

Ontario Cup Technical Package 2018-2019

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OVERVIEW

The Cross Country Ski Ontario technical package was created to ensure a standard of quality for hosting races throughout Ontario. This document will address the desire for a variety of race formats and how to manage these races. The result of having a standard is to give our athletes a quality experience.

This technical document will help potential hosts of Ontario Cup events understand the expectations required to make a successful event. The document has a thorough checklist that will assist the Chief of Competition and Event Organizing Committee Chair in preparing and managing the event.

DEFINITIONS

1. CCC – Cross Country Ski de Fond Canada is the National governing sport body for the sport of cross country skiing.
2. XCSO – Cross Country Ski Ontario is the Provincial governing sport body for cross country skiing.
3. TD – Technical Delegate is the delegate of the sanctioning body (Cross Country Ski de Fond Canada or Cross Country Ski Ontario) to the organizing body, and is a guarantor for CCC (and XCSO) that the competition is conducted in accordance with the ICR.
4. OC – Organizing Committee of the host club for the Ontario Cup race.
5. Alternate Course – Located at the original host race site but on a different course because of poor snow conditions, or a force majeure.
6. Backup Location – Located at a different venue in the same District in the event of poor snow conditions, or a force majeure.
7. Backup Course – competition course(s) at a Backup Location.
8. ICR – International Competition Regulations governing Cross Country Skiing. Cross Country Ski de Fond Canada's Competition Regulations are a sub-set of the ICR.

1. BID PROCESS

1.1 Bid for Events – A club that wishes to host Ontario Cup races must submit a request (APPENDIX B – Request to Host) to admin@xcskiontario.ca as per the published deadline. The host club is responsible for knowing the Ontario Cup requirements; the Ontario Cup Technical package, and rules and regulations as outlined by Cross Country Ski de Fond Canada. The XCSO Ontario Cup Subcommittee will review ON Cup bids and finalize the host clubs/venues by a published date.

1.2 Process - The Request to Host form (APPENDIX B) and the checklist (APPENDIX C – Checklist of Criteria) of requirements for hosting will need to be attached with each request.

1.3 APPENDIX D must be completed and forwarded to the Technical Delegate within one week of the Technical Delegate's assignment to the Ontario Cup.

1.4 Schedule – Ontario Cups will be scheduled with consideration of the CCC Events calendar. Clubs who are awarded a NorAm event by CCC will be awarded, should the hosting club so desire, an Ontario Cup series to coincide with the NorAm, calendar permitting

1.5 There should be no conflicting events with different distances or techniques run on the same day at the same site as an Ontario Cup Event; i.e., No loppets or club championships, or other events.

2. SANCTION

2.1 CCC Sanction – All Ontario Cup races require Cross Country Ski de Fond Canada sanctioning. It is the responsibility of Cross Country Ski Ontario to attain Cross Country Ski de Fond Canada sanctioning so that Cross Country Ski de Fond Canada license holders may obtain Canada Points. Cross Country Ski Ontario will pay the fee and invoice the host club. Cross Country Ski Ontario will correspond with Cross Country Ski de Fond Canada as per established deadlines to be granted sanctioned events.

3. ONTARIO CUP RACE FORMAT

3.1 The races will normally be run over a weekend with 2 or 3 days of racing per event..

3.2 Pre-Race Day – The course must be marked for pre-skiing one day prior to the race day.

3.3 Technique – For distance races, one day should be classic technique and the other day free technique. Sprints can be either free technique or classic.

3.4 Race Types

3.4.1 Interval Starts

3.4.2 Mass Starts

3.4.3 Sprint Events

3.4.4 Pursuit Events

3.4.5 Prologue Events

3.4.6 Team events

3.5 Start Types

3.5.1 Interval starts– 30 second starts are recommended

3.5.2 Mass starts– For use in medium and long distance races and should not be used for short races. Stadium start area and the width of the first few kilometres must be adequate to provide fair and safe exit from the start grid.

3.5.3 Sprints - Individual sprints consist of a qualification with individual starts. After qualifying, athletes compete in heats with mass start. Start interval can be 15, 20 or 30 seconds. In the finals, the starting position will be determined by qualification time in the first round and then, ranking by the previous round and qualifying time. (See CCR 325.4.2.3) An alternative to traditional sprints can be “Kings Court” which could be offered in consultation with XCSO.

3.5.6 Pursuit styles: Two-day Pursuit, same day pursuit and Skiathlon. Stadium size, equipment, and officials must be capable of handling these types of races.

3.5.7 Prologue events can be in either technique. All athletes will race the same distance between 2 and 4km with male and female categories. Start order to be determined in consultation with the TD. Skiers without points will be randomized in a group to start before skiers with points.

3.5.8 Team Sprints. Races using the CCC Nationals age categories (Challenge and Open) may be run with 2 athletes of the same gender. ‘Official Teams’ will consist of racers from the same club and they will be seeded ahead of ‘unofficial teams’ where the athletes are from different clubs.

3.6 Distances by Category

3.6.1 In preparation of Nationals and other races, racers need to experience a variety of race distances and starts. XCSO High Performance Committee will offer a schedule of distances and techniques.

Category	Gender	Sprint Min/Max	Pursuit Combined total with or w/o break (Skiathlon)	Min/Max
Midget	Female	250/800	7	2.5/7.5
Midget	Male	250/800	7	2.5/10
Juvenile	Female	500/1.0	10	3.5/10
Juvenile	Male	500/1.0	10	5/15
Junior Girl	Female	500/1.0	10	5/20
Junior Boy	Male	800/1.4	15	7.5/30
Junior Woman	Female	800/1.6	20	5/20
Junior Man	Male	800/1.8	30	10/30
Senior	Female	800/1.6	20	5/30
Senior	Male	800/1.8	30	10/50
Masters	Female		20	5/30
Masters	Male		15	10/50
Masters (60+)	Female		10	5/10
Masters (60+)	Male		15	10/15
Para-Nordic Standing	Male			10/15
Para-Nordic Standing	Female			5/7.5
Para-Nordic Sitting	Male			5/7.5
Para-Nordic Sitting	Female			2.5/5

Table 3.6

3.6.3 Sprints – If two laps are to be used, separate corridors must be used for finishing chute and second laps.

3.6.4 Para-Nordic Distances – consideration should be given for shorter race distance to allow developing skiers to have a good experience. It is recommended the Ontario Para-Nordic Coordinator be contacted to review distances.

Additional Notes:

1. Categories younger than Midgets should be encouraged to participate provided suitable courses are available.
2. It is XCSO's policy that University results be available for the Open Category (Men/Women) in all Ontario Cups and Junior and Open Men and Women ski the same distance.
3. Ontario Competition categories will follow the YOBs below .

ONTARIO COMPETITION CATEGORIES	
Category	Year of Birth (YOB)
Atom Girls/Boys	2009 & 2010
Pee Wee Girls/Boys	2007 & 2008
Midget Girls/Boys	2005 & 2006
Juvenile Girls/Boys	2003 & 2004
Junior Girls/Boys	2001 & 2002
Junior Women/Men	1999 & 2000
Senior Women/Men	1989 - 1998
Master Women/Men	1988 +

Pls Note!

4. Should the OC choose, Masters categories can be offered separate from the Open categories and may use different courses.

4. ELIGIBILITY

4.1 Open to all Cross Country Ski de Fond Canada License holders or holders of FIS or other national licenses.

4.2 Non CCC license holder must purchase a Cross Country Ski de Fond Canada day license (currently priced at \$5.00 per day). Age categories younger than Midget are excluded from this requirement.

4.3 Skiers wishing to be included in University results must enter their University when registering on-line. The following should be used in the race notice and Zone4 registration page as a determinant of eligibility.

University/College Eligibility: A student-athlete must be enrolled in a minimum of three (3) courses (minimum 9 credit hours or equivalent) in the semester in which they are competing within U SPORTS, OUA, OCAA with signed or emailed authorization from the school coach and/or Director of Athletics.

4.4 Para-Nordic guides are required to register for the event via the online registration at no charge. This facilitates the completion of CCC's Informed Consent and Assumption of Risk Agreement. Any guide who doesn't register online must sign the CCC Informed Consent and Assumption of Risk Agreement at race office.

4.5 Development licenses are now available through Cross Country Ski de Fond Canada

5. RACE NOTICE

- 5.1 A draft must be available for review by the Technical Delegate or the XCSO Technical Director at least 60 days prior to the event along with course profiles ([APPENDIX A: Required Information on a Race Notice](#))
- 5.2 The Race Notice must be available on-line at least 30 days before the event and posted on the host club's website.
- 5.3 The identified backup location should be contacted a minimum of 2 weeks prior to the event when snow conditions are a problem. In the event of a change in race location, the announcement of the backup venue will be made the Tuesday before the event.
- 5.4 All Ontario Cup regulations will apply to the backup location.

6. TECHNICAL DELEGATE (TD)

- 6.1 A Technical Delegate will be selected from a pool of Cross Country Ski Ontario Technical Delegates and appointed to each Ontario Cup. Every effort will be made to assign a TD from a different District than the host District. Cross Country Ski Ontario will assign the TD by the middle of October for all Ontario Cup events.
- 6.2 The TD is the guarantor that the competition is held in accordance with the Cross Country Ski de Fond Canada rules and to advise and assist the organizing committee to ensure a safe event for all.
- 6.4 Reimbursement – The OC must reimburse the TD for reasonable expenses, accommodation and travel rate per kilometre or, if travelling a long distance, the airfare as per XCSO's Financial Policy for all duties associated with the event.
- 6.5 The TD needs to be at the race site at least the day prior to the event to inspect the competition venue prior to official training on the course.
- 6.6 Prior to the competition the TD may decide whether a meeting or conference call is warranted to ensure compliance with this Technical Package.
- 6.7 Prior to the competition the TD will need to be in contact with the Chief of Competition and the Event Organizing Committee Chair (OC) and approve the race notice well in advance: 60 days prior to the event.
- 6.8 The TD in consultation with the Chief of Competition will decide if an alternate course, backup course, (or changes in a proposed course) should be used due to poor snow conditions or conditions caused by force majeure. The decision will be made on or before the Tuesday prior to the event.
- 6.9 Within 7 days after the competition, the TD will write a detailed report and distribute this to the Event Organizing Committee Chair, Chief of Competition, XCSO Technical Director, Chair and XCSO Administrator (admin@xcskiontario.ca). Any sanctions applied should also be documented and submitted at this time. Documents can be found at <http://www.cccski.com/Events/Officiating.aspx>.

7. OFFICIALS

- 7.1 The Chief of Competition, Stadium, Course and Timekeeping & Results must be certified at Level 2 or above.
- 7.2 The Chief of Competition may assign the positions from a pool of officials in their own club or District to minimize organizational costs.
- 7.3 Reimbursement – The organizers (club and District) may reimburse the Officials for reasonable expenses. XCSO will not reimburse officials.

7.4 The Chief of Competition will run the team leaders meeting (with the help of the Competition Secretary) prior to the race events.

8. EMERGENCY and MEDICAL

The Regulations require (ICR 302.3.8) the chief of medical and rescue services is responsible for the organization of all medical and first aid arrangements and for the quick transport of patients to the nearest appropriate medical facility.

The **first aid and medical services** must be fully operational during all official training times. While not stated in the regulation the services must be available during all races.

 Pls Note!

- 8.1 There must be a documented Emergency and Medical plan.
- 8.2 Certified Adult First Responders must be available.
- 8.3 A snowmobile with operator and a fully stocked rescue toboggan must be available for emergency response.
- 8.4 A private examination room with its own entrance should be on site.
- 8.5 Oxygen and AED must be on site for all training and race days.
- 8.6 A full medical facility in the host community must be accessible to ensure the safety of participants

9. FACILITIES

9.1 Wax areas should be provided in a warm and dry designated area with walls and a roof. The wax area must have hydro or engine generated electricity to allow for a minimum of twenty-four teams to wax their skis simultaneously. Allow 6 sq ft per athlete. Some ventilation of all wax facilities is required.

9.2 Work Zones: the wax room is a designated Work Zone and when active (ie when irons are in use) proper personal protection equipment (PPE) must be in use by all persons in the area. Signage indicating an 'Active Work Zone – PPE Mandatory' is required. As well, facilities must provide proper separation between wax rooms and general activity areas.

9.2 A chalet with heat, concession, separate male/female change rooms, and potable water to accommodate 300 + volunteers/competitors/competitor's support staff.

9.3 Enough portable toilets or flush toilets on the site to handle 300+ people.

9.4 An isolated computer results room with a door.

9.5 A separate volunteer and officials' area to store gear during the event.

9.6 Parking for 100+ vehicles of various sizes.

9.7 Start and Finish areas must have hydro or engine generated electricity to run computers, electric beams and large display clocks. Timing huts are essential for volunteers with electronic scoring equipment.

9.8 Results Board – All results will be posted on a board that is not near the computer room.

9.9 A room for the Jury to work in confidence must be provided.

9.10 Race bibs must be laundered after being used by an athlete regardless of how long the athlete used the bib.

10. COURSES

10.1 Courses must be safe, fair, and technical as stated in ICR 311.1.1.

10.2 Distance courses for Senior and Junior Men and Women should offer a suitable challenge (ideally meet the minimum required Total Climb in ICR 311.2.5)

- 10.3 Distance courses for all categories should not exceed the maximum Total Climb in ICR 31.2.5 (including Precisions).
- 10.4 The maximum loop will be 7.5 kilometre. (i.e. 15 kilometres can be 2x7.5km, 3x5 km, 4 x 3.75km). Laps should be of equal length on the same course.
- 10.5 Approved (by the TD) maps and profiles for each course must be posted on the event website at least 1 week prior to the event. In addition, course maps must be available for teams on their arrival on site. It is acceptable that a team be give one set of maps laminated to preserve them for posting in the team area (trailer or tent).
- 10.6 Alternate Course - A reserve course should be determined prior to the race date and confirmed with the TD in case of poor snow conditions or conditions created by a force majeure.
- 10.7 Backup - The backup course should be in the same District and will be noted on the race notice in case of poor snow conditions or conditions created by force majeure.
- 10.8 Grooming - Power tilling with mechanical snow moving must be available.
- 10.9 Pre-race preparation - Course and stadium must be prepared the day prior to the race to accommodate pre-race training.
- 10.10 Pre-Season – Course must be groomed and maintained to deal with minimal snow cover.
- 10.11 Winter Preparation – Course must be packed and groomed throughout the winter to ensure a solid base.
- 10.12 Technique – Trails must be in accordance with CCC regulations for specific techniques as stated in ICR 311.3.
- 10.13 Para-Nordic Courses – Courses should take into account the needs of both standing and sitting Para-Nordic skiers particularly with respect to technical downhills. It is imperative that sit ski course be well packed and trackset because poling is the only means of locomotion the skiers have. Sit ski course tracks must be level laterally and uphill should not exceed a gradient of 10%. Scheduling of the race categories should consider preservation of tracks for Para-Nordic Sit Skiers.

11. COMMUNICATION

- 11.1 Radio- A VHF or UHF frequency with a minimum of two channels is required. Minimum power 5 watts..
- 11.2 At a minimum, the Technical Delegate, Chief of Competition, Chief of Course, Chief of Stadium, Race Office, Timing, Start & Finish and First Aid Service Provider require radios. Past experience suggests that at a minimum 12 radios are required.

12. RACE MANAGEMENT

- 12.1 Software –CCC approved race management system is currently Zone4
- 12.2 Organizers must set up on-line race entry at least 30 days prior to the event.
- 12.3 Confirmation list
- Include Name, Team/University, CCC license number, CCC sprint and distance points, category and registered races
 - Posted online within 48 hours of online registration closing
 - Posted at the race site with an established deadline for corrections
- 12.4 Start Lists
- General information includes Jury members, race start time,
 - Category headers include distance, technique, start type (optional), number of laps (optional)
 - Formatting includes Bib number, Name, Sub category if applicable, CCC License #, date of birth (appears as YOB), Club, Team, University, and start time
 - Available online as soon as possible following the Team Leaders meeting

- Posted at the race site in 2 designated areas
- A minimum of 1 hard copy must be provided to each team. Larger teams will be provided with up to 4 hard copies if requested.

12.5 Results

- General information includes Jury members and weather information
- Category headers include distance, technique, start type (optional), number of laps (optional)
- Formatting includes Bib number, Name, Sub category (if applicable), CCC License, Date of Birth (appears as YOB), Club, Team/University, lap times & rank (if applicable), Total Time, and Time Behind. Para-Nordic results should indicate Time Factor and Real Time.
- Unofficial results must be posted as soon as possible after a category has been completed in two designated areas.
- Official results must be posted onsite and on-line as soon as possible after completion of the event and at a minimum of within one day of the competition of the races.
- Posting of live results to Zone4 is encouraged. Race organizers should check with Zone4 prior to the event to determine what is required.

12.6 Separate University results are required to be posted online. See Appendix D for details on how to achieve this.



Pls Note!

13. TIMING & SCORING

13.1 CCC approved timing and results system is currently Zone4.

13.2 Interval – Electronic start gate for starts, with plunger for splits, and photo beam with plunger back-up for finish.

13.3 Pursuit Start - Manual start, with plunger for splits, and plunger for finish. Video camera(s) or photo finish equipment is required at the finish line.

13.4 Sprint Heats – Timing of heats is not required but video camera(s) or photo finish equipment is required at the finish line.

13.5 Mass Start – manual start, with plunger for finish. Video camera(s) or photo finish equipment is required at the finish line.

14. ONTARIO CUP MEDALS

14.1 The host club will handle the costs through their registration fees. Medals are ordered through XCSO. Alternatives to Ontario Cup medals are acceptable with approval from XCSO.

14.2 The top three finishers in each category will receive medals. Para-Nordic guides must also be recognized.

14.3 The top 3 finishers in the university category must be recognized when the depth of field is 5 or more per gender

15. JURY COMPOSITION FOR ONTARIO CUP

15.1 The jury will be formed according to CCC Rule 303.1.4. The Jury will consist of the TD and Chief of Competition plus one additional jury member as determined by XCSO and the LOC.

16. START ORDER IN CATEGORIES

- 16.1 The most recent Canada Points List (CPL), either distance or sprint will be used for seeding purposes as described below. CPL is calculated and published by Cross Country Ski de Fond Canada. If an Ontario Cup races run before the release of Period 1CPL, Period 5 CPL from the previous season will be used.
- 16.2 Special seeding cases will only be considered based upon written submission to the High Performance Committee Chair at least one week prior to the event. HPC will notify OC and TD of their decisions.
- 16.3 **INTERVAL START**
Midget through Open: The number of groups in each category will be determined from the number of entrants as per ICR 313.5.2. (page 74 <http://cccski.com/getmedia/7ce9a450-7422-4119-bcc9-29a3acd0116f/2018-ICR-CCR-FIN.pdf.aspx>.) When common distances are raced by multiple categories, the categories will be seeded together. Results will be published as combined and for each category. Categories younger than Midgets and Masters will be drawn as one group
- 16.4 **MASS START** – The start order of skiers is determined by CPL Distance, i.e. the holder of the most points gets start position 1.
N.B. For categories without CPL (i.e. younger than Midgets and Masters) start order should be determined by a previous race. For this reason, it is recommended Interval Start races are scheduled before Mass Start races
- 16.5 **SPRINTS** – Seeding for the qualification race will be completed by CPL.

17. FEES & REFUNDS

- 17.1 Race entry fees are subject to HST. A per competition entry fee of \$45 + HST has been established as a common fee and should not be exceeded.
- 17.2 Additional XCSO race fee of \$5.00 per skier per race, and \$2.50 per midget skier is payable by the race organizers to XCSO. This is not subject to HST. Additional race fees (eg SOD) may be applicable. All additional fees are to be clearly outlined in the race notice.
- 17.2 Para-Nordic guides will not be charged entry fees.
- 17.3 Entry fees and additional fees are submitted through Zone4.
- 17.4 Late entries are accepted at the discretion of the OC and may be subject to a late entry fee.
- 17.5 Should an event be cancelled, the OC in cooperation with XCSO, will provide a refund of registration fees less the costs associated with expensed items not re-usable at future events.
- 17.6 Entry fees less a \$5 administration fee will be refunded if the OC is notified prior to close of registration.

18. AWARDS PRESENTATION

- 18.1 Awards should be arranged at suitable intervals during the day and be based on unofficial results.
- 18.2 Award presentations later in the day should be completed at the official race hotel or other suitable site.
- 18.3 Order of awards presentation is 3, 2,1. Para-Nordic guides should be included in awards presentation.
- 18.4 A university/college podium presentation is required.

19. COACH BIBS

19.1 On classic days each club will be provided with up to two “coach bib” (something worn on the upper body that designates an individual as a coach) to allow coaches to test grip wax on the race course during the event. Coaches are to ski in the direction of the course and not impede/pace skiers in any way. Should a coach behave improperly the club will lose its “coach bib privileges” and potentially face additional sanctions as determined by the race jury. XCSO will provide coach bibs

20. LOW FLUORO/NO FLUORO WAXING GUIDELINES

20.1 The waxing protocol for classic events and midgets and younger categories is as follows:

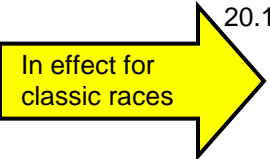
- Use of Non-Fluoro (NF) or Low Fluoro (LF) glide waxes only
- High Fluoro (HF) or Medium Fluoro (MF) glide waxes, including HF or MF powders, pucks, blocks and liquids are NOT permitted
- Cold weather powder additives and hardeners are NOT permitted

The adherence to this protocol is self-governed and is the responsibility of the coaches, parents and wax technicians. Keep in mind, non-compliance with this protocol is cheating and contravenes the coaching code of conduct. Coaches and skiers will be held accountable, with appropriate disciplinary action through the XCSO HPC, should non-compliance be observed in wax rooms and out on the course.

This protocol is in effect at Ontario Cup events and not in effect at NorAms (Easterns).

Reference

<http://xcskiontario.ca/wp-content/uploads/2017/03/Waxroom-Safety-Guidelines-v6.pdf>



In effect for
classic races

APPENDIX A: REQUIRED INFORMATION ON A RACE NOTICE

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

- ☐ **Ontario Cup Race Number or Championship**
- ☐ **Race Dates and times**
- ☐ **pre-ski date and times**
- ☐ **Host Club and District**
- ☐ **Location and directions to the race site**
- ☐ **Technical Delegate's name, Chief of Competition name**
- ☐ **Competition Secretary Contact name, email, telephone, fax number**
- ☐ **Entry fee per race & Late fee**
- ☐ **Additional Costs**
- ☐ **Medical facilities – location, on site providers**
- ☐ **Race types – sprints, pursuit, relays**
- ☐ **Race Starts – interval, pursuit, mass**
- ☐ **Race Techniques – classic or free**
- ☐ **Race distances – one large loop or laps**
- ☐ **Facilities on site (e.g. waxing, concession, hydro)**
- ☐ **Host Hotel/Motel – group rates or individual rates, contact name and number, directions from race site**
- ☐ **Medals**
- ☐ **Awards Presentation – time and location**
- ☐ **Sponsors Recognition**

APPENDIX B: REQUEST TO HOST

Name of Club:

Dates able to host (in order of preference):

- 1.
- 2.
- 3.

XCSO will choose the format and technique.

Are there any formats which your site cannot accommodate? If yes, please indicate here:

Location/Venue: _____ Back up Location: _____

Contact Information: Please provide major officials contact information below

Position	Name	Email	Phone	Official Level
Organizing Committee Chair				
Chief of Competition				
Chief of Timing				
Competition Secretary				
Chief of Start				
Chief of Finish				
Chief of Stadium				

APPENDIX C: CHECKLIST OF CRITERIA HOSTING ONTARIO CUP RACES

Please read over the check list to help your organization to determine if your facility is capable of hosting an Ontario Cup race. **Items not checked must have a solution described on a separate sheet.** The event organizing committee should also be totally familiar with the back up site facility named on their event “Request to Host” application.

Facilities

Host	Backup	
<input type="checkbox"/>	<input type="checkbox"/>	Building with adequate heat to handle 300 + volunteers/athletes/coaches/support staff with food services available
<input type="checkbox"/>	<input type="checkbox"/>	Accessibility for Para-Nordic athletes
<input type="checkbox"/>	<input type="checkbox"/>	Private change areas for male and female
<input type="checkbox"/>	<input type="checkbox"/>	Washroom in chalet and/or porta-toilets capable of handling 300+ people (including wheelchair accessibility)
<input type="checkbox"/>	<input type="checkbox"/>	Parking for 100+ vehicles of various sizes – cars, vans and buses
<input type="checkbox"/>	<input type="checkbox"/>	Potable drinking water on site (bottled or tap)
<input type="checkbox"/>	<input type="checkbox"/>	Private Jury room
<input type="checkbox"/>	<input type="checkbox"/>	Separate room for computer scoring with a door in the building (or a completely separate building)
<input type="checkbox"/>	<input type="checkbox"/>	Separate first aid room or examination room for privacy in the building or separate building
Waxing Facilities		
<input type="checkbox"/>	<input type="checkbox"/>	Separate/enclosed wax ‘active work zones’ in the chalet or separate building/tents to handle wax tables for 24 teams to wax simultaneously.
<input type="checkbox"/>	<input type="checkbox"/>	Wax areas must be well ventilated and have 200 amp plus service to handle multiple irons, hot air guns and drills with outlets for each wax table as specified above
<input type="checkbox"/>	<input type="checkbox"/>	Insulated and/or heated timing shack at finish to accommodate timing volunteers
<input type="checkbox"/>	<input type="checkbox"/>	Timing hut needs to have electricity or an alternative back up source of energy to run large display clocks, computers and electric beam

Officials

Host	Backup	
<input type="checkbox"/>	<input type="checkbox"/>	Level 2 Cross Country Ski de Fond Canada Officials to support a race in the positions of Chiefs of Competition, Stadium, Course and Timekeeping.
<input type="checkbox"/>	<input type="checkbox"/>	Training of Level 1 and 2 officials for the remainder of the needed positions planned for the fall before the event (at the latest).
<input type="checkbox"/>	<input type="checkbox"/>	Be prepared to pay all reasonable expenses for accommodation and travel for the appointed Technical Delegate.
<input type="checkbox"/>	<input type="checkbox"/>	The host club must be fully compliant with CCC liability insurance requirements.

Courses

Host	Backup	
<input type="checkbox"/>	<input type="checkbox"/>	Safe and technical as stated by one third up-hills with a climb between 9% and 18% with some short climbs steeper than 18%, one third undulating utilizing all terrain features and one third downhill demanding a versatile downhill technique.
<input type="checkbox"/>	<input type="checkbox"/>	A course profile and map for potential race course must be included with the application.
<input type="checkbox"/>	<input type="checkbox"/>	Grooming with power tilling is mandatory, with mechanical snow moving.
<input type="checkbox"/>	<input type="checkbox"/>	The Stadium and Courses must comply with ICR 321.2, 322.2.1 and 325.2.1.
<input type="checkbox"/>	<input type="checkbox"/>	Course signage clearly indicating course junctions, km markers every 1km indicating distance skied..
<input type="checkbox"/>	<input type="checkbox"/>	Race distances up to 15 kilometres must have one feed station at the start/finish area. Courses for distances greater than 30 kilometres are required to have athlete feed access a minimum of 3 times.

Communication

Host	Backup	
<input type="checkbox"/>	<input type="checkbox"/>	VHF or UHF frequency radios Minimum 5 watts
<input type="checkbox"/>	<input type="checkbox"/>	12 radios, with chargers for overnight between event days.

Race Management

Host	Backup	
<input type="checkbox"/>	<input type="checkbox"/>	Laptop or Desktop computers (3) running Windows.
<input type="checkbox"/>	<input type="checkbox"/>	A laser printer(2)
<input type="checkbox"/>	<input type="checkbox"/>	A photocopier.
<input type="checkbox"/>	<input type="checkbox"/>	Software – use of Zone 4 for all aspects of timing, scoring and race management is mandatory.

Timekeeping & Results

Host	Backup	
<input type="checkbox"/>	<input type="checkbox"/>	Electronic start gate, photo beam, and finish line camera with plunger for splits and finish compatible with Zone 4.
<input type="checkbox"/>	<input type="checkbox"/>	Start and/or finish display clocks.
<input type="checkbox"/>	<input type="checkbox"/>	Full set of results for all age categories including university, combined and parent categories

Community

<input type="checkbox"/>	<input type="checkbox"/>	Hotels and/or Motels and/or Inns to accommodate 300+ people visiting the community.
<input type="checkbox"/>	<input type="checkbox"/>	Affordable restaurants in the community
<input type="checkbox"/>	<input type="checkbox"/>	Full medical facilities within short driving distance or alternative solution
APPENDIX D: HOST SITE FACT SHEET FOR TECHNICAL DELEGATE Course Statistics		
Race format:	<input type="text"/>	Length: <input type="text"/> TC: <input type="text"/> MC: <input type="text"/> Min Width on uphill: <input type="text"/>
Race format:	<input type="text"/>	Length: <input type="text"/> TC: <input type="text"/> MC: <input type="text"/> Min Width on uphill: <input type="text"/>
Race format:	<input type="text"/>	Length: <input type="text"/> TC: <input type="text"/> MC: <input type="text"/> Min Width on uphill: <input type="text"/>
Race format:	<input type="text"/>	Length: <input type="text"/> TC: <input type="text"/> MC: <input type="text"/> Min Width on uphill: <input type="text"/>
Grooming		
	Power tilling machine:	<input type="text"/>
	Tracksetting Machine:	<input type="text"/>
	Renovating Machine:	<input type="text"/>

Stadium Dimensions	Length: <input type="text"/>	Width: <input type="text"/>	Finish Lane width: <input type="text"/>
Wax areas – indoor	Dimensions: <input type="text"/>	AC Outlets: <input type="text"/>	
Wax Area – outdoor	AC Outlets: <input type="text"/>		
Team Shelter	Dimensions: (square metres) <input type="text"/>		
Change rooms	Dimensions:(square metres) <input type="text"/>		
Toilets	Number: <input type="text"/>		
Parking capacity	Dimensions: <input type="text"/>		
Para-Nordic Accessibility	Facilities: <input type="text"/>		
Team Captains Meeting	Room Dimensions: <input type="text"/>	Seats: <input type="text"/>	
	Projector: <input type="text"/>	Screen: <input type="text"/>	
Officials	Chief of Competition: <input type="text"/>		
	Chief of Stadium: <input type="text"/>		
	Chief of Course: <input type="text"/>		
	Chief of Timekeeping/scoring: <input type="text"/>		
	Other certified officials (number): <input type="text"/>		
Radios (min 2 channels)	Number: <input type="text"/>		
Timing and Scoring Inventory	PC's: <input type="text"/>	Printers: <input type="text"/>	
	Electronic Timers: <input type="text"/>	Hand Timers: <input type="text"/>	
	Start Gate: <input type="text"/>	Finish Beam: <input type="text"/>	
	Photofinish: <input type="text"/>	Finish Video: <input type="text"/>	

APPENDIX D: UNIVERSITY RESULTS

University Results – Zone 4 'Legacy system': Use the following steps to produce University results from a Zone4 race file.

Registration form:

1. Include a university check box in the registration with the following for to determine eligibility:
University/College Eligibility: *The eligible athlete meets the varsity requirements of their institution, (CIS, OUA, OCAA), is enrolled in a minimum of 3 courses per semester in the current academic year (September through April) with signed or emailed authorization from the school coach and/or Director of Athletics.*

Race File:

2. Add a University Men & a University Women as a parent category
'Category Info' → 'New Category' → 'Add New' → 'Parent Category'
3. Athletes remain in their usual Junior/Senior Men/Women category
4. Complete the race as usual and publish results based on club and open men/women categories
5. Make a copy of the race file and save it as a different name for university results (ie OCUP3 – university results)
6. In the new race file 'OCUP3- university results' go to 'Racer Info'. Sort the racers by category, Change each university racers to their associated university category by using the drop down category menu

Racer Entry

Close Race File Tools Master File Tools

Master File Click + to add a racer from the Master file to the race file. Fetch Licence

A.	Surname	First Name	Category	CCC Lic	FIS Lic	Club	City	Prov	Nation
16	Askwith	Dave	5 KM - Men						
17	Bailey	Jim	10 KM						
18	Bailey	Britt	5 KM - Women						
19	Carr	Aidan	10 KM						
20	Carver	Sean	10 KM						

Race File Click + to bring up the racer details or simply edit the racer data. Add New Racer

Drag a Column Header Here to Group by that Column

D	Bib	Surname	First Name	Category	Seed	r1	r2	r3	Prov.	CCC Lic	FIS Lic	Club	Team	S
174	174	Thomsen	Thomsen	Senior Male	Auto				BC	12916	3100122	Yellowknife Ski Club	CVTC	M
175	175	Pohl	Andrew	Senior Male	Auto				AB	19720	3410005	Rocky Mountain Racers	Augustana Vikings	M
147	147	Drolet	Stéphane	Senior Female	Auto				QC	14203	3105104	Club Nordique MSA	GNEPH	F
146	146	Micoy	Marcia	Senior Female	Auto				ON			Big Thunder		F
124	124	McTavish	Meagan	Senior Female	Auto				QC	4681	1341510	XC Ottawa	XC Ottawa	F
125	125	Lee	Andrea	Senior Female	Auto				QC	13754	3105143	Strehlhorn Nordic	NDC Thunder Bay	F
126	126	Sauder	Jenell	Junior Male	Auto				ON	19560		Laurentian Nordic		F
127	127	Tribe	Erin	Senior Female	Auto				ON	13652	3105145	Team Hardwood	NDC Thunder Bay	F
132	132	Ley	Adelle	Senior Female	Auto				ON	18488	3105135	Nakkentok		F
133	133	Henry	Kelly	Senior Male	Auto				ON	13366		Big Thunder		F
134	134	McMahon	Katie	Master Women	Auto				QC	19587	3105142	XC Ottawa	XC Ottawa	F
131	131	Caron	Elise	Master Men	Auto				QC	14353	3105131	Rouge et Or Université Laval		F
136	136	Webster	Brian	Coach	Auto				AB			Highlands Trailblazers	AWCA	F
135	135	Hall	Katherine	University Women	Auto				ON	13678	3105178	Lappe Nordic	Lappe Nordic	F
148	148	Drolet	Caroline	University Women	Auto				QC	14202	3105103	Club nordique MSA	Equipe du Québec	M
149	149	Giazova	Dasha	Senior Female	Auto				AB	12329	3105040	Rocky Mtn Racers	NST	F
123	123	Pujara	Becky	Senior Female	Auto				ON	5090	3105020	Lappe Nordic		F
150	150	Marshall	Alysson	Senior Female	Auto				BC	13482	3105084	Larch Hills	AWCA/BCST	F
151	151	Melher	Verita	Senior Female	Auto				ON	13377	3105172	XC Ottawa	XC Ottawa	F
152	152	Jones	Perianne	Senior Female	Auto				ON	12318	3105019	Nakkentok	NST	F
153	153	Thompson	Mary	Senior Female	Auto				ON	13739	3105138	Nakkentok Nordic		F
154	154	Ball	Candace	Senior Female	Auto				ON	18902		Highlands Trailblazers	Laurentian University	F
138	138	Gosling	Brooke	Senior Female	Auto				AB	12484	1341316	FHNC	CXC	F
139	139	Kesley	Shelle	Senior Female	Auto				ON	3485	3105048	XC Ottawa	XC Ottawa	F
140	140	Bailey	Britt	Senior Female	Auto				ON	14191		Lappe Nordic	Lakehead University	F
137	137	Thomas	Alana	Senior Female	Auto				ON	13353	3105089	Nakkentok		F
141	141	Prosser	Heidi	Senior Female	Auto				AB	EE73	3105106	Dark Mountain Ski	Dark Mountain Ski	F

7. Once completed, close racer info and open the 'View Results' tab. Unselect all categories and then check off University Men & University Women. View results to ensure accuracy.
8. Post online as a separate result.

University Results – Zone 4 'Cloud' system.

Make sure you include a field to show University eligibility and that there is a University field in addition to Club. You can then set up a "Results Group" defined by University Men and University Women using the eligibility and University as filters. After the race you simply run the results as University.

The detailed process is described here <http://help.zone4.ca/kb/creating-multiple-results-sets/>