



**2016-17 Haywood NorAm
Buff Sprint Series**

Technical Package

**TECHNICAL PACKAGE
HAYWOOD NORAM RACE SERIES**

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This Technical Package is provided to ensure uniformity and a high standard in the hosting of the NorAm Race Series from place to place across the country. Cross Country Canada (CCC) provides direction and quality control through its appointed Technical Delegate (TD) and CCC Race Director (RD), ((CCC Director of Events Management(DE)), the latest version of the FIS/CCC Rules and Regulations, CCC Rule Precisions and this document.

1.0 Preliminary Information

1.1 Background

The general aims of the NorAm Race Series are to assist in athlete development at the elite level and to promote cross-country ski racing to the public at large. The Series enables the best skiers (seniors and juniors) from Canada and guest skiers from the United States to compete head-to-head generally throughout the early and later periods of the ski season. The Series also encourages high level domestic competition among regional skiers who aspire to National Development and National Team status and results may be used for FIS Continental Cup Series (COC) selection purposes (see most recent NST Selection Criteria - <http://www.cccski.com/National-Ski-Team/Selection-Criteria.aspx>). This produces international and national level competition opportunities that facilitate team and trip selection and prepares athletes for international competition in Europe.

The planning and execution of the Series requires cooperation between Cross Country Canada (CCC), Federation International de Ski (FIS), Provincial and Territorial Divisions and hosting Clubs.

Important references governing these events include:

ICR-CCR Precisions 2016 * & future Precisions
<http://www.cccski.com/Events/Rules-and-Regulations.aspx>

CCC Officials' Manual V3.4 * or latest version if superseded
<http://www.cccski.com/Events/Officiating.aspx>

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[Manuel de l'officiel](http://www.cccski.com/Events/Officiating.aspx?lang=fr-CA)
<http://www.cccski.com/Events/Officiating.aspx?lang=fr-CA>

CCC Competition Model
<http://www.cccski.com/Programs/Athlete-Development/LTAD-Long-Term-Athlete-Development/Resources.aspx>

[Le modèle de compétition de SFC](http://www.cccski.com/Programs/Athlete-Development/LTAD-Long-Term-Athlete-Development/Resources.aspx?lang=fr-CA)
<http://www.cccski.com/Programs/Athlete-Development/LTAD-Long-Term-Athlete-Development/Resources.aspx?lang=fr-CA>

Note: Reference documents are updated regularly. The most recent version must be used as reference.

1.2 Definitions

a) Series – several related events which take place in the course of a season, and for which aggregate points may be maintained.

b) Event - a number of races that occur at a particular site, hosted by a particular Organizing Committee (OC).

- c) Competition - an individual race within an event, incorporating one or more age categories and both genders.
- d) Organizing Committee (OC) – the organization within the hosting CCC Club that is responsible for planning and executing an event.
- e) Competition Model (CM) - The CM reflects a combination of technical parameters and general recommendations that, by being aligned with LTAD concepts and guidelines, determine the ideal approach to and characteristics of competitive events for each LTAD stages.
- f) Continental Cup Series (COC) – Term used by FIS to categorize international events held in a geographic region eligible for FIS points and used to determine athlete ranking suitable for FIS World Cup entry.
- g) Open Category: The Open category at FIS NorAm competitions are sanctioned by FIS and CCC. Top juniors and senior skiers are expected to enter the Open category and will be seeded together. The results may include sub-categories composed of junior men/women and U23 seniors for recognition purposes.
- h) Junior men/women: In some instances junior men/women categories may also be introduced at NorAm events and sanctioned by FIS. In these cases, junior men/women categories should reflect the 2017 competition season for athletes born in 1998 or 1997 (J M/W 1, J M/W 2)
- i) Junior Boys/Girls: Although not an official NorAm category, OC's may elect to offer development level races on the same race day as the NorAm competition. The junior boy/girl category should reflect the 2017 competition season for athletes born in 2000 or 1999 (JB/G 1, JB/G 2)
- j) Juvenile Category: Although not an official NorAm category, OC's may elect to offer development level races on the same race day as the NorAm competition. The juvenile category should reflect the 2017 competition season for juvenile boys born in 2002 (JVB 1) or 2001 (JVB 2) and juvenile girls born in 2002 or 2001 (JVG 1, JVG 2).
- k) Midget Category: Although not an official NorAm category, OC's of the Eastern and Western Championships may elect to offer development level races at NorAm competitions. Competitions should be modified to reflect the recommendation in the Competition Model for Midget and below categories. Midget categories may only be offered after discussion and review of competition schedules with the Events Committee. The midget category should reflect the 2017 competition season for midget girls born in 2003 and after and midget boys born in 2003 and after.

Note: Athletes of YOB sub-categories that decide to race at a more advanced stage of development are considered as "racing up" and thus should be considered as athletes of the first YOB in their actual competition race category for awards.

The NorAm Series is the premier Canadian domestic racing series.

The full NorAm Series calendar will be developed in conjunction with the Provincial and Territorial Divisions of Cross Country Canada. In principle, provincial or territorial events should be coordinated within the national calendar. In particular, it is desirable for NorAm events to be superimposed on regional events of significant importance in order to enhance the overall stature and visibility of the event. To every extent possible, the events of adjoining provinces/territories should be "conflict free" in order to permit larger fields to assemble at a single site.

Unless the purpose of the event requires an exception for selection purposes, it is expected the NorAm event will have two open categories, one for men (senior men and junior men) and one for

women (senior women and junior women). Within these open categories, senior and junior aged competitors will be seeded and raced together.

OCs are encouraged to include junior boy/girl categories and lower in their events in order to promote the developmental opportunities for younger skiers available within the NorAm framework. If this takes place Year of Birth recognition should be considered as recommended in the Competition Model for younger skiers if a significant number of athletes are expected in each YoB sub-category. In either case, the OC must include a competitor's **year of birth** on the Official Start and Results listing using the convention in (h) through (k) above.

Younger age groups may be combined for seeding and competition purposes when the OC offers common race distances and courses are suitable for the younger age group.

NorAm Events

NorAm Open events are FIS-sanctioned and are run on FIS homologated courses under the FIS ICR. The NorAm calendar will be designed by the CCC Events Committee, in consultation with the CCC High Performance Committee and the USSA. The primary target audience are athletes within the NST program, with emphasis on the Senior and Junior NST, in Training Centres and on the National Talent Squad.

NorAm Competitions will be those events which the NST normally uses for trip and team selection and FIS Continental Cup Series (COC) calculations.

It is the intent that the Eastern and Western Regional Championships are positioned as NorAm competitions. However, because of the nature of these events, considerations have been developed as outlined in Appendix C to accommodate the importance of these events as major athlete development tools beyond the open category. Younger categories are governed by the CCR Precisions 2016 and procedures for domestic competitions.

In order to enter a NorAm competition, skiers must have a valid FIS, CCC, foreign National Ski Federation or Supporting Member Day license.

FIS requires that all COC (NorAm & National Championship) events are staged on FIS homologated courses. See <http://www.ccski.com/Events/Rules-and-Regulations.aspx> for the most current CCC Homologation Guidelines

1.3 Minimum Cash Purse for NorAm Competitions

The level of CCC support and prize structure is outlined in the 2016-17 NorAm Agreement to Host document provided to each OC once the schedule is finalized. The minimum cash purse schedule for the open category per race day of the 2017 NorAm season is shown below.

Rank	2017 M/W
1 st	\$500
2 nd	\$300
3 rd	\$200
4 th	\$150
5 th	\$100
Top U23	\$75
Totals	\$1325

Note in the case of 2 day pursuit competitions, the prize purse will be paid out based on a skiers race time on both the 1st and 2nd race day in addition to a skiers order of finish on the pursuit day using the

prize purse schedule for Multi-Stage competitions. Mention of the prize purse format should be published in the Official Race Notice.

Multi-Stage Competitions:

In NorAm events designated as Multi-stage / Mini Tour events, the Awards schedule will reflect performances in each individual competition plus the overall Aggregate winners consistent with a Multi-stage format. In these cases, the individual competition cash purse schedule will be reduced while the overall Aggregate schedule will be approximately two times the values of a normal NorAm event.

Haywood NorAm Multi-stage Cash Purse Schedule – **Daily Competitions**

	2016-17 Men/Women
1 st	\$250
2 nd	\$200
3 rd	\$150
Totals	\$600

Haywood NorAm Multistage Cash Purse Schedule – **Overall Aggregate**

	Men	Women
1 st	\$700	\$700
2 nd	\$400	\$400
3 rd	\$250	\$250
4 th	\$200	\$200
5 th	\$125	\$125
6 th	\$75	\$75
Totals	\$1750	\$1750

Haywood NorAm Multistage Cash Purse Schedule – **Overall U23 Aggregate**

	Men	Women
1 st	\$150	\$150
2 nd	\$100	\$100
3 rd	\$ 50	\$ 50
Totals	\$300	\$300

A Junior Multistage cash purse could be offered if race entry and depth of field warrants. In this case the top 3 juniors should be recognized in the Aggregate standings.

Haywood NorAm Multistage Cash Purse Schedule – **Overall Jr Aggregate (Optional)**

	Men	Women
1 st	\$150	\$150
2 nd	\$100	\$100
3 rd	\$ 50	\$ 50
Totals	\$300	\$300

In all cases, the OC must note the minimum prize purse schedule in the Official Race Notice.

FIS Continental Cup Series (COC)

Nations can apply for official FIS recognition of domestic race events that meet specified FIS criteria as a "FIS Continental Cup Series (COC)". In receiving official recognition, host nations gain access to additional WC quota, an important component in preparing Canadian athletes for future WSC and Olympic competitions.

The National Ski Team Selection Criteria will define the scoring system and minimum selection criteria for all events in the FIS Continental Cup Series (COC).

In recognition of an athletes' performance over the entire season Aggregate Leaders for the overall FIS Continental Cup Series (COC) will receive a cash bursary.

2.0 Hosting

2.1 Host Club Responsibilities (Summary)

Organize and conduct all events in accordance with FIS ICR, CCC Rules and Regulations and this Technical Package.

If required, present a homologation plan to the Events Committee no later than October 1st prior to the ski season outlining the steps the club will take to fulfill FIS homologation standards.

Provide timely distribution of the Event Notice (six weeks in advance) and official results in the specified formats.

Set up and display all CCC sponsor and supplier pool banners (where applicable). The CCC Race Director (RD) or his designate will be able to provide advice on this.

Agree to pay the minimum cash purse as outlined in 1.3. CCC will cover a portion of the defined payment schedule as outlined in the Agreement to Host.

Submit a final Expense/Revenue statement and copies of media releases and coverage to the CCC RD no later than 30 days after the event. The Media Report should include photos, newspaper clippings, audio/ visual tapes of electronic media coverage and local media contact coordinates.

OCs are encouraged to organize pre-event press conferences and post-race award events. Maximum exposure to the media, schools, Jackrabbits and corporations should be encouraged.

OCs should liaise with CCC's Media Coordinator and refer to the CCC web site link <http://www.cccski.com/National-Ski-Team/Athlete-Information.aspx> to collect up to date biographical information on top skiers in the event and as much as possible for other skiers for media feed and on-site race commentating.

Include event information on the Club/event website a minimum of two months before the event. The OC should appoint a webmaster who is responsible exclusively for the maintenance of the competition website.

Assign a Press/Media Liaison Official. It is important to work diligently to obtain good event coverage in the local media (press, TV, radio) and to encourage provincial and national coverage wherever possible. The Press/Media Liaison official must work closely with the event webmaster.

Provide post-race refreshments (drinks, cookies, fruit and yogurt are expected by skiers).

An event banquet may be organized for an appropriate evening (and can include the award of some prizes, where convenient), but is optional considering the overall schedule of the event

Provide a high quality sound system with distribution to spectators and team wax areas.

Provide a race announcer or announcers, with appropriate capabilities (preferably in both official languages).

2.2 Host Site and Dates

It is the intent of CCC to develop - in cooperation with parent Divisions - a set of designated sites and organizing committees to host these events. Designated sites will meet the following criteria: courses that are suited to this level of competition including homologation; trained, experienced officials; suitable infrastructure; and appropriate financial support.

In principle, the series will be designed with a regional balance, to include an event or events that can be accessed with relative ease by athletes from each region with a large racing population. Because the NorAm series is a national series, air travel is unavoidable. The series will be designed so that the need to travel by air is evenly shared, to the extent possible, with other events of national importance. As the series must begin early in the winter, the availability of early snow is a major factor limiting the flexibility of event scheduling.

CCC will canvass sites for interest, and will select sites through the Events Committee of CCC. Geographical cycling will be only one part of the overall assessment as to the selection of final sites. All bids must be able to demonstrate compliance with the current Technical Package.

Once CCC has selected sites, the respective OCs are required to sign Agreements to Host, and thereafter are responsible for the organization of their events. Each OC Chairperson is responsible for updating CCC on the status of preparations on a regular basis. For guidance and assistance in the conduct of these events, the OC will liaise directly with CCC (through the CCC Race Director) until their TD is assigned, after which communication should include the TD & RD. The composition of the OC and the Race Committee is outlined in the CCC Officials Manual, available from the link provided above (1.1.3c), or from the CCC office in Canmore.

2.3 Liability Insurance

As a minimum, the host Club must subscribe to the CCC insurance policy through its membership in a Division (in good standing) of CCC. Divisions will have more information on this issue.

2.4 Event Funding and Accountability

CCC's strategic planning envisions a future in which the NorAm Series will be self-supporting. In the meantime, financial subsidies will be provided as determined annually through the CCC planning and budgeting process.

Financial support from CCC will be outlined in the Agreement to Host package. Any CCC financial support is intended for use as prize money unless otherwise stated in the Agreement to Host. In the

event that a competition is cancelled, CCC will negotiate a refund of the financial subsidy based on the state of the overall event budget. CCC will advance 75% of the financial subsidy as defined in the Agreement to Host when the Agreement is signed and 25% upon receipt of the post Event Statement of Expenses and Revenues and Media Report.

Beyond the support pledged by CCC in the Agreement to Host, the OC is responsible for all financial obligations related to the conduct of the event.

2.5 Back-up Site and Race cancellation

Each OC, in consultation with the CCC RD, should identify a potential backup site for use in low or unskiable snow conditions. In principle, the backup site should be selected so that original air travel arrangements of participants can be maintained.

A decision on event cancellation or change of site will be made by CCC one week prior to the event, in consultation with the RD, OC Chair and the TD.

In the event of a new site and host club being chosen, there are many human resource and financial issues to be considered. These include expenses already incurred by the scheduled OC, the capacity of the new venue/club to field a competent Competition Committee, the ability to transfer support through existing sponsorship and Government revenues earmarked for the event and the interest of volunteers and timing professionals from the scheduled OC to help with the relocated competition.

If transfer to an alternate venue and a new OC is deemed possible it will be necessary to specifically address how to manage the existing race file, whether the original Competition Secretary is willing to continue with their role through the new OC or whether the file can be successfully transferred and managed by a new OC Competition Secretary. A travel subsidy may have to be considered for the original Competition Secretary if they agree to remain involved in the secretariat and are available to attend the event.

From an event operations perspective, the management of the race file and the interdependencies with the race timing process should be considered integral to the successful operation of the relocated race. While other chiefs are critical to the operation of an event, their role could be significantly diminished, at an unfamiliar venue under a new OC. Consequently CCC would recommend that a clean transfer of responsibilities takes place between members of the original OC and the new OC and any transfer of physical or HR assets be the option of the Competition Chair of the new OC Chair in consultation with CCC.

Should an event have to be cancelled outright then the Refund Policy outlined in 2.6 would come into play.

If an alternate venue is secured and a competent OC can be formed then the CCC RD would work with the new OC Chair to prepare a typical NorAm race budget taking into consideration the expenses already incurred by the original OC as per the refund policy and normal expenses incurred for event hosting at the backup club. CCC understands that these event hosting expenses may vary from club to club. It is strongly recommend that the original OC would be compensated for their pre-event expenses designated as if 2.6 were to be implemented.

Under normal circumstances the balance of all registration fees, government and sponsorship revenues would be transferred to the new OC as part of the new budget for the event.

The OC of NorAm events must include competition cancellation details, amounts to be refunded, methods of communications and, in the case of selection competitions, notice of an alternative competition day for weather related cancellations in their Event Notice package.

2.6 Refund Policy

Should an event be cancelled, the OC in cooperation with CCC, will provide a refund of registration fees less:

The costs associated with expensed items not re-usable at future events.

3.0 Sponsorship, Marketing and Communication

Marketing opportunities and the division of property rights and opportunities is outlined in 3.1 - 3.7 below. All OC marketing/sponsorship initiatives must be discussed with the DE / RD.

In order to capture social media markets, the OC is required to post daily photo's and results summary's on the event web site. All materials must also be accessible to CCC and FIS for event reporting purposes.

FIS will post reports and photo's of all designated COC events at <http://www.fis-ski.com/cross-country/news-multimedia/>. The OC must submit reports to FIS on a daily basis to Michal Lamplot <lamplot@fisski.com> .

3.1 Sponsorship Rights

The NorAm series is sponsored by Haywood Securities Ltd. The series is called the Haywood NorAm Series. Individual races within the Series will be known as Haywood "series level" and may be followed by a specific event title if appropriate i.e. "Haywood NorAm U23 Trials; Haywood NorAm Eastern Canadians, etc". This convention must be used in all public references to the series.

Local or other sponsorship opportunities must be coordinated through the DE / RD and CCC Director of Business Development (DBD). Rights, properties and sponsorship servicing obligations are fully outlined below. As a rule, Title (Haywood Securities) and/or Presenting Series Sponsors (Buff) are provided category or industry exclusivity during the sponsored series or event(s). Contact the DE at CCC for more information on OC sponsorship opportunities.

Haywood Securities is a private investment company with Canadian offices in Vancouver, Calgary and Toronto. See www.haywood.com. Haywood Securities has sponsored the National Ski Team since 2001 and has been the title sponsor of the Haywood NorAm Series since the 2004 season.

Buff is a world-wide brand featuring headwear designed to keep the athlete warm, cool and comfortable. With Canadian distribution offices in Canmore, Buff Canada has been a NST Supplier since December 2006 (<http://www.buffcanada.com/>). CCC is pleased to welcome Buff as the "Presenting" sponsor of the Buff Canada Sprint Series.

All NorAm OC's will provide committee volunteers to display CCC sponsor and NST Supplier Pool banners. Members of the Supplier Pool are considered non-exclusive sponsors.

3.2 Sponsor Identification material

All sponsors for all events in the NorAm Series must be approved by Cross County Canada.

Goods and services which could be provided by OC sponsors include:

course flags;

finish line refreshments

awards or prize money;

medals for 1st, 2nd and 3rd for junior competitions;

Sponsors may also provide additional merchandise prizes as well, which may extend beyond the top three finishers; and

other materials such as items included in athlete packages.

3.3 Race Bibs

Haywood Securities will supply bib sets for all NorAm series events. Haywood bibs available include a numbered set from 1 – 700. In addition, 6 sets of sprint heat bibs bearing the last 2 digits of 1 – 30 will be supplied by Buff Canada. The OC is responsible for washing and returning these bibs to CCC or the next race site immediately after each event.

3.4 Marketing Rights of CCC

CCC retains the marketing rights and properties to the Haywood NorAm series unless otherwise stated below. CCC will work with the OC to provide additional marketing and promotional opportunities for the OCs for their respective events. .

CCC properties include the:

Right to name a Series sponsor (the “Title Sponsor”) – e.g. “the Company XYZ NorAm series”. This sponsorship extends to both NorAm events (e.g. “the Company XYZ NorAm Event”) within the Series;

Right to name races within the series that have a national implication – e.g. “the Buff Canada Sprint Series” - with associated Presenting Day Sponsors;

Right to place signage for the Title Sponsor, CCC Presenting Day Sponsors and CCC in a primary location adjacent to the Start/Finish area;

Opportunity to provide podium or ceremony backdrops;

Right to identify Title Sponsors on race bibs and in the ceremony area;

Opportunity to have CCC sponsor/supplier banners located within the stadium area; and

Opportunity to have the Title Sponsor’s representative involved in presentation of awards after each race;

Note: “Primary” banner location is defined as the area directly adjacent to the Start/Finish area, required to effectively position Title, Presenting and Day sponsors. Other event sponsor banners, whether they are CCC or OC sponsors and suppliers, will be placed in the remaining area of the stadium outside of the start/finish area.

3.5 Obligations of CCC

Depending upon success in national marketing, CCC may provide financial (i.e. as stipulated in the Agreement to Host) and/or value in kind support to the OC to subsidize event operating costs, particularly athlete prize monies.

CCC will provide bibs, banners and, where possible, a podium/award backdrop, in support of CCC sponsors and suppliers.

CCC will provide marketing and promotional support to enhance the presentation and funding of the event.

CCC will name a Race Director (RD)

This official is nominated by CCC Events Committee for Tier I competitions of the highest category.

Duties of the RD are:

- to represent the interests of Cross Country Canada
- to schedule and conduct inspections of new sites vying to host Tier I competition
- to ensure that the CCC Hosting Agreement is signed between CCC and the LO/OC
- to oversee that all aspects of the organizer's contract are correctly fulfilled
- to monitor the proper operation of the event according to the CCC Technical Package in force
- and to report issues to the CCC Events Committee as necessary
- to provide coordination and support to all Jury members by providing information and advice
- to ensure adherence to common race reporting protocols
- to manage and collaborate with the OC to ensure compliance with event marketing and sponsorship aspects
- liaise with the TD to discuss best practices and issues arising over the course of the season
- to serve as a voting member of the Jury or to name a designate.

3.6 Marketing Rights of the OC

The OC is provided certain marketing rights and opportunities associated with the event that they have been awarded. Under no circumstances may sponsors and suppliers obtained by the OC be in conflict with recognized title or presenting sponsors of CCC, unless written permission is granted by CCC through the DE or designate.

The following are the rights and opportunities of the OC:

Right to name an Event Presenting sponsor - i.e. the "Haywood" NorAm event, presented by Company W.

Right to name race sponsors ("presenting sponsors"), where no national sponsor has been identified – i.e. the "Haywood" NorAm 10 km Pursuit, presented by Company W.

Right to locate event or race presenting sponsor banners in a primary location adjacent to the Start/Finish area (maximum of two banners per presenting sponsor) as mutually agreed to by the OC and CCC. The intent is to provide a balance between the bannering provided to the Series sponsor and the bannering provided for event sponsors. A signage plan should be agreed upon prior to the event between the CCC RD and the events' marketing coordinator.

Right to recognize the names/logos of event and race presenting sponsors on the Start/Finish banner, over PA announcements and on collateral material.

Right to develop and name sponsors for community festival initiatives – e.g. the Company W Awards Banquet, the Company V Festival Tent.

Right to name local media partners to support and promote the event.

3.7 Obligations of the OC

In order to ensure the integrity of national sponsorships and the continued success of fund-raising activities in support of programs developed by CCC, the OC is required to fulfil the following:

Use of the official name of the event in all correspondence, including the Title Sponsor's name. This is to include, but not be limited to, event notices, entry forms, result lists, web-site promotions and local media initiatives.

Use of CCC sponsor bibs if provided.

Primary recognition for the title sponsor in any media activities relating to the NorAm event, including but not limited to, brand positioning on all collateral and electronic material, prominence at all related media events (podium signage, name association, special presentations), title name ID in race reports

Display of all CCC sponsor/supplier banners as specified in paragraphs 3) and 6) of article 2.0 above. Note that the OC is financially responsible for the safe return of all banners and bibs supplied by CCC.

Submission of a post-event revenue and expense summary, together with all related media clippings and event photos, within one month of event completion.

Recognition of all CCC sponsorship terms and agreements as may be identified by the DE or designate.

In addition, the OC is encouraged to host local and regional representatives of CCC sponsors and invite them to participate in event festivities, award presentations, etc. CCC will coordinate invitations when local sponsor presence is appropriate.

3.8 Press Release Information

CCC can provide background material on participating NST athletes, current standings, photos, etc. The OC's Press/Media Liaison Official should be in direct contact with the DE / RD, DBD and the Coordinator of Media Relations and Communications at CCC.

The OC maintains responsibility for the production of a daily press summary for all races that would include distribution to FIS and CCC offices.

3.9 Local Press Recording and Reporting

An integral part of CCC's yearly review of programs and events is an inventory of all press clippings and reviews relating to cross-country skiing which appear in major newspapers across Canada. It is important for the OC Press/Media Liaison Official to collect all event articles appearing in local newspapers and major newspapers where possible, including pre- and post-event coverage and submit them to the CCC RD.. This will play a large part in solidifying sponsorship efforts in the future.

4.0 Race Formats and Courses

4.1 Race Distances and Techniques

In principle, there will be an equal split of races between free technique and classic technique over the season. The development of the specific race calendar will be flexible, responding to the evolution of FIS-approved race formats and to the needs of Canadian athlete development at the elite level. The calendar will include individual start, pursuit and mass start formats, with at least one longer distance race (20 km men, 15 km women).

An individual sprint format will be used for sprint races. Specific rules are found in section 325 of the Competition Regulations. Sprint courses must follow homologation standards for width (8-10 m) in select areas to provide ample passing opportunities and must have climbs and turns of such magnitude as to cause technique change in classic events. Sprint competitions must be run in accordance with FIS protocol with 1.5 - 2 hours rest between qualification rounds and heats for the Open category. Typical sprint heat protocol is outlined in Appendix B. In cases where course changes are anticipated the sprint protocol may be modified and scheduled considering course length and gender. Organizers are encouraged to maximize the number of skiers participating in the heats in accordance with current FIS rules. Where local conditions do not permit this, the changed format must be approved in advance by the TD and RD. As all Haywood NorAm's are considered for team and/or trip Selection (Trials) events timed heats must be used to determine the lucky losers for semi final and final heats.

As a general rule, multi-stage designated events at the Open category level will require that a skier participate in all competitions to gain preferred seeding in the pursuit start and be eligible for aggregate multi-stage awards. The open sprint qualification round shall be followed by Senior and Junior designated heats using an A & B final format.

Juniors must race up in the sprint competition to gain access to bonus seconds in the Multi-stage competition however they may compete in the Junior sprint heats and still remain eligible for Multi-stage seeding and the aggregate prize purse .

4.2 Homologation Standards

Homologation standards for the courses for the different age categories and distances are tabled in the Competition Regulations section 311 or subsequent Rule Precisions.

When new courses are being developed, it is recommended that the organizers seek input from a certified Homologation Inspector identified by CCC before commencing with the work. All FIS designated races must be run on FIS Homologated courses. The host site must have FIS homologated courses to provide for the various competition formats it has been assigned at the Open level. New Canadian Guidelines outlining the process to homologate race courses can be reviewed on CCC's web site at: See: <http://www.cccski.com/Events/Rules-and-Regulations.aspx>

Also there must be reasonable terrain that can accommodate additional junior categories that fall within the limits set out in Competition Regulations section 311. Course markings must be as per the Competition Regulations and Officials Manual. Signage should be clear as to the direction in which skiers must go.

4.3 Grooming

The OC must provide CCC, and more importantly the coaches and athletes, with the assurance that it has taken the necessary steps to produce the best possible track for racing under the most adverse weather conditions, including ice and heavy snow.

- Trail-grooming capabilities must include:
- a full width tracked vehicle equipped with a renovator that is hydraulically operated; and
- an Alpine twin track or equivalent single track setter (Bachler type molded).
- A capacity to apply fertilizer to improve the track in soft snow conditions
- Capacity to set multiple classic tracks at a minimum 1.20 meters apart (1.25 - 1.5 m) measured from the middle of each pair of tracks
- Grooming resources must be sufficient and flexible enough to allow grooming at any time which will ensure optimum trail preparation.

4.4 Course Marking and Inspection

The competition trails must be marked the day before competitions begin and available for training two full days prior to the first race. Trail fees will apply for those who use the trails on the unofficial training day. During official training (the day prior to a competition), the course must be prepared and marked as it will be during the competition (Competition Regulations section 311.4). Course maps must be available on line for the full slate of races at least one week prior to the event. It is suggested that each team receive a laminated set of course maps that can be displayed in the wax cabins.

5.0 Technical Delegate and Jury

5.1 Technical Delegate (TD)

The TD and the Assistant TD are appointed by the Events Committee of CCC and are responsible to the appointing body. CCC will confirm these appointments to the OC and will provide the TD with the name and address of the Chairperson of the OC. Communication will then occur directly between these two people and the RD.

All reasonable travel, gas and accommodation expenses of the TD and the Assistant TD are the responsibility of the OC. The TD's expenses must also be covered if a pre-event visit is required. Refer to Rule 304. It is up to the OC to make mutually agreeable travel and accommodation arrangements with the TD prior to the event.

Divisions may request appointment of Apprentice TDs to any NorAm event. The Events Committee will review these requests for suitability. The event TD retains responsibility for approval of any apprentice TDs. The cost for Apprentice TD's is the responsibility of the Apprentice TD and their Division and Club.

5.2 Jury Composition and Function

The jury members are:
Technical Delegate – who is chair of the jury
Chief of Competition
CCC Race Director or designate
Assistant Technical Delegate

At the discretion of the Jury, other experts may be invited to attend Jury Meetings as observers. Observers do not have a vote in Jury decisions.

5.3 Commercial Markings on Uniforms

Commercial markings must conform to the national rules of the nation where the race takes place. In events where race coverage is televised internationally, FIS commercial marking rules will be enforced. Under normal circumstances commercial markings regulations will not apply during NorAm competitions.

6.0 Sanctioning, Eligibility and Entries

6.1 Sanctioning

All competitions in this series will be sanctioned nationally by CCC. The CCC sanctioning fee is \$50.00 per competition day, payable through the Host division as per the CCC Registration and Sanctioning Policy (2.2.1).

CCC will apply for FIS sanction for NorAm events and the latest FIS ICR will apply to the Open category of these events. The hosting club is responsible for paying the FIS sanctioning fee of \$350.00 per event through the Host division as per the CCC Registration and Sanctioning Policy (2.2.1).

Variance from the FIS rules may be considered by the TD when local conditions require change to maintain a safe and equitable competition. However, in all circumstances the TD must follow the spirit and intent of the Competition Regulations.

A site visit by either or both the TD and the CCC RD should be made in the summer prior to the event when a new site has been developed. The TD, RD, Chairperson of the OC and the Chief of Competition should agree on any outstanding technical or organizational issues no later than three months before the event. Once the Event Notice has been published, decisions and changes made regarding the competition or its conduct should be published on the CCC website and the event website.

CCC will fulfill the FIS listing requirements of sanction in collaboration with the Technical Delegate.

6.2 Athlete Eligibility and Licenses

NorAm's are open to all racers that meet the eligibility requirements.

Typically, the NorAm category is open – i.e. seniors and juniors are seeded together and race together by gender. The top three juniors – men and women – will also be recognized with prizes during the awards ceremony.

Athletes have the discretion to elect to race in a race category consistent with the CM. This decision should be made in consultation with an athlete's coach and taken in consideration of the race format, distance and course homologation data.

For the purposes of entry all racers must reference their club. They may reference a team if on a National, Training Centre, University or CCC approved factory or regional team.

In order to participate in the open category of races of a NorAm event, a skier must have a valid racing license issued by FIS, CCC or NSF of another country or a Supporting Member Day License (SMDL) issued by CCC. Biathletes and athletes from other Nordic disciplines must have a valid CCC or SMDL to compete.

Para-Nordic Guide License are the responsibility of the visually impaired athlete. Guides are not expected to pay registration fees, however all guides must sign the **CCC Informed Consent and Assumption of Risk** form available from event hosting clubs

Skiers must also hold a FIS licence in order to be eligible for the cash purse in NorAm events.

For other CCC-sanctioned races below this level skiers must hold a CCC and/or FIS licence or purchase a Supporting Member Day Licence (SMDL) in order to compete.

If a skier is licensed by both CCC and FIS, both license numbers must be listed on the entry form. In this regard, the event entry form must include a place for the FIS license number. In order for FIS-licensed skiers to gain FIS points, a valid FIS license number must be in the race management database. Either the skier or his/her coach should check with the OC that the FIS number is correct in the competitor data base. FIS licenses may be purchased through the CCC office. They must be applied for by October 30 in order for a skier's FIS points to be activated for the first NorAm races of the season. Licenses can be obtained after the deadline date for significantly increased prices, as can retroactive points as per FIS policy.

6.3 Factory or Regional Teams

CCC recognizes the valuable contribution regional and industry teams provide to the High Performance system and will encourage OC's to recognize these teams on Results lists. In order for a team to be considered for this recognition the team entity:

Must contribute to the training and competitive opportunity of its athletes and service 4 or more licensed skiers.

Must be a commercially registered industry or not-for profit club serving a broader audience than racers belonging to a single CCC Club.

Must formally apply to the CCC Events Committee c/o ddyer@cccski.com for "team status" to ensure the official team name is available on CCC license registration system. CCC is under no obligation to retroactively update skier files if the team name is not registered properly or the skier does not include this when renewing their license.

Factory Teams may not be an organization that promotes racism, condones gender bias or places the sport, its volunteers or sponsors in disrespect.

6.4 Entry Fees

A per competition entry fee of Cdn \$45 + GST has been established as a common fee; only with the approval of the RD and Events Committee may entry fees exceed this baseline as noted below. For Events with multiple competitions a package entry fee is encouraged.. Skiers must be able to access the competition trails 2 days prior to the competitions. Trail fees will apply for those who use the trails on all unofficial training days immediately prior to race days. Access to the competition trails on official training day is included in the entry fee.

The intent is for entry fees to be not so large as to discourage participation, while at the same time sufficient to ensure the financial viability of the event. OC's are encouraged to consider a lower entry fee for categories below the open category. The entry fee issue will be reviewed with each OC by the CCC RD, in the context of the event budget, at the time the draft Event Notice is forwarded to the TD/RD for review.

Due to the number of last minute entries, OC's are encouraged to develop a progressive entry fee schedule that includes an early entry bonus and penalizes last minute entries within the context of the above paragraph.

Entries and fees should be in the hands of the OC within a reasonable time prior to the first competition day (3-4 days) to permit a Confirmation List to be published no later than 2 days prior to the event. The Confirmation List must include the skiers' name, current CCC and/or FIS license #,

Year of Birth, entered competitions, applicable club and team names. There will not be any refunds if athletes do not turn up.

6.5 Complimentary Entries and Accommodation

If NorAm events are incorporated into an integrated competition schedule, complimentary entries and/or accommodation will be part of the series operating concept that is negotiated with the USSA. This information will be provided separately by CCC as part of the Agreement to Host package.

The attendance of elite athletes is a positive feature for the OC and should be used to attract the interest of area media, sponsors and developing athletes. For all NorAm events, complimentary entries will be provided to the top 3 skiers in the NorAm Standings (male & female) calculated after each event according to COC Selection Criteria and any member of the Canadian Senior World Cup Team or Para-Nordic World Cup Team for 2015-16.

A per diem of \$50 will be provided to the leaders of the NorAm Series for each day of competition plus the official training day immediately prior to the beginning of the competition. Supported skiers are expected to be available for promotional media activities in association with the ski events as pre-arranged through the coaches of the athletes and a CCC representative on site.

The OC is at liberty to extend invitations to international athletes, teams or VIPs and to make complimentary arrangements for them. When a NorAm is part of a US/Can interlocking schedule complimentary invitations are to be extended to top 3-4 US skiers on the US Super Tour (men/women). The head coach of the invited skiers should be provided the "Friends of the Club" password on Zone 4 for registration purposes. In situations where invitations have been specifically sent to guest skiers, teams or dignitaries with "complimentary" entitlements, the invitation should specify the number of athletes to be covered, specifics on travel compensation plus information on room and board arrangements, including per diem if applicable, appearance incentives, time expectations, etc. This procedure will avoid any confusion or misinterpretations regarding expectations and responsibilities. A note to the athlete/team will ensure a smooth running event in case members of the OC do not remain involved in the event.

Canadian World Cup Team: Ivan Babikov, Alex Harvey, , Devon Kershaw, Len Valjas, Graeme Killick, Jesse Cockney, Emily Nishikawa
PN Senior World Cup Team 2014: Mark Arendz, , Brian McKeever, Chris Klebl, Brittany Hudak, Eric Carleton, Graham Nishikawa

6.6 Event Notice

The Event Notice must be produced in draft and forwarded to the TD and RD for review no later than two months before the event. The final Event Notice should be available six weeks before the event. A copy of the Event Notice should be posted on the OC's website and the link provided to the CCC RD for listing on the national calendar on the CCC website.

The race registration form on Zone4 should also be reviewed with the CCC RD. Race registration should be open 5 weeks prior to the competition.

The CCC Officials manual provides an example of an entry form (page A4-3). For FIS-sanctioned events, the registration form must request both the FIS and CCC license numbers. The registration form should also request contact information for an athletes' coach or team leader.

Event Notices must include a suitable cancellation and/or postponement clause reflecting 2.6 (Refund Policy) of this document.

6.7 Event Website

The OC is required to provide event information and results on its Club website or a website specifically designed for the event commencing at least two months in advance of the event. The link to this website and the Event Notice must be provided to the CCC DE when the approved Event Notice is first posted. Information that should be provided on the event website includes the following:

Pre-event information - Event Notice, list of sponsors, hotel and vehicle rental information, fax, phone and e-mail contacts, detailed schedule of races, facilities available on site and Confirmation Lists etc;

Information during the event - athlete welcome, registration lists of athletes, daily reports with photos, official results mounted quickly, aggregate standings for individuals if available, links to media reports of the event, etc; and

Post-event information - big thanks to volunteers and sponsors, lost and found, etc.

6.8 Registration System

A CCC approved race management software package must be used..

If skiers are members of a component of the NST (e.g. Team 2018) or a NTDC, University or industry team, they should register using both Club and Team affiliation. Otherwise, they should register in accordance with their Club affiliation. Club & Team names and spellings will be used as reported in the Club data base on the CCC website. Skiers' names and spellings will be used as per the CPL submitted by CCC to the OC. FIS registration data will be used as per the FIS website point's lists.

OCs are cautioned to respect privacy and must not permit entrants' e-mail addresses to be used for solicitation. Final confirmation lists must be published on the event web site a minimum of 48 hours before the first competition. This list should be published under the Club name and include the athletes name, licence numbers (CCC & FIS), races entered and year of birth.

The Race Notice should specify a Registration Deadline which should be no earlier than 6 days and no later than 2 days before the first competition.

A separate coaches registration should accompany the Event Registration. This will facilitate distribution of confirmation lists and last minute communications with teams as a result of changes in start times, race changes and cancellations.

6.9 Seeding for the Races

For the open category of NorAm races, the current CPL for both distance competitions and sprint competitions will be used other than for the final day of a pursuit start. (For information refer to the Canada Points List Publications & Event policy document on the CCC website under Results/Points - CPL).

The most current CPL is available on the CCC web site at:

<http://www.cccski.com/Events/Points.aspx>. The most current Sprint or Distance CPL must be used

by the OC for all seeded competitions during an event weekend as defined in 1.2(b). The OC must use the Validation Function available on Zone 4 to verify CCC & FIS License numbers and club/team affiliation. Short form club/team names should be used in all circumstances. Please note that validation data is based on the last published points list, hence skiers reporting invalid licenses should be double checked directly on the CCC License Confirmation List found at <https://store.cccski.com/apps.asp> or on the FIS competitor license list for the latest active skier lists at <http://data.fis-ski.com/global-links/search-a-athlete.html?sector=CC>.

When foreign skiers are entered in NorAm competitions, they will be seeded as determined by the Jury with reference to the competitors CPL points. In the rare instance a foreign skier has no CPL ranking; the Jury will use its discretion in seeding the skier.

CCC's Assistant Director High Performance-Development will make recommendations to the Jury on special seeding requests from within Canada based upon a written submission from the athlete's Division at least one week in advance of the start of the event. However, such requests must indicate an extraordinary reason for consideration for improved seeding.

For all common distance open competitions, the junior men and senior men categories and the junior women and senior women categories will be combined for seeding purposes and run as single open category. However, the categories will be separated into four (4) distinct categories for awards. Sub-ranks should be shown for results publication purposes. All athletes must be identified with their Year of Birth and junior athletes should include the official sub-category designation (J M1, J W2, etc) on both the start and results listings.

For seeding of categories that are not part of the NorAm, OC are referred to the CCC rules or host division guidelines.

In competitions that feature large open fields and/or where track conditions may severely impact performance the Jury may at its discretion modify the start order of the top 30 ranked athletes by providing preferred start positions for this group. In this situation, the seeding protocol identified for the competition format should be followed for this group. e.g. In sprints, skiers with the best points within the group start first.

6.9.1 Interval Start Distance Races

The Distance CPL will be used when seeding all categories. Within each category skiers will be ranked based on distance CPL. Groupings will then be formed based on the number of skiers in the combined category. Start positions will be randomly assigned within each group. The decision of the Jury will specify the order of start for each group. Athletes without CPL ranking will be assigned to a separate group and randomized.

6.9.2 Mass Start Races

For the open men and open women categories, seeding and bib assignment will be by Distance CPL. The best skier on the CPL gets position one in the start grid. Those not on the CPL including those with a SMDL will be drawn as a group and placed behind the last CPL-listed skier. The start will be by chevron grid with positions assigned as shown in Appendix 4-9 of the CCC Officials Manual.

6.9.3 Sprint Competitions

Sprint competitions will consist of a qualification round of all skiers in each category. Senior and junior men and senior and junior women will be combined for the qualification round and started in order of Sprint CPL with the best starting first. The purpose of this is to allow junior skiers to score FIS points. For the quarter-final heats, juniors have the option of racing in the senior category or the junior category. Unless the Competition Secretary receives notice of an athlete's intent to race up, at the TCM prior to the competition, all qualifying juniors will be entered into the junior quarterfinal heats.

A separate group should be formed of those License holders without CPL and SMDL skiers. Start order will be per Jury decision.

According to 325.4.1.3 of the combined ICR/CCC - in case of equal qualification times, the competitors who will be advancing to the quarterfinals will be ranked according to their FIS sprint points on the qualification results.

If a tie remains, then the positions are determined by a draw. The tie in qualification results will not change maximum number of qualified competitors (30 / 24 / 16).

When scheduling heats, the NorAm Sprint (Open Category) competitions will take precedent over other categories in the competition with the objective of providing open category skiers with 1.5 – 2 hours rest between their qualification and the start of the heat rounds.

Sprint heats (Open Category) must be run in accordance with FIS Sprint Diagram for 30 athletes with B Final (located at: <http://www.fis-ski.com/inside-fis/document-library/cross-country/index.html>), with a consistent time between each round of heats. The 5 minute time allowance is only required for TV coverage but it is recommended the time be between 3 and 5 minutes depending on the length of the course. See Appendix 2 for recommended NorAm Heat Scheduling sequence. In NorAm races, Quarter and Semi-final heats should be timed to permit on-line live streaming of results. Promotion to the next round will be as per FIS ICR Section 325.4.2.7 otherwise the advancement protocol outlined in Section 325.4.2.5 will be used. Note that in all FIS sanctioned races, other than World Cup and other televised competitions, a B final will precede the A final.

6.9.4 Rules for Multi-stage Tours within the Haywood NorAm

General guidelines:

Skiers must start all stages of a multi-stage tour to be eligible for prize money and to receive preferred seeding in the handicap race and NorAm Aggregate points. The preferred seeding protocol will be determined by the Competition Jury after review of the depth of field.

No restrictions will be placed on athletes based on their time behind the leader. The lapping rule will not be applied during the mass start – handicap race.

The FIS sprint bonus system will be applied to the final heat results of the top 30 skiers in the open sprint competition. Bonus seconds are subtracted from the competitor's sprint qualification time before being added into the overall time score to determine start position for the handicap race:

1 st place = -30 seconds	7 th place = -16 secs	13 th - 15 place = 5 secs
2 nd place = -27 secs	8 th place = -15 secs	16 th – 20 th place = -4 secs
3 rd place = -24 secs	9 th place = -14 secs	21 st – 25 th place = - 3 secs
4 th place = -23 secs	10 th place = -13 secs	26 th – 30 th place = - 2 secs
5 th place = -22 secs	11 th place = - 12 secs	
6 th place = -21 secs	12 th place = - 11secs	

Bonus seconds (1st=15 seconds, 2nd=10 seconds, 3rd=5 seconds) will also be allocated to the top 3 skiers in the interval start competition. Bonus seconds will be subtracted from the skiers interval start finish time before considering the start times in the pursuit competition.

NorAm Points for Multi-stage Tours

NorAm points will be awarded for each stage of the multi-stage event. The standard points grid starting with 100 points for a win will be used for each stage (ranked by time skied on that stage) of the Multi-stage tour. In addition the standard points will be awarded for the aggregate ranking of skiers on the final day.

Start Order for Multi-stage Tours

Stage 1 (Interval Start)

For interval start competitions all open category skiers who qualify under the multi-stage rules will be seeded according to 6.9.1.

Stage 2 (Sprint for Open/Prologue for Junior categories)

Within the open men and open women categories, seeding and bib assignment will be by Sprint CPL with the best starting first as per outlined in 6.9.3 above.

Please note that for Mini-Tour competitions, skiers must enter and compete in the Open – senior sprint heats to be eligible for bonus seconds and prize money unless a junior M/W category is offered for the Mini-Tour event.

However, Juniors electing to ski in the junior heats will remain eligible for the Multi-stage overall aggregate totals and preferred seeding in the handicap start.

Juniors electing to ski in the open heats will be considered as seniors for the remainder of the Multi-stage event.

Stage 3 (Pursuit Stage)

The starting bibs will be according to the current Haywood NorAm Multi-stage standings after 2 stages with the top skier starting first. Start times will be based on a handicap start, with a skier's time behind the leader determining his/her start time. The Jury may also decide to use a "wave start" after a time threshold on the final day depending on the overall start time spread of the field, course design and number of seeded racers after the time threshold

In Multi-stage events, skiers not competing in all competitions will not be eligible for preferred seeding in subsequent competitions of the event. The OC may decide to offer a separate category for skiers who do not qualify for the multi-stage competition.

6.10 Team Captains Meeting (TCM)

An initial TCM should take place the evening prior to the event as per Competition Regulations section 307. At this time, the TD and Jury will be introduced. The TD will address the TCM, and make any points related to rules or rule changes that need to be emphasized for the event or for the first competition. OC competitor lists should include all skier withdrawals and confirm spelling, age sub categories, Canada and FIS points, CCC and FIS licenses, Club, Team and national affiliation of each competitor at these meetings. It is important to ensure at this time that juniors who are racing in the open category are annotated as juniors.

Additional meetings will occur the day before each subsequent competition or at times decided by the Jury.

Start lists must clearly state the time of day that the competition starts and the time intervals after this start time at which individuals will have their starts.

Variation from the FIS standard sprint format may consider the number qualifying through to heats, the number of skiers in each heat, the method of advancement and course selection. See 325.4.2.5. The OC should seek approval for any variation from the TD and RD. On site, the Jury may adjust the format to reflect local conditions and to ensure a fair and equitable race.

For all other age categories, seeding for the qualification round will be as for a normal Division-level competition as determined by the Jury.

6.11 CCC Contact List

The following are critical CCC contacts for the OC. They are current as of 2016/17:

DE / Race Director Dave Dyer ddyer@cccski.com
(RD-Eastern's)

CCC Race Director Mark Duperreault mark.duperreault@gmail.com
(Sovereign, Black Jack, Whistler)

Media Liaison Chris Dornan hprchris@shaw.ca

Communications & Marketing Manager Martine Zilligen mzilligen@cccski.com

6.12 OC Contact List

The OC must provide CCC with a list of key contacts for the Event Organizing Committee and the Competition Committee as well as minutes from all Committee meetings leading up to the event.

7.0 Athlete Services

7.1 Registration Kits

Registration kits should be provided to athletes and coaches at registration. Contents of registration kits could include: program, travel brochures, city and institutional maps, local entertainment list, restaurant lists, competition passes and information, banquet tickets, souvenirs, newspapers, participation certificates, name tags. Local merchants may provide free souvenirs such as pens, note pads, key chains, calendars and other promotional material.

7.2 Bilingual Services

It is CCC's policy to ensure that, at CCC-sponsored events of national and international stature, essential services are provided to athletes, coaches and spectators in both official languages. That being said, CCC acknowledges that there are practical obstacles to full and immediate implementation of this policy. Accordingly, CCC requests that OCs adopt a flexible and intelligent approach to observing this policy. In practice, this will likely mean that events hosted in Quebec must be prepared to provide full translation, as the majority of competitors – and all USSA members – will be uni-lingual Anglophones. In Western Canada, where it can be anticipated that a minority of competitors will be uni-lingual Francophones, translation must be available for critical functions (e.g. Team Captain Meetings).

As an early objective on the critical path to improvement in this policy area, OCs are requested to produce Event Notices in both official languages.

8.0 Warming and Waxing

8.1 Warming and Waxing Facilities

The expected entry for these events is significant (minimum 200-300, maximum 700). The site must have suitable on-site sheltered accommodation allowing a minimum of 5 square feet per athlete/coach/team manager. A separate space must be available for ladies at the competition site to permit athletes to change from wet competition clothing to warm-ups and dry undergarments. Separate sheltered waxing facilities appropriate in size must be provided. Allow at least 6 square feet per athlete. The waxing facility must have restricted access and be able to accommodate the application of fluorocarbon based waxes. OC must provide for power outlets for teams within close proximity to the start area.

Portable trailers and permanent wax cabins should include fans in each facility to actively remove dangerous vapours. Fans should be rated to move 180 – 200 cfm for 300 sq/ft and be capable of completely recycling the air in the wax facility each night.

Team technicians should be encouraged to wear at a minimum half mask respirators rated for Chemical Clean-up, Grinding, Masonry or Painting Spray units that provide protection against organic vapors and a minimum 95% efficiency against non-oil particulate aerosols. N95 (95% Efficient Protection Against Non-Oil Particulates). Full face masks will protect eyes from dangerous vapours and dust. The use of disposable gloves is also recommended as the skin represents a secondary source of exposure to toxins.

http://www.uline.ca/BL_992/3M-6000-Reusable-Respirators

<https://www.scottssafety.com/en/anzp/DocumentandMedia1/Marketing/ProductLiteratureandCatalogs/Brochures/Scott%20Safety%20Half%20and%20Full%20Face%20Respiratory%20Range%20Brochure.pdf>

Outlets at the start for “hot boxing” skis for the sprints are not required.

8.2 Wax Testing

A suitable hill for glide testing should be within one km of the stadium area. A glide area may be on the race course if suitable width is available.

A warm-up track near to the start with a small uphill is required. Both the glide testing area and the warm-up tracks should be groomed and prepared in the same manner and at the same time as the rest of the competition track in order to simulate race conditions.

9.0 Timekeeping and Data Processing

9.1 Timing Standards/ Results Production

A CCC approved race management software package must be used. Competition officials who interface with the software package must have used the software in combination with other timing equipment at a previous event and be very familiar with it.

The package should also have an active trouble shooting service or manual to which the users can quickly and efficiently turn to for help in emergencies.

Live-streaming of results is expected at all NorAm competitions. The OC should test the live-streaming module with a test race in order to ensure systems are compatible prior to the race weekend.

9.2 Timing Equipment

For this high-profile Series, athletes, coaches and media expect quick, accurate Official Results that conform to CCC protocol as outlined in 9.3. In addition, CCC strongly recommends that start/finish times be electronically generated with a completely independent back-up system.

There should be an enclosed and heated timing building of some type

For interval start races and sprint qualification an electronic start gate should be used at the start in conjunction with a large format start clock

At the finish, an electronic beam signal is recommended to capture the time of the athlete as he/she crosses the finish line. In some situations a manual push button signal may be used to electronically generate a start/finish signal.

Times generated by finish line camera's were approved by FIS in 2012.

At NorAm selection competitions featuring mass start, sprint or pursuit style formats, approved digital photo finish line equipment must be used. The OC is responsible for all related costs.

A display clock as a visual aid to tell skiers when to start is also recommended by CCC.

9.3 Results

The publication of the results of competitions should be consistent with the format outlined in Appendix B. Official Results must show the members of the Jury and the following: Distance, Technique and Category, Rank, Bib, Name, Year of Birth, Subcategory (for combined results), sub rank (for combined results), CCC & FIS License number (or SMDL ID), Club, Team, Total time.

For the Open Competitions, trail homologation data and FIS Homologation # must be shown in the comments bar between the header and the results matrix.

The name of the race files should include the Event name, , race format/ open distances and designate whether the posting is a start list or final result (**e.g. Haywood NorAm –Int. 10/15 km CI Final Results**), **Note the site is already listed through the club key to Zone4 hence is not required in the file name.**

The Title and Presenting sponsor logo's must accompany the CCC and OC logo's in the Header on each results page. OC sponsors and public partner logo's should be placed in the Footer of each results page

If an event is designated as a CCUNC event or championship, separate results must be produced for the university categories. Those results should show Rank, Bib, Name, University Team, Total time.

CCC currently recognizes one race management software packages - Zone 4 - as being capable of the required formats.

Start List and Results publications by the OC must include the following:

On site – hardcopy - published on a notice board in accordance with timing as specified in the CCC Rules. As well, final copies are to be supplied to teams and others as required.

Results should also be printer compliant (pdf or html) on a recognized results system capable of interfacing with the CPL database and FIS event registry.

Live-streaming of results is expected at all FIS NorAm events. These results should be considered "interim" only and should not be confused with Unofficial or Officials results postings.

9.4 Competition Points

9.4.1 Canada points list

Canada Points List (CPL) points will be calculated for all competitions and will be entered into the CPL ranking system as per the rules of the CPL. CCC Licence numbers must appear on all final results reports in addition to the race distance and courses used. Policy and management of the CPL system is the responsibility of the CCC High Performance Committee.

All races with the same distance and course, for each gender, starting at a similar time on that day, may be scored as if they were a single race. If race categories are not combined and common distance start times span 4 – 5 hours, the TD in consultation with the Jury is responsible for reporting in the TD Report if track conditions changed significantly to the point of providing racers a significant advantage based on their start time.

9.4.2 FIS Points (for NORAM Events Only)

The TD is responsible for completing the on-line FIS TD Report. Point calculations should be confirmed with the CCC Events Director.

FIS points will be calculated for all individual events (for FIS licence holders in the Open category only) by the CCC Events Director (ED). The ED will ensure that these points are reported in the appropriate format (xml) to the FIS office.

In two stage pursuit races FIS and Canadian Points will be scored based on the racers time on each stage of the race.

COC / NorAm Points

The NorAm race series will be scored using the FIS World Cup Scoring system reflecting 100 points for the winner, 80 pts for 2nd position, 60 pts for 3rd, etc.

10.0 Medical Services and Doping Control

The Organiser / The Chief of Medical and Rescue Services must confirm with the race director or technical delegate that rescue and medical facilities are in place before starting the official training or competition as per Art 221.6 of the FIS ICR.

10.1 Doping Control (when required)

Athletes and coaches must be aware that doping control tests may be conducted by the Canadian Centre for Ethics in Sport (CCES) on a random basis in accordance with the Canadian Anti-Doping Program. To avoid an inadvertent positive test and the consequences of an anti-doping rule violation, athletes are encouraged to take the following steps:

Check the Global DRO (www.globaldro.com) to determine if any prescription or over-the-counter medications or treatments that are banned by the WADA Prohibited List.

Review medical exemptions requirements (www.cces.ca/medical) if you require the use of a banned medication for a legitimate medical reason.

Do not use supplements, or take precautions prior to doing so. Supplement products cannot be verified by the CCES or in the Global DRO. A lack of industry and government regulation makes it impossible to confirm their ingredients. Read more: www.cces.ca/supplements

Review the steps of the doping control sample collection procedures:
<http://www.cces.ca/en/samplecollection>

For additional resources and general information about anti-doping, please contact the CCES:

Email: info@cces.ca

Call toll-free: 1-800-672-7775

Online: www.cces.ca/athletezone

The Chief of Competition should contact the CCC Race Director a month prior to the event to determine the likelihood of a doping control test taking place and the need to make necessary arrangements at your site.

Doping control facilities and proper equipment must be provided in an area within walking distance from stadium (permanent structure or trailers). Further details will be provided to the OC by the Doping Control Officer identified by CCES if controls are to be implemented at the event.

11.0 Awards

11.1 Awards Presentations

Awards should be presented after each competition within 20 minutes after the last racer crosses the finish line based on the unofficial results. Racers should not be made to wait much longer than that without showering or changing into dry clothes.

If awards cannot be presented within the above timeframe, the OC must organize an awards and medal ceremony in a location and specified time convenient to the athletes. It is recommended the ceremony take place in a public location close to the athletes' lodgings and in connection with other community activities where possible.

The normal order of awards presentation is as follows: 3rd place, 2nd place and 1st place. Categories and sub categories should be presented as groups in turn, allowing for the greatest amount of camaraderie between skiers who have competed against each other.

In situations where awards are given off site, a simple flower giving ceremony to the top three skiers may be conducted immediately following the conclusion of a category.

11.2 Cash Purse, Prizes and Awards

In order to raise the profile of the sport, encourage senior skiers to continue to compete and attract high quality fields, CCC has adopted the aim of gradually increasing the size of cash purse and the number of finish places for which a cash purse is awarded. OCs are encouraged to exceed the minimums as defined in Section 1.3 whenever possible.

At present, there is no standard NorAm medal. OC's are required to provide locally produced awards in addition to the cash purse as follows:

The top five (NorAm) individual, men and women, in the open category plus the top U23 skier (M/W); and

The Cash Purse (as defined in the Agreement to Host) is provided for the open category for the top skiers holding FIS licences. Merchandise prizes must be provided for all age categories. The top 5 eligible skiers in NorAm competitions will receive a cash purse and local prizes

Junior men and junior women are permitted to accept both the open and junior awards (merchandise and cash) when skiing in the open categories.

As per the CM "Athletes of those YOB that decide to race with the more advanced stage of development are considered as "racing up" and should be considered as athletes of the first non-bracketed YOB in the stage of development and race category for awards, race starts and seeding."

11.3 Series Scoring System

FIS Continental Cup Series points are allocated for results in the open categories for each race in the Series (Haywood NorAm and Ski Nationals).

Individual race formats (including sprints) will be used to calculate scores.

Points will be awarded based on a skiers rank considering his/her elapsed time on each day of racing plus their combined rank in the pursuit race.

The number of competitions in the series will determine the number of competition results which will count towards the total for the Overall FIS Continental Cup Series champion.

A leader's jersey for the top overall /series leader will be provided on a competition by competition basis.

Scoring will be assigned to licensed skiers only for the top 30 final places in the open category as per the table below. A skier accumulates points for each competition entered and finished within the top 30. A competition not entered or a placing of 31st or greater generates no points. For sprint competitions with 16 in quarterfinal heats, final sprint results (1-16), followed by the results of the qualification competition (17-30) count in the calculations for the overall Series champions.

For sprint competitions with 30 in quarterfinal heats, final sprint results (1-30) will count.

The top 30 licensed skiers, regardless of nationality, will score Series Points. For FIS Regional Series point calculations Canadian skiers will receive the actual points which they earn in the competition calculations. Skiers with SMDL's are not counted in the scoring system.

The events to count for the overall FIS Continental Cup Series (COC) winner will be published under separate cover by the HPC prior to the ski season.

The updated Series standings will be posted on the CCC website after each event by the DE / RD.

Ladies and Men Points for individual distance and sprint results:

1 st place = 100 points	16 th place = 15 points
2 nd place = 80 points	17 th place = 14 points
3 rd place = 60 points	18 th place = 13 points
4 th place = 50 points	19 th place = 12 points
5 th place = 45 points	20 th place = 11 points
6 th place = 40 points	21 st place = 10 points
7 th place = 36 points	22 nd place = 9 points
8 th place = 32 points	23 rd place = 8 points
9 th place = 29 points	24 th place = 7 points
10 th place = 26 points	25 th place = 6 points
11 th place = 24 points	26 th place = 5 points
12 th place = 22 points	27 th place = 4 points
13 th place = 20 points	28 th place = 3 points
14 th place = 18 points	29 th place = 2 points
15 th place = 16 points	30 th place = 1 point

In the event of a tie, the overall Series champions will be determined by the following protocol:

The skier with the greater number of 1st place finishes;

The skier with the greater number of 2nd place finishes if 1) does not produce a winner; and

if 1) and 2) above do not produce a winner then a tie is declared and each skier has the right to call him/herself the overall champion.

The top three (3) skiers in the FIS Continental Cup Series – men and woman – will receive a cash prize from Haywood Securities.

11.4 Other Awards

From time to time, other awards may be introduced by CCC or CCC sponsors (e.g. the Fastest Sprint Qualifier). In these instances, prizes/awards will be provided by CCC or the sponsor. The OC will be responsible for calculating results. Details of such awards will be provided to the OC by the CCC ED in the Agreement to Host.

Appendix A - Sample Official Results Format – Individual Field Settings



Club Logo



Championnats Haywood 2012 INT CC Final
Sample Final Results

Field Name:	Place	Bib	Name	DateOfBirth	Category	CombPlace	Division
Display Name	PL	Bib	Name	YOB	SubCat	Rnk	Div
Include:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Field Width(c)	0.6	0.6	3.8	1.1	2	1	1

Nation	CCLicence	FISLicence	Club	Team	TotalTime	TimeBehind
Nat	CCCLic	FISLic	Club	Team	Time	Diff
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1.2	1.5	1.5	3.6	3.6	1.6	1

Points to remember:

Short forms should always be used when identifying categories in your race registration programme i.e. Jr. Women/Women; Jr Men/Men;

Do not include U23 or YoB sub-categories in your file structure – Zone 4 will only accept one sub-category level, any additional sub-categories will become a liability when setting up your sprint files

OC's have used creative ways to identify U23 skiers including a separate field check box, beside the YoB field i.e. 1991 -u23 or written designation beside the skiers name i.e. Heidi Widmer (U23), the last option has to be manually input by the OC

University names should be captured under the Team field, hence a university skier will always have their club and university recognized; a third level "team" can be included in the team field i.e. Lakehead/NDCTBay

Official Results – Individual Competition Format

Print Preview 5.9.0

100%

Championnats Haywood 2012 Int CI Final Date: March 19, 2012

Host Club: Skibec / Club Nordique MSA / Rouge et Or UL **Official Results** Location: Mont Sainte-Anne

Jury		Obs. Time: 11:00	
TD	Al Maddox	Air Temp:	7
Chief of Comp	Alain Vachon	Snow Temp:	-1
CCC Race Director	Dave Dyer	Wind Vel:	3 mph
TD Assistant	Richard Lemoine	Weather:	cloudy & sunny
		Wind Dir:	N
		Snow Cond:	soft & wet

Open Women - 5 km. Classic -

PL	BibName	YOB	SubCat	Rnk	Div	Nat	CCCLic	FISLic	Club	Team	Time	Diff	
1	3	Ida Sargent	1988	Women	1/61	USA	18314	3535124	Craftsbury		0:15:16.0	+0.0	
2	9	Perianne Jones	1985	Women	2/61	ON	CAN	12918	3105019	Nakkertok-ON	NST	0:15:29.9	+13.9
3	6	Emily Nishikawa	1989	Women	3/61	YT	CAN	13646	3105095	Whitehorse	AWCA/NST	0:15:42.0	+26.0
4	19	Amy Glen	1991	Women	4/61	USA	20975	3535403	University of Vermont		0:15:55.8	+39.8	
5	20	Hannah Dreissigacker	1986	Women	5/61	USA	17341	3535136	Craftsbury		0:16:00.3	+44.3	
6	22	Sophie Caldwell	1990	Women	6/61	USA	15308	3535304	Dartmouth College		0:16:10.4	+54.4	
7	11	Kate Brennan	1987	Women	7/61	ON	CAN	13269	3105066	Kanata	ABWC	0:16:13.9	+57.9
8	30	Erin Tribe	1989	Women	8/61	ON	CAN	13652	3105145	Team Hardwood	NDC Thunder Bay	0:16:27.0	+1:11.0
9	5	Maria Stuber	1983	Women	9/61	USA	13925	3535184	Craftsbury		0:16:30.3	+1:14.3	
10	15	Amanda Ammar	1986	Women	10/61	AB	CAN	12889	3105023	Canmore	Track n' Trail	0:16:30.7	+1:14.7
11	25	Caitlin Patterson	1990	Women	11/61	USA	18869	3535385	University of Vermont		0:16:30.9	+1:14.9	
12	18	Jennie Bender	1988	Women	12/61	USA	19198	3535381	CXC Elite Team		0:16:34.0	+1:18.0	
13	24	Zoe Roy	1987	Women	13/61	AB	CAN	13631	3105090	Rocky Mountain		0:16:34.6	+1:18.6
14	17	Dahria Beatty	1994	Jr Women	1/33	YT	CAN	22610	3105146	Whitehorse	YTST	0:16:36.9	+1:20.9
15	13	Alana Thomas	1988	Women	14/61	ON	CAN	13353	3105089	Nakkertok-ON		0:16:37.3	+1:21.3
16	10	Anja Gruber	1991	Women	15/61	GER	18954	3205261	University of Vermont		0:16:40.5	+1:24.5	
17	14	Alexa Turzian	1988	Women	16/61	USA	18325	3535321	Sun Valley Gold Team		0:16:44.9	+1:28.9	
18	32	Myriam Paquette	1990	Women	17/61	QC	CAN	14477	3105152	Université Laval	Université Laval	0:16:47.7	+1:31.7
19	23	Andrea Lee	1990	Women	18/61	BC	CAN	13764	3105143	Strathcona Nordic	Lakehead/NTDC	0:16:50.0	+1:34.0
20	42	Isabel Caldwell	1992	Jr Women	2/33	USA	23567	3535436	Dartmouth Outing Club		0:16:52.0	+1:36.0	

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02/07/2013 4:25 PM

Appendix B Sample Sprint Heat Start List for FIS Continental Cup Series

NorAm Sprint Start Report								min rest
Heat #	StartTime	Category	Rnd	Round	Heat	Page	Time gap (sec)	
1	00:00:00	Open Women	1	Quarter	1	1		
2	00:04:00	Open Women	1	Quarter	2	1	240	
3	00:08:00	Open Women	1	Quarter	3	1	240	
4	00:12:00	Open Women	1	Quarter	4	1	240	
5	00:16:00	Open Women	1	Quarter	5	1	240	
6	00:20:00	Open Men	1	Quarter	1	2	240	
7	00:24:00	Open Men	1	Quarter	2	2	240	
8	00:28:00	Open Men	1	Quarter	3	2	240	
9	00:32:00	Open Men	1	Quarter	4	2	240	
10	00:36:00	Open Men	1	Quarter	5	2	240	
11	00:40:00	Open Women	2	Semi	1	3	240	
12	00:44:00	Open Women	2	Semi	2	3	240	
13	00:54:00	Open Men	2	Semi	1	3	600	0:14:0
14	00:58:00	Open Men	2	Semi	2	3	240	
15	01:08:00	Open Women	3	B-Final	2	4	600	0:14:0
16	01:12:00	Open Women	3	A-Final	1	4	240	
17	01:16:00	Open Men	3	B-Final	2	4	240	0:14:0
18	01:20:00	Open Men	3	A-Final	1	4	240	

This pattern can be adjusted if Open and Junior heats are run in conjunction with selection events. In these situations the recommended format would include pairing Jr Women & Sr Women followed by Jr Men & Sr. Men. This pairing would also best accommodate a change in course length between the women and men's competitions.

Appendix C Eastern and Western Regional Championships

Purpose: Based on the results of a survey conducted during February 2011 the regional championships should:
 Offer large, competitive fields for skiers within their appropriate level of development;
 Provide a mid-season racing opportunity for skiers and team leaders to experience competitions similar in scope to the National Championships;
 Provide a competition focus for younger skiers not planning on attending the National championships; and
 Offer training opportunities for officials and clubs wishing to improve their event hosting capacity.

For the purposes of the regional championships the midget category is included although team leaders are encouraged to review recommendations found in the Revised Competition Model

<http://www.cccski.com/Programs/Athlete-Development/LTAD-Long-Term-Athlete-Development/Resources.aspx>
 to gauge the optimal level of competition for their skiers.

Eligibility: Skiers competing in the Midget category or above must possess a CCC racing license or purchase a CCC day license. Foreign skiers holding a current license issued by their National Ski Federation may compete under that license.. For seeding purposes, midgets holding a CCC racing licence at the regional championships will receive preferred seeding in all races.

Competition Awards: The OC should recognize YoB categories for all midget, juvenile and junior boys/ girls categories for each competition day.

Division Aggregate Award

A Division Aggregate winner will be named based on the following scoring system:

All official race categories, midget through open senior are eligible for the Championships rankings. Each Division to score best three individual placing in each age category to top 30.

In the case of the Divisional Relay event at the Westerns, the top 30 teams will be considered for Aggregate Totals. Each Division will score the best five placing per category.

The push down concept will be employed. If a fourth skier or more from the same division ranks in the top 30 in individual races, those points will not be awarded to anyone. Similarly, if a sixth place team or more from the same division ranks in the top 30 in the relay competition, those points will not be awarded to any team.

Unofficial teams will be permitted in the competition but will not be considered when final rank is scored for Aggregate points.

The NorAm points system is used for Scoring. Points will be awarded for the Friday (open & JM/JW, junior/,midget prologue), Saturday and Sunday Races (midget to open). In the case of a pursuit, the skiers will be ranked and scored on both their time to cover the kilometers skied each day plus their final rank in the pursuit competition.

All calculations of points are to be done by CCC, updated and posted after each race. A running total should be produced each day with the aggregate awards announced at the final award ceremony.

CCC will present the top Division in the aggregate standings with a banner recognizing their performance. At the Western Championships the Western Divisional Trophy will also be presented to the top Division.

Scores will be based on the following NorAm scoring system for all aggregate awards in all able bodied categories:

1st place	100 points
2nd place	80 points
3rd place	60 points

16th place	15 points
17th place	14 points
18th place	13 points

4th place	50 points
5th place	45 points
6th place	40 points
7th place	36 points
8th place	32 points
9th place	29 points
10th place	26 points
11th place	24 points
12th place	22 points
13th place	20 points
14th place	18 points
15th place	16 points

19th place	12 points
20th place	11 points
21st place	10 points
22nd place	9 points
23rd place	8 points
24th place	7 points
25th place	6 points
26th place	5 points
27th place	4 points
28th place	3 points
29th place	2 points
30th place	1 points

Rotation:

Principles for Determining Western Regional Championship Location:

In order to optimize athlete development considerations, as stated above, the Events Committee has identified a central corridor between the Bow Valley in Alberta and the Central Region of BC. Clubs/sites within this corridor that have hosted recent high level events that could meet the hosting criteria currently include the Canmore Nordic Centre, Sovereign Lake Nordic Centre, Telemark Ski Club and the BlackJack Ski Club. Further, an inventory of qualified sites that meet the objectives of the Western Regional Championships will be established and published annually by the Events Committee.

Sites identified as qualified will be considered for hosting of the Western Canadian Championships.

Criteria that the Events Committee will consider when qualifying sites include the capacity to offer quality competitions for L2T-1 and above LTAD groups; suitable onsite race facilities for 500+ athletes, coaches and team support staff; travel time of less than 7.5 hours drive for a critical mass of athletes; reasonable accommodation capacity; size and scope of the host clubs LTAD program and experience level of race officials.

Generally, the Events Committee will select sites in accordance with the following 3-year rotation model:

Year 1 Rotation: The 2015 Western Regional Championships are scheduled for the central corridor at the Canmore Nordic Centre.

Year 2 Rotation: The 2016 Western Regional championships would be hosted in the central corridor.

Year 3 Rotation: The 2017 Western Regional Championships would be hosted at a qualified site outside the central corridor.

Should a qualified site outside of the central corridor not express interest in 2017 the hosting opportunity would return to Year 1 of the rotation.

Principles for Determining Eastern Regional Championship Location

The optimal formula for the Eastern Regional Championships is to hold the event at a centrally located site capable of being part of both the Ontario and Quebec Cup circuits.

Currently the only centrally located site that meets the hosting criteria is located in Cantley, Quebec. Hence the Canadian Eastern Championships Organizing Committee will host the Eastern Regional Championships at the Nakkertok Ski Centre in 2015, 2016 & 2017.

Once every 3 years the Events Committee in cooperation with the HPC of Quebec and Ontario will review the option of hosting the Eastern Regional Championships at a non-central site.

The review will take place at least 18 months prior to the event. The intent would be to validate sites that meet the objectives of the Eastern Regional Championships including the site's capacity to offer quality competitions for L2T-1 and above groups; suitable onsite race facilities for 500+ athletes, coaches and support staff; travel time for visiting teams and reasonable accommodation capacity; size and scope of the host clubs LTAD program and experience level of race officials.

The review will also establish suitable commitments from the HPC of Ontario and Quebec to attend the event outside of the central location for the 2018 event or a return to the adopted central site.