
CROSS COUNTRY SKI ASSOCIATION OF MANITOBA (CCSAM) EVENT ORGANIZER GUIDE

Updated: December 2016

ORGANIZER ELIGIBILITY

Any CCSAM Member Club¹ (referred to as the Host Club) can submit a bid to the CCSAM office requesting to organize a cross-country ski event sanctioned by CCSAM and included in the CCSAM event schedule.

ORGANIZER RESPONSIBILITIES

1. Submit an Event Bid Form to the CCSAM office before March 31st to have your event considered for inclusion in the *following year* competitive season. The CCSAM Technical Committee will host an open meeting with all race organizers to draft the following year event calendar in April each year. Exact date TBA.
2. Provide confirmation that the Land Owner has permitted your event and that all involved parties are named on the Cross Country Canada (CCC) Insurance Certificate as “Additional Insured” (if necessary).
3. Your event must have an Event Chair and a Chief of Competition (Level I Official at least). See “Local Organizing Committee (LOC)” discussion below. Details on these positions and other aspects of race organization can be found in the CCC Competition Officials Manual.
4. Ensure the event will be run safely and in accordance with Cross Country Canada (CCC) Rules and Regulations. If there is a Technical Package for the event you are required to obtain a current copy and become familiar with its contents.
5. For insurance purposes your event must be registered with CCC by submitting your club’s event calendar with your annual CCSAM Club Application.
6. Ensure all event participants are insured to participate and have signed an Informed Consent and Assumption of Risk Agreement as a condition of their participation (see “Participant Eligibility” below).
7. Arrange to have certified Officials manage the start/finish, timing and results for your event. Officials may be members of your club or another club. Contact the CCSAM office to arrange an Officials certification course for your club or region.
8. No later than 3 weeks before the event (the earlier, the better) submit to the CCSAM office your Race Notice and accompanying documents &/or web links. The submission must include the plan for producing race results and submitting them to CCSAM for publication.
9. Arrange to employ Red River Nordic **Ski Patrol** or equally qualified and prepared personnel to manage your event first aid and emergency response plan. The Red River Nordic Ski Patrol endeavours to attend all CCSAM-sanctioned events, however, you must contact the Ski Patrol well in advance of your event to confirm their availability. The

¹ A CCSAM Member Club is a club that has applied for and been granted membership with the Association. See Club Policy for more details.

LOC is responsible for providing a minimum \$100 Ski Patrol honorarium per race.
Contact Ski Patrol – Brian Barton bgbiss22@gmail.com 204-783-1744

BENEFITS OF SANCTIONING

Events sanctioned by CCSAM will be listed on all promotional materials produced by CCSAM including the website Event Calendar. Race notice information will be added to electronic newsletters published by CCSAM. CCSAM will assist the host club with administrative duties and technical guidelines whenever necessary and upon request.

SCHEDULING

The CCSAM Technical Committee coordinates the CCSAM annual competitive schedule in an effort to avoid conflicts and ensure maximum participation. To that end CCSAM will commit to sanctioning only 1 competitive event per weekend. All efforts are made to balance the competitive year in terms of technique (classic vs. skate / free technique) and distance (sprints vs. Loppets).

PARTICIPANT ELIGIBILITY

1. Every participant in a CCSAM-sanctioned event must be a current member of a CCC-affiliated club, hold a CCC/FIS race license **or** purchase a Supporting Member Day License.
2. Every entrant must sign an Informed Consent and Assumption of Risk Agreement .

Event entry fees are the LOC's discretion. Please be sure to charge an additional \$5 for each Day License purchased.

RACE NOTICE

The Race Notice should include the following information:

1. Name and Date of event,
2. Location (including map and/or directions),
3. Eligibility (who may enter the event),
4. Schedule of events (distances, start times, coaches meetings etc.),
5. Description of facilities (trail maps, waxing and change facilities, meeting rooms etc.),
6. Awards (what/when/where, for whom?),
7. Contact information (Event Chair, Chief of Comp, Race Secretary etc.),
8. Entry fees,
9. Event format (interval, mass, or wave starts, classic or free technique, etc.),
10. Accommodation (if applicable – list of area accommodations and contact information).
11. Refund policy (see Event Cancellation Guidelines).

An entry form should be made available to entrants prior to the event date for the purpose of pre-registration and payment of entry fees. This is at the discretion of the host club. The Race Notice and entry form will be posted on the CCSAM website.

RACE CATEGORIES & DISTANCES

Race age categories are posted on the CCSAM website.

For Provincial Championships and Manitoba Cup Series events only one distance per race category should be offered to the Midget through Junior categories. Doing so may negatively impact the process of team selection for those athletes in the CCSAM High Performance Program. Please consult with the CCSAM Executive Director and Technical Committee and refer to the most current Technical Package published for the event you are hosting (e.g. Provincial Championships, Manitoba Cup).

The following *maximum* race distances per age category are based on the recommendations published in the Cross Country Canada Competition Model (May 2010) derived from the research and principles on the Long Term Athlete Development and the Canada Sport For Life Model. Please contact the CCSAM office for guidance.

Race category	Individual Sprint	Max distance (& recommended race time)	
		Classic	Free
Atom Girls / Boys	100 – 200 m skills course*	1.5 km (5 to 10 minutes)	1.5 km (5 to 10 minutes)
Pee Wee Girls / Boys	100 m (<20 seconds)	3.0 km (5 to 20 minutes)	3.0 km (5 to 20 minutes)
Midget Girls / Boys	100 (<20 seconds)	7.5 km (< 30 minutes)	7.5 km (5 to 30 minutes)
Juvenile Boys	800m – 1000 m (>2 min)	15 km (7 to 40 minutes)	15 km (7 to 40 minutes)
Juvenile Girls	800m – 1000 m (>2 min)	10 km (7 to 40 minutes)	10 km (7 to 40 minutes)
Junior Boys	1000 – 1400 m	20 km (7 – 90 minutes)	20 km (7 – 90 minutes)
Junior Girls	800 – 1200 m	15 km (7 – 90 minutes)	15 km (7 – 90 minutes)
Junior Male	1000 – 1400 m	30 km (7 – 90 minutes)	30 km (7 – 90 minutes)
Junior Female	800 – 1200 m	20 km (7 – 90 minutes)	20 km (7 – 90 minutes)
Senior & Master Men**	1000 – 1800 m	50 km	50 km
Senior & Master Women**	1000 – 1800 m	30 km	30 km

*Children in the Atom category should not be sprinting (anaerobic effort) longer than 5 secs. at a time. Likewise, Pee Wees and Midgets should not be sprinting longer than 20secs. per effort. Please refer to the CCC Competition Model for more information.

**Senior and Master athletes may race beyond these distances.

PARA NORDIC COMPETITION

Para Nordic competition format, categories & course requirements are currently being developed for Manitoba events. As they are formalized they will be added to this document. Please contact the CCSAM Executive Director for current information on Para Nordic competitors in Manitoba and how your event can include Para Nordic categories.

CCSAM POLICIES

The LOC must be familiar with all CCSAM policies (as posted on the CCSAM website). The Privacy Policy in particular must be read and respected. The LOC will be collecting personal data. The CCSAM Privacy Policy provides direction in this matter and compliance with this policy protects both the individuals disclosing personal information (competitors) as well as those collecting and using personal information (LOC).

MANITOBA CUPS & PROVINCIAL CHAMPIONSHIPS

If an LOC wishes their event to be considered for Manitoba Cup designation this must be noted in the event bid. The following criteria will be considered:

- Regional location of event,
- LOC's prior experience with event hosting,
- Facility amenities,
- Event format,
- Other factors that may affect High Performance athletes (team selection etc.).

You must become familiar with the Manitoba Cup or Provincial Championship Technical Package and follow the technical guidelines & specifications.

Manitoba Cup & Provincial Championship Race Notices must be approved by the CCSAM Executive Director and Technical Committee prior to posting.

TECHNICAL EQUIPMENT

The following is a list of equipment that is available on loan from CCSAM *upon request*:

1. Race bibs - #1 – 200. Lost or damaged bib fee: \$30/each.
2. 2 Seiko hand held, printable stop watches.
3. Various flags, banners, aluminum v-boards.
4. Trail grooming services may be available at an hourly rate (\$65/hour, maximum 150km from Winnipeg).

CANCELLATION AND POSTPONEMENT

Please see the Event Cancellation Guidelines on the CCSAM website.

N.B. Re-scheduling of CCSAM-sanctioned events is done through the CCSAM office. Organizers are not permitted to re-schedule event(s) without approval from the CCSAM Technical Committee.

LOCAL ORGANIZING COMMITTEE

It is the host club's responsibility to form a Local Organizing Committee (LOC). The LOC must consist of at least an Event Chair and a Chief of Competition. Other important positions are Chief of Course, Chief of Timing & Race Secretary. Race team coaches, as representatives of athlete interests, are important stakeholders and should be consulted whenever necessary.

TECHNICAL ADVISOR (TA)

For all Manitoba Provincial Championship events, a Technical Advisor (TA) will be appointed by CCSAM. The TA ensures that the competition is conducted in accordance with the rules and regulations of Cross Country Canada and is available to the Race Committee for advice and assistance. Other events may request a TA be assigned to their event. The host club is responsible for any fees, travel/accommodation expenses incurred by the TA for their event (other than Provincial Championships).

TECHNICAL PACKAGES

Check with the CCSAM office for all available Technical Packages.

CONTACT INFORMATION

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