

Ontario YOUTH Championships Technical Package

Ontario YOUTH Championships Technical Package	1
OVERVIEW	2
IMPORTANT REFERENCE DOCUMENTS	2
1. BID PROCESS.....	2
2. ONTARIO YOUTH CHAMPIONSHIPS RACE FORMAT	3
3. ELIGIBILITY	4
4. RACE NOTICE.....	4
5. TECHNICAL DELEGATE (TD)	4
6. OFFICIALS.....	4
7. MEDICAL & Weather	5
8. FACILITIES	5
9. COURSES	5
10. COMMUNICATION	6
11. RACE MANAGEMENT	6
12. TIME KEEPING.....	6
13. ONTARIO YOUTH CHAMPIONSHIPS MEDALS.....	6
14. ONTARIO YOUTH CHAMPIONSHIPS CLUB PARTICIPATION AWARD.....	6
15. ONTARIO YOUTH CHAMPIONSHIP TECHNIQUE AWARDS.....	7
16. JURY COMPOSITION FOR ONTARIO YOUTH CHAMPIONSHIPS.....	7
17. START ORDER IN CATEGORIES.....	7
18. FEES.....	7
19. BANQUET AND AWARDS PRESENTATION	7
APPENDIX A: REQUEST TO HOST	8
APPENDIX B: CHECKLIST OF CRITERIA FOR HOSTING YOUTH CHAMPIONSHIPS	9
APPENDIX C: REQUIRED INFORMATION ON A RACE NOTICE.....	12

OVERVIEW

The Cross Country Ski Ontario technical package for the Ontario YOUTH Championships was created to ensure a standard of quality for hosting this event. 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. The ON YOUTH Championships will target the Learn to Train and early stages of Train to Train.

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

Please feel free to contact Cross Country Ski Ontario with any questions you may have regarding the information in this document. Cross Country Ski Ontario will be happy to connect a Technical Delegate who can answer questions and help with the application process, with any club requiring help.

The Ontario YOUTH Championships is held every year. Dates of the event will be chosen in consultation with the High Performance Committee and Event Organizing Committee. **Late February to early/mid March are target dates, but final dates will be determined once Ontario Cup race series is finalized.**

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 (CCC or XCSO) to the organizing body, and is a guarantor for CCC (and XCSO) that the competition is conducted in accordance with the ICR.
4. Alternate Course – located at the original host race site but on a different course because of poor snow conditions, or a force majeure.
5. Backup Course – located at a different venue in the same District in the event of poor snow conditions, or a force majeure.
6. EOC – Event Organizing Committee

IMPORTANT REFERENCE DOCUMENTS

1. CCC's Competition Model
http://xco.org/hp/temporar/RevisedCompetitionModel_April%202009.pdf
2. CCC Officials' Manual V2.2 (Rev November 2009)
(<http://www.cccski.com/getmedia/79317bda-f719-4390-a8cd-a7636ef63ba9/CompetitionOfficialsHandbookv34.pdf.aspx>)

1. BID PROCESS

Please note: In hopes of increasing participation and ensuring stability in hosting, XCSO is accepting bids to host for 2 consecutive years Ontario Youth Championships. Clubs which apply to host should indicate if they are applying to host both 2020 & 2021 Youth Championships OR the 2020 Youth Championships.

- 1.1 Bid for Events – A club that wishes to host the 2020 & 2021 OR the 2020 Ontario Youth Championships must submit a request (APPENDIX A – Request to Host-also available as a word document) to Cross Country Ski Ontario to admin@xcskiontario.ca. The club is responsible for knowing the Ontario Youth

Championships requirements, and rules and regulations as outlined by Cross Country Canada. The host will need to find and identify a backup location in their district. **Bid documents to be released separately.**

- 1.2 The Host Club must run a registered Jackrabbit program.
- 1.3 Process - The Request to Host form and the checklist (APPENDIX B – Checklist of Criteria) of requirements for hosting will need to be attached with each request.
- 1.4 The Ontario YOUTH Championships will be held separately from an Ontario Cup event and not by a club hosting an OCup in the same season.
- 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 YOUTH Championships; i.e., No loppets or club championships, or other events.

2. ONTARIO YOUTH CHAMPIONSHIPS RACE FORMAT

- 2.1 The races will normally be run over a weekend. Final dates to be determined.
- 2.2 Pre-Race Day – The course must be marked for pre-skiing one day prior to the race day.
- 2.3 Technique – Both classic and free technique races must be included.
- 2.4 Suggested Race Types
 - 2.4.1 Interval Starts
 - 2.4.2 Relays
 - 2.4.3 Mass Starts (use Interval Start results for Start Order)
 - 2.4.4 Pursuit Events (One-day or Two-day) For the second leg of a pursuit, racers who are more than 2 minutes behind the starting time will be started every 10 seconds and will have their final times adjusted to reflect actual pursuit total times
 - 2.4.5 Team Sprints
 - 2.4.6 Fun Type Events
- 2.5 Start Types
 - 2.5.1 Interval starts (30 seconds is recommended). Race officials may alter this separation, if conditions and capabilities warrant.
 - 2.5.2 Pursuit Events: Same day pursuits are preferred.
 - 2.5.4 Relays - mass start with teams of 3 members each. Lap distance to be per sprint distances in Table 2.6 with one lap per member with a male category, a female category and a mixed category.
 - 2.5.5 Team Sprints
- 2.6 Distances by Category and category guidelines. Please note that there is some limited flexibility with categories due to the implementation of the new Competition Model. However, focus on these specific YOB (for 2018 season) is imperative.

Category	YOB	Sprint Distance M	Same day or double Pursuit Combined total KM	Relay Max KM	Reg Classic Min/Max KM	Reg Free Min/Max KM
Pee Wee Girls/Boys	2009-2010	100- 300	3	1.5-2	1 - 3	1 -3
Mini Midget Girls/Boys	2007-2008	100-300	4	2- 3	2 - 3	2 - 3
Midget Girls/Boys	2005-2006	200 - 400	5	2.5 - 3	3 - 5	3 - 5
Para-Nordic		100-300	2	TBD	500-1.5	500-1.5

Table 2.6

3. ELIGIBILITY

3.1 YOB 2005 to YOB 2010.

4. RACE NOTICE

- 4.1 A draft must be available for review by the Technical Delegate, Youth Committee and High Performance Committee at least 60 days prior to the event along with course profiles or descriptions. (Appendix C: Required Information on a Race Notice)
- 4.2 If any topic in this package is not covered in the race notice (e.g. Medical and emergency, or level of Officials), the Technical Delegate will need to know the organizers plans.
- 4.3 The Race Notice should be available on the XCSO website at least 30 days before the event.
- 4.4 Backup location should be contacted 2 weeks prior to the event when snow conditions are a problem. In the event of a cancellation, the announcement of a changed venue will be made the Tuesday before the event.

5. TECHNICAL DELEGATE (TD)

- 5.1 A Technical Delegate will be selected from a pool of Cross Country Ontario Technical Delegates and appointed to the Ontario YOUTH Championships. Every effort will be made to assign a Technical Delegate from a different District than the host District. Cross Country Ontario will assign the Technical Delegate at least 60 days prior to the event.
- 5.2 Duties of the Technical Delegate are to advise and assist the organizing committee and ensure a safe event for all. (CCC 304 & 302.1)
- 5.3 Reimbursement – The EOC must reimburse the TD for reasonable expenses, accommodation and travel rate per kilometer or, if travelling a long distance, the airfare; according to policies set by the XCSO Board.
- 5.4 Technical Delegate 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.
- 5.5 Prior to the competition the TD will need to be in contact with the Chief of Competition and the Chief of the Event Organizing Committee (EOC) and approve the race notice well in advance: 60 days prior to the event.
- 5.6 The TD 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.
- 5.7 During the competition the TD will follow the procedure as governed by CCC Rules.
- 5.8 Within ten days after the competition, the TD will write a detailed report and distribute this to the Chief of the Organizing Committee, Chief of Competition, Cross Country Ski Ontario Technical Chair and XCSO Administrator. The report should include pre race organization, race day and post race details. Any sanctions applied should also be documented and sent in at this time. This TD report form will be available from the XCSO web site.

6. OFFICIALS

- 6.1 The Chief of Competition, must be a currently certified Level 2 Official or above. The Chief of Competition must have experience coaching or working with Learn to Train athletes, and must be familiar with the Long Term Athlete Development Model.
- 6.2 Chief of Stadium, Course, and Time Keeping must be currently certified at Level 2 or above.
- 6.3 The Chief of Competition will assign the positions from a pool of officials in their own club or District to minimize organizational costs.
- 6.4 Reimbursement – The organizers (club and District) may reimburse the Officials for reasonable expenses. XCSO will not reimburse officials.

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

7. MEDICAL & Weather

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!

- 7.1 There must be a documented Emergency and Medical plan.
- 7.2 Certified Adult First Responders must be available.
- 7.3 A snowmobile with operator and a fully stocked rescue toboggan must be available for emergency response.
- 7.4 A private examination room with its own entrance should be on site.
- 7.5 Oxygen and AED must be on site for all training and race days.
- 7.6 A full medical facility in the host community must be accessible to ensure the safety of participants
- 7.7 In the event of cold temperatures, races will be delayed or cancelled when temperatures are lower than -18C. If athletes below age category mini-midget are present, the minimum is -15C.

8. FACILITIES

- 8.1 Wax area should be provided either in the chalet or 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 ten teams to wax their skis simultaneously. As well, the area must be vented to allow fumes to escape.
- 8.2 A chalet with heat, concession, change rooms, and potable water to accommodate 200 + volunteers/competitors/competitor's support staff. Wheelchair accessibility is required.
- 8.3 Enough portable toilets or flush toilets (one wheelchair accessible) on the site to handle 200+ people.
- 8.4 An isolated computer results room with a door.
- 8.5 A volunteer and officials' area to store gear during the event, not in the computer or emergency examination room.
- 8.6 Parking for 50+ vehicles of various sizes with para-nordic designated parking spots.
- 8.7 Start and Finish areas must have hydro or engine generated electricity to run computers and large display clock. Timing huts are essential for volunteers with electronic scoring equipment.
- 8.8 Results Board – All results will be posted on a board that is convenient to competitors but not near the computer room.
- 8.9 Post-race recovery drink must be available at finish area. Reasonably priced food must be available at the event.

9. COURSES

- 9.1 Courses must be safe, fair, and meet technical and grooming standards as stated in ICR 312.
- 9.2 Course must accommodate all levels of racers.
- 9.3 Back Up - The back up 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.
- 9.4 Grooming - Power tilling with mechanical snow moving must be available.
- 9.5 Pre-Race Course - Course must be prepared the day prior to the race to accommodate pre-race training.
- 9.6 Pre-Season – Course should be groomed and maintained to deal with minimal snow cover.
- 9.7 Winter Preparation – Course should be packed and groomed throughout the winter to ensure a solid base.

9.8 Technique – Trails must be in accordance with CCC regulations for specific techniques as stated in ICR 314.

10. COMMUNICATION

- 10.1 Type of Radio- A VHF or UHF frequency with a minimum of two channels will need to be used.
 10.2 The Technical Delegate, Chief of Competition, Chief of Course, Chief of Stadium, and qualified first aid service provider will each need radios. Other positions recommended to have radios are start, finish, timing and scoring plus as many on-course radios as are considered required for safety.

11. RACE MANAGEMENT

- 11.1 Software –CCC approved race management system is currently Zone4.
 12.2 Registration should be on-line with a cut-off at least 4 days prior to the event to allow for banquet and temporary shelter plans to be completed.
 12.3 A confirmation list of competitors should be posted on the event web site once registration is closed and updated to include and changes agreed by the Competition Secretary.
 11.4 Official Results – Official results should be forwarded to XCSO within one day of the competition of the races, preferably by electronic means. The identity of a link to the host web site is acceptable provided the results contain all the requisite data to constitute Official Results. (Jury members, weather, time, and date).

12. TIME KEEPING

- 12.1 All Starts – A minimum requirement is manual start with plunger for splits and finish and/or printing stop watches. Electronic timing is strongly encouraged.

13. ONTARIO YOUTH CHAMPIONSHIPS MEDALS

- 13.1 Provider – XCSO will provide Ontario YOUTH Championships medals for the event.
 13.2 Recipients – The top three finishers in each YOB with both boys and girls both receiving medals.
 13.3 Chocolate bars or snack bars ☺ to all

14. ONTARIO YOUTH CHAMPIONSHIPS CHAMPIONSHIP BANNER

14.1 Points will be awarded as follows:

Place	Points awarded
1 st	7
2 nd	5
3 rd	4
4 th	3
5 th	2
6 th +	1
All placings 6 th and lower receives 1 point	

- 14.2 The banner will be awarded to the club that accumulates the most points over the course of the event. Calculation of points is the responsibility of the OC.

15. ONTARIO YOUTH CHAMPIONSHIP TECHNIQUE AWARDS

15.1 Both classic and free technique awards to be awarded in each category to be provided by XCSO. Technique awards will be arranged and organized by XCSO Coaching Development Coordinator

16. JURY COMPOSITION FOR ONTARIO YOUTH CHAMPIONSHIPS

16.1 The jury will consist of:

- the TD who is chair of the Jury
- the Assistant TD (if any)
- the Chief of Competition
- XCSO Representative (or a Visiting Team Coach if unavailable)

17. START ORDER IN CATEGORIES

17.1 Interval Starts – Racers should be randomized in a single group for each category.

17.2 Mass Starts – To ensure a fair start order an Interval Start race should precede a Mass Start race. The start order of the latter can be taken from the results of the former.

17.3 RELAYS and TEAM SPRINTS – All athletes will be randomly assigned to mixed teams according to age group. It would act as a great way for athletes to get to know others from outside of their club and continue to grow their network of friends within the ski community. Recommended process for making teams of 3 is to divide the first race result into thirds and randomize the order within the third. Skiers can then be picked from top 3rd, 2nd 3rd and bottom 3rd in order. If the field will not divide exactly by 3 make up Midget teams with leading Pee Wees and Pee Wee teams with slower Midgets. For a team sprint with 2 team members the process would be to divide the results in to 2 and randomize.

18. FEES

18.1 Entries and fees must be in the hands of the Organizing Committee by the deadline stated in the Race Notice and prior to the first race. There will be no refunds for athletes who do not start.

18.2 Late entries will not be accepted.

18.3 Entry fees are to be determined by the organizing committee. (Acceptable fee range could be determined by XCSO)

19. BANQUET AND AWARDS PRESENTATION

19.1 Event must include a banquet geared to the targeted age groups with respect to food choices, timelines (around 2 hours long) and possible activities at the banquet

19.2 Technique Awards will be presented at the banquet.

19.3 Awards should be arranged at suitable intervals during the day and be based on unofficial results.

19.4 Order of awards presentation is 3rd, 2nd, 1st.

19.5 Club Championship Banner to be presented at the end of the Awards Presentation on the last day.

APPENDIX A: REQUEST TO HOST

Name of Club:

Proposed dates:

- 1.
- 2.

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				

APPENDIX B: CHECKLIST OF CRITERIA FOR HOSTING YOUTH CHAMPIONSHIPS

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.

Physical Facilities

Host Backup

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Building to handle 200 + volunteers/athletes/coaches/support staff. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building must be adequately heated. |
| <input type="checkbox"/> | <input type="checkbox"/> | Building to have available change rooms – male and female. |
| <input type="checkbox"/> | <input type="checkbox"/> | Potable drinking water on site (bottled or tap). |
| <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"/> | Nutritious concession stand or cafeteria <u>on site</u> . |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate first aid room or examination room for privacy in the building or separate building. |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate wax room in the chalet or separate building/ <u>tents</u> to handle 50+ waxers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Wax room must be well ventilated and have 200 amp plus service to handle multiple irons, hot air guns and drills |
| <input type="checkbox"/> | <input type="checkbox"/> | Washroom in chalet and/or portable toilets capable of handling 100+ people. |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking for 50+ vehicles of various sizes – cars, vans and buses. |
| <input type="checkbox"/> | <input type="checkbox"/> | Bulletin board away from computer room. |
| <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 clock, computers and electric beams. |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate room for running a team leaders meeting prior to the race. |
| <input type="checkbox"/> | <input type="checkbox"/> | A volunteer and official's area to store gear during the event, not in the computer or emergency examination room. |
| <input type="checkbox"/> | <input type="checkbox"/> | Hotels and/or Motels and/or Inns to accommodate 200+ people visiting the community. |
| <input type="checkbox"/> | <input type="checkbox"/> | Affordable restaurants in the community (smoke-free) to meet the anticipated needs of hungry skiers. |
| <input type="checkbox"/> | <input type="checkbox"/> | Full medical facilities within short driving distance or alternative solution. |



Officials

Host Backup

- LOC has enough Level 2 Cross Country 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).**
- At least 40 volunteers who are able to commit to an Ontario YOUTH Championships weekend.**
- Volunteers must have written job descriptions; and copies will be kept on file with the Chief of Competition.**
- Be prepared to pay all reasonable expenses for accommodation and travel for the appointed Technical Delegate.**
- Organizers may decide to reimburse officials for reasonable expenses.**

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 each race course will be included with the application.**
- Grooming with power tilling is a must, with mechanical snow moving.**
- Grooming for classical technique for individual start competitions, a single track is to be set along the best skiing line of the course.**
- Grooming for classical technique for Mass start competitions, 2 tracks must be set for the first 500m and the remainder of the course may be double tracked where appropriate.**
- Grooming for classical technique for the last 75-100m before the finish, the course shall be as straight as possible, and prepared to a minimum width of 6 metres, and set with a minimum of 3 tracks.**
- Grooming for free technique: the course shall be well packed and graded.**
- Grooming for free technique: the course must be prepared to a width of 3 to 4 metres, so that the competitors can run without danger and pass unobstructed.**
- Grooming for free technique for the last 75-100m of the course before the finish, and before the exchange zones in relays, should be as straight as possible, and prepared to a width of 10 metres. This section shall be divided into 3 lanes using coloured course flags, bristles, or paint.**
- Grooming on downhill sections with tracks: the tracks should follow the best line of the course.**
- Course marking must be so clear that the competitor is never in doubt where the track (course) should go.**
- Kilometre signs should mark the course at 1km intervals, showing distance skied to this point.**
- All junctions and major changes in direction must be marked by highly visible, readable signs.**
- The finish zone must comply with ICR 321.2.1, 322.2.1 and 325.2.1**



Communication

- VHF or UHF frequency radios, with their own channel, will need to be used.**
- A minimum of 10 radios, with chargers for overnight between event days.**

Race Management

- Laptop or Desktop computer running Windows.**
- A laser printer.**
- A photocopier.**
- Software - Zone4 or other authorized package**
- Separate office isolated from volunteers, ski patrollers, coaches and races. Clearly marked "Authorized Officials Only"**

Time Keeping

- A start/finish timing hut to house a minimum of two people and equipment with hydro.**
- Printer stop watches**

APPENDIX C: 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 YOUTH 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**
- Race Secretary Contact name, email, telephone, fax number**
- Entry fee per race**
- Additional Costs**
- Medical facilities – location, on site providers**
- Race types – sprints, pursuit, relays**
- Race Starts – individual, 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**