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## CCSAM EVENT ORGANIZER'S GUIDE

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2007/08 edition

### Who can run an event?

Any CCSAM Member Club<sup>1</sup> (referred to as the Organizer) can request to organize a cross-country ski event sanctioned by CCSAM. Please follow these steps:

1. Contact the CCSAM office at (204) 925-5639 or email [ccsam@shawcable.com](mailto:ccsam@shawcable.com) by June 30<sup>th</sup> to have your event considered for inclusion in the upcoming competitive season.
2. By November 15<sup>th</sup>, be sure that your club has remitted to the CCSAM office, 200 Main St. Winnipeg, MB R3C 4M2 all the annual Club Registration and Membership documents and fees.
3. 2 weeks before the event submit to the CCSAM office the race notice including entry form if applicable (see below).
4. Arrange to have CCSAM-approved Officials manage the start/finish, timing and results of your event. Events may be timed solely with hand-held watches, or with Race Wizard software on a computer and hand-held watches as a back up. Ensure the event is run safely and, where applicable, in accordance with Cross Country Canada (CCC) Rules and Regulations.
5. Employ qualified Nordic Ski Patrol personnel. The Red River Nordic Ski Patrol attends all Manitoba events; however, it is recommended that confirmation be obtained one week before your event. A donation to the Patrollers to help offset travel and material costs is appreciated.
6. Provide confirmation that the Land Owner has permitted your event and that all involved parties are named on the Insurance Certificate. For insurance purposes all events must be registered by submitting a calendar of your club's events with your annual Club Registration. If your event requires a certified copy of the Insurance Certificate with "Additional Named Insured" (parties not included in the insurance policy) there is a \$25 fee payable to Cross Country Canada.
7. Your event should have a Race Director and a Chief Official. In general, the Organizer is responsible for course preparations and all duties prior to race start while the Chief Official presides over all procedures during the event including the official results. Please discuss the details of producing race results and having them posted on our website with the CCSAM Information Systems Chairperson one week prior to your event.

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<sup>1</sup> A CCSAM Member Club is a club that has applied for and been granted membership with the Association

## **Benefits of Sanctioning**

Events sanctioned by CCSAM will be listed on all promotional materials including the annual poster, the annual informational brochure and on the CCSAM website. Event notices will be sent to the CCSAM Email Contact List prior to the event with all relevant information including date/time, location, cost, accommodations etc. CCSAM will assist the Organizer with administrative duties and technical guidelines if necessary and when requested.

## **Scheduling**

The competitive schedule is coordinated by CCSAM to avoid conflicts and ensure maximum participation. All efforts are made to balance the competitive year in terms of technique (classic vs. freestyle) and distance (sprints vs. Loppets). Only 1 race or event is scheduled per weekend during the season i.e. a competitive event (race) and a non-competitive event held over 1 weekend will not be considered a conflict.

## **Entry Fees**

Entry fees are at the discretion of the Organizer. However, all entrants of a CCSAM-sanctioned race must be members of a CCSAM or other CCC Member Club (or hold a CCC or FIS race license). Non-Members must sign a Participant Waiver Form (attached) and purchase a "Day License" by paying at least \$5.00 more than the entry fee for members (the "Day License" fee can vary per event and should be discussed with the CCSAM office beforehand).

## **Race Notice**

The Race Notice should include the following information:

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| *Name and Date of event   | *Awards (what/when/where?)   |
| *Location including map and/or directions   | *Contact information (of Organizer or Chief Official)                                |
| *Eligibility (who may enter the event)  | *Entry fees (see below)  |
| *Schedule of events (distances, start times etc.)   | *Event format (interval, mass, or wave starts, classic or free technique, etc.)      |
| *Description of facilities (trail maps, waxing and change facilities, meeting rooms etc.) | *Accommodation (if applicable – list of area accommodations and contact information) |

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 Organizer. The Race Notice and entry form will be posted on the CCSAM website.

## **Participant Waiver**

A Participant Waiver Form must be signed by all participants. A copy of this form is available on the CCSAM website. A hard copy can be sent to you on request. Waiver forms should be retained by the organizer.

## **CCSAM Policies**

All of CCSAM's policies are posted online <http://www.ccski.mb.ca/policies.htm>. All event Organizers should be familiar with all of CCSAM's policies, however, the Privacy Policy is of particular importance and must be read and understood by all Organizers. The collection of personal data falls under the purview of the Organizer and the CCSAM Privacy Policy provides direction in this matter and must be complied with for the protection of both the individuals providing the information as well as those collecting and using the information.

## **Manitoba Cups**

If an Organizer wishes their event to be considered for Manitoba Cup designation this must be stated when first contacting CCSAM (see step #1 above). The following criteria will be considered:

- Location of event;
- Organizing club's prior experience with event hosting;
- Facility amenities;
- Other factors at the discretion of the Executive Committee.

## **Cancellation and postponement – CCSAM Policy**

Please see the Event Cancellation Policy page on the CCSAM website [http://www.ccski.mb.ca/event\\_cancellation\\_policy.htm](http://www.ccski.mb.ca/event_cancellation_policy.htm). CCSAM can send you a copy of this policy on request.

*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 Executive Committee.*

## **Race Committee and Technical Delegate**

It is the Organizer's responsibility to form a Race Committee for their event. The Race Committee should consist of the Chief Official, the Race Director, participating team coaches and an athlete representative if possible.

For all Manitoba Provincial Championship events, a Technical Delegate (TD) will be appointed by CCSAM. The TD ensures that the competition is conducted in accordance to the rules and regulations of Cross Country Canada (CCC) and is available to the Race Committee for advice and assistance.

## **Manitoba Provincial Championships**

A Technical Package is available from the CCSAM office for all Manitoba Provincial Championship events.