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

Updated: Jan 2023

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 (see Appendix A) to the CCSAM office before April 15th to have your event considered for inclusion in the upcoming competitive season. The Event Bid may take the form of an email, including all relevant information, to the CCSAM Office info@ccsam.ca
2. Confirm the Land Owner has permitted your event and all parties are named on the Nordiq Canada Insurance Certificate as “Additional Insured” if applicable, i.e. if they are not CCSAM members.
3. Your event must have an Event Chair and a Chief of Competition (Level I Official at minimum). See “Organizing Committee (OC)” page 4. Details on these positions and other aspects of race organization can be found in the Competition Officials Manual.
4. Ensure the event will be run safely and in accordance with Canadian 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 Nordiq Canada by submitting your club’s event calendar annually to the CCSAM Office.
6. Complete the Event Sanctioning process if your event is to be Nationally Sanctioned – i.e. eligible for CPL points. Contact the CCSAM Office for more information.
7. 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).
8. 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.
9. NO LATER than 2 weeks before the event (the earlier, the better) submit to the CCSAM office your Race Notice and accompanying documents &/or web links. See Appendix B for a Race Notice template.
10. Arrange to employ local chapter Canadian Ski Patrol members or equally qualified personnel to manage your event first aid and emergency response plan. The OC is responsible for the safety of all participants and failure to arrange First Aid personnel

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.

with appropriate training and equipment to treat and extract injured parties at your event will result in your event forfeiting sanctioned status (no longer insured) or being cancelled outright.

CCSAM RESPONSIBILITIES

1. The CCSAM Technical Committee will endeavor to host an open Race Organizers meeting annually to draft the CCSAM event calendar. Exact date TBD each year. In lieu of a fin person meeting, a virtual meeting (via email or otherwise) will take place to draft and finalize the calendar.
2. CCSAM Technical Committee will work collaboratively with OCs to ensure CCSAM sanctioned events are safe for all participates and the principles of fair play are respected by all.
3. CCSAM Technical Committee will work collaboratively with OCs to ensure CCSAM sanctioned events are advertised on the CCSAM website/social channels and ensure event details are available to all eligible participants.
4. CCSAM Technical Committee will assist OCs 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 CCSAM club or hold a Canadian or 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 OC's discretion. Please be sure to charge an additional fee for each Day License purchased. If the event is Nationally sanctioned you will be charged for each Day License purchased.

RACE NOTICE

The Race Notice should include the following information:

- Name and Date of event,
- Location (including map and/or directions),
- Eligibility (who may enter the event),
- Schedule of events (distances, start times, coaches meetings etc.),
- Description of facilities (trail maps, waxing and change facilities, meeting rooms etc.),
- Awards (what/when/where, for whom?),
- Contact information (Event Chair, Chief of Comp, Race Secretary etc.),
- Entry fees,

- Event format (interval, mass, or wave starts, classic or free technique, etc.),
- Accommodation (if applicable – list of area accommodations and contact information).
- 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 U14 through U18 categories. Doing so may negatively impact the process of team selection for those athletes in the CCSAM Provincial Development Program (PDP). Please consult with the CCSAM Executive Director and PDP Committee and refer to the most current Technical Package published for the event you are hosting (e.g. Provincial Championships, Manitoba Cup).

The following race distances per age category are based on the recommendations published in the Cross Country Canada Competition Model 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	Recommended distances and race time	
		Classic	Free
U8	100 – 200 m skills course*	1.5 km (5 to 10 minutes)	1.5 km (5 to 10 minutes)
U10	100 m (<20 seconds)	1.5 – 2.5 km (5 to 20 minutes)	1.5 – 2.5 km (5 to 20 minutes)
U12	100 (<20 seconds)	2.5 – 5.0 km (< 30 minutes)	2.5 – 5.0 km (< 30 minutes)
U14	800m – 1000 m (>2 min)	5.0 – 7.5 (7 to 40 minutes)	5.0 – 7.5 (7 to 40 minutes)
U16	1000 – 1400 m	7.5 – 10.0 km (7 – 90 minutes)	7.5 – 10.0 km (7 – 90 minutes)
U18	1000 – 1400 m	7.5 – 10.0 km (7 – 90 minutes)	7.5 – 10.0 km (7 – 90 minutes)
Senior & Master Men	1000 – 1800 m	10+ km	10+ km
Recreational Adult (older than 13)	800m – 1000 m	5-10 km	5-10 km
Recreational Youth (13 and younger)		~5 km	~5 km

Notes:

Children in the U8 category should not be sprinting (anaerobic effort) longer than 5 secs. at a time. Likewise, U10 and U12 should not be sprinting longer than 20secs per effort. Please refer to the Canadian Competition Model for more information.

Senior and Master athletes may race beyond these distances.

Recreational categories should be added to encourage participation by all ski community members.

Likewise, Athletes With A Disability (Para Nordic participants) should be considered by OCs

PARA NORDIC

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 OC must be familiar with all CCSAM policies (as posted on the CCSAM website). The Privacy Policy, in particular, must be read and respected. The OC 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 (OC).

MANITOBA CUPS & PROVINCIAL CHAMPIONSHIPS

If an OC 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,
- OC'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.

ORGANIZING COMMITTEE

It is the host club's responsibility to form an Organizing Committee (OC). The OC 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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CCSAM Board Chairperson: Richard Huybers rhuybers@shaw.ca
Provincial Technical Advisor: Karin McSherry info@ccsam.ca
Para Nordic Representative: vacant
Provincial Coach & Athlete Development Program (PDP): Pauline Nadlersmith
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