Ontario Cup Technical Package 2019-2020

Table of Contents

OVERVIEW *2*
Rowan's Law *3*
1. BID PROCESS *4*
2. SANCTION *4*
3. ONTARIO CUP RACE FORMAT *4*
4. ELIGIBILITY *6*
5. RACE NOTICE *7*
6. TECHNICAL DELEGATE (TD) *7*
7. OFFICIALS *7*
8. EMERGENCY and MEDICAL *8*
9. FACILITIES *8*
10. COURSES *8*
11. COMMUNICATION *9*
12. RACE MANAGEMENT *9*
13. TIMING & SCORING *10*
14. ONTARIO CUP MEDALS *10*
15. JURY COMPOSITION FOR ONTARIO CUP *10*
16. START ORDER IN CATEGORIES *11*
17. FEES, REFUNDS, CANCELLATIONS (under review) *11*
18. AWARDS PRESENTATION *12*
19. COACH BIBS *12*
20. LOW FLUORO/NO FLUORO WAXING GUIDELINES *12*
APPENDIX A: REQUIRED INFORMATION ON A RACE NOTICE 13
APPENDIX B: REQUEST TO HOST 14
APPENDIX C: CHECKLIST OF CRITERIA HOSTING ONTARIO CUP RACES 14
APPENDIX D: HOST SITE STATISTICS FOR TECHNICAL DELEGATE 17
APPENDIX E: UNIVERSITY RESULTS 18

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.

Rowan's Law

Rowan Stringer was a 17-year-old Rugby player from Ottawa who passed away after sustaining a concussion and continued to play where, a few days later, she sustained another brain injury, leading to her death from Second Impact Syndrome (SIS). In response to this tragedy, and to evidence of the impact of concussions on athletes, the Ontario Legislative Assembly passed Rowan's Law which went into effect on July 1, 2019. This law applies to all sport organizations registering athletes and coaches.

All Ontario U26 athletes, parents of U18 athletes, coaches and officials must review age appropriate concussion resources on an annual basis – IT'S THE LAW.

Concussion Resources are available at www.xcskiontario.ca

Athletes

Coaches

Officials

Please include this information in the race notice and the online race registration. For inclusion in a Zone4 race registration, form elements from this registration can be added to the specific race registration https://zone4.ca/register.asp?id=21532&lan=1&cartlevel=1

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 Nordiq 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 NORDIQ CANADA Events calendar. Clubs who are awarded a NorAm event by NORDIQ CANADA will be awarded, should the hosting club so desire, an Ontario Cup series to coincide with the NorAm, calendar permitting

1.5 Additional events (ie OUAs) **may** be considered when hosting an Ontario Cup event. Approval of additional events by XCSO is mandatory.

2. SANCTION

2.1 NORDIQ CANADA Sanction – All Ontario Cup races require Nordiq Canada sanctioning. It is the responsibility of the host club to attain Nordiq Canada sanctioning so that Nordiq Canada license holders may obtain Canada Points. The host club will pay the sanctioning fee via Nordiq Canada's sanctioning link (Nordiq Canada Sanctioning). Cross Country Ski Ontario will confirm with Nordiq Canada and/or the host club as per established deadlines to ensure sanctioning has been obtained.

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 prior to the published training day start time.

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: Interval Starts; Mass Starts; Sprint Events; Pursuit Events; Prologue Events, 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 NORDIQ CANADA 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. Please reference Nordiq Canada Rules & Precisions.

Category	Gender	Sprint Min/Max	Pursuit Combined total with or w/o break (Skiathlon)	Min/Max
U14 (formerly Midget)	Female	250/800	7	2.5/7.5
U14 (formerly Midget)	Male	250/800	7	2.5/10
U16 (formerly Jv Girl)	Female	500/1.0	10	3.5/10
U16 (formerly Jv Boy)	Male	500/1.0	10	5/15
U18 (formerly Jr Girl)	Female	500/1.0	10	5/20
U18 (formerly Jr Boy)	Male	800/1.4	15	7.5/30
U20 (formerly Jr Woman)	Female	800/1.6	20	5/20
U20 (formerly Jr 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		15	5/30
Masters	Male		20	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 U14 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 U20 and Open Men and Women ski the same distance.
3. Ontario Competition categories will follow the YOBs below. These categories follow Nordiq Canada's competition categories.

Pls Note!

ONTARIO COMPETITION CATEGORIES	
Category	**Year of Birth (YOB)**
U8 (formerly Atom)	**2012 & 2013**
U10 (formerly PeeWee)	**2010 & 2011**
U12 (formerly Mini-Midget)	**2008 & 2009**
U14 (formerly Midget)	2006 & 2007
U16	2004 & 2005
U18	2002 & 2003
U20	2000 & 2001
Senior Women/Men	1990 - 1999
Master Women/Men	1989 and earlier

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 Nordiq Canada License holders or holders of FIS or other national licenses.

4.2 Non NORDIQ CANADA license holder must purchase a Nordiq Canada day license (currently priced at $5.00 per day). Age categories U12 and younger 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 race 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 NORDIQ CANADA's Informed Consent and Assumption of Risk Agreement. Any guide who doesn't register online must sign the NORDIQ CANADA Informed Consent and Assumption of Risk Agreement at race office.

4.5 Development licenses are now available through Nordiq 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 Nordiq 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 Events & Officials Chair and XCSO Executive Director (admin@xcskiontario.ca). Any sanctions applied should also be documented and submitted at this time. Documents can be found at http://www.NordiqCanadaski.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.

Pls Note!

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 U20 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. Whenever possible, we encourage race organizers to provide non-paper course map and profiles resources (ie GPS-enabled PDFs). Paper course maps and profiles must be available upon request.
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 NORDIQ CANADA 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 uphills 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 – A NORDIQ CANADA approved race management software system must be used
12.2 Organizers must set up on-line race entry at least 30 days prior to the event and must include Rowan's Law check boxes as applicable.
12.3 Confirmation list
- Include Name, Team/University, NORDIQ CANADA license number, NORDIQ CANADA 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, NORDIQ CANADA 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), NORDIQ CANADA 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 is encouraged. Race organizers should, prior to the event to determine what is required.

Pls Note!

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

13. TIMING & SCORING

13.1 NORDIQ CANADA 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 and unused medals can be returned to XCSO. Ribbons for medals need to be ordered separately. 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.

Pls note

14.3 The top 3 finishers in the university/college 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 NORDIQ CANADA 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 Nordiq 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
U14 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 ICR.) 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 U14 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. U12 and younger and Masters) start order can 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, CANCELLATIONS

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 U14 category skier is payable by the race organizers to XCSO. This is not subject to HST. Additional race fees (eg SOD/NOD) 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 online registration system. OCs are encouraged to use ‘early bird’ pricing to stimulate early registration

17.4 Late entries are accepted at the discretion of the OC and may be subject to a late entry fee.

17.5 The refund policy must be included in the race notice.

17.6 Refunds based on event cancellation will be provided as per the table below. Vendor registration fees are not refundable.

Cancellation circumstances	Authority	Refunds (yes/no)	Refund amount
Individual prior to registration closing	OC	Yes	Race entry fee, XCSO fee, District fee 100% less $10 administration fee
3 days prior to the first race based on low snow, extreme weather conditions or circumstances	OC, TD & XCSO	Yes: race entry fees/XCSO fees/District fees (if applicable)	Race entry fee: % based on OC expenses already incurred XCSO fee: 100% District fee: 100% An additional $10 administration fee is

			applicable to all refunds
On site	Jury	No	n/a

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

Please note: this protocol may change based on changes implemented by Nordiq Canada for Tier 2 races

20.1 As a Tier 2 Nordiq Canada sanctioned race, Ontario Cups will follow the Nordiq Canada wax protocol http://cccski.com/getattachment/Events/Technical-Packages/NC-Fluoro-Wax-Policy-V6-(1).pdf.aspx

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

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**
- ❑ **Refund policy**
- ❑ **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	
☐	☐	Building with adequate heat to handle 300 + volunteers/athletes/coaches/support staff with food services available
☐	☐	Accessiblility for Para-Nordic athletes
☐	☐	Private change areas for male and female
☐	☐	Washroom in chalet and/or porta-toilets capable of handling 300+ people (including wheelchair accessability)
☐	☐	Parking for 100+ vehicles of various sizes – cars, vans and buses
☐	☐	Potable drinking water on site (bottled or tap)
☐	☐	Private Jury room
☐	☐	Separate room for computer scoring with a door in the building (or a completely separate building)
☐	☐	Separate first aid room or examination room for privacy in the building or separate building
Waxing Facilities		
☐	☐	Separate/enclosed wax 'active work zones' in the chalet or separate building/tents to handle wax tables for 24 teams to wax simultaneously.
☐	☐	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
☐	☐	Insulated and/or heated timing shack at finish to accommodate timing volunteers
☐	☐	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	
☐	☐	Level 2 Nordiq Canada Officials to support a race in the positions of Chiefs of Competition, Stadium, Course and Timekeeping.
☐	☐	Training of Level 1 and 2 officials for the remainder of the needed positions planned for the fall before the event (at the latest).
☐	☐	Be prepared to pay all reasonable expenses for accommodation and travel for the appointed Technical Delegate.
☐	☐	The host club must be fully compliant with NORDIQ CANADA liability insurance requirements.

Courses

Host	Backup	
☐	☐	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.
☐	☐	A course profile and map for potential race course must be included with the application.
☐	☐	Grooming with power tilling is mandatory, with mechanical snow moving.
☐	☐	The Stadium and Courses must comply with ICR 321.2, 322.2.1 and 325.2.1.
☐	☐	Course signage clearly indicating course junctions, km markers every 1km indicating distance skied..
☐	☐	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	
☐	☐	**VHF or UHF frequency radios Minimum 5 watts**
☐	☐	**12 radios, with chargers for overnight between event days.**

Race Management

Host	Backup	
☐	☐	**Laptop or Desktop computers (3) running Windows.**
☐	☐	**A laser printer(2)**
☐	☐	**A photocopier.**
☐	☐	**Software – use of Zone 4 for all aspects of timing, scoring and race management is mandatory.**

Timekeeping & Results

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

Community

Host	Backup	
☐	☐	Hotels and/or Motels and/or Inns to accommodate 300+ people visiting the community.
☐	☐	Affordable restaurants in the community
☐	☐	Full medical facilities within short driving distance or alternative solution

Appendix D: Host site statistics for Technical Delegate

Course Statistics	
Race format:	Length: TC: MC: Min Width on uphills:
Race format:	Length: TC: MC: Min Width on uphills:
Race format:	Length: TC: MC: Min Width on uphills:
Race format:	Length: TC: MC: Min Width on uphills:
Grooming	Power tilling machine:
	Tracksetting Machine:
	Renovating Machine:
Stadium Dimensions	Length: Width: Finish Lane width:
Wax areas – indoor	Dimensions: AC Outlets:
Wax Area – outdoor	AC Outlets:
Team Shelter	Dimensions: (square metres)
Change rooms	Dimensions:(square metres)
Toilets	Number:
Parking capacity	Dimensions:
Para-Nordic Accessibility	Facilities:
Team Captains Meeting	Room Dimensions: Seats:
	Projector: Screen:
Officials	Chief of Competition:
	Chief of Stadium:
	Chief of Course:
	Chief of Timekeeping/scoring:
	Other certified officials (number):
Radios (min 2 channels)	Number:
Timing and Scoring Inventory	PC's: Printers:
	Electronic Timers: Hand Timers:
	Start Gate: Finish Beam:
	Photofinish: Finish Video:

APPENDIX E: UNIVERSITY RESULTS

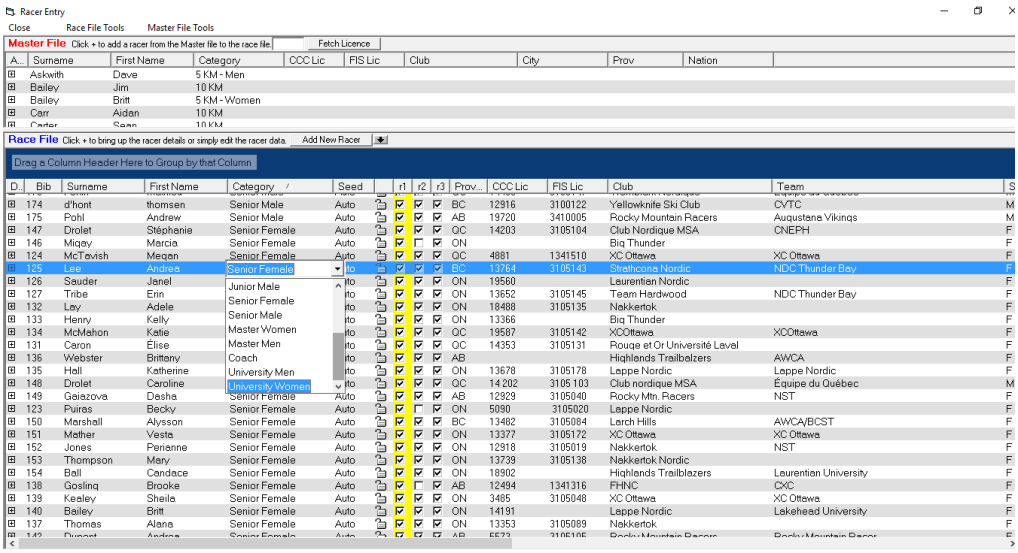
University Results – Zone 4 'Legacy system': Use the following steps to produce University results from a Zone4 race file.

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



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 them 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/