

A)	Pre-Race Information:
1.	Did the OC provide you with sufficient information from the time of your appointment?
2.	Identify any items that needed improvement.
3.	Rate the quality, frequency and effectiveness of your TD communication with the organisers. 1 = poor ... to ... 5 = excellent
4.	Comment on quality and effectiveness of the Race Notice.
5.	How was the registration process handled (Zone4, other online service, fax service)?
6.	Did the organizer understand the seeding requirements of the competition? (Y/N) If No, please describe any problems:
7.	Were there any aspects of the Technical Package for this competition that the organizer did not understand? (provide details so that it can be improved) (Y/N) If yes, please describe:
8.	What CPL was used for seeding this event? Were there any seeding problems or issues?
9.	Team Captain's Meetings: were they well organized, was there sufficient space? (Y/N) If No, please describe:
10.	What methods were used to conduct the draw? Identify any problems that occurred.
11.	Were start lists available immediately following the TCM? Please comment.

B)	Venue
1.	Comment on the quality of site preparations? (excluding the race courses) What were the best attributes? What aspects needed improvement?
2.	Comment on the suitability of the stadium for the different competition formats:
3.	Comment on the quality of the race course preparations? (identify any problem areas)
4.	Describe the standard of the course maps and the accuracy of information provided? Were map profiles included? (Y/N) Was the data accurate? (Y/N)
5.	Was the signage and course marking adequate? (Y/N) Were there any instances where competitors took the wrong course? (Y/N) If yes, please describe:
6.	Comment on snow conditions and snow/course preparation:
7.	Comment on grooming systems and execution:
8.	Comment on weather conditions during the event:
9.	Comment on the adequacy of the waxing facilities (size, #, location): Were the waxing facilities ventilated:
10.	Was there a suitable space for the Jury to work and hold its meetings? (Y/N) If No, please describe:

11.	For each of the following areas please rate the effectiveness/adequacy of services: 1 = poor ... to ... 5 = excellent	
	Official Notice Boards	
	Public address system	
	Announcers (skills & knowledge)	
	Warm-up & warm down tracks	
	Wax testing areas	
	On course Feeding Stations	
	Mixed Zone services (beverage etc)	
	Course and Stadium access control	
	Media coverage	
	Spectator turnout	

C)	Timing and Results Production
1.	What Race Management software was used to time and produce results?
2.	What timing system(s) was used? (A,B,C) Were transponders used? (Y/N) If yes what system:
3.	Were the Unofficial Results posted within 30 minutes of the last competitor finishing? (Y/N) If No, please describe the circumstances:
4.	Were the Official Results posted immediately following the end of the protest period? (Y/N) If No, please describe the circumstances:
5.	Was there a back-up system capable of producing results in a timely manner if the main system crashed? Please comment:
6.	Was there a finish line video recording system used? (mass starts, & sprints) (Y/N) Was it used to determine a photo finish? (Y/N)

D)	Organizing and Officiating Capacity
1.	Comment on the strengths and weaknesses of the officials: (Knowledge, Skill and Execution of duties) What were their certification levels: Were there enough officials? (Y/N) Did they know their duties? (Y/N) What areas of improvement are needed?
2.	By what means did the Chiefs keep in communication during the competition?

E)	Medical Services
1.	What medical services were available:
2.	Were there any accidents that needed medical treatment? (Y/N) If yes, please describe: Have incident reports been prepared and submitted to CCC?
3.	Did they have an Emergency Action Plan (EAP) to manage the evacuation of any injured competitors? (Y/N)

F)	Jury Decisions/Actions:					
1.	Were there any Official Protests that required Jury decisions? (Y/N) If Yes, please describe briefly then use the table of "Sanctions Issued" for more specific details if any sanctions resulted:					
2.	Was the competition able to be carried out using the planned schedule and the planned courses? (Y/N) If No, please provide the details and rationale for changes:					
3.	Please identify any Nordiq Canada/FIS Rules that required a Jury decision/interpretation to permit alternative actions or a decision:					
4.	Are there any recommendations to the CCC Events Committee arising out of this event? (Y/N) If Yes, please describe:					
5.	Are there any recommendations to affiliated sport organizations (P/TSOs, CWG etc) that need to be recorded? (Y/N) If Yes, please describe:					
6.	List of CCR Sanctions Issued by the Jury:					
	Date	Competitor/Coach Name	Nordiq Canada Lic #	Type of Sanction Verbal Reprimand – V Written Reprimand – W Disqualification – DSQ Monetary fine - Fine	Rule Ref.	Brief Description of the incident

G)	Results
1.	Was the competition carried out according to the CCR? (Y/N)
2.	Are Nordiq Canada/FIS Licence numbers on the results list:
2.	Were there any timing problems?:
3.	Were all of the races at this event valid for CPL Points?:
4.	Identify any races that are not valid and explain why:

H)	Canada Points List Calculations
1.	Are the races valid for Nordiq Canada Points? (Y/N) Identify any races that are not valid and explain why:
2.	Based on the table on page 1 of this report, which categories skied common distances and can be merged for points calculation?:
3.	Were there any factors that would prevent the merging of common distance events? Eg (time between starts, weather or course condition changes): If yes please specify:

TD's General Comments to the Organiser: (if any)

Proposal for Improvement: (if any)

Please save this file using a file name that incorporates the "Event Name, date +TD Report" For example **Vernon Noram Dec 06 TD Report.doc**

Please send a copy of this report within **5 days** using an email attachment to the following contacts:

Dave Dyer, Nordiq Canada Events Chair: ddyer@nordiqcanada.ca
 Claude Chabot, Events Committee TD Assignments: cchabot24@gmail.com
 Len Apedaile, Events Committee TD Working Group: apedaile@uniserve.com
 Nordiq Canada Canmore Office: info@nordiqcanada.ca

Plus to the Chief of Competition and the Chair of the OC