



2024-25 WORLD CUP PERIOD 2 TECHNICAL GUIDE

PROJECT NAME: World Cup Period 2 (WC P2)

LOCATIONS: Toblach, ITA, Val di Fiemme, ITA

PROJECT DATE: December 26, 2025, to January 6, 2025

PROJECT FEE: Variable – see Project Costs and Payment

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PROJECT SCHEDULE AND TRAINING

ATHLETES

Name	Dates Attending

STAFF & ROLES

Project Leader	Julia Mehre Ystgaard	+47 458 65 445
Duties	<ul style="list-style-type: none"> • Overall Logistics • Entries-Final entries-composition of teams • Training Plan Management • Daily Schedule, communication and coaching • Manage project staff 	

Physiologist	Andrew Smit – Dec 26 to Jan 6, 2025	+1 403 869 5153
Duties	<ul style="list-style-type: none"> • Lead and manage Archinisis data collection and analysis • Assist Project Leader as necessary with athlete and logistics management <p>Note – Andrew's participation in the trip is a result of a research and innovation grant that Nordiq Canada successfully applied for. The costs of Andrew's trip are 100% supported by the grant dollars received.</p>	

Head Wax Technician	Yves Bilodeau	+33 608 98 0714
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Duties	<ul style="list-style-type: none"> • Chief of glide • Chief of truck
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Head Grip Technician	Nicola Bonetti	+ 39 339 588 0301
Duties	<ul style="list-style-type: none"> • Chief of kick 	

Wax Technician	Alain Masson	+1 867 334 9220
Duties	<ul style="list-style-type: none"> • Assisting kick and glide 	

Wax Technician	Felix Vezina	+1 581 995 4588
Duties	<ul style="list-style-type: none"> • Co-chief of structure • Assisting kick and glide 	

Wax Technician	Magnus Norøy	+47 410 08 131
Duties	<ul style="list-style-type: none"> • Assisting kick team 	

Ski Pilot	Sara Hutter	
Duties	<ul style="list-style-type: none"> • Ski pilot 	

Ski Pilot	Thea Schwingshackl	
Duties	<ul style="list-style-type: none"> • Ski pilot 	

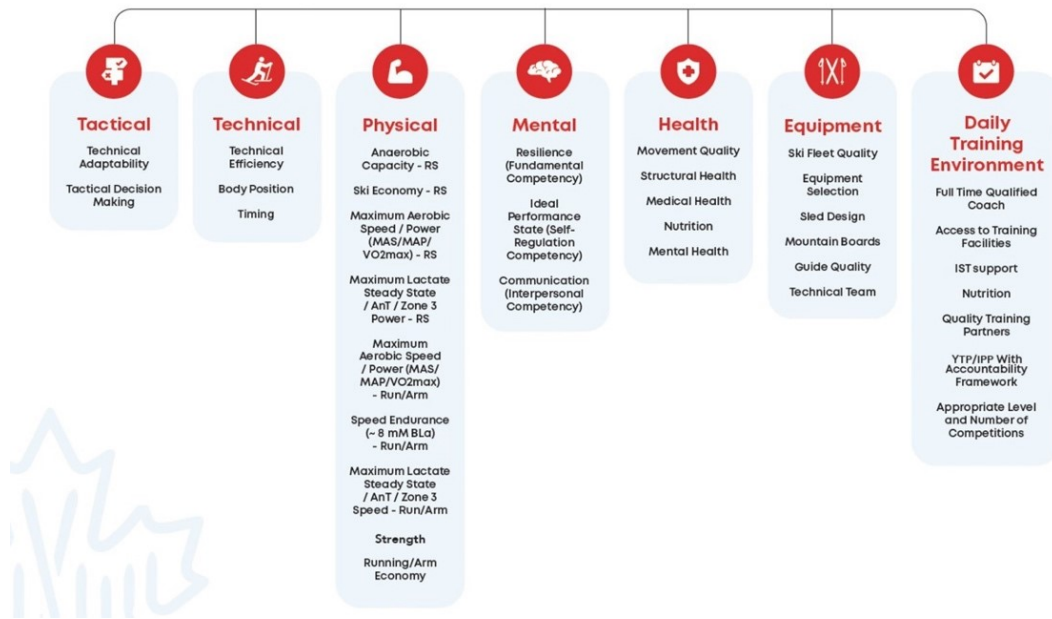
PROJECT TEAM STANDARDS

Performing at a World Class level requires an environment where athletes and staff feel safe and supported. To help create this, Nordiq Canada's list of expectations shared by the athletes and staff:

- Be kind.
- Create a solution-orientated environment.
- Meaningful personal goals.
- Take responsibility for training and performance.
- Ask for help when needed.
- Show up prepared and on time.
- Be present and engaged
- Share feedback in a way that brings out the best in others.
- Setbacks and challenges are an opportunity to learn and grow.
- Celebrate everyone's successes.

PROJECT GOALS

Key Performance Indicators



GOALS AND OBJECTIVES

- 15 km C mass start in Toblach
- Olympic test event in Val di Fiemme
 - o Have a thorough run-through of the Olympic venue, stadium and courses

PROJECT SCHEDULE

Tour begins Dec 26 in Munich, GER OR Toblach, ITA

Tour ends Jan 6 in Munich, GER OR Jan 5 in Val di Fiemme, ITA

Please discuss personal travel and preparation plans with the Project Lead, important to note that Nordiq Canada is not responsible for logistics and costs incurred outside of the project start and end dates.

Dec 10	COC P1 athlete nomination
Dec 14 and 15	HPC Selection Meeting
Dec 10-16	Athlete Notification Period
Dec 26	Project Start Date - Toblach, ITA
Jan 1	Val di Fiemme, ITA
Jan 5	Travel to Munich
Jan 6	Project End Date - Depart for Canada

PROJECT TRAINING PLAN

- Please check Training Peaks for camp plans and daily goals.

EVENT SCHEDULE

Event Schedule is available online [here on FIS page](#), plus the following event programs which include times for official training and competitions.

[Toblach](#)

[Val di Fiemme](#)

RACE STARTS

Race start decisions will be made by the Project Leader. All athletes will meet with the team staff and their personal coach at the beginning of the Project to discuss individual objectives and priorities.

RECOVERY PROTOCOLS AVAILABLE

- Normatec x 2
- Theragun x 2
- Sport drink and Recovery Drink

FINANCIAL INFORMATION

PROJECT COSTS AND PAYMENT

Projects costs are inclusive of the start and end travel dates. Travel expenses incurred outside of the Project start and end dates are the responsibility of the athlete.

Invoices will be issued at the completion of the Project. Breakdown of fees and reimbursements are as section 8 of the 2024-25 Competition Criteria and listed below.

Payment can be made in installments.

The final amount must be paid before participating in the next Project unless a signed payment plan is in place.

Payments can be made in full or in installments by etransfer to cchetley@nordiqcanada.ca or credit card by calling 403-679-8336.

Prior to trip departure, Nordiq Canada will try to accommodate refunds in the event of medical or family emergencies for costs Nordiq Canada is able to recoup. Once a trip has started it is not possible to issue refunds.

Accommodations and Food	\$2,365.00
Travel Insurance	\$110.00
Flight to Europe (estimated cost)	\$2,500.00
In-tour flights (estimated costs)	N/A
No performance bonuses TOTAL:	\$4,975.00
100% performance bonus TOTAL:	\$0
75% performance bonus TOTAL:	\$1,243.00
50% performance bonus TOTAL:	\$2,487.00
COC Leader TOTAL:	\$1,575.00

(rates are approximate and subject to change to accommodate extra taxes, exchange rates, etc).

PERFORMANCE BONUSES

The following performance bonuses apply to this Project:

- Top 6 individual final race result = 100% reimbursement
- Top 12 individual final race result = 75% reimbursement
- Top 20 individual final race result = 50% reimbursement
- Top 5 Team final result = 100% reimbursement
- Top 8 Team final result = 50% reimbursement

EXPENSES

Expenses eligible for reimbursement are outlined in the Nordiq Canada Travel and Expense policy. Please confirm with the Project Leader that an expense is acceptable before making any purchases or reservations.

Baggage Fees

Most airlines charge baggage fees, especially for excess baggage.

Nordiq Canada will cover baggage fees for Project equipment and supplies ONLY.

Athletes are responsible for personal baggage fees including ski bags.

Per Diems

Per diems can be claimed by Project staff for meals that are not provided up to the amounts listed below to a daily maximum limit.

For this Project the following meals/days are eligible for per diems:

- *List per diem eligibility here*

<i>Listed in Cdn \$</i>	North America	Off Continent
Breakfast	\$17.25	\$25
Lunch	\$17.25	\$30
Supper	\$42.50	\$45
MAX DAILY	\$77.00	\$100.00

Mileage for personal vehicle usage is paid at \$0.58/km. If mileage is claimed gas cannot be.

SUBMITTING EXPENSE CLAIMS

Expense claims must be remitted within 30 days of the Project end. Send expense claims to cchetley@nordiqcanada.ca or info@nordiqcanada.ca.

For currency other than Canadian dollars, unless the exchange rate of foreign currency on the day of purchase is provided or the equivalent Canadian amount, the exchange rate will be calculated as an average the day it is reviewed for processing.

How to Submit an Expense Claim

1. Download the Nordiq Canada expense claim from the website.
2. Complete the expense claim form. Ensure that:
 - Personal information at the top of form is completely filled out
 - GST is extracted from applicable expenses
 - Foreign currency is identified and converted to CDN dollars.
3. Submit the expense claim with all receipts.
 - Credit card statements are NOT receipts.
 - If you do not receive a receipt (in cases of parking meters, tolls, etc.), if possible, take a photo of the payment system, or write the amount on a piece of paper with an explanation of why no receipt is available.

Receiving Payment

Nordiq Canada is on a 30-day payment system that begins when a completed expense claim is entered into the system (not the day the expense claim is submitted).

Payment is done through Telepay through a mailed cheque or direct deposit.

Tips for Faster Payment

- Register to receive direct deposit payments by submitting a Nordiq Canada EFT form with a VOID cheque to info@nordiqcanada.ca.
- ONLY use the Nordiq Canada expense claim form. All others will be returned.

- Submit the expense claim in an editable excel document format. Expense claims submitted in any other format will be delayed or returned.
- Submit expenses as they accrue. Shorter expense claims are processed faster.
- Ensure the submission is complete, with all receipts. Incomplete submissions are returned or placed on HOLD until corrected. Nordiq Canada is not responsible for delayed payment due to incomplete submissions nor are we responsible for following up on such submissions.
- Submit photo receipts as jpgs. Photos submitted as HEIC or another format will delay payment or be returned.

TRAVEL AND LOGISTICS

COMPETITION AGREEMENT

Athletes must sign a Competition Trip Agreement. This will be sent via DocuSign.

NST athletes who have an Athlete Agreement do not have to sign a Competition Trip Agreement as they are already under contract with Nordiq Canada.

COMMUNICATION

Communications will be done through WhatsApp. The same World Cup WhatsApp group will be used for the whole season. People will be added and removed as we go through the season.

ACCOMMODATIONS/WHEREABOUTS

Please remember to update Whereabouts as applicable.

Toblach, Italy, December 26th – January 1st

Hotel Rosengarten
Pustertaler str. 15
39034 Dobbiaco

Val di Fiemme, Italy, January 1st – 5th

Hotel Montanara
Via Indipendenza 110
38037 Predazzo TN

Munich, Germany, January 5th – 6th

Mövenpick Hotel
Ludwigstraße 43
85399 Hallbergmoos

FOOD

- Full board service from the hotels and race venues is provided.
- Extra snacks or meals are the athlete's responsibility.
- If you have any food allergies, please let Eric or Julia know ASAP and bring personal snacks to ensure safety.

CLOTHING/UNIFORMS

World Cup uniform kit consists of:

- Team Canada race suit + race beanie and headband
- Dynamic warmup jacket
- Dynamic warmup pant
- Warm up head gear (beanie and headband)
- Surmount Parka (loaned)
- Toque
- Auclair Gloves –1 warm, 1 race

Athlete clothing will be delivered to World Cup or can be picked up at the Nordiq Canada office prior to departure.

The competition uniforms are the white and black Dynamic warm up pant, and the black Dynamic ski pant. Athletes who have not received this jacket and pant last season will receive them. Athletes who received the jacket and pants last year should bring those items.

All athletes will receive a racesuit and race headgear.

Athletes who already have the parka need to bring it.

Athletes who do not have a Surmount Parka will be loaned one. The parka must be returned at the end of the project to the wax truck or the Nordiq Canada office. Athletes will be charged the cost of the parka if it is not returned.

All athletes will receive a black swix warm beanie and training head gear.

Athletes should receive a glove package directly from Auclair. If not, gloves will be available in the wax truck.

Please keep your Team Canada kit as it will be used until 2026. If you no longer require any part of your kit, return it to Nordiq Canada.

Nordiq Canada will issue a uniform item once, after that items must be purchased.

What to Wear When?

ALL athletes must wear the kit outlined above when representing Canada at race site and official race events.

Athletes must wear Team Canada branded SWIX clothing during on-snow team training. This means athletes can wear the NST uniform, and training gear from previous years and competitions if it has the 'CANADA' identifying logo (unless otherwise stated by the Project Leader).

The Project Leader has the discretion to identify when ALL athletes must be in Team Canada gear and when athletes can wear off-brand clothing.

The Team Canada uniform must be worn on the podium with the Auclair gloves.

Photos of athletes not wearing the Team Canada kit (including the Auclair gloves) will not be used or recognized by Nordiq Canada.

TRAVEL

Air Travel

For all international flights from Canada to Europe and from Europe return to Canada, **athletes can choose to book their own flights or request Nordiq Canada to book it for them through Boulevard Travel.**

Nordiq Canada bookings :

- Athletes will be invoiced for all costs associated with the cost of the flight, including any incurred change fares.
- Athletes must confirm to the Project Leader by email by **December 17, 2024, 11pm MST**, if they want Nordiq Canada to book their international flights.

Athletes choosing to book their own flights must:

- Arrive at Munich, GER by 1000 local, Dec 26, 2024, OR meet the team in Toblach, ITA
- Depart from Munich, GER, Jan 6, 2025

If an athlete chooses travel options outside of these windows, it is their responsibility to connect with the team.

All in-tour travel will be arranged by Nordiq Canada.

For all flights booked by Nordiq Canada; In the event of a **travel emergency** (flight cancellation, delay or other) please contact Boulevard's Management-Kevin @ **403-615-3528**. There is a charge for using this after-hours service/emergency line.

Ground Transportation

Nordiq Canada will arrange ground transportation for all in-tour travel.

Packing List

Given current travel and luggage challenges, we encourage the following to be packed as carry-on:

- Skate and classic boots
- A day or 2 of training clothes
- Toiletries

PASSPORTS AND VISAS

A valid passport is required for all Project participants. Passports within 90 days of expiring before a Project starts, should be renewed.

Athletes are responsible for obtaining and the cost of any visas required to attend Projects.

Nordiq Canada will cover the cost of staff visas that are required due to the amount of time spent on Nordiq Canada Projects. The cost will not be covered as a result of requiring a visa due to personal travel.

TICKETS – FRIENDS AND FAMILY

All athletes are entitled to 2 complimentary tickets per competition for friends and family. For all World Cup events, it is the responsibility of the athlete to request tickets using the following FIS link.

https://fiski-my.sharepoint.com/:x:/g/personal/kallen_fiski_com/EZ4gpgeB_clAuMkUWcbIh6wBRdHmYy2-xWMWCGOi8Jon7Q?e=dzdcSa

HEALTH AND SAFETY

HEALTH AND TRAVEL PROTOCOLS

Prevention

The following are recommended for prevention of illness for Project participants:

- Frequent hand washing and cough hygiene.
- Stay home when sick.
- Maintain up to date immunizations including COVID-19 boosters and the seasonal Influenza vaccination (Flu Shot) when available.
- Wearing a mask (N95, KN95 or equivalent) when exposed to high risk crowded indoor public spaces, medical/therapy consultation, and travel by plane or other public transportation.

- Wearing a mask (N95, KN95 or equivalent) in team vehicles for the first week after travel.
- Respecting social distancing of 2 meters where possible
- Avoid being around ill people.
- An effort will be made to have accommodations with as small of groups as possible.
- An effort will be made to have separate Team Canada eating spaces.

Project Participant Illness:

- Staff or athlete will isolate from the Team for 5 days and until symptoms such as fever, myalgia (body aches), pharyngitis (sore throat) or GI symptoms (nausea, vomiting and/or diarrhea) have resolved for 24 hours and other symptoms are improving.
- Mask wearing in indoor spaces for another 5 days or until respiratory symptoms are resolved.

Return to Sport Post-Infection

- If post COVID – 19 infection the Return-To-Play Protocol Version 1.8 - INS Québec / OTP - January 20th, 2022, will be utilized in collaboration with the Team Physician.
- For all other illness communication with the Team Physician to plan an appropriate progression back to normal training and competition will be mandatory.

JET LAG STRATEGIES

Pre-Travel Trip Planning

- Minimize sleep debt prior to travel – get on the plane in a well-rested state.
- Maintain hydration, good nutrition, and manage stress before travel.
- Use caffeine minimally before traveling – caffeine can be used as a fatigue management tool, so the more sensitive, the better.
- Begin to adjust sleep schedule according to the Perform Away App (or another) to mitigate Jet Lag.

In-Flight Planning

- Adjust watches to the time of the arrival location at boarding.
- Pack a light pre-made snack pack, which includes carb and protein snacks.
- Stay hydrated. Avoid caffeine and alcohol in-flight.
- Brain/Body rest: close eyes, relax, breathe deeply and slowly.
- Use ear plugs/noise cancellation headphones and eye shades to help with sleep/rest (get accustomed to wearing these before travel).
- Try to sleep/rest on the plane.

- Do not get caught up with in-flight movies or electronics as they will interfere with sleep and exacerbate jet lag impact!
- Move around/stretch regularly while not sleeping/resting.

Arrival Planning

- Sleep on destination time zone. Do not sleep during the day except for a nap (20-30 min) when becoming sleepy and avoid naps longer than 30 min. Long naps may interfere with and delay circadian adaptation.
- If accumulation of sleep debt affects performance, longer naps may be required (but make sure to have 90 min between waking and important events (training sessions) to phase long naps out and replace them with 20-30 min power naps).
- The first few days, get light to moderate exercise (preferably outside during the morning hours).
- Get more time out in the daylight (in the middle of the days for the first couple of days, and at wake-up time (consider a Lite Book for this) as this will help adjust to local day and nighttime. In other words, get exposure to sunlight as much as possible, do not just stay in your hotel room.
- Lots of water and recovery type fluids are important for rehydrating the body and countering fatigue. Drink a glass of water when feeling fatigued.
- Use caffeine to combat sleepiness from circadian lows (mid to late morning). Avoid afternoon caffeine – Noon should be the caffeine deadline.
- Feeding is a potent regulator of the sleep/wake cycle and can be used to adjust the biological clock to the new time zone. Eat meals to the new time zone. If hungry at an odd time eat a small snack.

Nutritional Advice

- Maintain adequate if not extra hydration when traveling to minimize other adverse effects of jet lag. The minor sleep disturbance caused by having to urinate during the night is better than being dehydrated so keep the fluids up and urine clear.
- The number one symptom of jet lag is related to gastrointestinal (stomach) upset (i.e., heartburn, diarrhea, and nausea). If digestion or gastrointestinal symptoms are experienced, keep meals small and more frequent.
- Do not go to bed hungry. A “bedtime snack” should be composed of a small amount of protein and a larger amount of carbohydrate with minimal sugar and no caffeine. If hungry in the middle of the night have a small snack ready to reduce hunger – preferably without getting out of bed.
- Use caffeine as recommended to reduce fatigue and improve alertness.

Fatigue Countermeasures

- Caffeine
- Napping
- Light Therapy (LiteBook or Natural Light)

- BBG = Blue Blocking Glasses – avoid electronics and consider utilizing these ahead of sleep.

MENTAL HEALTH EMERGENCY PLAN

Nordiq Canada is developing a Mental Health Emergency Plan. Until it is complete your contact in case of an emergency is:

- *Local Contact – Julia Ystgaard (+47 458 65 445)*
- *Canada Contact – Chris Jeffries (+1 403 679 1502)*

HEALTH INSURANCE

Canadian participants must have valid provincial health care.

Nordiq Canada will provide medical health insurance starting the day of departure from Canada and the day of arrival back in Canada. The insurance does not cover massage, physio, chiro, etc., these claims are made through other private health insurance.

Medical services accessed out-of-country need to be reported to the insurance company ASAP (ideally a claim is opened prior to accessing medical services). The Project leader will have access to the medical insurance card.

SAFE SPORT SCREENING AND TRAINING

Nordiq Canada believes everyone is entitled to participate in a safe and inclusive sporting environment, and that proper protocols, education and screening practices must be in place to ensure this environment is maintained.

As of Dec. 21, 2022, Nordiq Canada is a signatory of the Abuse-Free Sport program managed by the Canadian Centre for Ethics in Sport. As such, all Nordiq Canada staff and athletes are subject to the Universal Code of Conduct to prevent and address Maltreatment in Sport (UCCMS); have fulfilled Nordiq Canada's Safe Sport Education and Screening requirements; and have given their consent for any complaints to be managed by the Office of the Sport Integrity Commissioner (OSIC).

Athletes and staff are reminded that if they feel unsafe or concerned about anything they see or experience while on a Nordiq Canada project, they should bring it to the attention of the Project Lead.

If you feel uncomfortable doing so, we encourage individuals to explore the appropriate channels depending on the nature of the complaint:

- Submitting a complaint to Nordiq Canada's third-party contact using the Complaint Form
- Reporting maltreatment or abuse to the Abuse-Free Sport program

Nordiq Canada's complaints form can be found on the website under [SAFESPORT](#).

For more information on Abuse-Free Sport program, including how to submit a complaint, please visit the [Abuse-Free website](#).

The Abuse-Free Sport phone and texting Helpline is accessible at 1-888-83-SPORT and is monitored from 8 am to 8 pm Eastern time.

Everyone entering a Nordiq Canada Project environment is required to complete Safe Sport training. The following are recognized training courses:

- CAC Safe Sport Training
- Respect in Sport

Athletes participating in a Nordiq Canada Project must:

- Complete a recognized Safe Sport training course (see above)
- Complete the CAC Understanding the Rule of Two
- Sign the UCCMS

Safe Sport training and screening for staff includes, but depending on the role and position, is not limited to:

- CAC Safe Sport training and Understanding the Rule of Two
- Provide an E-PIC background check
- Complete Nordic Canada Safe Sport Schedules B and C
- Sign the UCCMS

Staff will receive specific Safe Sport instructions specific to their role from the High Performance Coordinator approximately two-weeks prior to the start of the Project.

ANTI-DOPING

Athletes taking medication must have the proper documentation to use those medications.

Athletes taking medications on the Prohibited List need to apply for a "Therapeutic Use Exemption (TUE)" right away.

The Prohibited List is available online <https://cces.ca/prohibited-list> or check medications on the Global DRO database at www.GlobalDRO.com.

Athletes in the Nordiq Canada Registered Testing Pool (RTP) for FIS RTP are required to update their whereabouts information in ADAMS immediately.

Addresses and locations are contained within this document.