Coaches Technical Committee;

The High Performance Committee.

When submitting a bid for the event, the OC applicant should indicate both a preferred date and an alternate date for hosting the Canada Cups. Final approval of the dates will be taken by the Sport Development Director.

## 1.9 Technical Package and Agreement to Host

Once Nordiq Canada has a verbal agreement with the host site, the OC is required to sign an Agreement to Host, and thereafter is responsible for the organization and delivery of the event.

The Organizing Committee agrees to organize and conduct all competitions in accordance with ICR-CCR Rules and Regulations and this Technical Package.

The OC agrees to adhere to the terms outlined in the Agreement to Host.

Nordiq Canada will work with the OC, CTC, HPC, NCOWG, and the HP staff to provide and approve the list of and schedule of competitions for the Event. The Sport Development Director, or their designate, will have final decision-making authority on the event schedule in consultation with the assigned jury.

The OC is responsible for updating Nordiq Canada on the status of preparations on a regular basis through minutes of meetings, letters and telephone calls, or e-mail.

The OC will liaise directly with Nordiq Canada (through the SDD or EOM) for guidance and assistance in the conduct of these events.

## 1.10 Nordiq Canada Contact List

Events and Officials Manager: Ilona Gyapay [igyapay@nordiqcanada.ca](mailto:igyapay@nordiqcanada.ca)

Sport Development Director: Julie Beaulieu [jbeaulieu@nordiqcanada.ca](mailto:jbeaulieu@nordiqcanada.ca)

## 1.11 OC Contact List

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

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

## 2.0 Organizing Committee Responsibilities and Accountability

### 2.1 Communications

The OC shall:

Provide timely distribution of the Event Notice and official results in the specified formats.

Set up and display all Nordiq Canada sponsor and supplier pool banners as per the Collateral List of the Hosting Agreement. The SDD, or designate, will be able to provide advice on this.

Develop an event website for the Event information.

Assign a Social Media/Press Liaison. It is important to work diligently to obtain good event coverage and to encourage provincial and national coverage wherever possible. The Liaison must work closely with the event webmaster.

Provide a high-quality sound system.

Provide a race announcer or announcers, with appropriate capabilities in both official languages.

Provide high speed wireless internet service that can manage essential services of the races and event.

Create a coaches' WhatsApp, or similar platform, group to assist with rapid distribution of information.

If applicable or requested to, provide Nordiq Canada and/or Divisions with the ability to run concurrent TD and/or Officials' courses during the Event that will allow the opportunity for 'live' competition experiences or the delivery of presentations on critical competition issues or international updates.

## **2.2 Public Liability Insurance**

The OC must subscribe to the Nordiq Canada insurance policy through its membership in a Division and must be in good standing with both the Division and Nordiq Canada.

## **2.3 Event Funding and Accountability**

Financial support from Nordiq Canada will be outlined in the Agreement to Host.

If a competition is cancelled, Nordiq Canada may negotiate refund of the financial subsidy based on the state of the overall event budget.

Beyond the support pledged by Nordiq Canada in the Agreement to Host, the OC is responsible for all financial obligations related to the conduct of the event.

The OC must submit a final Expense/Revenue statement and copies of media releases and coverage to the Nordiq Canada EOM no later than 30 days after the event. The Media Report should include photos, newspaper clippings, audio/ visual web links to electronic media coverage and local media contact coordinates.

## 2.4 Host Site Selection

The Canada Cups are to be held at a location with:

Terrain that is suited to this level of competition.

Homologated trails for the FIS and WPNS sanctioned competitions.

Appropriate trails for Para nordic events.

Accessibility for Para nordic athletes.

Trained, experienced officials.

Suitable accessible infrastructure.

Reasonable access for most participants.

## 2.5 Back-up Site and Event Cancellation

In the event of pandemics, Nordiq Canada will follow the instructions of the Public Health Agency of Canada, and the appropriate provincial and municipal health organizations to mitigate the impact.

Nordiq Canada has a response for different scenarios including for no event, for restrictions to a maximum allowed of participants at a time, and no restrictions at all. The OC should prepare the event as usual. Decisions to cancel or continue will be based on instructions provided by the public health authorities and could change as the situation evolves. The OC may be required to distribute a protocol to mitigate the spread of the virus.

The OC, in consultation with the Nordiq Canada SDD or EOM, will identify a backup site in case of low or poor snow conditions. The backup site should be selected to minimize original air travel arrangements of participants.

A decision on event cancellation or change of site will be made by the Nordiq Canada Sport Development Director no later than one week (1) prior to the event, in consultation with the HPD, EOM, CEO, OC Chair and the TD.

In the event of a new site and host club being chosen, there are many human resource and financial issues to be considered. These include expenses already incurred by the scheduled LOC, the capacity of the new venue/club to field a competent Competition Committee, the ability to transfer support through existing sponsorship and Government revenues earmarked for the event and the interest of volunteers and timing professionals from the scheduled OC to help with the relocated competition.

If transfer to an alternate venue and a new OC is deemed possible it will be necessary to specifically address how to manage the existing race file, whether the original Competition

Secretary is willing to continue with their role through the new OC or whether the file can be successfully transferred and managed by a new OC Competition Secretary. A travel subsidy, covered by the new OC, may have to be considered for the original Competition Secretary if they agree to remain involved in the secretariat and are available to attend the event.

A clean transfer of responsibilities will occur between members of the original OC and the new OC. Any transfer of physical or human resource assets will be at the option of the new OC in consultation with Nordiq Canada.

When an alternate venue is secured and a competent OC can be formed, then the Nordiq Canada SDD would work with the new OC Chair to prepare a race budget taking into consideration the expenses already incurred by the original OC as per the refund policy and normal expenses incurred for event hosting at the backup site.

Under normal circumstances the balance of all registration fee revenues would be transferred to the new OC as part of the new budget for the event. Any government and sponsorship revenues may be transferred to the new OC as part of the new budget for the event with the agreement of the 3<sup>rd</sup> party.

The OC must include competition cancellation details, amounts to be refunded, methods of communication and, in the case of selection competitions, notice of an alternative competition day for weather related cancellations in their Event Notice package.

Should the event be cancelled, the OC will provide a refund of registration fees less: the costs associated with expensed items not re-usable at future events, and any reasonable meeting costs incurred during the planning phase of the event by the OC

The OC may need to apply fertilizer to maintain snow conditions during the event. Preliminary work should include obtaining all necessary clearances and permits from landowners, application experience in different weather conditions and access to materials and spreaders on short notice. Consideration must also be given to stock piling snow in high traffic areas along the course and stadium.

## **2.6 Extenuating Circumstances (COVID-19)**

COVID-19 Protocols – it is expected that the OC provides Covid-19 protocols that align with the municipal, provincial, federal and NSO expectations.

## **3.0 Competition Sanctioning, Registration and Event Communication**

### **3.1 FIS Sanction**

The Open category at FIS competitions is sanctioned by FIS and Nordiq Canada. Top U20 and senior skiers are expected to enter the Open category and will be seeded together. The results

may include sub-categories composed of U20, U23, CCUNC and Seniors for recognition purposes.

FIS requires that all (Continental Cup & Nordiq Canada Ski Canada Cups) competitions be staged on FIS homologated courses. See <https://nordiqcanada.ca/wp-content/uploads/2020-Homologation-Guidelines.pdf> for the most current Nordiq Canada homologation guidelines.

### **3.2 Sanctioning**

The Canada Cups are sanctioned by Nordiq Canada. Registration for sanctioning is done online via Zone4. The sanctioning fee is \$500

Nordiq Canada applies for FIS sanction for the Open class individual competitions in the Canada Cups, and the combined FIS/Nordiq Canada rules will apply to these competitions. The FIS sanction fee is covered by the Sanctioning Fee noted above.

Nordiq Canada will fulfill the FIS listing requirements of sanction in collaboration with the Technical Delegate and Organizing Committee. FIS listing requirements include race formats and distances, OC contact, and TD contact.

Should Nordiq Canada apply for FIS ParaSport sanctioning for the Canada Cups the FIS PPS sanction fee will be an additional \$500 CDN invoiced to the OC.

Variance from the FIS rules may be considered by the TD when local conditions require change to maintain a safe and equitable competition. However, in all circumstances the TD must follow the spirit and intent of the Competition Regulations and document all necessary changes in their FIS TD report.

A site visit by either or both the TD and the Nordiq Canada SDD or EOM will be made in the summer prior to the event when a new site has been developed. The TD, SDD, EOM, Chairperson of the OC and the Chief of Competition should agree on any outstanding technical or organizational issues no later than two (2) months before the event.

### **3.3 Event Notice**

The Event Notice must be produced in draft and forwarded to the TD and EOM for review at a time agreed upon with the EOM or SDD.

The final Event Notice should be available 60 days before the event. A copy of the Event Notice should be posted on the OC's website and the link provided to the Nordiq Canada EOM for listing on the national calendar on the Nordiq Canada website.

The Event Notice must be available in both official languages.

Event Notices must include a suitable cancellation and/or postponement clause.

The OC should recognize that most coaches will not be familiar with the technical package so all relevant information regarding the races and athlete eligibility should be referenced and linked to this technical package on the Nordiq Canada and the Event website.

Once the Event Notice has been published, decisions and changes made regarding the event, or its conduct should be published on both the Nordiq Canada website and the event website.

Starting (4) weeks prior to the event, the OC will make available a live confirmation list on the website which contains all registered competitors containing club, division, team, and school affiliation, Nordiq Canada and FIS license numbers, year of birth, race category, Para nordic category (if appropriate) and the list of competitions for which the competitor is registered.

Club names and spelling will be used as reported in the club data base on the Nordiq Canada website. Club names should be abbreviated when necessary to eliminate non-unique identifiers such as “nordic”, “ski” and “club” in consideration of space requirements on the results and starts lists. Skier names and spellings will be used as per the Nordiq Canada license list provided by Nordiq Canada to the OC. FIS registration data will be used as per the FIS website points lists. The validation protocol available in Zone4 must be used by the OC prior to publication of all lists.

The OC must respect privacy according to all applicable municipal, provincial, and federal laws.

### **3.4 Event Website**

The OC is required to develop and maintain a bilingual section of the OC’s website for Canada Cups’ event-related information.

Information posted on the site includes the following:

#### Pre-event information

Event Notice, list of sponsors, hotel (including wheelchair accessibility) and vehicle rental information, fax, phone and e-mail contacts, detailed schedule of competitions and activities, facilities available on site, etc.

A link to the Canada Cups’ event page at [www.nordiqcanada.ca](http://www.nordiqcanada.ca) will be provided.

#### Information during the event

Athlete welcome, registration/confirmation lists of athletes, daily reports with photos, official results (pdf or html), links to media reports of the event, photo gallery and any other information relevant to the current event including TCM minutes, changes and decisions made by Jury relating to the conduct of the event.

#### Post-event information

Big thanks to volunteers and sponsors, lost and found, etc.

A link to final official results.

### **3.5 Registration System**

A Nordiq Canada approved race management software package must be used.

An online registration procedure must be part of the events management plan. The online race registration form must be reviewed with the Nordiq Canada SDD or EOM. Race registration should be open four (4) weeks prior to the competition.

For FIS-sanctioned events, the registration form must request both the FIS and Nordiq Canada license numbers. The registration form should also request contact information for an athletes' coach or team leader.

Since the individual open class or combined category competitions at the Canada Cups are also sanctioned by the FIS, the application form must request both the FIS and Nordiq Canada license numbers. The OC is not obliged to fill in this field when the registrant has neglected to do so.

If skiers are members of the NST, a NTDC, university or industry team, they should register using both club and team affiliation. Otherwise, they should register in accordance with their club affiliation.

Team names and spellings will be used as reported in the club database on the Nordiq Canada website.

Skiers' names and spellings will be used as per the CPL submitted by Nordiq Canada to the OC.

FIS registration data will be used as per the FIS website "Athlete Bio" section.

Final confirmation lists must be published within 48 hours of the final registration date. This list should be published under the club name and include the athletes name, license numbers (Nordiq Canada & FIS), races entered and year of birth.

The Race Notice should specify a registration deadline no earlier than seven (7) days and no later than two (2) days before the first competition.

A separate coach's registration must accompany the Event Registration. This will facilitate distribution of confirmation lists and last-minute communications with teams because of changes in start times, race changes and cancellations.



## 4.0 Athlete Eligibility, Registration and Fees

### 4.1 Event Categories

For the 2023-24 Competition Season the age subcategories will include athletes born in the following years:

Category	Subcategory Names	YOB for the 2023-24 Competition Season
U16 Girls	U16 G1	2009
	U16 G2	2008
U18 Girls	U18 G1	2007
	U18 G2	2006
U20 Women	U20 W1	2005
	U20 W2	2004
Senior Women	Senior U23 Women	2003, 2002 & 2001
	Senior Women	2001 and before
Para Nordic Sit Ski LW10-12 Women	N/A	N/A
Para Nordic Standing Ski LW2-9 & B1-3 Women	N/A	N/A
U16 Boys	U16 B1	2009
	U16 B2	2008
U18 Boys	U18 B1	2007
	U18 B2	2006
U20 Men	U20 M1	2005
	U20 M2	2004
Senior Men	Senior U23 Men	2003, 2002, & 2001
	Senior Men	2001 and before
Para Nordic Sit Ski LW10-12 Men	N/A	N/A
Para Nordic Standing Ski LW2-9 & B1-3 Men	N/A	N/A

Open Category: The Open Category (U20 and above) at FIS Canada Cup Race program competitions is sanctioned by FIS and Nordiq Canada. U20 and senior skiers may be seeded together in The Open Category. The results may include sub-categories composed of U20

men/women and U23/ seniors. The Open category should also include a CCUNC division and recognize the top 3 student athletes' men and women on each competition day.

U20 men/women categories must also be introduced at Canada Cup Race program events and sanctioned by FIS.

OCs may elect to offer development level races for U18 and younger on the same race day as the Canada Cup Race program competition as part of a Tier 2 event. Competitions should be modified to reflect the recommendation in the Nordiq Canada Competition Model.

CCUNC: The CCUNC category is integrated into the Open category. Students are eligible provided they are registered as "full-time" by the academic regulations of their University, College, or Cegep or **enrolled in a minimum** of three half courses (or the equivalent: 9 credit hours) in the term (semester) in which they are competing.

Unless the purpose of the event requires an exception for selection purposes, it is expected that Canada Cup events will have two open categories, one for men (senior men and U20 men) and one for women (senior women and U20 women).

Within these open categories, senior and U20 aged competitors will be seeded and raced together.

OCs are encouraged to include U18 categories and lower in their events to promote the developmental opportunities for younger skiers available within the Canada Cup Race program framework. If this takes place, Year of Birth recognition should be considered as recommended in the Competition Model for younger skiers if a sizable number of athletes are expected in each YOY sub-category.

Younger age groups may be combined for seeding and competition purposes when the OC offers common race distances, suitable course profiles for younger age groups, and course congestion is able to be minimized.

## 4.2 Athlete Eligibility

All competitors in the Tier 1 Canada Cup events must:

Be members in good standing of Nordiq Canada or where not a member, have no outstanding issues/infractions or debts with Nordiq Canada. A master list of clubs in good standing for the current year of the Nordiq Canada Ski Canada Cups is available on the [Nordiq Canada website](#).

Have a valid Nordiq Canada Race License or a Nordiq Canada Associate license or a Tier 2 Event License. Please refer to the Nordiq Canada Race License Policy.

Foreign skiers must have a FIS license OR an Associate Race License to participate and appropriate third party insurance. They must also be members in good standing of their national federation.

Skiers must also hold a FIS license to be eligible for the cash purse awarded in the Open categories.

For FIS licensed skiers to gain FIS points, a valid FIS license number must be in the race management database. Either the skier or their coach should check with the OC that the FIS number is correct in the competitor database.

Canadian competitors may purchase a FIS license through Nordiq Canada's website.

Canadian Para nordic competitors, when FIS ParaSport (PPS) sanctioned, require a FIS PPS License to obtain FIS PPS points.

The official club and Division for an athlete will be those registered on his/her current Nordiq Canada racing license (Nordiq Canada rule 103.4).

The burden of proof of citizenship lies with the athlete and must be declared on the Nordiq Canada Ski Canada Cups Entry Form at time of entry.

### **4.3 FIS Para-Nordic Considerations**

Para athletes are either nationally or internationally classified. If national classification has not been possible, the athlete will default to the highest classification in their category (LW12, LW9, B3).

Para nordic guide license is the responsibility of the visually impaired athlete. Guides are not expected to pay registration fees, however all guides must sign the Nordiq Canada Informed Consent and Assumption of Risk form available from event hosting clubs.

Based on the FIS PPS classification rules and regulations, the OC may offer competition for two categories Standing and Sit Skier by combining Standing classes ([LW2-9 and B1-3] and Sit Ski classes [LW10-12]) for each gender.

There are no Para nordic junior, senior or master categories, just "Open." The Open category for each gender has a single set of results, awards, and prizes for Standing [LW2-9 and B1-3] and Sit Ski [LW10-12]). For more information about Para nordic classification, please refer to Nordiq Canada website at <http://nordiqcanada.ca/skiers-and-programs/para-nordic/>

### **4.4 Factory or Regional Teams**

Nordiq Canada encourages OCs to recognize factory or regional teams on results lists. For a team to be considered for this recognition, the team must apply to Nordiq Canada's SDD, or their designate, for official recognition as a team. Nordiq Canada requires that the team:

Contribute to the training and competitive opportunity of its athletes and service four (4) or more licensed skiers.

Must be a commercially registered industry or not-for profit club serving a broader audience than racers belonging to a single Nordiq Canada club.

Formally apply to the Nordiq Canada SDD, or their designate, c/o for “team status” to ensure the official team's name is available on Nordiq Canada license registration system. Nordiq Canada is under no obligation to retroactively update skier files if the team's name is not registered properly, or the skier does not include this when renewing their license.

Factory teams may not be an organization that promotes racism, condones gender bias, or places the sport, its volunteers, or sponsors in disrespect.

#### **4.5 Entry Fees**

A per competition entry fee of \$50 CDN + GST has been established as a common fee; only with the approval of the SDD may entry fees exceed this baseline as noted below.

The intent is for entry fees to be not so large as to discourage participation, while at the same time being sufficient to ensure the financial viability of the event.

Note: Any increase in fees must be accompanied by an updated budget. In the situation the OC generates an operating profit more than 15% of expenses after an increase in fees is granted, a contribution to the next Canada Cups OC is expected.

For Events with multiple competitions, a package entry fee is encouraged.

Skiers must be able to access the competition trails two (2) days prior to the competitions.

Registration fees must cover trail fees for all official race and training days.

Trail fees will apply for those who use the trails on all unofficial training days.

To encourage early registration, the OC is encouraged to develop a progressive entry fee schedule that includes an early entry bonus and penalizes last minute entries within the context of the above paragraph.

Entries and fees should be in the hands of the OC within a reasonable time prior to the first competition day (seven (7) days).

The Confirmation List must include:

- The skier's name
- Active Nordiq Canada license #

- Active FIS license #
- Year of Birth
- Entered competitions
- Applicable club and team names.

There will not be any refunds if athletes do not participate.

The SDD or EOM may sanction a “snow enhancement fee” of \$5 per competition day/athlete at sites hosting Tier 1 events to cover the incremental costs of snow making/storage as part of their snow management program. The incremental fee collected must be separately identified in the event statement of revenues and expenses and must be expensed to the venue operator to off-set snow management fees directly related to preparation of the event tracks. The OC is responsible for presenting a plan to the SDD for approval eight (8) weeks prior to the event start.

## **4.6 Complimentary Entries**

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

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

Canadian National Gold and Silver Team and the Para Nordic World Cup and Para Development National Ski Team athletes will be provided complimentary entry to races. The list of athletes can be found on the Nordiq Canada website. The OC will provide a registration code for National Team Athletes.

The OC should liaise the Marketing and Engagement Coordinator, or their designate, to develop a marketing plan which maximizes the promotional and advertising value of these athletes during the event.

## **5.0 Race Distances and Scheduling**

### **5.1 Race Distances and Techniques**

Nordiq Canada’s SDD will work with the HPD, the OC, the CTC, the NCOWG and the HP staff to provide and approve the list of and schedule of events. These will be outlined in the host agreement.

All race formats will follow the most current ICR-CCR unless stated otherwise in this technical package.

## 6.0 Seeding for the Competitions

For the open category of Canada Cup races, the current CPL for both distance and sprint competitions will be used other than for the final day of a pursuit start. (For information refer to the Canada Points List Publications & Event policy document on the Nordiq Canada website under Results/Points - CPL).

The CPL is available on the Nordiq Canada web site. The most current Sprint or Distance CPL must be used by the OC for all seeded competitions during an event weekend. The OC must use the Validation Function available on Zone 4 to verify Nordiq Canada & FIS License numbers and club/team affiliation. Short form club/team names should be used in all circumstances. Please note that validation data is based on the last published points list, hence skiers reporting invalid licenses should be double checked directly on the Nordiq Canada License Confirmation List or on the FIS competitor license list for the latest active skier lists. Make sure the “active” button is highlighted for accurate data.

When foreign skiers are entered in Canada Cup competitions, they will be seeded as determined by the Jury regarding the competitors CPL points. In the rare instance a foreign skier has no CPL ranking; the Jury will use its discretion in seeding the skier.

### 6.1 Interval Start Races

The Distance CPL will be used when seeding all categories. Within each category skiers will be grouped based on the number of total skiers in the combined category.

In the case of common distance days at the Canada Cups, U20 and Open categories may be combined depending on track and weather conditions as determined by the Jury or pre agreed upon by Nordiq Canada and the OC. Start positions will then be randomly assigned within each group based on the CPL.

The Jury will decide the starting order of each group considering snow and track conditions. The current CPL lists will be available on the Nordiq Canada website two (2) days prior to the first Team Captain’s meeting for verification. Changes to the verified seeding lists will only be considered by the Jury in exceptional circumstances.

Nordiq Canada’s Sport Development Director may make recommendations on special seeding requests to the Jury based upon a written submission from the athlete’s Division to the SDD at least one week in advance of the start of the races. However, such requests must indicate an extraordinary reason for consideration for improved seeding. If a request is successful, a senior or U20 will start with the assigned points as per the decision of the Jury.

For seeding of categories that are not part of the Canada Cup Race program, OCs are referred to the Nordiq Canada rules or host division guidelines. For common distances, the OC is encouraged to combine categories and seeding as per the CPL if the trail configuration permits. The Jury will approve the final schedule considering the field size, course configuration and the weather forecast.

In competitions that feature large open fields and/or where track conditions may severely impact performance the Jury may at its discretion modify the start order of the top 30 ranked athletes by providing preferred start positions for this group. In this situation, the seeding protocol identified for the competition format should be followed for this group. e.g. In sprints, skiers with the best points within the group start first.

## 6.2 Mass Start Race

For the Open men and Open women categories, seeding and bib assignment will be by Distance CPL based on a skier's current CPL standing.

The top CPL skier gets position one (1) in the start grid.

Mass start competitions will use a chevron start grid.

## 6.3 Individual Sprint Competitions

There will be one category for this event: Open (U20 + U23 + Senior)

- All athletes must register in their date of birth age categories
- There will be two rounds of heats and finals
- OPEN (1-30) - The Top 30 athletes from the qualifier irrespective of age category
- U20 ONLY (31-60) comprised of the next best U20s who did not qualify for the Top 30
- If a U20 makes Top 30 in the qualifier they will be placed in the OPEN category for heats and finals
- If a Senior or U23 does not qualify in the top 30 Open, they do not carry on to the heats.

Elimination heats should be timed, advancement will follow FIS protocol as outlined in 325.4.2.7. The 1st and 2nd place skiers in each heat will advance in addition to the next two fastest competitors from the quarterfinal heats who are ranked 3rd or 4th. Advancement to the 'A' final will follow the same protocol. Refer to Appendix C for how to gap assign.

Sprint heats (Open Category) must be run in accordance with FIS protocol. Sprint competitions

with no B Final (as per appendix C), must have a consistent time between each round of heats. Time between heats is dependent on the distance of the course.

The OC should strive to allow 1.5 – 2 hours rest for the top qualifying athletes between the end of the qualifying round and the first Senior quarterfinal heat.

CCUNC skiers are to be seeded into the Open category and then identified from the results of the Sprint qualification round for university awards.

U16 and U18 formats and distances will be agreed upon by the SDD, HPD, OC and in line with the Nordiq Canada Competition Model.

## **7.0 Courses and Grooming**

### **7.1 Homologation Standards**

All FIS sanctioned races must be run on FIS homologated courses. The host site must have FIS homologated courses to provide for the various competition formats it has been assigned at the Open level. New Canadian Guidelines outlining the process to homologate race courses can be reviewed on Nordiq Canada's [website](#).

All FIS ParaSport sanctioned races must be run on FIS PS homologated courses. The host site must have WPNS homologated courses to provide for the various competition formats it has been assigned for Para-Nordic races.

### **7.2 Race Courses**

The host site must have a good range of courses to provide for all competition formats at the Canada Cups. This includes reasonable terrain that can accommodate Senior and U20 categories starting and racing together.

Homologation norms must fall into the limits set out in Rules 311.2.5 of the ICR-CCR.

Course markings must be as per Rule 311.4 and the [Competition Officials Manual](#).



There must be reasonable terrain that can accommodate additional U18 and younger categories that fall within the limits set out in Competition Regulations section 311. Course markings must be as per the Competition Regulations and Officials Manual. Signage should be clear as to the direction in which skiers must go.

### **7.3 Grooming Equipment**

The OC must provide Nordiq Canada, 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, heavy snow, and rain.

Trail-grooming capabilities must include:

A full width tracked vehicle equipped with a renovator that is hydraulically operated

An Alpine twin track or equivalent single-track setter (Bachler type molded)

A capacity to apply fertilizer to improve the track in soft snow conditions

Capacity to set multiple classic tracks at a minimum 1.20 meters apart measured from the middle of each pair of tracks

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

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

### **7.4 Course Marking and Inspection**

The competition trails should be groomed for inspection one (1) full day prior to the first race.

Signage should be clear as to the direction in which skiers must go for both Olympic stream and Para nordic athletes and guides.

Course maps with elevation must be available online for the full slate of races at least one (1) week prior to the event. 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, including stadium, must be prepared, and marked as it will be during the competition (Competition Regulations section 311.4).

## 8.0 Timekeeping and Results

### 8.1 Timing Standards/Results Production

At Canada Cups, athletes, and coaches expect quick, accurate official results. A Nordiq Canada approved race management software package (e.g., Zone 4) must be used. Software that interfaces directly with race timing equipment and live-streaming capabilities are required.

The selected package must accommodate all common formats for competitions. The system must handle multiple competitions, categories, combined and subcategories.

Para nordic results must include Percentages for classic and free technique, Real Time and Calculated Time for Results and Hunting Start Lists. The results of Para nordic competitions are derived through the application of a time-based percentage system. The process for this calculation can be found at [www.paralympic.org](http://www.paralympic.org) rules and regulations.

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

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 Nordiq Canada.

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.

The Start List should show the members of the Jury, Category, Bib number, Name, Club, Team, Division, total race distance, number of laps comprising the distance and Start time.

The package should be able to output results in several formats (e.g. xls, pdf, .csv and xml).

Live results is expected at Canada Cups The OC should test the live results module with a test race to ensure systems are compatible prior to the race weekend.

Timekeeping officials and technical assistants who will be using the race management software package must have used the software previously and be competent with it.

### 8.2 Timing Equipment

Nordiq Canada requires that start/finish times be electronically generated with a completely independent back-up system.

There must be an enclosed and heated timing building with an electronic timing unit (i.e., Summit Systems etc.).

An electronic start gate must be used at the start of interval start races in conjunction with a large format display/count-down clock. The start gate must have a post on either side to ensure a skier cannot leave in either technique without opening the gate. If the gate is too narrow for sit skiers to start using the standard gate, they may start outside the gate in the late start lane.

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

All competitions using mass start or sprint formats must include approved digital photo finish line equipment. Event personnel must be trained in the use of this system.

Course controllers should be provided with training on video capture equipment, or other suitable equipment, to verify technique or other violations at key locations during the competition.

The FIS Data Timing Report must be completed by the Timing Service Provider on a timely basis after each competition day to allow the FIS results to be validated for points.

A display clock as a visual aid to tell skiers when to start is also recommended.

For all new FIS timing requirements please refer to the FIS Timing Manual.

### **8.3 Results**

The publication of the results of competitions should be consistent with the format outlined below as per the CCR-ICR. Official Results must show the following:

#### **Official Olympic Stream Results**

Official Results must show

- The members of the Jury
- Weather conditions

# of Laps and Total Distance for each category

Technique and Category

Rank

Bib #

Name

YOB

Sub-category

Sub-rank

Club, Division, Team, University where applicable

Nordiq Canada & FIS License number

Total Time

Time behind

Athlete sanctioned by the Jury with the rule number and the reason

### **Official Para Nordic Results**

Official Para Nordic Results must show:

The members of the Jury

Weather conditions

# of Laps and Total Distance for each category

Technique and Category

Rank

Bib #

Name

YOB

Sub-category

Sub-rank

Club, Division, Team, and University where applicable

Classification (Para-Nordic)

Nordiq Canada & FIS License number

Total Time and Calculated Time (Para-Nordic)

Time behind

Athlete sanctioned by the Jury with the rule number and the reason

Live streaming of results is expected at all FIS Canada Cup Race program events. These results should be considered “interim” only and should not be confused with Unofficial or Officials results postings.

01/09/2017 Print Results – Ski Nationals 2017 Day 4: Medium Interval Classic | Zone4.ca




## Ski Nationals 2017 Day 4: Medium Interval Classic – Results

2017-03-21 – Canmore Nordic Centre

Jury				Weather	
Technical Delegate	Pierre Millette	Conditions	Partly Cloudy		
Assistant Technical Deleg...	Dirk Rohde	Air Temperature	1.6		
Chief of Competition	Mike Norton	Snow Conditions	Transformed		
CCC Race Director	Dave Dyer	Snow Temperature	-2		

### Open Men – Official

15km (4 x 3.75km)

Name	Nation	Province	Time	Diffs
1 <b>Devon Kershaw</b> Bib: 589 1982 6521 3100006 Ontario Onaping Falls Nordic CNST	CAN	ON	0:45:05.3	
2 <b>Dag Frode Trolleboe</b> Bib: 607 1993 25050 3421788 University of Denver	NOR		0:45:49.9	+44.6
3 <b>Moritz Madlener</b> Bib: 609 1993 23184 3200426 University of Denver	GER		0:45:52.1	+46.8
4 <b>Graeme Killick</b> Bib: 596 1989 14133 3100175 Alberta Ptarmigan Nordic AWCA	CAN	AB	0:46:14.5	+1:09.2
5 <b>David Palmer</b> Bib: 592 1993 18506 3100292 British Columbia Black Jack Ski Club	CAN	BC	0:46:27.8	+1:22.5
6 <b>Eivind Romberg Kvaale</b> Bib: 586 1994 27236 3422243 University of Denver	NOR		0:46:30.3	+1:25.0
7 <b>Graham Nishikawa</b> Bib: 591 1983 12673 3100034 Yukon Whitehorse Ski Club CPNST	CAN	YT	0:46:31.8	+1:26.5
8 <b>Michael Somppi</b> Bib: 612 1988 13526 3100160 Ontario Lappe Nordic NTDC TBay	CAN	ON	0:46:44.8	+1:39.5
9 <b>Thomas Hardy</b> Bib: 554 1995 23611 3100244 British Columbia Telemark Nordic	CAN	BC	0:47:10.5	+2:05.2
10 <b>Evan Palmer-Charrette</b> Bib: 590 1994 22598 3100283 Ontario Lappe Nordic NTDC TBay	CAN	ON	0:47:10.8	+2:05.5
11 <b>Russell Kennedy</b> Bib: 611 1991 25625 3100268 Alberta Canmore Nordic Team R.A.D.	CAN	AB	0:47:13.0	+2:07.7
12 <b>Julien Lamoureux</b> Bib: 602 1994 21454 3100301 Quebec Montériski CNEPH	CAN	QC	0:47:39.8	+2:34.5
13 <b>Jack Carlyle</b> Bib: 593 1993 19782 3100266 Ontario Soo Finnish AWCA	CAN	ON	0:47:52.6	+2:47.3
14 <b>Rogan Brown</b> Bib: 606 1991 22919 3530550 Sun Valley SEF	USA		0:47:58.7	+2:53.4
15 <b>Gareth Williams</b> Bib: 613 1997 25705 3100351 British Columbia Telemark Nordic BCST Junior: 1/48	CAN	BC	0:48:01.6	+2:56.3
16 <b>Kevin Sandau</b> Bib: 600 1988 13504 3100128 Alberta Foothills Nordic	CAN	AB	0:48:08.5	+3:03.2
17 <b>Ryan Jackson</b> Bib: 575 1997 28149 3100380 Ontario Team Hardwood Junior: 2/48	CAN	ON	0:48:12.2	+3:06.9

[https://zone4.ca/race/1431e7dc-0a94-11e7-adaf-0a30a7b0db55/print\\_results/78a5f15c-0de3-11e7-aad6-003018c04ae6](https://zone4.ca/race/1431e7dc-0a94-11e7-adaf-0a30a7b0db55/print_results/78a5f15c-0de3-11e7-aad6-003018c04ae6)
1/5

The OC should produce a separate result file for: Olympic and Para nordic competitions using the naming conventions for the race files as provided by the Nordic Canada Officials Working Group.

For FIS sanctioned open competitions, trail homologation data and the FIS Homologation # must be shown in the comments bar between the header and the results matrix.

Publications by the OC should include the following:

On site complete results (unofficial, followed by official) posted either online or on a results board in accordance with timing as specified in the Nordiq Canada rules. Process of posting must be effectively communicated. Final copies are to be supplied to teams and others if requested only if there are critical issues with the online results platform.

Complete results, unofficial followed by official, published online in accordance with timing as specified in the Nordiq Canada rules.

On the event website using pdf or html format that can be viewed and downloaded from the Canada Cups website. A “printer friendly” version must be provided.

The OC must have internet access on site and must post results to the internet as soon as possible for each race. This must include live interim and/or unofficial results; these must be updated with official results as soon as they are approved by the Jury.

## **8.4 FIS Sanctioned Open Race**

For FIS sanctioned Open competitions, trail homologation data and the FIS homologation # must be shown in the comments bar between the header and the results matrix.

For the Open category, the FIS Timing Report to FIS specifications must be filed by the Timing Service provider within 24 hours of the end of each competition.

## **8.5 General Results Requirements**

The name of the race files should include the event name, race format/ open distances and designate whether the posting is a start list or final result (e.g., WJr Canada Cups–Int. 10/15 km CI Final Results). Note for Zone4 users: the site is already listed through the club key to Zone4 hence is not required in the file name.

The Title and Sponsor’s logo must accompany the Nordiq Canada and OC logos in the Header on each results page. OC sponsors and public partner logos should be placed on the Footer of each results page.

If an event is designated as a CCUNC event or Canada Cups, separate results must be produced for the university categories. Those results should show Rank, Bib, Name, University Team, Total time.

Publications by the OC should include the following:

Complete results (unofficial, followed by official) published online in accordance with timing as specified in the Nordiq Canada Rules.

Official results must be linked on the Event Website.

Results should also be printer compliant (pdf or html) on a recognized results system capable of interfacing with the CPL database and FIS event registry.

## **9 Competition Points**

### **9.1 Canada Points List**

Canada Points List (CPL) and Para nordic Canada Points List (PNCPL) points will be calculated for all individual Nordiq Canada Ski Canada Cups competitions and after the Nordiq Canada Ski Canada Cups are over will be entered into the CPL ranking system for the appropriate points period as per the rules of the CPL.

CPL points reporting, and management are the responsibility of Nordiq Canada.

Only racers that have been seeded together in common distance competitions will be combined for point calculation purposes.

### **9.2 FIS Olympic and Para Nordic Points**

For FIS-sanctioned competitions – i.e., individual competitions in the Open categories – the TD, is responsible for completing the online FIS TD Report and confirming the Race Penalty calculations.

The FIS Timing report must be filed with the FIS prior to the FIS results becoming eligible for FIS points.

FIS points will be calculated for all individual competitions in the Open categories (for FIS license holders only) and Para Nordic classification categories.

The FIS points calculations in appropriate format (xml) will be submitted electronically to the FIS online system for the Olympic stream results and to FIS PS directly for Para Nordic results. This is the responsibility of Nordiq Canada.

## **10.0 Technical Staff and Jury**

### **10.1 Technical Delegate (TD), Assistant Technical Delegate (ATD)**

The TD and the Assistant TD (ATD) are appointed by the Officials' Working Group of Nordiq Canada and final approval by the SDD.

Nordiq Canada will confirm these appointments to the OC and provide the TD with the name and contact information of the Chairperson of the Competition Committee by November 1, 2023.

Communication will occur directly between the Competition Committee Chair, TD, ATD and EOM/SDD.

All reasonable travel, gas and accommodation expenses as well as the FIS TD stipend of the TD are the responsibility of Nordiq Canada for the event. All reasonable travel, gas and accommodations for the ATD are the responsibility of the OC for the event.

The TD's expenses must also be covered by the OC if a pre-event visit is required. Per diems for the TD and ATD should be paid when the officials arrive on site, based on the standard Nordiq Canada per diem rate. For reference the Nordiq Canada Travel Policy on-line at [www.nordiqcanada.ca](http://www.nordiqcanada.ca).

If possible, an Apprentice TD from the host region may be appointed (a new Level III) to learn and to assist the TD with the permission of Nordiq Canada. The cost for this apprentice should be shared between the Apprentice TD, their Division and their club.

### **10.2 Sport Development Director and/or Events and Official's Manager**

One of the Sport Development Director or the Events Manager are the Nordiq Canada staff assigned to the Canada Cups and Nordiq Cup Races. Duties of the SDD/EOM, or their designate, are:

Be the Nordiq Canada Race Director and member of the Jury.

To represent the interests of Nordiq Canada.

To schedule and conduct inspections of new sites interested in hosting Tier I competition.

To ensure that the Nordiq Canada Hosting Agreement is signed between Nordiq Canada and the OC.

To ensure that all aspects of the organizer's contract are correctly fulfilled.

To monitor the proper operation of the event according to the Nordiq Canada Technical Package and Host Agreement in force, and report issues to the Nordiq Canada SDD as necessary.



To provide coordination and support to all Jury members by providing information and advice.

To oversee and manage the production and promotion of the Aggregate Results.

To coordinate xml race results production and filings to FIS and CPL calculations.

To manage and collaborate with the OC to ensure compliance with event marketing and sponsorship aspects.

To liaise with the TD and OC to discuss best practices and issues arising over the course of the season and event

Accommodation expenses of the SDD/EOM, or designate, are the responsibility of the OC.

### **10.3 Jury Composition and Function**

The Jury at the Nordiq Canada Ski Canada Cups will include:

- FIS Technical Delegate – Jury Chair
- Chief of Competition
- Nordiq Canada Race Director
- Assistant Technical Delegate
- International Jury Member (as necessary and approved by SDD)

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

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

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

A Jury Secretary must be appointed by the OC and be responsible for the coordination of the Jury room, meeting minutes, course maps and race results distribution for all Jury members, documents, and forms specific to Jury duties (i.e., Protest, Appeal and Sanction forms).

### **10.4 Team Captains' Meeting**

All TCM's will be conducted virtually. The OC will provide a meeting link to all coaches no later than noon of the same day.

An initial TCM should take place the evening prior to the event as per Competition Regulations section 305. At this time, the TD and Jury will be introduced.

The TD will address the TCM, and make any points related to rules or rule changes that need to be emphasized for the event or for the first competition.

Additional meetings will occur the day before each subsequent competition day.

Translation services must be available for all TCMs.

The OC has available to them a Nordiq Canada TCM power point template if required.

Seed lists for the next race must be made available for corrections to be handed back to the race office no later than 3PM.

No corrections are to be made during or after the TCM.

The race start list for the next race day should be made available online prior to the start of race day, following the 3PM cutoff.

OC seeding lists should include all skier withdrawals and confirm spelling, age sub-categories, CPL and FIS points, Nordiq Canada and FIS licenses, club, team, and national affiliation of each competitor at these meetings.

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.

## **11.0 On-Site Facilities**

### **11.1 Emergency Action Plan**

The OC must have a secure site plan in the event of unforeseen events such as inclement weather, event security threat, and site evacuation situations.

The emergency evacuation plan should be posted prominently and reviewed at the coaches meeting.

The OC must also present an Emergency Action Plan to Nordiq Canada's Race Director prior to the start of the first official training day.

## 11.2 On Site Medical Services

### 11.2.1 First Aid Stations

A general first aid service must be available to all. Ideally stations should be set up in an easily accessible area. The first aid stations should be equipped to deal with all first aid treatments and any emergency situations.

The First Aid Stations must be staffed by qualified personnel one hour before the competition is scheduled to begin, throughout the competition day, and for one hour after the finish of the last race. They should also be available during any official training days. All trained first aiders should hold a recognized standard first aid certification, certified paramedics, licensed doctors, and nurses are considered qualified personnel.

It is mandatory that an Artificial Electrical Defibrillator (AED) be on site and located at the main first aid station.

Officials on course should have a First Aid Kit and water.

### 11.2.3 Hospital and Ambulance Service

The OC must inform all local emergency health services (i.e. hospitals, emergency medical service teams, etc.) about the event. They should be encouraged to be part of the process in preparing for the competition.

Emergency service vehicles should be encouraged to attend on site during the competition and during any official training days. The competition site must be accessible to 9-1-1 emergency medical services teams. They must have free access down the length of the course and out on to the public roads.

The OC must post the address or postal code for the facility on the front door of the main building. The OC must announce the address/postal code to all at the TCM. It is also encouraged that the address is distributed in the club information package for emergency situations.

## 11.3 Warming Facilities and Restrooms

- The expected entry for the Canada Cups is 300-500 competitors. The site should have suitable on-site sheltered accommodation.
- A separate space should be available for both genders at the competition site to permit athletes to change from wet competition clothing to warm-ups and dry undergarments.
- Accessible Washroom facilities must be available for athletes, coaches and officials. There must be one toilet for every 25 people. Flush toilets are preferred, however rented portable toilets are sufficient provided they are pumped out daily. Toilets should

be inspected on a very regular basis throughout the day and restocked with supplies as required. This is an essential service, and many demands are placed on this system on race days.

- Hand wash stations or hand sanitizer must be available at all restroom facilities.

## 11.4 Waxing Facilities

- Separate sheltered waxing facilities, appropriate in size, must be provided.
  - Up to 8 athletes = 1 table (2 forms)
  - 8 – 16 athletes = 2 tables (4 forms) or the size of one regulation cabin (8'x12')
  - 16 – 24 athletes = 3 tables (6 forms)
  - 24 + athletes = 4 tables (8 forms) or the size of two regulation cabins (8'x12')
- Teams can rent tents from OCs to provide additional space at reasonable market value and approved by SDD/EM.
- The provision of additional outside power outlets and outside waxing & parking space for customized club waxing facilities is also recommended. If such space is required, teams must notify the Venue Chair at least two months prior to the event. A cost of \$50-day per electrical hook up is charged to teams. Properly heated, lighted and
- Portable trailers and permanent wax cabins must include active ventilation systems to effectively remove dangerous vapours. Fans should be rated to move 180 – 200 cfm for 300 sq/ft and be capable of completely recycling the air in the wax facility each night.
- Please note the Nordiq Canada No Fluoro Wax Rule will be in effect at the Canada Cups.
- Team technicians must be encouraged to wear, at a minimum, half mask respirators rated for chemical clean-up, grinding, masonry or painting spray units that provide protection against organic vapors and a minimum 95% efficiency against non-oil particulate aerosols. N95 (95% efficient protection against non-oil particulates). Full face masks will protect eyes from dangerous vapours and dust. The use of disposable gloves is also recommended as the skin represents a secondary source of exposure to toxins. For reference visit:

[http://www.uline.ca/BL\\_992/3M-6000-Reusable-Respirators](http://www.uline.ca/BL_992/3M-6000-Reusable-Respirators) and  
[https://www.3mcanada.ca/3M/en\\_CA/worker-health-safety-ca/respiratory-protection/](https://www.3mcanada.ca/3M/en_CA/worker-health-safety-ca/respiratory-protection/)

- Designated wax areas should be coordinated along Province/Territorial Club jurisdictions with a minimum of 20 athletes including the following groups:
- National Ski Team

- National Development Centres (AWCA, TBay, CNEPH)
- Visiting National Team programs
- Foreign Guests
- Outlets at the start for “hot boxing” skis for the sprints are not required. Wax pits may be permitted at the discretion of the Jury for Team Sprint and Sprint competitions.
- Ski exchange boxes will not be permitted in the mass start competitions.

### **11.5 Wax Testing**

- A suitable hill for glide testing must be within 1 km of the stadium area and not on the racecourse.
- 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 to simulate race conditions.

### **11.6 Drinking Water**

A minimum of two (2) accessible water station must be available.

It is strongly recommended that an additional water station is placed or is available in the spectator area.

### **11.7 Doping Control**

Athletes and coaches must be aware that doping control tests may be conducted by the Canadian Centre for Ethics in Sport (CCES) on a random basis in accordance with the Canadian Anti-Doping Program (CADP).

To avoid an inadvertent positive test and the consequences of an anti-doping rule violation, athletes are encouraged to take the following steps:

Check the Global DRO ([www.globaldro.com](http://www.globaldro.com)) to determine if any prescription or over-the-counter medications or treatments are banned by the WADA Prohibited List.

Review medical exemptions requirements ([www.cces.ca/medical](http://www.cces.ca/medical)) if you require the use of a banned medication for a legitimate medical reason.

Do not use supplements or take precautions prior to doing so. Supplement products cannot be verified by the CCES or in the Global DRO. A lack of industry and government regulation makes it impossible to confirm their ingredients. Read more: [www.cces.ca/supplements](http://www.cces.ca/supplements)

Review the steps of the doping control sample collection procedures: [cces.ca/sample-collection-procedures](https://cces.ca/sample-collection-procedures)

For additional resources and general information about anti-doping, please contact the CCES:

Email: <https://cces.ca/contact-us> link

Call toll-free: 1-800-672-7775

Online: [www.cces.ca/athletezone](https://www.cces.ca/athletezone)

The Chief of Competition should contact the Nordiq Canada SDD one month 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 confidential. The OC must conform to the following guidelines if doping control is conducted during the event.

#### **11.7.1 Doping Control Facilities**

Doping control facilities and proper equipment must be provided in an area within walking distance of the stadium (permanent structure or trailers) or an acceptable driving distance that has a dedicated driver and chaperones.

The doping control area should be divided into three (3) separate areas:

The waiting area should be large enough to accommodate athletes, representatives accompanying athletes, representatives of the CCES and doping control personnel.

Working room with table for three (3) people.

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

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

Provision of six (6) – eight (8) volunteers to assist with the control, 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.

More specific details will be provided to the LOC by CCES if controls are planned for their event.

## **12.0 Awards and Medal Ceremonies**

### **12.1 Cash Purse for Open categories**

To raise the profile of the sport, encourage senior skiers to continue to compete and attract high quality fields in North America, OCs are encouraged to offer a cash purse to the winners of the Open category for the interval start, sprint and mass start competitions.

### **12.2 Awards Presentations**

The Awards Coordinator should prepare a blank ceremony list where the names of presenters, athletes and prize description can be written in immediately after each competition.

Awards should be presented on-site. Ideally awards are presented at pre-announced intervals during the competition schedule and the availability of the unofficial category results (see rule 317.2.1). If awards do not take place immediately after the finish of a category, racers should be allowed to cool down and change into dry clothes. The medal presentation ceremony should take place as soon as results are verified as not to make athletes wait in the cold.

Formats for the presentation of awards are at the discretion of the OC. The ceremony should be located within spectator sightlines and accessible for para Nordic athletes. Where a podium is used, it must be accessible.

The normal order of awards presentation is as follows: 6<sup>th</sup>, 5<sup>th</sup>, 4<sup>th</sup>, 3<sup>rd</sup> place, 2<sup>nd</sup> place, and 1<sup>st</sup> place. Categories should be presented as groups in turn.

Presentations should be brief, the announcement to include the name of the category, athletes' name, club, team, and position.

Once the athletes have been announced and have taken their position on the podium, the name and affiliation of the presenter should be introduced followed by the awarding of the medals and prizes.

The Awards Coordinator should prepare a blank ceremony list where the names of presenter, athletes and prize description can be written in immediately after each competition.

### **12.3 Individual and Team Medals, Cash and Merchandise Awards**

#### **Canada Cups Medals and Merchandise Awards**

Athletes are eligible for medals and awards (including cash) as per the Athlete Eligibility Section 4.0 within the category in which they choose to compete.

Medals will be given to the top three (3) individuals in each age category for each individual competition. Merchandise prizes are to be given to the top six (6) places.

Note: For the Open Sprint Category

- Open Podium

Top 6 athletes regardless of age category

- U20
  - Top 6 U20 starting with the highest ranking U20s in the Open Heats, followed by the next highest ranked athletes in the U20 Heats.

Medal and merchandise award will be given to the Top U23 in each event.

All medals and merchandise awards will be coordinated and paid for by the Organizing Committee.

Top three (3) athletes in the Open CCUNC category will receive medals and merchandise awards. In the case of sprints, the sprint qualification rank will determine the CCUNC category winners to permit skiers to compete in their designated sub-categories during the heats.

## **12.4 Other Awards**

Other awards may be introduced by Nordiq Canada or Nordiq Canada sponsors. In these instances, prizes/awards will be provided by Nordiq Canada or the sponsor. Nordiq Canada will be responsible for calculating results. Details of such awards will be provided to the OC by the Nordiq Canada EOM.

## **13.0 Marketing Opportunities**

Nordiq Canada retains the marketing rights and properties to the Nordiq Canada Canada Cups.

Nordiq Canada will work with the OC to provide marketing and promotional opportunities for the OC of the Canada Cups. The OC is encouraged to partner with Nordiq Canada in planning, to promote their event as widely as possible.

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

To capture useful information related to marketing of the Canada Cups, the OC may be asked to complete an Event Sponsor and Media Evaluation Report after the Canada Cuos have been completed. The form will be provided by the SDD.



### **13.1 Marketing Rights of Nordiq Canada**

Nordiq Canada has the following marketing rights for the Event, and will outline to the OC by November 15, before the Event which 'rights' it will choose to use:

Right to name competitions within the event that has a national implication – e.g. “the AltaGas Canadian Sprint Series” - with associated Day Sponsors.

Right to locate Day or Supportingsponsor banners in the stadium are outside of the primary location start/finish area (maximum of two banners per sponsor) as mutually agreed to by the OC and Nordiq Canada. The intent is to provide a balance between the bannering provided to the Title Sponsor and the bannering provided for day and supporting sponsors. A signage plan should be agreed upon by November 15, between the Nordiq Canada SDD, or their designate, and the OC's marketing coordinator.

Right to set up a Nordiq Canada vendor tent.

Right to host activities as required to promote athlete pathways, officials' pathways, coaching pathways, or Title Sponsor support.

Right to provide podium or awards ceremony backdrops.

Right to have 2 Nordiq Canada Supporting sponsor flutter flags in the Start/Finish Area and at the Awards Ceremony.

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

Right to have Nordiq Canada representatives participate in the Awards Ceremony.

Note: “Primary location” is defined as the area directly adjacent to the start/finish area, required to effectively position Title sponsors. Day and Supporting sponsor banners, whether they are Nordiq Canada or OC sponsors and suppliers, will be placed in the remaining area of the stadium outside of the primary start/finish area.

### **13.2 Obligations of Nordiq Canada**

Nordiq Canada may provide financial (i.e., the Hosting Grant/ISSE) and/or value in kind support as identified in the Agreement to Host to the OC to subsidize event operating costs, including athlete prize monies if cash is available. Nordiq Canada will follow the Sport Canada Compensation Agreement with respect to the ISSE and dispersal of money.

Nordiq Canada will provide bibs, banners and, where possible, in support of Nordiq Canada sponsors and suppliers.

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

Nordiq Canada will sanction the Open events with FIS.

### 13.3 Marketing Rights of the OC

The OC is provided certain marketing rights and opportunities associated with the Event. Sponsors and suppliers obtained by the OC cannot conflict with recognized sponsors and suppliers of Nordiq Canada unless written permission is granted by Nordiq Canada through the SDD or designate.

The following are the rights and opportunities of the OC:

Right to name a Title sponsor “The 2023 Canada Cups presented by [Title sponsor company]

Right to develop an Event Logo or brand in consultation with the SDD. In doing so, the OC agrees to incorporate the bilingual name of the event and the Title Sponsor name within the logo;

Right to name Day sponsors (specific event sponsors), where no national sponsor has been identified – e.g., the 2023 Canada Cup mass start, presented by Company W;

Right to develop and corporately brand sprint race bibs;

Right to place “Title, Day and Supporting Sponsors on Podium Backdrop;

Right to display Title sponsor banners in the primary location adjacent to the start/finish area as mutually agreed to by the OC and Nordiq Canada.

Right to locate Day or Supporting sponsor banners in the stadium area outside of the primary location start/finish area (maximum of two banners per sponsor) as mutually agreed to by the OC and Nordiq Canada. The intent is to provide a balance between the bannering provided to the Title Sponsor and the bannering provided for Day and Supporting sponsors. A signage plan should be agreed upon by November 15, between the Nordiq Canada SDD, or their designate, and the OC’s marketing coordinator.

Right to recognize the names/logos of event and race presenting sponsors on the start/finish banner, over PA announcements and on collateral material as per Nordiq Canada branding guidelines;

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

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

Note: “Primary location” is defined as the area directly adjacent to the start/finish area, required to effectively position Title sponsors. Day and Supporting sponsor banners, whether

they are Nordiq Canada or OC sponsors and suppliers, will be placed in the remaining area of the stadium outside of the primary start/finish area.

### **13.4 Obligations of the OC**

The OC is responsible to provide accommodation for Nordiq Canada's EOM. The EOM is on location as the primary liaison between Nordiq Canada and the OC. Appropriate internet access is required for the EOM, at both the event site and hotel.

The OC is required to fulfil the following:

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

Recognition of the Title Sponsor in the Event logo

Primary recognition for the Title Sponsor in any media activities relating to the event, including but not limited to, brand positioning on all collateral and electronic material, prominence at all related media events (podium signage, name association, special presentations), title name ID in race reports.

Use of competition bibs as provided by Nordiq Canada.

Display of all Nordiq Canada sponsor/supplier banners as specified in 13.3 above. Note that the OC is financially responsible for the safe return of all banners and bibs supplied by Nordiq Canada.

Submission of a post-event revenue and expense summary, together with all related media clippings and event photos, within one month of event completion.

Recognition of all Nordiq Canada sponsorship terms and agreements as may be identified by the SDD or designate.

In addition, the OC is encouraged to host local and regional representatives of Nordiq Canada sponsors and invite them to participate in event festivities, award presentations, etc. Nordiq Canada will coordinate invitations when local sponsor presence is appropriate.

### **13.5 Press Relations**

Nordiq Canada can provide background material on participating NST athletes, current standings, photos, etc. The OC's media and communications coordinator should be in direct contact with RD/Nordiq Canada Marketing and Engagement Coordinator.

The OC maintains responsibility to produce a daily press summary for all races that would include distribution to FIS and Nordiq Canada offices.

### 13.6 Media Services

The OC must provide adequate on-site media servicing for media in attendance as well as a public interested in event results.

Services should be proportionate to the expected media and the site and include:

- Access to high-speed Wi-Fi internet;
- Cell phone or direct phone defined service which works from site; and
- Live streaming of results

The OC's media and communications coordinator will work with the Nordiq Canada Marketing and Engagement Coordinator to assist local and national media on site.

### 13.7 Media Evaluation and Reporting

An integral part of Nordiq Canada '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 the OC Press/Media Liaison Official collects 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 Report completed by the OC and forwarded to the EOM. This will help play a large part in solidifying sponsorship efforts in the future.**