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

Updated: April 2025

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 a request to the CCSAM office before April 15th to have your event considered for inclusion in the upcoming competitive season. The request may take the form of an email, including all relevant information, to the CCSAM Office info@ccsam.ca or attendance at the annual calendar setting meeting.
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 (Tier 3 or Tier 2). Refer to Nordiq Canada website or 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.
9. No later than 2 weeks before the event (preferably much earlier) 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 with appropriate training and equipment to treat and extract injured parties at your event

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.

will result in your event forfeiting sanctioned status (no longer insured) or being cancelled outright.

CCSAM RESPONSIBILITIES

1. CCSAM will host an open Event Organizers meeting annually to draft the CCSAM event calendar. Typically, this meeting will be scheduled in April or May. Exact date TBD each year.
2. CCSAM will work collaboratively with OCs to ensure CCSAM sanctioned events are safe for all participants and the principles of fair play are respected by all.
3. CCSAM 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 will assist OCs with administrative duties and technical guidelines whenever necessary and upon request.
5. For Provincial Championship events, CCSAM will provide Gold, Silver, and Bronze medallions for all race categories and a \$250/day Hosting Grant to the Organizing Club.

SCHEDULING

CCSAM coordinates the Division event calendar 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), distance (sprints vs. Loppets), and regional location.

PARTICIPANT ELIGIBILITY

1. Every participant in a Division sanctioned event must be a current member of a CCSAM Club or hold a Canadian race license **OR** purchase a Supporting Member Day License.
2. For Provincial Championship events, only CCSAM Club members are eligible to receive Provincial Medals.
3. 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.

Tier 3 events must collect the Tier 3 event fee – a Zone4 element will collect this fee automatically. Refer to Tier 3 Event Sanction FAQ on Nordic Canada website.

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 Nordiq Canada Competition Model derived from the research and principles on the Long Term Athlete Development and the Canada Sport For Life Model. Please contact 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 | 1000 – 1800 m | 10+ km | 10+ km |
| Recreational Adult (older than 13) | 800m – 1000 m | 3-6 km | 3-6 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).

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.

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.

REFUND POLICY

Ensure you have a refund policy in place before opening registration. Consider event costs that you will incur regardless of event completion, as well as any online processing fees (i.e Zone4, credit card etc.) when deciding on your refund policy.

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. It is expected the OC be familiar with the Rules and Regulations governing cross country ski competitions as set forth by Nordiq Canada (including course and tracksetting requirements) as well as the roles and responsibilities of event officials, club volunteers and safety personnel. Chief of Comp (at least) must be Level 1 Official trained. Other important positions are Chief of Course, Chief of Timing, and Race Secretary. Race team coaches and PDP Committee members, 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).

CONTACT INFORMATION

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Para Nordic Representative: vacant
Provincial Coach & Athlete Development Program (PDP): Pauline Nadlersmith
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