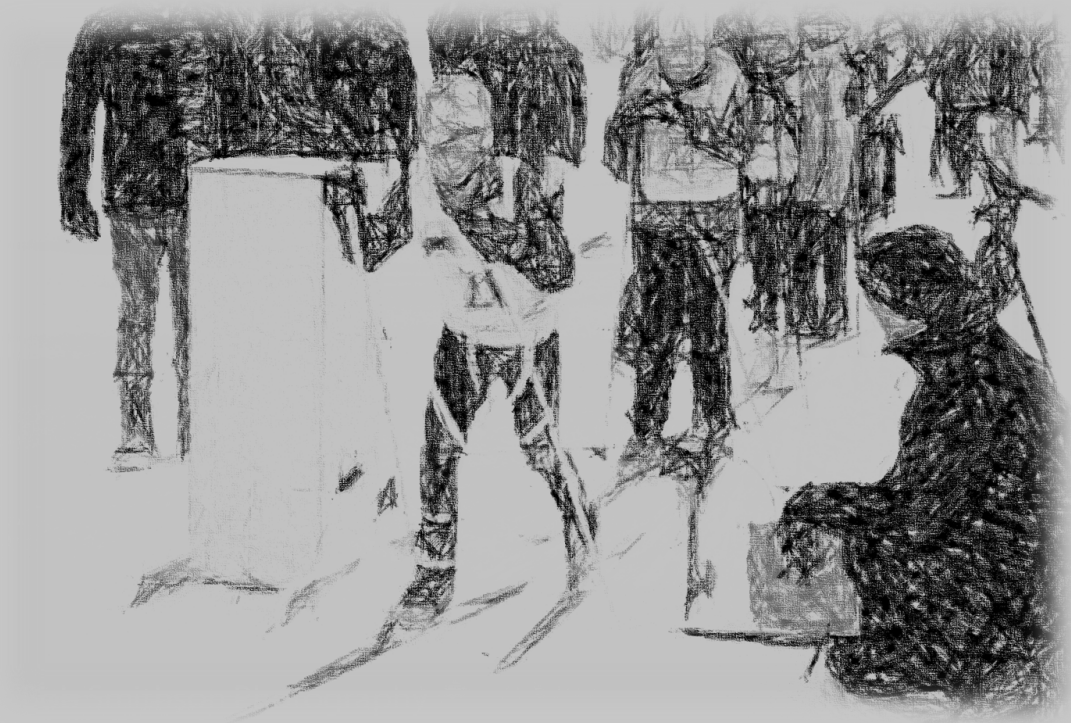# 2025-2026 Ontario Cup Technical Package

October 2025

Cross Country Ski Ontario

Material Changes and Amendments

Material Changes:

Material Changes to the 2025-2026 OCUP Technical Package are <mark>highlighted in green</mark> in the body of the document.

Amendments to the Technical Package after publications:

As amendments to this Technical Package are made, they will be listed here, and <mark>highlighted in yellow</mark> in the body of the document.

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Overview

Cross Country Ski Ontario supports the pursuit of excellence whether you are an athlete, coach, volunteer, official, wax technician, or event host. XCSO's Strategic Goal #3 is to ensure that Ontario athletes, coaches, officials, wax technicians and event hosts are consistently recognized as among Canada's best.

The Cross Country Ski Ontario technical package was created to ensure a standard of quality for hosting Tier 2 races across 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, coaches, officials, volunteers, and spectators a quality experience.

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

1. BID PROCESS

Bid for Events – A club that wishes to host Ontario Cup races must submit a request to admin@xcskiontario.ca by the published deadline. The invitation to bid is usually published between May 1 and June 30 of each year. 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.

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

1.2.   Schedule – Ontario Cups are scheduled with consideration of the NORDIQ CANADA Events calendar. Clubs who are awarded an EASTERN CANADA CUP event by NORDIQ CANADA will be awarded, should the hosting club so desire, an Ontario Cup series to coincide with the CANADA CUP, calendar permitting.

1.3.   Combining an event (like a District Event) with an OCUP may be considered, but requires approval by XCSO. In order to consider this, XCSO will require information on the type of event and the categories offered, and how adding this event will enhance the strategic objectives, opportunities and atmosphere at the OCUP.

2. SANCTION

2.1.   NORDIQ CANADA Sanction – All Ontario Cup races require Nordiq Canada Tier 2 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 by completing the Nordiq Canada's Competition Sanctioning Form.

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. Formats and Techniques are determined by XCSO's High Performance Committee based on the suitability at each Host Site. Chosen techniques consider the following: 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 are determined by the High Performance Committee based on the suitability at each host site. Race Types may include 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. 15 second starts may be used at the discretion of the Jury.

    3.5.2. Mass starts: Will only be used in medium and long distance races. Stadium start area and the width of the first few kilometers must be adequate to provide fair and safe exit from the start grid.

    3.5.3. Sprints: Elimination sprints consist of a qualification race with an interval start. Athletes that qualify compete in heats with a mass start. The start interval for the qualification race 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. King's Court Sprints are best run in mixed age and gender heats to provide a more competitive event.

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

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

    3.5.6. 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.   XCSO Ontario Cups will offer equal distances for Men and Women in each age category.

    3.6.2.   In preparation for Nationals and other races, racers need to experience a variety of race distances and starts. XCSO's High Performance Committee will offer a schedule of distances and techniques to meet that need. Reference Nordiq Canada's Document Centre and reference the current ICR-CCR 310.1 – Canadian Competitions with Precisions.

Category	Sprint Min/Max In meters	Pursuit Combined total with or w/o break (Skiathlon) In kilometers	Min/Max In kilometers
U14	250/800	7	2.5/10
U16	500/1,000	10	5/15
U18	800/1,400	15	5/30
U20	800/1,800	30	5/30
Senior	800/1,800	30	5/50
Master		20	5/50
Master (60+)		15	5/15
Para Nordic Stand	800/1,200	15	2.5/15
Para Nordic Sit	400/800	15	2.5/15

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

    3.6.4.   Para-Nordic Distances – consideration should be given for shorter race distance to allow developing skiers to have a good experience. The XCSO Para Nordic Committee will review the proposed distances.

Additional Notes:

3.6.5. Categories younger than U14 should be encouraged to participate provided suitable courses are available.

3.6.6. It is XCSO's policy that University and U23 category results be available for the Open Category (Men/Women) in all Ontario Cups and that U20, and Open Categories ski the same distance.

3.6.7. Should the Organizing Committee sochoose, Masters categories can be offered separate from the Open categories and may use different courses.

3.6.8. Ontario Competition categories will follow Nordiq Canada's competition categories. For the 2025-2026 they are as follows:

Paralympic Stream Athletes

Standing Classes	LW2-LW4	Skiers with leg impairments
	LW5-LW8	Skiers with arm impairments
	LW9	Skiers with both leg and arm impairments
Sit-Skiing Classes	LW10-LW12	All sit-skiers have impairments affecting their legs
Visually Impaired	B1 to B3	All skiers have a visual impairment

Olympic Stream Athletes

Category	Age at 31 Dec 2023	YOB
U10	8 and 9	2017 and 2016
U12	10 and 11	2015 and 2014
U14 Y1	12	2013
U14 Y2	13	2012
U16 Y1	14	2011
U16 Y2	15	2010
U18 Y1	16	2009
U18 Y2	17	2008
U20 Y1	18	2007
U20 Y2	19	2006
U23	20, 21 & 22	2005, 2004, 2003
Senior	23 +	2002 and earlier
Masters	30 +	1994 and earlier

4. ELIGIBILITY

4.1. Open to all NORDIQ CANADA Race License (U16+), Development License (U14), or Associate License holders, or holders of FIS or other national licenses. Athletes must purchase this license prior to registering for the OCUP. (Nordiq Canada Race License Policy - September 2023). Athletes from the United States without FIS licenses who wish to be seeded are encouraged to purchase a Nordiq Canada Associate License.

4.2.   Non NORDIQ CANADA Race license holders must purchase a Nordiq Canada Tier 2 Event License (currently priced at $6.00 per day) for each day of racing. Athletes will purchase this license during OCUP registration. Age categories U12 and younger are excluded from this requirement. (Nordiq Canada Race License Policy - September 2023)

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.

   4.3.1.   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.

4.5.   SafeSport Screening Compliance per item 21 of this Technical Package.

5.   RACE NOTICE

5.1.   A draft must be available for review by the Technical Delegate and XCSO at least 45 days prior to the event along with course profiles (APPENDIX C: 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.

6.   BACK UP LOCATION

6.1.   3 weeks prior to the OCUP date, the Organizing Committee will communicate the status of snow conditions at the event site. If it is determined that this site is at risk for inadequate snow conditions to host a safe OCUP, XCSO and the Organizing Committee will work together to find a suitable back up location.

6.2.   2 weeks prior to the OCUP date, a decision will be made and communicated to the community. This decision will be one of:

   6.2.1.   The OCUP will go ahead as planned

   6.2.2.   The OCUP is at risk, and a back up location has been selected. The decision will be made on the Friday prior to the OCUP.

6.2.3. The OCUP cannot proceed at the chosen location, and a back up location has been selected. The OCUP will proceed at the back up location.

6.3. 1 week prior to the OCUP date, if needed, a final decision will be made and communicated to the community.

6.4. All Ontario Cup regulations will apply to the backup location.

7. TECHNICAL DELEGATE (TD)

7.1. 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.

7.2. 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.

7.3. Costs associated with the Technical Delegate:

7.3.1. For OCUPS:

7.3.1.1. XCSO is responsible for the TD's travel expenses to the host site. If air travel is required XCSO will book the flights for the TD.

7.3.1.2. XCSO is responsible for the TD's daily honorarium as per XCSO Financial Schedule.

7.3.2. For joint OCup/QCup competitions where other jurisdictions' honorarium rates are in play, XCSO will pay the difference between the established rates and Ontario's rate, if applicable, for Technical Delegates.

7.3.3. For joint FIS/OCUP/QCUP competitions, the Nordiq Canada technical package prevails with respect to TD costs and compensation. If the honorarium paid to the Technical Delegate is less than XCSO's established rate, XCSO will pay the difference.

7.3.4. Once in the host city, the OC will either provide or reimburse the TD for reasonable expenses, for accommodation and ground transportation. Consult the XCSO Financial Policy for stipend and travel rates per kilometer if the TD is using their own vehicle. TDs are expected to work with the OC to ensure costs are reasonable and that all bookings are made in consultation with the OC.

7.4. 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.

7.5. Prior to the competition, the TD may decide whether a meeting or conference call is warranted to ensure compliance with this Technical Package.

7.6. 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: 45 days prior to the event.

7.7. 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.

7.8. 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 Coach and Officials Development Coordinator (cd@xcskiontario.ca) and XCSO Executive Director (admin@xcskiontario.ca). Any sanctions applied should also be documented and submitted at this time. Reference documents – Nordiq Canada Document Centre.

7.9. TD SafeSport Screening Compliance per item 21 of this Technical Package.

8. OFFICIALS

8.1. The Chief of Competition, Stadium, Course and Timekeeping & Results must be certified at Level 2 or above.

8.2. The Chief of Competition may assign the positions from a pool of officials in their own club or District to minimize organizational costs.

8.3. Reimbursement – The organizers (club and District) may reimburse the Officials for reasonable expenses. XCSO will not reimburse officials.

8.4. The Chief of Competition will run the team captain's meeting (TCM) (with the help of the Competition Secretary) prior to the race events. Hosts are expected to use the XCSO TCM Template available in the XCSO Race Host toolkit.

8.5. Race Committees are encouraged to provide mentorship opportunities to other Officials. Contact XCSO Coach and Officials Development Coordinator (cd@xcskiontario.ca) for support for this initiative.

8.6. Officials' SafeSport Screening Compliance per item 21 of this Technical Package.

9. EMERGENCY and MEDICAL

On-site qualified first aid and medical services is a requirement at OCUPs. 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. (ICR 302.3.8)

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.

9.1.   There must be a documented Emergency and Medical plan.

9.2.   Certified Adult First Responders must be available.

9.3.   A snowmobile, a licensed operator, and a fully stocked rescue toboggan must be available for emergency response.

9.4.   A private examination room with its own entrance should be on site.

9.5.   ~~Oxygen and AED must be on site for all training and race days.~~

9.6.   A full medical facility in the host community must be accessible to ensure the safety of participants

10.   FACILITIES

10.1.   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 (0.55 sq m) per athlete. Some ventilation of all wax facilities is required.

10.2.   Work Zones: the wax room is a designated Work Zone and when active (i.e. when irons are in use) appropriate 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.

10.3.   A chalet with heat, concession, separate male/female change rooms, and potable water to accommodate 300 + volunteers/competitors/competitor's support staff. If the OCUP includes Para Nordic categories, an accessible space must be provided.

10.4.   Enough portable toilets or flush toilets, including at least one accessible toilet if this OCUP includes Para Nordic categories, on the site to handle 300+ people.

10.5.   An isolated computer results room with a door.

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

10.7.   Parking for 100+ vehicles of various sizes.

10.8. 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.

10.9. Results Board – All results will be posted on a board that is not near the computer room and is easily accessible to participants.

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

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

11. COURSES

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

11.2. Distance courses for Senior and U20 categories should offer a suitable challenge (ideally meet the minimum required Total Climb in ICR 311.2.5).

11.3. Distance courses for all categories should not exceed the maximum Total Climb in ICR 31.2.5 (including Precisions).

11.4. The maximum loop length is 7.5 kilometers. (i.e. 15 kilometers can be 2 x 7.5km, 3 x 5 km, 4 x 3.75 km). Laps should be of equal length on the same course.

11.5. Maps and profiles, approved by the TD, 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 maps and profiles' resources (ie GPS-enabled PDFs). Paper course maps and profiles must be available upon request.

11.6. Grooming - Power tilling with mechanical snow moving must be available.

11.7. Pre-race preparation - Courses and the stadium must be prepared the day prior to the race to accommodate pre-race training.

11.8. Pre-Season – The course must be groomed and maintained to deal with minimal snow cover.

11.9. Winter Preparation – The course must be packed and groomed throughout the winter to ensure a solid base.

11.10. Technique – The trails must be in accordance with NORDIQ CANADA regulations for specific techniques as stated in ICR 311.3.

11.11. Para Nordic 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 courses 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.

12. ON-SITE COMMUNICATION

12.1. Radio: A VHF or UHF frequency with a minimum of two channels is required, with minimum power of 5 watts.

12.2. 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.

13. RACE MANAGEMENT

13.1. Software – A NORDIQ CANADA approved race management software system must be used.

13.2. 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.

   The confirmation list must include: Name, Club, Team/University, NORDIQ CANADA license number, NORDIQ CANADA sprint and distance points, category and registered races.

13.3. Confirmation list must be posted online within 48 hours of the close of registration, with an established deadline for corrections.

13.4. Seed Lists are now standard practice at Tier 1 and Tier 2 Events.

   13.4.1. The Seed Lists should be published as soon as practicable after the close of registration.

   13.4.2. Changes to Seed Lists must be provided to the Race Secretary by 3:00 pm the day prior to the scheduled race. The Organizing Committee may change this time if required to optimize the schedule. The time must be clearly published in the schedule.

   13.4.3. Seed Lists must include:

      13.4.3.1. Category headers include distance and technique

      13.4.3.2. Formatting includes Last Name, First Name, Club, Category, and Sub category if applicable, NORDIQ CANADA License #, date of birth (appears as YOB), CPL points, and FIS points, if applicable.

      13.4.3.3. Seeding should be sorted in CPL order, starting with the top ranked athlete. Athletes without points will be listed in alphabetical order at the bottom of the list.

13.5.   Start Lists must include:

13.5.1.   General information including Jury members, race start time.

13.5.2.   Category headers include distance, technique, start type (optional), number of laps (optional).

13.5.3.   Formatting includes Bib number, Name, Sub category if applicable, NORDIQ CANADA License #, date of birth (appears as YOB), Club, Team, University, and start time.

13.5.4.   Be available online ahead of the Team Leaders meeting, and after the 3:00 pm deadline for seed list changes (see 13.4.2).

13.5.5.   Posted at the race site in 2 designated areas.

13.5.6.   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.

13.5.7.   For joint FIS/OCUP/QCUP competitions, the Nordiq Canada technical package prevails.

13.6.   Results:

13.6.1.   General information includes Jury member names and weather information.

13.6.2.   Category headers include distance, technique, start type (optional), number of laps (optional).

13.6.3.   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.

13.6.4.   Unofficial results must be posted as soon as possible after a category has been completed in two designated areas.

13.6.5.   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.

13.6.6.   Posting of live results is encouraged. Race organizers should, prior to the event, determine what is required.

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

13.6.8.   For joint FIS/OCUP/QCUP competitions, the Nordiq Canada technical package prevails.

14.   TIMING and SCORING

14.1.   Use of a NORDIQ CANADA approved timing and results system.

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

14.3.   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.

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

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

14.6.   For joint FIS/OCUP/QCUP competitions, the Nordiq Canada technical package prevails.

15.   ONTARIO CUP MEDALS

15.1.   For OCUPS

15.1.1.   XCSO will pay for and deliver ribbons and medals for the U14, U16, U18, U20, Senior and Para Nordic categories and guides. Additional medals may be ordered and paid for by the host for additional categories (Masters, U12 etc). Unused medals must be returned to XCSO. The host may substitute their own ribbons, and return unused ribbons to XCSO. The top three finishers by gender in the U14, U16, U18, U20, Para Nordic (when offered) categories will receive medals. Para Nordic guides must also receive medals. Medals or merchandise awards may be awarded to other categories (Masters, U23, Senior etc) at the discretion of the Organizing Committee.

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

15.2.   For joint FIS/OCUP/QCUP competitions, the Nordiq Canada technical package prevails.

16.   JURY COMPOSITION FOR ONTARIO CUP

16.1.   The jury will be formed according to NORDIQ CANADA Rule 303.1.7.2. The Jury will consist of the TD and Chief of Competition plus a Level 2 Nordiq Canada Official appointed by the Cross Country Ski Ontario.

17.   START ORDER IN CATEGORIES

17.1.   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 race is run before the release of Period 1 CPL, the last CPL from the previous season will be used.

17.2.   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.

   17.2.1.   INTERVAL START

   17.2.1.1.   U14 through Open: The number of groups in each category will be determined from the number of entrants as per ICR 313.5.2. When common distances are raced by multiple categories, the categories will be seeded together. Results will be published as combined and for each category.

   17.2.1.2.   Categories younger than U14 and Masters will be drawn as one group.

   17.2.2.   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.

17.3.   SPRINTS – Seeding for the qualification race will be completed by CPL.

18.   FEES, REFUNDS, and CANCELLATIONS

18.1.   Race entry fees are subject to HST, if applicable. A per competition entry fee of $47.50 + HST has been established as a common fee. Race hosts may offer an early bird rate of $47.50 up to no earlier than 1 week prior to the close of registration. Race entry fees may be increased at the discretion of the OC for the final week of registration.

For example: For an event scheduled for January 18 and 19:

Registration	Dates	Per Competition Entry Fee
Early Bird Registration	Dec 18 to Jan 3	$47.50 + HST
Regular Registration	Jan 4 to Jan 10	$52.50 + HST

Late Registration	Jan 10 to Jan 15	$52.50 + HST + $100 late registration penalty

18.2. Additional XCSO race fee of $7.00 per skier per race, and $3.50 per U14 and younger category skier is payable by the race organizers to XCSO. Additional race fees (eg SOD/NOD) may be applicable. All additional fees are to be clearly outlined in the race notice. HST must be charged on this fee. Race hosts will provide a list of all Ontario Race Licensed athletes to XCSO within 1 week of the completion of the OCUP for invoicing.

18.3. Para-Nordic guides will not be charged entry fees.

18.4. Entry fees and additional fees are submitted through an online registration system.

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

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

18.7. 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 $15 administration fee Nordiq Canada Tier 2 Event Licenses will not be refunded.
4 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 expenses already incurred XCSO fee: 100% District fee: 100% NC Tier 2 Event License: 100% A $15 administration fee is applicable to all refunds
On site	Jury	No	n/a

19.   COMMON WAX PROTOCOL

19.1.   XCSO may designate an OCUP for common wax protocol, and will communicate with chosen Organizing Committees no later than November 1.

19.2.   For chosen OCUPS, an additional wax fee of $3.50 per race per athlete will be collected during on-line registration.

19.3.   The Common Wax Protocol will be circulated to chosen OCUP Organizing Committees by November 1.

20.   WAXING GUIDELINES

20.1.   As per ICR–CCR 222.8, the use of fluorinated wax or tuning products containing fluorine including kick wax is not allowed for all categories. For guidance refer to Nordiq Canada's wax tech resources page.

20.2.   As per ICR-CCR 325.2.4 During the sprint finals (from 1/4 finals to final), any adjustment of the glide zones is not allowed. For exceptions see 343.12.7.

21.   AWARDS PRESENTATION

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

21.2.   Award presentations later in the day should be completed at the official race hotel or other suitable site.

21.3.   Order of awards presentation is 3, 2, 1. Para Nordic guides should be included in awards' presentations.

21.4.   A university/college awards presentation is required.

22.   COACH BIBS

22.1.   Guidance on the Use of Ontario (XCSO) Coach Bibs:

22.1.1.   XCSO issues 2 individually numbered coach bibs per club/team at the beginning of each racing season. Coaches who do not uphold expectations and responsibilities of proper bib use could lose bib privileges or face sanctions as determined by the race jury.

22.1.2.   While it remains the decision of the host LOC as to how to use these bibs, XCSO encourages their use for the following reasons:

22.1.3. In the event of an urgent or emergency situation, coaches can be easily identified. This could include an athlete safety issue/concern that would require the presence of a trained coach for adherence to Safe Sport practices.

22.1.4. Permit access to a designated Coaching Zone(s). Typically, these are desirable locations on course where spare pole exchange, feeds, and cheering takes place.

22.1.5. To allow a limited number of coaches per team/club on course during a race to allow for wax testing, particularly on classic race days.

22.2. XCSO coach bibs are not used to:

22.2.1. Allow coaches to travel on the race course from point to point for reasons other than testing wax.

22.2.2. Travel backwards on course against the direction of travel.

22.2.3. Gain access to restricted areas where coaches are not permitted.

22.2.4. At National Championships and other events where National Level coach bibs are issued for use.

22.2.5. Restrict attendance at Team Captain's Meetings (TCM's).

23. SAFESPORT POLICIES AND SCREENING

23.1. The race host must identify a Safe Sport officer for all days of competition, including training days. The Race Notice must identify the SafeSport officer and communicate how to reach them should the need arise.

23.2. XCSO and its member clubs have adopted the Nordiq Canada Pan Canadian Policy Suite. Responsibility for screening and in compliance with the XCSO Safe Sport Policies, and the Screening Policy in particular as follows:

23.2.1. XCSO is responsible for screening the TD and all XCSO staff.

23.2.2. The race host is responsible for screening all "Major" officials, defined as follows:

23.2.2.1. Chief of Competition

23.2.2.2. Chief of Timing (Chief of Finish or Chief of Results are considered part of timing and therefore minor officials)

23.2.2.3. Chief of Course (Groomer is a minor official)

23.2.2.4. Chief of Stadium (Chief of Start is considered part of stadium and therefore a minor official)

23.2.2.5.   Race/Competition Secretary

23.2.2.6.   Chief of Controllers (if nominated)

23.2.2.7.   Chief of Competition Security (if nominated) (in charge of Marshalls and on-site transportation)

23.2.3.   The race host will provide written confirmation to XCSO, no later than 30 days prior to the event, that "Major" officials meet the screening requirements.

23.2.4.   Member clubs are responsible for screening participating athletes, coaches and support staff.

23.2.5.   Always refer to the Screening Policy identified in 21.2 for a full understanding of screening requirements. XCSO has developed a Safe Sport Resource page for guidance on Safe Sport matters. For ease of reference, the minimum screening requirements for "Major" officials includes the completion of:

23.2.5.1.   The Coaches Association of Canada Safe Sport and Rule of Two training modules

23.2.5.2.   An EPIC or its equivalent (Police Records Check and Judicial Matters Check)

23.2.5.3.   A completed Volunteer Application Form

Checklists

Appendix A: Host site statistics for Technical Delegate

Having reliable statistics is a work in progress. Elevation data is available for free on-line. Assistance is available if your site needs help calculating these course measurements. Email admin@xcskiontario.ca for more information.

Name of Event		Event Date:	
City		Prov./Terr.	
Host Club			
Name of TD		Phone #	( )
TD Email			
Name of Assistant TD (Tier 1 Events only)			
Names of all Jury Members			
Name of Chief of Competition			
Name of Chief of Course			
Name of Chief of Timing			
Name of Competition Secretary			

List the different types of race formats skied at this event:

Course Information (U14/U16/U18/U20/Senior Categories)

Format/Technique	Category	Gender	Lap Dist	# Laps	Distance	MC	TC

Additional information to submit to the TD:

Grooming	# of power tiling machines	
	# of tracksetting machines	
	# of renovating machines	
Stadium	Length in meters	
	Width in meters	
	Finish lane width in meters	
Wax Areas - Indoor	Dimensions in square meters	
	#AC outlets	
	Ventilation	
Wax Areas - Outdoor	#AC outlets	
Team Shelter	Dimensions in square meters	
Change Rooms	Dimensions in square meters	
Toilets	Number	
Accessible Toilets	Number	
Parking Capacity	Dimensions	
ParaNordic Accessibility		
Team Captains Meeting	Virtual or In person	
	If in person:	
	Room dimensions in square meters	
	# of seats	
	Projector	
	Screen	
Radios	# of radios with a minimum of 2 channels	

Appendix B: Pre Race Checklist

This is a high level checklist. It is the host's responsibility to complete all of the required tasks as outlined in the Nordiq Canada Officials' Manual.

60 Days Prior to the Event:

☐   Draft Race Notice sent to TD and XCSO (admin@xcskiontario.ca) for review and approval.

☐   (Recommended) TD hotel and local travel arrangements, where required, are booked.

☐   Identify which officials and volunteers require SafeSport Screening and begin collecting information

45 Days Prior to the Event:

☐   Nordiq Canada Tier 2 Sanction application complete.

☐   Race Notice published on the Zone4 Event Page, and linked to the host website.

☐   The link to the Zone4 Event Page or host website is forwarded to XCSO to add to the XCSO website.

☐   Confirm with XCSO whether any mentorship opportunities are available during the event.

30 Days Prior to the Event:

☐   Registration open on Zone4, or other Nordiq Canada approved timing software.

☐   Work with XCSO to determine how the Coach Bibs, Leader Bibs and Ollie will be delivered to the site.

☐   Written confirmation to XCSO that all "Major" officials have completed the Safe Sport screening.

No Later than 7 days Prior to the Event:

☐   Race courses and profiles posted to the Zone4 Event Page, after review by TD.

☐   Ensure that all Major Officials are SafeSport Compliant.

48 Hours after the Close of Registration:

☐   Validated registration posted to the Zone4 Event page, or host site.

Prior to the Training Day Opening Time:

☐   Ensure that the courses are clearly marked for skiing.

Appendix C: Race Notice

For "stand-alone" OCUP events, the XCSO Race Notice template, available in the XCSO Race Host Toolkit should be used. This guide will help the race committee create the necessary race notice for an Ontario Cup race.

- ☐ Ontario Cup Race Number or Championship Name
- ☐ 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/text
- ☐ Name and contact information of the SafeSport Officer.
- ☐ Registration details including entry fee per race and late registration 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)
- ☐ Waxing Protocol/Rules
- ☐ Host Hotel/Motel – group rates or individual rates, contact name and number, directions from race site
- ☐ Medals
- ☐ Awards Presentation – time and location
- ☐ Sponsors Recognition
- ☐ SafeSport Statement

Appendix D: Race Registration

In order to meet the requirements of this Technical Package the registration form requires these items. XCSO has prepared a Zone4 OCUP registration template. Hosts are encouraged to use this. It is updated each year to include the most recent Zone4 features:

Registration form:

☐ Include the additional XCSO Race Fee (18.2)

☐ Include the U23 category as an option for easier leader bib results tabulation.

☐ Include the new Tier 2 Event License feature in zone4, so that day licenses are automatically calculated.

☐ Include a university check box in the registration with the following for to determine eligibility.

Zone4 Event Page:

An Event Page is a public homepage for your event where you can post your registration form, public results, start lists, public reports or confirmation lists, as well as links to social media platforms and your event's website. We encourage race hosts to use the Event Page.

Important information about the Event Page. A Zone4 event page will only display publicly on Zone4 if:

- There is an open registration linked to it, or
- There is a race file linked to it.

This means that between the time the registration closes and a race file is linked, the Event Page will not display on Zone4. We encourage race hosts to set up their Race Files before the close of registration.

Zone4 Event Page Help

Appendix E: University Results

<u>University Results in the Zone 4</u>

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/

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Zone4 no longer supports the legacy system, so you are on your own if you continue to use it.