JACKRABBITS **JAMBOREE**

HOSTING GUIDE

November 2026



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01 INTRODUCTION

The Jackrabbits Jamboree is a free, family-friendly cross-country skiing festival hosted regionally by clubs and divisions with support from Nordiq Canada. It brings new children and families into the sport, builds connections across the Jackrabbits community, and provides an inviting pathway into local club programs.

Jamborees are regional celebrations rather than races or training camps. Hosts can adapt the length, schedule, and optional activities to their community while maintaining the core participant experience.

Jamboree at a Glance

- Hosting Grant: up to $10,000 per selected host
- Target Audience: Children ages 4-13 and their families
- Event Format: One day or weekend event
- Required Components: Five core stations: an Info Zone, equipment access, food and refreshments, registration and reporting, and enthusiastic recruitment of as many participants as possible

02 JACKRABBITS JAMBOREE OBJECTIVES

- Introduce children and families who are not currently club members to cross-country skiing through a free, welcoming event that requires no previous ski experience.
- Create a fun, inclusive, and accessible experience for children ages 4 to 13 and their families, regardless of whether they are currently involved in a ski club.
- Build community among participants, clubs, coaches, and regional partners.
- Help parents understand equipment, costs, programs, and how to join a local club.
- Introduce children with disabilities and their families to Para Nordic skiing through information and opportunities to try adapted activities.

03 WHY HOST A JACKRABBITS JAMBOREE

- **Celebrate and strengthen your local ski culture** – bring together athletes, coaches, volunteers, schools, community partners, and families.
- **Grow participation and visibility in your community** – introduce more children and families to skiing through a fun, welcoming event that showcases everything your club or division has to offer.
- **Create lasting connections with local families** – give participants a positive experience that will lead to future program registrations, volunteer involvement, and long-term engagement with your club.
- **We'll help set you up for success** – Along with funding, clubs and divisions receive participant swag, volunteer appreciation items, promotional materials, event resources, and planning

support, making it easy to deliver a memorable experience. Any remaining funds can be reinvested to strengthen local ski programs and grow participation in your community.

04 PLANNING YOUR JACKRABBITS JAMBOREE

Audience and event principles

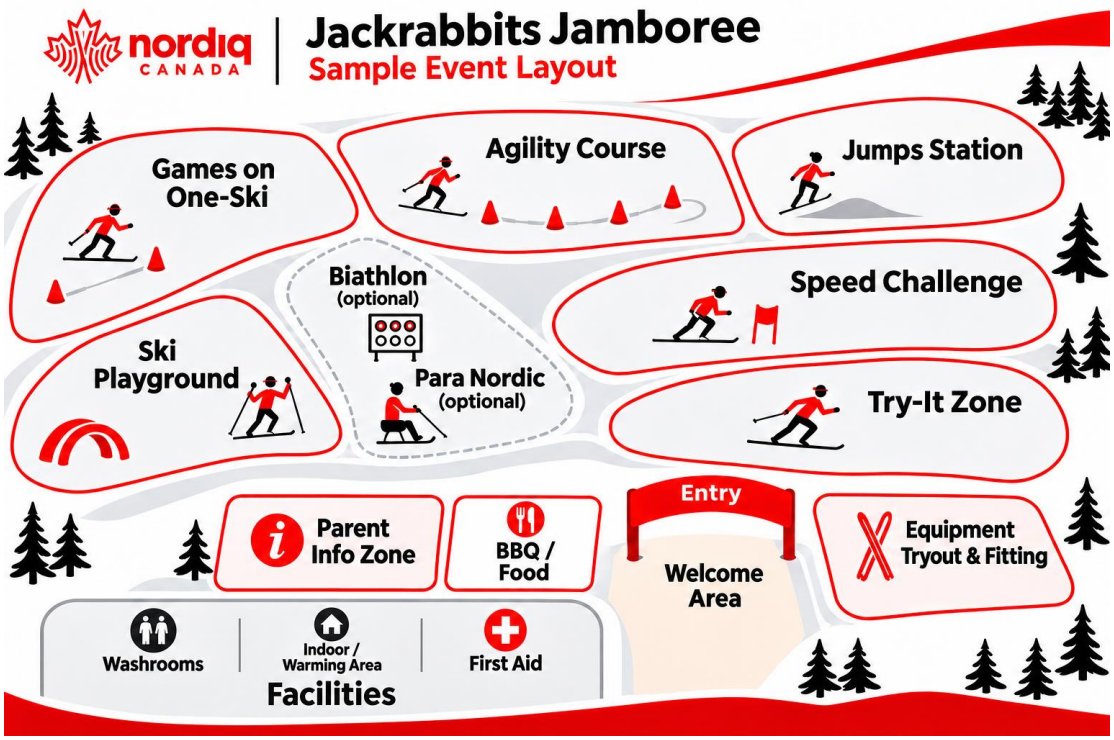
Primary audience: Children ages 4 to 13 and their families, with particular emphasis on new skiers and families not already involved in clubs. Events should remain welcoming to current Jackrabbits and Track Attack participants and their families.

Host clubs are encouraged to collaborate with their division, neighbouring clubs, and other community partners to develop a regional event where possible. Events should foster collaboration among clubs and partners, with anticipated participation ranging from 20 to 300 participants or more, depending on local capacity.

Site selection and preparation

- Select a venue with beginner-friendly snow terrain and sufficient space for clearly separated activity zones.
- Plan for an arrival/Info Zone, ski fitting and a safe introductory area; identify accessible washrooms, warming/shelter space, parking, and food station.
- Map activity flow, signage, supervision locations, and safe entry/exit points; adapt the layout to expected attendance.
- Arrange skis and boots for participants who need them, using club equipment, local rentals or Nordiq Canada's ski fleet (subject to availability). Determine how equipment will be reserved and distributed. Hosts using Nordiq Canada's fleet are responsible for shipping costs.
- Provide food options (e.g., a BBQ station or food trucks).

Suggested Event Layout



Pre-Event Readiness

Before the event, hosts should confirm that the venue and activity areas are prepared, equipment and supplies are available, volunteers understand their assignments, registration and participant equipment needs have been reviewed, and safety and weather contingency arrangements are in place.

05 HOST RESPONSIBILITIES AND FUNDING

Nordiq Canada Provides	Host Clubs / Division Responsibilities
• Standardized event registration form through Zone4 • Event branding and promotional materials • Up to $10,000 in host funding • Participant stamp cards, stickers, educational materials and event swag • Host guidance, activity instruction cards	• Identify venue, dates, regional partners and local event format • Confirm equipment, staffing and facility needs within the event budget. • Arrange skis, boots, activity equipment and venue logistics • Recruit and prepare coaches, volunteers and activity leaders • Manage confirmation list, local

and facilitator preparation

- Nordiq Canada representative at the event
- Reporting templates and participant follow-up guidance

promotion, waivers and attendance

- Deliver event, follow up with families and complete event report

Funding of up to $10,000 is available to help clubs/divisions host a Jackrabbits Jamboree. Grant amounts will be tailored to the size and needs of each event. Organizations may use the funding in the manner that best supports local delivery of their Jackrabbits Jamboree. This may include expenses such as ski equipment, volunteer support or other event-related costs. Funded events must provide the program elements outlined above.

Funding will be provided in two instalments: one-third upon signing the host funding agreement and the remaining two-thirds following acceptance of the final event report.

06 EVENT SCHEDULE

A flexible festival format allows families to arrive during the event, visit an orientation point, and join stations in any order. Hosts may offer a one-day Saturday event or an extended Friday–Sunday experience, depending on local travel patterns and capacity.

Suggested time	Suggested activity
Friday 5:30–7:00 p.m.	Optional welcome social, ski fitting, family gathering or evening activity
Saturday 9:30 a.m.	Arrival, equipment fitting and registration confirmation
Saturday 10:00 a.m.	Welcome and warm-up; beginners introduced to ski basics
Saturday 10:30 a.m.–12:00 p.m.	Open activity stations; flexible rotations and late arrivals
Saturday 12:00–12:45 p.m.	Lunch / community gathering
Saturday 1:00–2:30 p.m.	More stations, optional guests, parent education and mini-challenges
Saturday 2:30–3:00 p.m.	Optional family relay or group celebration
Sunday morning	Optional adventure ski, relays or family ski time

Nordiq Canada is expecting host club to run event from January to April (depending on opportunities and snow offer).

07 ACTIVITY STATIONS

- Each Jackrabbits Jamboree must include at least five core activity stations and one Info Zone. Providing more activity stations is encouraged.

- Hosts should adapt station difficulty for different ages and abilities and allow families to move between activities at their own pace.
- Focus on play-based activities and challenges rather than formal instruction or competitive results.

Core Activity Station	Purpose and Key Setup	Equipment and Staffing
INFO ZONE	Welcome and orientation point with check-in support, activity passports/stamps, event information and local club/Jackrabbits program details. Provide a clear starting point for families arriving.	**Equipment:** Table, signage, passports, stamps and event materials. **Staffing:** Welcome and check-in volunteers.
TRY-IT ZONE	Beginner-friendly area for equipment fitting and first movements: putting skis on, moving and gliding, stopping, falling and getting up. Have helpers available for first-time skiers.	**Equipment:** Skis, boots, poles as appropriate, fitting area and markers. **Staffing:** Coaches or experienced volunteers to assist beginners.
AGILITY / OBSTACLE COURSE	Cones, arches and markers for circles, figure-eights, step-overs, balance and direction changes. Offer simpler and more challenging routes for different abilities.	**Equipment**: Cones, arches, hoops and course markers. **Staffing**: Station lead and activity volunteers.
SKI PLAYGROUND	Exploration on suitable gentle bumps, rollers and small terrain features. Let children repeat and choose challenges at their comfort level; use existing ski playground features where suitable.	**Equipment**: Suitable terrain features and markers. **Staffing**: Station lead and supervising volunteers.
GAMES ON ONE-SKI	One-ski games and group challenges using balls, soccer, frisbees and cones.	**Equipment**: Suitable terrain features, markers, balls, cones, frisbee and others. **Staffing**: Station lead and supervising volunteers.
SPEED CHALLENGE	Short, playful sprint or personal-best challenge, such as racing a coach or trying again to improve. Emphasize participation and fun rather than rankings.	**Equipment**: Course markers, start/finish signage and optional timing equipment. **Staffing**: Station lead and volunteers to manage starts and finishes.

Nordiq Canada will provide activity instruction cards for each of the activity stations, including detailed setup guidance, equipment requirements and instructions for volunteers. These cards will be provided to selected hosts before their events to support the preparation and delivery of activity stations.

Bonus stations

Hosts that can offer bonus stations may receive additional consideration during the host selection process, depending on available terrain, equipment and volunteer capacity.

- **Biathlon Station:** Introduce participants to biathlon through activities such as EcoAims target-shooting or biathlon-themed games. Hosts interested in offering this station are encouraged to connect with local biathlon clubs or divisions for assistance with equipment and station delivery. Nordiq Canada can help facilitate connections with Biathlon Canada or local biathlon organizations where possible.
- **Para Nordic Station:** Provide opportunities for participants to explore Para Nordic skiing through activities representing four participation categories: sitting, standing, visual impairment, and intellectual disability (including Special Olympics). Hosts interested in offering this station are encouraged to connect with local Para Nordic programs, clubs or community partners to explore equipment availability and support with station delivery. Nordiq Canada will be able to help identify potential contacts and resources to assist with planning.

Optional stations and festival features

Hosts may include additional activities based on available terrain, equipment, and volunteers.

- **Ski skills and challenges:** Slalom, criterium loops, rollercoasters, relays and adventure trails.
- **Games and play:** Tag, hoop and beanbag games, tow-rope activities, etc.
- **Other ski experiences:** Skating activities, family skis and group challenges.
- **Festival activities:** Music, hot chocolate, food stations and family gathering areas.
- **Parent activities:** Skiing demonstrations, equipment and waxing workshops, and information about local club programs.

08 COACHES AND VOLUNTEERS

Hosts will recruit local coaches and volunteers to deliver a welcoming, playful experience rather than a formal coaching or competition environment.

- Designate one local event lead and an on-site contact for Nordiq Canada.
- Assign named leads for each station, the Info Zone, equipment fitting and safety response.
- Conduct a pre-event volunteer briefing covering station assignments, activity instructions, participant flow, supervision, inclusion, emergency procedures and weather-related changes.
- Assign volunteers or coaches to deliver parent demonstrations and information sessions.

Hosts should plan for approximately one coach or volunteer for every 10 children, with additional support for beginner activities and participants requiring individual assistance. Station leads should have appropriate coaching experience, with Community Coaching (CC) or Learning to Train (L2T) qualifications where available.

Nordiq Canada will provide facilitator training and orientation before the event. A Nordiq Canada representative will attend each Jamboree to support event delivery. Nordiq Canada may also help connect host clubs with regional athletes or other expert representatives.

09 PARENT INFORMATION

Parents should feel welcome to watch or participate alongside their children. Hosts should:

- Provide practical information on ski equipment, clothing and waxing.
- Explain local club programs, costs and registration.
- Provide families with take-home information about local ski clubs and how to register for programs.

10 REGISTRATION AND PROMOTION

Promotion and Recruitment

Hosts are expected to reach beyond existing ski-club mailing lists. Potential channels include schools, recreation departments, community groups, local media, neighbouring clubs and division partners. Promotional materials should clearly state that the event is free and beginner friendly.

Nordiq Canada will provide event branding and promotional materials before participant registration opens.

Participant Registration

Hosts will manage participant registration through Zone4, using the registration requirements established by Nordiq Canada. Registration will distinguish existing club members, previous Jackrabbits participants and first-time skiers, and collect participant information, equipment needs, required waivers and consent for follow-up communications.

Registration should open approximately four weeks before the event and close one week before the event, allowing hosts time to confirm attendance and equipment requirements. Walk-in registration may be accommodated where space and equipment are available.

11 SAFETY AND INCLUSION

- Conduct a venue and activity risk review before the event, including safe run-outs, participant flow, changing snow conditions and beginner access.
- Designate an on-site safety lead responsible for coordinating first aid, emergency response and incident reporting.
- Ensure first aid supplies and a designated first aid responder are available throughout the event.
- Establish an emergency response plan, including emergency contacts, access for emergency vehicles and procedures for contacting emergency services.
- Establish weather-related contingency plans for conditions such as insufficient snow, icy trails or extreme cold, including consideration of alternate dates or venues, cancellation procedures and how participants and volunteers will be notified.

- Ensure appropriate supervision at each activity station and adapt activities for different ages, abilities and Para Nordic participants, including sit skiers and visually impaired skiers as appropriate.
- Ensure the event meets Nordiq Canada's insurance and safe sport requirements, including any required event sanctioning, participant waivers and volunteer screening.
- Provide warming options and monitor cold-weather exposure, especially for children and participants requiring adaptations.

12 FOLLOW-UP AND REPORTING

An important goal of the Jackrabbits Jamboree is to encourage new participants to continue skiing through local clubs and Skills Development Programs. Host clubs should follow up with interested families after the event, including providing information about Para Nordic skiing opportunities where appropriate, and track subsequent registrations during the following ski season.

Category	Before the Event	During the Event	After the Event
Recruitment	Promote to non-club families	Welcome participants and share local club information	Send follow-up information and invitations to local programs
Participant Tracking	Set up registration fields to identify new participants	Record attendance and participation categories	Track new club and program registrations
Club Connections	Confirm local club programs and registration opportunities	Collect participant interest in future programs	Connect interested families with appropriate clubs
Feedback and Reporting	Prepare participant feedback questions	Collect brief participant and parent feedback	Review feedback and submit the initial Host Reporting Form and 27-28 Reporting Form

Event Reporting

Nordiq Canada will provide selected hosts with the Host Reporting Form following their selection. Hosts will submit the completed form within 10 days of their Jamboree, documenting participation, activities delivered, participant feedback, a summary of event expenditures, lessons learned, recommendations for improving future Jamborees and opportunities to increase participation in future years.

Hosts will also provide a follow-up during the 2027–28 ski season to track new club and program registrations.

13 HOST SELECTION AND TIMELINE

Nordiq Canada will consider the following factors when reviewing host applications:

- **Participant Growth:** The potential to attract new participants to cross-country skiing and contribute to increased registrations in local clubs.
- **Collaboration:** Involvement of local clubs, divisions and community partners in planning and delivering the event.
- **Event Activities:** The proposed activities, including bonus stations and other creative elements.
- **Geographical Distribution:** Supporting events in as many regions across Canada as possible.
- **Event Scale and Future Potential:** The anticipated number of participants, overall reach of the event and opportunities to build on its success in future years.

Next steps?

November 23rd	Opening period for the Application process
December 10th	Application process deadline for host clubs
December 20th	Confirmation host selection by Nordiq Canada
January to April	Period to host a Jackrabbits Jamboree