



TECHNICAL PACKAGE FOR

PROVINCIAL CROSS COUNTRY SKI EVENTS
ALBERTA CUP SERIES
ALBERTA YOUTH CHAMPIONSHIPS
REGIONAL EVENTS

(August 2015)

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Introduction

This Technical Package document outlines the areas of responsibility for CCA member clubs bidding for and hosting provincial level cross country ski events, and the levels of service that Cross Country Alberta (CCA) will provide. The organization of such provincial events follows:

1. Cross Country Canada (CCC) Rules and Regulations and annual revisions and updates (see CCC web site at www.cccski.com).
2. CCC Officials Manual
3. Where appropriate, Alberta provincial rule adaptations, which will be duly noted in this document (in box form) and on the CCA web site, at www.xcountryab.net.

CCA Provincial Events Mission & Objectives

To provide a framework for the hosting of provincial cross country ski events, the following mission statement and objectives will apply:

Mission:

The Alberta Cup Series is the Premiere Event Series in Alberta. The goal of the Alberta Cup Series is to create events that are accessible and desirable by all CCA clubs. The Alberta Cup Series aims to be the most important athlete development race series in Alberta (able-bodied and para-nordic) aligned with the Long Term Athlete Development Plan (LTAD). The Alberta Youth Cross Country Ski Championships aims to be the most important event on the calendar for midget and mini-midget skiers. Provincially supported Regional Events aim to be an important steppingstone from club events to Alberta Cup events.

Objectives:

- The Alberta Cup Series aims to provide quality competitive experiences to prepare all AB athletes for Canadian National Championships.
- To avoid conflict of dates for provincial events with other similar competitive events (including Biathlon events) in the Province and elsewhere.
- To plan for an event cancellation contingency, in case of adverse snow and weather conditions for other date(s) and location(s) for provincial events.
- To encourage provincial events be held by any CCA member club, and if required to provide additional resources and assistance from Cross Country Alberta and its other member clubs.
- To validate that a variety of trails across Alberta are suitable for Alberta Cup races. To plan CCC Officials' Certification Courses in places where member clubs are hosting provincial events.
- To host an annual Alberta Cross Country Ski Championships that includes two individual events and a club relay.

Provincial Events

Cross Country Alberta sanctions the following three (3) types of provincial cross country ski events that provide opportunities for able-bodied and para-nordic skiers in all age group categories to compete at a provincial level: the Alberta Cup Series, the Alberta Youth Championships, and the Alberta University/College Series. These are discussed in the following chapters.

Chapter One – Alberta Cup Series

The Alberta Cup Series is the Premiere race series in Alberta. The series is a prestigious annual series of 6-10 races held over 3-5 weekends throughout Alberta. This series is aimed at skiers from Atoms through to Masters. The Alberta Cup Series is held in a spirit of friendly competition, but with sufficient formality and organization that a well-run, fair-for-all attitude is maintained.

Alberta Cup Races are open to all active members of CCA clubs as well as skiers from other provinces holding CCC Racing Licences. Skiers from other countries holding equivalent international competitors' Licences and non-CCA club members who purchase a day Licence are welcome to compete in Alberta Cups.

The overall winners of the Alberta Cup Series will be selected according to the rules outlined in this document and will receive recognition for their accomplishments. All Alberta Cup races are nationally sanctioned events, and thus results are forwarded to the National CCC Office for entry into the Canada Points List (CPL). Only those racers who hold a CCC Racing Licence will be given Canada Points. The CCA Technical Committee will determine which Alberta Cups will be used for the selection of members to the Alberta Ski Team, (AST) and Alberta Development Team, (ADT).

The last AB Cup event of the season is to be a 3-day event called **Alberta Championships**. Ideally, this event is to be held 2 weeks prior to the Canadian National Championship event. The Alberta Cup will consist of a Mass Start race, an Interval Start race, and a Team Relay. The Friday race will start close to 12pm to allow for same day out of town travel if desired. It is recommended that the Friday race be skating. The Team Relay will be held on the 3rd day of the competition (Sunday). Relay groups should be started in waves one after the other with only a few minutes between starts in order to complete all events in a reasonable timeframe. The Team Relay consists of three legs. Laps of short courses should be used when possible. It is recommended that the Team Relay alternate technique from year to year.

Relay Rules:

- Younger skiers may ski on an older age category relay team, however, the reverse is not permitted.
- A maximum of one female skier may compete on a male relay team.
- An 'Official' relay team will have 3 team members from the same club. Club Championship trophy points will not be awarded to "Unofficial" teams.

Relays Teams by clubs, combining the following categories:

- Pee Wee Boys: Atoms and Pee Wee (Age 9 & under) 3 X 1km
- Pee Wee Girls: Atoms and Pee Wee (Age 9 & under) 3 X 1km
- Midget Boys: Mini midgets and Midgets (Age 10 to 13) 3 X 2km
- Midget Girls: Mini midgets and Midgets (Age 10 to 13) 3 X 2km
- Junior Men: Juveniles and Juniors (Ages 14 to 19) 3 X 3.5km
- Junior Women: Juveniles and Juniors (Ages 14 to 19) 3 X 3.5km
- Open Men: Open & Masters Men 3 X 5km
- Open Women: Open & Masters Women 3 X 5km
- Para-Nordic: Sit Ski (dependent on athlete registration numbers)
- Para-Nordic: Standing (dependent on athlete registration numbers)

Saturday afternoon or evening awards offering dessert and beverages for AB Cup series cumulative awards. This award event will be hosted by CCA.

Sunday awards to be given out as soon as possible after the conclusion of the relay event including Club Aggregate Award. The day's Team Relays to count for club standings.

A. Provincial Regions and Zones

Provincial cross country ski events are intended to be hosted in all regions of the Province. The expected snow conditions for the time of year that the races are scheduled will be considered. Generally, the province will be divided into three (3) basic regions with reference to the Zones that are used for the Alberta Winter Games:

South (Zones 1, 2, 3): Calgary and Lethbridge, southeast to Medicine Hat and west to the Bow Valley (Canmore and Banff).

Central (Zones 4, 5, 6): Edmonton Capital Region north to Athabasca (but not including Athabasca), westwards to Edson, Hinton, and Jasper; and south to Red Deer.

North (Zones 7, 8): from Calling Lake north of and including Athabasca, including Grande Prairie and Fort McMurray, and eastwards to Vermilion and Lloydminster.

B. Age Categories

The age categories for all provincial events are outlined in the following table:

Alberta Cup Categories

Category	Year of Birth	Code
Atoms	2008 or younger	ATB / ATG
Pee Wees	2007, 2006	PWB / PWG
Mini Midgets	2005, 2004	MMB / MMG
Midgets	2003, 2002	MGB / MGG
Juveniles	2001, 2000	JVB / JVG
Juniors (boys/girls)	1999, 1998	JRB / JRG
Juniors (M/W)	1997, 1996	JRM / JRW
U23	1993, 1994, 1995	SRM / SRW
Open	1992 or older	
Masters I & II	31-40	M12 / W12
Masters III & IV	41-50	M34 / W34
Masters V & VI	51-60	M56 / W56
Masters VII +	61+	M7+ / W7+
Para Nordic Sit Ski	No age	
Para Nordic Standing	No age	
Sport Event (novice)	No age	SPE

Bid Submission and Selection

1. Any registered CCA member club that is interested in hosting a CCA sanctioned provincial event is eligible to submit a bid for the desired event.
2. The schedule of provincial events is developed by the CCA Technical Committee in consultation with its member clubs, and includes dates, race technique, and relative distances (short, medium, long). It is within this schedule framework that bids will be requested by CCA from its member clubs to host provincial events.
3. All bids presented to the CCA Technical Committee to host a provincial event will be considered when all of the following items have been completed and included in the bid package.
 - a. Alberta Provincial Event Bid Form; (See Appendix B)
 - b. Club Minutes, with an approved motion to place a bid and host a Provincial event. This motion must confirm that the club accepts the financial responsibility for the event including if canceled and accepts responsibility for operating the event in accordance with the CCA Technical Package.
 - c. When a club application is accepted to host an Alberta Cup, CCA will then invoice the club the current CCC race sanctioning fee. As of September 2014 the CCC race sanction fee is set at \$50.00 per race or competition. A weekend event is two competitions with the exception of Alberta Championships, which is three competitions.
 - d. Event Sanction Form; and
 - e. A list of the members of the Organizing Committee with their position and contact information including e-mail addresses.
4. Bids will be reviewed and determined by the CCA Technical Committee and will be reported to the CCA Board.
5. Any new site being proposed for a CCA provincial event must meet the approval of the CCA Technical Committee. New site sanctioning will be carried out by a Technical Delegate assigned by CCA or by the CCA Sport Manager prior to the approval of the bid.
6. The Technical Committee will use a Bid Assessment Grid to evaluate bids. Please see Appendix A for the Bid Assessment Grid which includes a full explanation of the criteria used to review the bids. Please see Appendix B for the Alberta Provincial Event Bid Form.

C. CCA Responsibilities and Services

1. Scheduling:

- a. The CCA Technical Committee (Director of Events & Scheduling, Director of Athlete & Youth Development, Director of the Alberta Ski Teams, Director of Leadership) will draft a framework for the Events Schedule for the following season.
- b. It is intended that the first draft of the framework will be available in February for discussion among CCA member clubs and ratified by the end of June.
- c. Starting in the month of March, clubs will submit bids for provincial (and national) events, and dates for regional events to CCA.
- d. Starting in the month of May, the Technical Committee will review the bids, and will select hosts for the provincial events. The Events' Schedule will aim to be out by August 1st.
- e. The most current Events Schedule will be presented at the CCA Annual General Meeting.
- f. The CCA Technical Committee reserves the right to change the dates of scheduled events up to the end of August as some national and international events may require adjustments in the provincial schedule.
- g. The schedule will be made available to the entire membership on the CCA website once approved by the Technical Committee. Updates will be regularly posted on the CCA website as new event information is available.

2. Publishing the invitation to CCA Member Clubs to host provincial events (see Section F and G-1.c and d above).

3. Assignment of Technical Delegate:

- a. The Technical Committee, with assistance from the Sport Manager, will determine the assignments of the Technical Delegates for provincial events.
- b. Technical Delegates will have Level 3, 4, or 5 Official Certification.
- c. A Level 2 Official may be selected as a Technical Delegate if other higher officials are not available, and such Level 2 Official is deemed to have adequate experience and competence.
- d. For larger provincial events, an Assistant Technical Delegate who is a Level 2 or higher official may be assigned.
- e. For national events where provincial events may be included, CCC will determine the assignment of the Technical Delegate, and CCA will determine the assignment of the Assistant Technical Delegate.

4. National Race Sanctioning: CCA will liaise with Cross Country Canada to obtain appropriate sanctions for provincial (and national) events. CCA will pay the National Race Sanction Fee.

5. Technical Package:

- a. Preparation and revisions of the CCA Technical Package
- b. The package will be posted on the CCA website.

6. CCA will take leadership in securing sponsorships for provincial event series (where possible).

7. Leader Bibs:

- a. CCA will provide Leader Bibs at no cost to the host clubs for use at AB Cup events. Leader Bids will be used for Midget Boys/Girls, Juvenile Boys/Girls, Jr. Boys/Girls, Jr. Men/Women, Senior Men/Women, and ParaNordic Men/Women. A Leader bib will be worn by the leader of each of the above mentioned categories from AB Cup #2 onward to the conclusion of the season. A Leader Bib will be worn by the athlete who has the highest cumulative aggregate points in each category. The Leader Bibs, like all bibs, will be returned by the racers after each race. As the property of CCA, at the conclusion of each AB Cup weekend, the bibs will be returned to a CCA representative.

8. Race Notice:

- a. CCA will assist in the preparation of the Race Notice with the host club. This may require a site visit by the CCA Sport Manager or the assigned CCA Technical Delegate (refer to Section I-3 for the components of the Race Notice).
- b. Distribution of the Race Notice: Host club will submit a draft Race Notice for provincial races to CCA 8 weeks in advance of the event for the purpose of providing opportunities to give event host feedback. Space will be provided in the Alberta Nordic Skier for all provincial events at no cost. Additional advertisement(s) can be purchased by the host club.
- c. The complete Race Notice should be finished and approved by CCA within 60 days of the event.

9. Arrangements for Officials Certification Courses:

- a. CCA will support the host club to host CCC Officials Certification Course(s). The host club has the lead role for course organization.
- b. The CCA Director of Events & Scheduling will arrange for a Course Conductor.
- c. CCA will reimburse the Course Conductor from outside the host community for travel expenses to and from the venue and will provide an honorarium. Accommodation, meals and travel arrangements will be the responsibility of the host club.
- d. The Host Club will be responsible for the costs of the venue incidental expenses and refreshments, and may charge the registrant officials accordingly for those expenses.
- e. CCA will invoice the host club for the costs of the officials' manuals, and the host club will issue a payment to CCA, and in turn CCA will reimburse Cross Country Canada accordingly for those materials.

10. Communications: CCA will assist the club with course promotion through referrals and the CCA electronic newsletter "Nordic News".
11. Coverage of expenses for the Technical Delegate:
 - a. CCA will reimburse the Technical Delegate for travel expenses to and from the venue from outside the community upon receipt of TD report.
 - b. The Host Club will reimburse the Technical Delegate for expenses accrued for transportation within the community to the venue, accommodations, and meals.
 - c. These provisions also apply to an Assistant Technical delegate if appointed to the event.
12. Calculation of points (refer to Section J):
 - a. Alberta Cup Points (individual and club);
 - b. Aggregate Points for the Alberta Youth Championships.
 - c. Aggregate Points for University/College Championships.
 - d. CCA will be responsible for posting updated cumulative results onto the CCA website within 2 days of each competitive weekend
13. Providing the National CCC office with race results.
14. Distribution of season-end results.
15. Distribution of the Final Report of the provincial event by the Technical Delegate to the host event Chief, the Technical Committee, and CCA.
16. Purchasing and Presentation of Awards:
 - a. CCA will keep an inventory of individual provincial medals for the top three places of each category as well as ribbons for the 4th to 6th position for juvenile and younger categories and the top ten for the Alberta Youth Championships. The host club will purchase the medals from CCA. For the University and College Series, CCA will provide an overall aggregate award to the top three places at the end of the season. CCA will assign a representative to present these awards at the event. The event will take place on Saturday of the final race weekend.
 - b. CCA will purchase and present aggregate awards for the overall winners and will present these awards, annual trophies, and recognition awards at a CCA season-end event.

17. Optional Services: Should a host club require additional resources from outside their club to run the provincial event, CCA may assist in the following areas:

- a. Approach officials and volunteers of other member clubs to assist in areas that need additional resources.
- b. Request assistance from competitors' families who may be attending the events.
- c. Assign CCA Staff to assist in such areas as Registration, Race Site Administration, and Results.
- d. On an event specific basis, the host club and CCA will identify and confirm in writing race fee collection and distribution, and CCA event fee and expense sharing. This agreement will be completed in writing during the bid acceptance process.

D. Host Club Responsibilities

The host club of a provincial event is expected to be responsible for the following:

1. Submit bid with supporting material (forms, meeting minutes and fees) by the specified dates.
2. Establish Race Committee to plan and organize the event. Clubs are encouraged to start the planning process early and to find the primary people (chiefs) early. The Race Committee must include a minimum of Chief of Competition, Race Secretary, Chief of Course, and Chief of Timing. The Race Committee should also be able to provide enough volunteers. (See Appendix 2)
3. Arrange for local sponsorships for financial support and value-in-kind services.
4. Prepare Race Notice and submit to the CCA Office for approval 8 weeks prior to event. All notices must receive the approval of the CCA Sport Manager.
5. Host CCC Officials Certification Course(s) as deemed necessary: reserve the venue for the Course, contact and encourage Club members to take the Course, and pay the following expenses for the Course Conductor: (in-town transportation, meals, and accommodation). Ideally, the Club should consider providing some funding within their budget to support the certification and development of officials within their Club. In addition to the cost of the course materials, the host club may charge each registrant official a fee to cover the costs of the venue, refreshments and any other incidental expenses.
6. Produce Start Lists, after confirmation of participant eligibility from the CCA Office.
7. Prepare appropriate course maps for distribution to competitors and coaches.
8. Arrange for the rental transport and use of the CCA race management equipment trailer, and return of equipment to appropriate CCA depot.
9. Ensure that all race materials (e.g. bibs, timing equipment) are available either through the Club or from other CCA member clubs.
10. Ensure that the layout for the stadium provides for the recognition of CCA and CCC sponsors and appropriate displays of local event sponsor banners.
11. Prepare a post race summary and distribute such material to major newspapers, local media, and CCA.

12. Provide and be responsible for the costs of accommodation, meals, and in-town transportation for the CCA Technical Delegate and Assistant Technical Delegate assigned to the event.
13. Should a host club require additional resources from outside their club to run the provincial event, with the assistance of CCA and its member clubs, the host club should set up a regional planning and operations committee to organize the event.
14. Awards (see Section K and G-15.1b): The host club will purchase AB Cup medals from CCA to ensure the consistency of the award product. CCA will recognize the host club on the medal.

E. Event Organization

The following sections are included in this package to assist the host club in the planning, organization, and operation of a provincial event. Additional information is available in the Official Certification Course documentation.

1. Volunteer Requirements: The Host Club will recruit volunteers for the positions outlined in the CCC Rules and Regulations and CCC Officials Certification documentation.
2. Technical Delegate:
 - a. The Technical Delegate (TD) for each provincial event is a delegate of Cross Country Alberta to the host organizing committee, and is the guarantor that the competition will be run according to CCC Rules and Regulations and the Technical Package.
 - a. The TD will monitor and advise the event host committee on preparation and organization of the competition. The TD should preview the course and survey the stadium layout together with the Chief of Competition, Chief of Course, and Chief of Stadium on the day preceding the race, and can make recommendations for changes needed. The TD must attend the Team Leaders / Coaches meeting, and is the Chairperson of the Jury.
 - b. The TD **must** submit the CCA Technical Delegate's Report on the particular provincial event to the Host Club with a copy sent to the CCA Office within two weeks of completion of the event. The TD will report on his/her findings on activities and areas that need improvement to the respective technical committee(s).
 - c. Upon submission of the TD report, any expenses incurred by the TD will be reimbursed by CCA and the Host Club as outlined above in Sections G-10 and H-11 respectfully.
3. Race Director:
 - a. The CCA Sport Manager will be appointed Race Director and be part of the jury.
4. Race Notice:
 - a. The following must be including on all race notices for provincial events.

CCA GLIDE WAXING PROTOCOL FOR MIDGET AGE CATEGORIES AND YOUNGER

Cross Country Alberta requests that all coaches, athletes, wax technicians, and parents abide by a self-governed protocol while waxing skis for athletes racing in the Midget age categories and younger. This request applies to all local, regional and provincial events taking place in Alberta (e.g. club races, loppets, regional cup races, AB Cups, AB Youth Championships, and AB Winter Games). This request also applies to athletes traveling to Alberta from out-of-province or out-of-country. The recommended glide waxing protocol is as follows:

- Structure tools ARE permitted
- Non-Fluoro (NF) or Low Fluoro (LF) glide waxes ARE permitted
- Medium Fluoro (MF) or High Fluoro (HF) glide waxes are **NOT** permitted
- Pure Fluoro glide waxes (powders, pucks, blocks and liquid) are **NOT** permitted
- Cold weather powder additives and hardeners are **NOT** permitted

The adherence to this protocol is self-governed and is the responsibility of the coaches, athletes, parents and wax technicians.

CCA has provided a template (see Appendix 1) for host clubs to complete to ensure vital information is included in the Race Notice for the provincial event. In general the following items should be included in the Race Notice:

- Date(s) and location of the event
- Directions to the venue
- Early cancellation dates
- (if possible) Alternate date(s) and site(s) in the event of cancellation
- Itinerary of significant dates/events
- Time and location of Team Leaders / Coaches meeting
- Registration dates and fees
- Cancellation Policy and Procedures on fees and informing registrants
- Food and beverage services
- Accommodation (Host Hotel(s) with telephone numbers)
- Waxing Services
- Events by technique and distances for each age category
- Awards
- Registration and Waiver Form

5. Race Registration & Fees

- a. Eligibility: CCA provincial events are open to:
 - i) All active members of CCA member clubs;
 - ii) Skiers from other provinces holding an equivalent Provincial/Territorial status with CCC;
 - iii) Non CCA members who purchase an applicable day Licence.
 - iv) Skiers from other countries holding equivalent international racing Licences; and
 - v) Members' from other CCC recognized Biathlon clubs, Nordic Combined / divisions / countries.
- b. Registration:
 - vi) The Host Club and CCA will determine how registrations and fees will be handled. Generally, registrations and fees will be handled through the Host Club; if the club requires assistance in this area, then CCA may assume the responsibility of handling registrations and fees.
 - vii) It is required that the Host Club use the current electronic ZONE 4 Registration / Timing system for the facilitation of receiving registrations, fees and results.
 - viii) The Host Club must receive completed race entry forms by the designated deadline on the Race Notice prior to the weekend of competition.
 - ix) Under no circumstances are bibs to be issued to racers who have not registered or paid by the noted deadlines.
- c. Fees:
 - i) Entry fees for each age category will be determined by the Host Club, and will include the CCA Levy Fee (see d. viii below); however, fees for the Atom, Pee Wee, and Mini-Midget categories will not exceed \$20.00 per race. Fees for Midget and Juvenile categories will not exceed \$35 per race. Fees for Junior, Open, Master and Para-Nordic categories will not exceed \$40 per race.
 - ii) The Host Club must receive the race entry fees by the designated deadline on the Race Notice prior to the weekend of competition.
 - iii) The Host Club may add fees other than for the races such as for a banquet or other ancillary activities.
 - iv) All competitors (parent or legal guardian) must individually sign an event waiver form for each race.
 - v) Entry Fee Refund - Race Cancellation under Section 5
 - vi) A photocopy or fax copy of forthcoming cheque is equal to a promissory note. Faxed copies of the cheque must be included when registrations are faxed in. The Host Club reserves the right to refuse entry in event of non-payment.
 - vii) Levy fees will be collected by CCA through the Host Club as follows:

CCA Provincial Event Levy Fee

Categories	AB Cup/University/College Series Levy Fee
Atoms	\$0.00
Pee Wee	\$0.00
Mini Midget	\$0.00 *
Midget	\$5.00 *
Juvenile	\$5.00
Junior Girl / Boy	\$5.00
Junior Men / Women	\$5.00
Senior Men / Women	\$5.00
All Masters groups	\$5.00
Para Nordic categories	\$5.00

*The Alberta Youth Championships levy fee for Mini-Midgets and Midgets is \$3.00. The CCA Levy Fee goes toward the costs associated with coordinating the entire provincial event series.

6. Race Cancellation & Reallocation of Venue and Date(s)

The cancellation of provincial events will be according to the following conditions and procedures:

- a. Lack of snow or unsafe conditions:
 - i. Cancellation of an event due to lack of snow or unsafe conditions may be made as early as 8 days before the event by the Chief of Competition, Chief of Course, and the Technical Delegate. CCA must be informed of the decision.
 - ii. The moving of the site because of the aforementioned conditions is determined by the Chief of Competition in consultation with the Technical Delegate and CCA no later than the Sunday prior to the scheduled event.
- b. Weather conditions, in accordance with CCC Rules and Regulations:
 - i. Cancellation of an event in the case of forecasted cold may be made as early as 3 days before the event by the Chief of Competition and Technical Delegate, and CCA must be informed of the decision.
 - ii. If cold weather is forecasted the day before or during the event, the Jury may delay the start time or shorten the race distances.
 - iii. If there is only one race scheduled for the weekend, and it is scheduled for Saturday, the Jury may, in consultation with the Host Club, delay the race until Sunday.

When cancellation of the event occurs anytime 3 days or more before the event, registered participants, team leaders / coaches, officials, and volunteers will be informed of the cancellation by various means (telephone, e-mail, CCA electronic Nordic News), and the Host Club will refund the participant a portion, or the entire entry fee to reflect their costs. Ideally, provincial events should have an alternate date and location in case of cancellation. This should be outlined in the bid process and on the Race Notice.

In the case of a cancellation, options the Host Club can consider are:

- Try to find an alternate site and / or Host Club for the rescheduled date; or
- The same venue for another date; or
- Another venue for another date.

If a competition is cancelled, the Host Club must send a letter to CCA, explaining the circumstances of the cancellation within two (2) weeks of the cancelled competition.

7. Cold Temperature

- a. 15 cut off for Atom, Pee Wee, Mini_Midget and Sport categories
- b. 20 C for all other categories as to page 45 of the CCC rule book. Rules 303.2.2 – With air temperature below -20 C, (temperature measured at the coldest point of the course and without wind factor), and competition distances less than or equal to 15 km, the Jury must postpone or cancel the competition. With competition distances greater than 15 km and temperature less than -18 C without wind factor, the Jury must postpone or cancel the competition.
- c. Events for younger age groups to be held during the warmest part of the day.
- d. If a race is cancelled due to cold (day of race cancellation), race organizers should make best efforts to provide an alternate ski activity for various age groups, e.g. Easy ski together.

8. Team Leaders / Coaches Meeting(s)

The first Team Leaders / Coaches meeting is to be held at the standardized time of approximately 7:00 or 8:00 p.m. on the evening prior to the competition event at a location to be specified in the Race Notice. The meeting is chaired by the Chief of Competition, and attended by the Chief of Course, Chief of Stadium, Competition Secretary, Technical Delegate, Race Director and Team Leaders and Coaches.

Among the items to be presented and discussed are:

- weather report
- course description and map(s)
- stadium lay-out
- changes in distances and courses from the Race Notice, due to weather and snow conditions
- selection of the Jury as per the CCC Rules and Regulations
- starting procedures and order
- protest procedure
- award presentations

- banquet and special event plans
- subsequent meeting(s)
- the draw, bib pick-up, and start lists.

The draw may, with the approval of the Technical Delegate, be made by the computer at any time between the deadline for registration and the Team Leaders / Coaches meeting. If a manual draw is being made, this must be done at the Team Leaders / Coaches meeting. After the meeting, any changes to the race format (distances, start times, cancellation) can be made only with the approval of the Jury.

9. Race Techniques

The CCA Technical Committee will determine in consultation with the host club the race techniques and distances for the provincial event, and include them in the CCA Events Schedule by October 1st annually.

The race techniques may include the following: Classic Technique; Free Technique; Sprint Races, either Classic or Free Technique; Pursuit Races, Sprint Relays and Relays, either Classic or Free Technique.

If safety conditions warrant, a last minute race technique and / or distance change is acceptable with the approval of the Jury.

10. Distances

The following table is a guideline for the Host Club to determine the appropriate distance for each age category and race technique.

CCA Distance Table for Provincial Events

Category (code) / age range	Classic/ Free – km	Sprint - m
Atom (ATB / ATG) 8 and under	0.5 to 1.0	100-200 (Skills)*
Pee Wee (PWB / PWG) 9 – 10	1.0 to 2.0	100-200 (Skills)*
Mini-Midget (MMB / MMG) 11 – 12	1.5 to 3.0	200 –300 (Skills) *
Midget (MGB / MGG) 13 – 14	3.0 to 5.0	300 - 400
Juvenile Boys (JVB) 15 – 16	5.0 to 10.0	600 - 800
Juvenile Girls (JVG) 15 – 16	5.0 to 7.5	600 - 800
Junior Boys (JRB) 17 – 18	7.5.0 to 15	800 - 1000
Junior Girls (JRG) 17 – 18	5.0 to 10	800 - 1000
Junior Men (JRM) 19-20	7.5 to 20	1000 - 1200
Junior Women (JRW) 19-20	5.0 to 15	1000 - 1200
Open U23 Men (U23) 20-22	7.5 to 20	1000 - 1200

Open U23 Women (U23) 20-22	5.0 to 15	1000 - 1200
Open Men (OM) 23-29	7.5.0 to 20	1000 - 1200
Open Women (OW) 23-29	3.0 to 15	1000 - 1200
Masters Men (MM) 30-70+	7.5 to 20	1000 - 1200
Masters Women (MW) 30-70+	5.0 to 15	1000 - 1200
Sport Event	1.0 to 5.0	N/A
Para Nordic	1.0 to 15	500-1000

* King's Court non-elimination format (see appendix for description and reference)

- a. The information for this guideline is based on suggestions received from coaches, team leaders, and associations at the division, national and international level.
- b. The CCA Technical Committee will provide the framework for the relative distances for provincial events during the season.
- c. The CCA Sport Manager and the Technical Delegate will review the distances submitted by the Host Club, and with the input from the CCA Technical Committee will decide with the Host Club the final distances to be included in the Race Notice.
- d. Distances generally start shorter and can increase over the season.
- e. Generally courses of smaller loops with occasional long loops depending on facility.

11. Starting & Seeding Procedures

- a. Starting
 - i) The Host Club will establish and produce the Start Lists when all race entries are received, with fees.
 - ii) Under no circumstances are bibs to be issued without fees being paid and signed race entry forms received.
 - iii) The Atom, Pee Wee and Mini Midget categories will start in the middle of the day when the temperatures are the warmest.
 - iv) The types of starts by category shall be: individual starts; mass starts or pursuit starts.
 - v) For group / mass starts, categories may be combined if the number of entries in certain categories warrants it. For Classic and Free Technique races, either individual starts or mass starts may be used in accordance with CCC Rules and Regulations. Where both Classic and Free Techniques are used over a 2 or 3 day race schedule, one race is encouraged to be a mass start and one race an individual start.
 - vi) Starts for Pursuit type races and Sprint Heats must be in accordance with CCC Rules and Regulations.

b. Seeding

i) Seeding for provincial events will be done using the following criteria:

Category	1 st priority	2 nd priority	3 rd priority
Juvenile and older	CPL points	AB Cup points (if no CPL pts)	Random draw (if no AB Cup pts)
Midgets	AB Cup points	Random draw (if no AB Cup pts)	
Mini-midget or younger	Always random draw		

12. Timing

- a. All races are expected to be run on a minimum of manual timing as outlined in the CCC Officials Certification Handbook.
- b. The Host Club is encouraged to use electronic timing at their expense (example: Zone 4).
- c. Legacy equipment from CCA is available on request which will include electronic timing equipment, zone 4 race management system, lap top, printer, bibs, snow fencing, V boards, equipment and tools to hold a race.

F. Results

1. Alberta Cup Individual Points Calculations

Alberta Cup points will be awarded to all Alberta registered skiers in only the Midget and older categories for overall aggregate awards based on the following points system:

Place	1	2	3	4	5	6	7	8	9	10	11	12
Points	100	80	60	50	45	40	36	32	29	26	24	22
Place	13	14	15	16	17	18	19	20	21	22	23	24
Points	20	18	16	15	14	13	12	11	10	9	8	7
Place	25	26	27	28	29	30						
Points	6	5	4	3	2	1						

- a. Each person participating will be awarded the corresponding points to their placing based on the individual point system above.
- b. Point calculations will be updated and posted on the CCA website within 2 days of each Alberta Cup event.
- c. Alberta Cup points will be awarded to all Alberta Midget age skiers and all Juvenile and older Alberta Licenced skiers participating in the Alberta Cup.
- d. A relay can be part of the Alberta Cup Series but points will not be awarded in Individual Points Calculations; however, relay points will be calculated for club Team Points (see G2a below).

- e. Skiers will be given race points for each category that they compete in but they will receive aggregate points in only one category, that category being the one in which he/she completes the most races.

2. Alberta Cup Club Team Points Calculations

- a. Alberta Cup Club Team points will be awarded per category, and then all Alberta Cup categories will be added for overall Club Team points.
- b. All points for the categories, including relay points, will be added together, to determine the total for each club.
- c. 1st place is based on the highest combined score of a team.
- d. Overall club points do not negate placing or Alberta Cup points for the individual skier.

3. Aggregate Points Calculations

Aggregate points are calculated according to the 6-4 rule for 9 or 10 races; the 5-3 rule for 7 or 8 races; or the 4-3 rule for 5 or 6 races, where the first number of the rule refers to the maximum number of race results to be used and the second number refers to the minimum number of races that a skier must complete. If only 4, 3, 2 or 1 race (s) are / is held, then the rule becomes a 3-2, 2-2, 2-1 or 1-1 rule respectively.

4. Alberta Youth Championships Individual Points Calculations

Points to the overall winners of the Alberta Youth Championships will be awarded to all Alberta registered skiers in each class (Mini-Midget and Midget) for each race based on the following points system:

Place	1	2	3	4	5	6	7	8	9	10	11	12
Points	100	80	60	50	45	40	36	32	29	26	24	22
Place	13	14	15	16	17	18	19	20	21	22	23	24
Points	20	18	16	15	14	13	12	11	10	9	8	7
Place	25	26	27	28	29	30						
Points	6	5	4	3	2	1						

5. Posting

- a. CCA, in cooperation with the host club, must ensure that the race results are produced in the current CCC format.
- b. Official results are to be posted with year of birth included.
- c. CCA will have a representative (staff or designated volunteer) at each race to work with the Race Secretary in the recording and production of results.
- d. For the Alberta Cup & Masters categories, the results MUST include the Category, Bib #, CCC Licence number (if applicable), club name, first name, last name and all appropriate records of performance.

- e. The official results (i.e., signed by the assigned Technical Delegate) will be given to the CCA representative prior to leaving the competition site on the last day of each competitive weekend.
- f. CCA will be responsible for posting results onto the CCA web site within 5 days after each competitive weekend.
- g. The CCA Office will forward the results for the Alberta Cup Categories to the CCC Office for entry into the Canada Points Lists (CPL) after each competition weekend.

G. Awards

The intent is to provide a wider and more inclusive recognition of participation and performance particularly for younger age groups.

1. Individual Awards

- a. Individual Awards: Atoms to Midget – Year of Birth medals for 1st, 2nd and 3rd and ribbons for 4th to 6th.
- b. Juvenile – Year of Birth medals for 1st, 2nd and 3rd.
- c. Junior to Masters – category medals for 1st, 2nd and 3rd.
- d. The medals and ribbons are to be awarded to the respective winners, regardless of their division or country of origin. In addition, tangible prizes may be awarded.
- e. Medals and tangible prizes for each Alberta Cup and each individual race at the Alberta Youth Championships are at the expense of the Host Club. CCA will provide the medals for the clubs. Individual club logos and recognition will be provided on the medals. CCA will provide the ribbons at no charge.
- f. Additional prizes and / or special awards are left to the discretion of the Host Club.
- g. Event organizers are encouraged to present awards or prizes not tied to performance, e.g. best effort, technique, sportsmanship.
- h. In cases of ties, both participants will be awarded equally for that position, with the remaining positions receiving a medal or ribbon as well. (Example: should there be a tie for 2nd, the awards would be 1, 2, 2, 3 etc.).

2. Club Awards

- a. Club Team Awards: Club awards will be presented at the end of each season at the AB Championship event by CCA.
- b. The Alberta Cup Club Award will be presented to the club which accumulated the most aggregate points.

3. Overall Alberta Cup Series

- a. Individual medals or plaques for the overall 1st, 2nd, and 3rd place skiers in each Alberta Cup category will be awarded and presented by CCA based on overall Alberta Cup points, as calculated according to the stated rules.

- b. Champions in each Alberta Cup category, for which there is a CCA trophy, will be presented at the AB Championships event
- c. Other recognition will be provided through various publications, the CCA electronic Nordic News, and the CCA web site - www.xcountryab.net

Chapter Two – Alberta Youth Cross Country Ski Championships

The Alberta Youth Championships are held annually on one weekend (2-3 races) for the younger skiers in the Mini Midget and Midget categories. The Alberta Youth Championships aim to be the focal point of the competitive season for bantam and midget age athletes. The focus of AYC is to be one of the first 'team' trips for younger athletes. The Alberta Youth Championships should be on a separate weekend and should not be integrated into the same weekend as an Alberta Cup. Preference will be given to host clubs who can offer a camp style event where food services and accommodations are included.

Club banners are a focal point for the event. Points are awarded for each finisher from each club. Host clubs can choose to recognize individual overall champions as well. If this is done, it will be done by year of birth and are the skiers with the highest aggregate total of all such races. Alberta Youth Champions will then be designated for all categories. Individual medals for each race shall be awarded for the top ten places in each and every participating category.

Alberta Youth Championships race distances will align with the race distances as stated in CCA Distance Table for Provincial events in Section 9 Distances.

A. Sanctioning

The Alberta Youth Championships is an official, Cross Country Alberta sanctioned event.

B. Race Notice

1. The race notice and registration information must be posted on Zone4 a minimum of 8 weeks in advance of the competition.
2. Entries must close no later than Wednesday prior to the competition. No late entries are allowed.
3. The race notice should include a cancellation policy pertaining to refunds – both for situations in which the participant wishes to withdraw, and for situations when the organizers cancel the event. In addition, accommodation information with phone numbers.
4. The race notice should be planned carefully so there are no changes once it is posted.

5. It is important that the race notice is complete with all necessary information that the coaches require.

C. Eligibility

1. The age categories are midget boys, midget girls, mini midget boys, and mini midget girls.
2. A participant in this event must ski for one team only.
3. The Championships is open to individuals that are not affiliated with a club.
4. Skiers may only enter in one age category for the duration of the event. When a skier registers initially, they can move up an age category, but not down.

D. Banquet

1. A banquet or social is encouraged.

E. Draw

2. There is no seeding for this event - a random draw will be used; however, if a Mass Start or Wave Start is held on Day 2, start order will be based on finish results from Day 1. A random draw will be used for the relay.

F. Team Captains' Meeting

1. It is the responsibility of the organizers to ensure that the event notice carries most of the necessary information that the coaches will need, and that start lists for the first day are available on Zone4 and at the race site the day before.
2. It is the responsibility of the race organizer to provide all the information that is necessary for the team captain's information, including the start maps, course maps and race bibs.

G. Course Inspection

1. The competition courses must be properly groomed and marked for inspection by the skiers/coaches the afternoon prior to the first event. The course marking for the first day of competition should be clearly marked out. It is very important that the courses are marked correctly. A course map displayed in the stadium area is not sufficient.
2. It is imperative that the site be prepared in advance.

H. Start and Results List

1. Electronic timing software must be used (e.g. zone4).
2. Both start and results list must include the name of home club for each athlete.
3. The start list should be posted on Zone4 no later than noon on Friday before the event. It should also be available at the race site no later than Friday afternoon.
4. In addition to full results postings on Zone4, the technique awards and the aggregate team points should be posted on the host club or event web site as soon as possible following the event.

I. Timekeeping

1. A recognized electronic timing system must be used.

J. Awards for Interval Start, Sprint and Relay Events

1. Medals will be awarded for the top 10 finishers in each category for the individual races. The top three teams will be awarded medals in the team category.
2. The host club purchases the medals from Cross Country Alberta.

K. Team/Club Aggregate Banner

1. Alberta Youth Championships Individual Points Calculations

Points to the overall winners of the Alberta Youth Championships will be awarded to all Alberta registered skiers in each class (Mini Midget and Midget) for each race based on the following points system:

Place	1	2	3	4	5	6	7	8	9	10	11	12
Points	100	80	60	50	45	40	36	32	29	26	24	22
Place	13	14	15	16	17	18	19	20	21	22	23	24
Points	20	18	16	15	14	13	12	11	10	9	8	7
Place	25	26	27	28	29	30						
Points	6	5	4	3	2	1						

- Club aggregate banner will be awarded to the team with the most points based on the following table. Points will be calculated only for individual and official relay events.

Finish position	Points	Finish Position	Points	Finish Position	Points	Finish position	Points
1 st	100	2 nd	80	3 rd	70	4 th	60
5 th	50	6 th	40	7 th	30	8 th	25
9 th	20	10 th	15	11 th	14	12 th	13
13 th	12	14 th	11	15 th	10	16 th	9
17 th	8	18 th	7	19 th	6	20 th	5
21 st and greater	1						

- Cross Country Alberta provides the banner.

L. Ski Licences

- Participants do not require a ski Licence.

M. Race Format and Technique

- CCA encourages classic technique and skate techniques. One of the races must be an interval start, others may be wave or mass start. There is also a 4-6 person relay. The length of the relay is dependent on trail layout of the host club venue. Ideally, the race length should be approximately 1km.

N. Registration Fees

- Event organizers are encouraged to keep their entry fees as low as possible to encourage participation. Cross Country Alberta will charge a levy fee of \$3.00 per participant to offset the costs of the event.

Chapter Three – Alberta University/College Series

The Alberta University/College Series will be integrated into the Alberta Cup Series and Loppet series when available resource and criteria are met. Awards will be handed out to the overall aggregate winners for the top three male and female skiers in the University/College category. The series champions will be awarded at a year-end event.

A. Points

1. Individual Aggregate:

- Points System will follow the Alberta Cup points system. 1st place in ACUNC receives 100 points, 2nd - 80 points, 3rd - 60 points, 4th - 50 points, 5th - 45 points, 6th - 40 points, etc. in both male and female categories.

Place	1	2	3	4	5	6	7	8	9	10	11	12
Points	100	80	60	50	45	40	36	32	29	26	24	22
Place	13	14	15	16	17	18	19	20	21	22	23	24
Points	20	18	16	15	14	13	12	11	10	9	8	7
Place	25	26	27	28	29	30						
Points	6	5	4	3	2	1						

- The overall individual aggregate winner for both male and female will be the athlete with the most points from 4 of the 6 individual races.
- University athletes need to be entered in either Jr. Men/Women or Open. Men/Women.
- Awards will be presented to the top 3 individuals and top school at the Alberta Championship event..

2. Team Aggregate: Team Relay Sprint Event

- The format will be 2 person teams with one male and one female. Each skier will do 3 laps each of 1.25 km tagging off between each lap. Schools can enter as many teams as they wish, mixed gender teams only.
- An overall School ranking will take the top 3 males and top 3 females from each school from the aggregate totals, plus each program can count to a maximum of their top 5 teams from each sprint relay event. Same scoring system of 1st – 100 points, 2nd – 80 points, 3rd - 60 points etc.

Chapter Four – Para-Nordic Race Guidelines

**Taken directly from Cross Country Canada's Para-Nordic Race Event Guidelines*

Visual Impairment/Blind (B1-B3)

Guides: The role of the guide is to be responsible for the safety of the visually impaired competitor. He/She may lead or follow the visually impaired competitor in the same track or ski alongside the parallel track.

The guide has to be treated as a competitor with respect to all rules governing.

- For B1 athletes, a guide is obligatory. For B2 and B3 athletes, a guide is also allowed. A competitor may change guides if the guide has an accident or cannot keep up.
- The guides wear a yellow/orange bib printed with a "G" meaning the word "Guide" or other forms of identification.
- Guiding must be by voice only. Radio communication between guide and competitor is accepted. The guide can also use an amplifier. No other means of communication is allowed. The amplifier must not disturb other competitors.
- Excessive music or noise at the start line can create confusion.

Start Line

- Most athletes will not see the starting clock. It is always good practice for the starter to inform the athlete of the timeframe before the gun. Usually placing a hand on the athlete's shoulder and lift the hand when "0". This is only used when there is no start wand, otherwise there is no contact.
- The competitor must have his feet behind the start line and remain stationary before the starter gives his starting commands. The poles remain stationary and should be placed over the starting line and/or starting gate.
- The athlete must be behind the start wand but the guide can be in front, beside or following the athlete.
- There are no set distance requirements for the guide in front of the start wand and their athlete.

Finish Line

- For all B classes the clock will be started and stopped as the competitor and not the guide crosses the line. The time of the guide must not be recorded. The guide does not need to cross the finish line in front of the athlete.
- Guides are allowed to cross the finish line in front of the athlete. They are the ones that will advise the athlete when to stop and how to avoid potential hazards at the finish line such as other athletes lying on the ground.
- It is important for the finish line area to be clear of coaches or volunteers. Leave sufficient stopping space at the finish line.

Holding Zones (ONLY athletes with visual impairments are allowed holding zones)

- Holding zones for B competitors shall be determined by the Jury and be marked clearly with visible signs/flags in contrasting colours for the beginning (green) and ending (red) zones.

- Holding zones are created for safety reasons, the guide is allowed to hold a Class B athlete (one arm or one pole) on certain sections of the track, which shall be clearly marked.
- No physical contact between guides and athletes with a visual impairment is allowed during the race except holding zones. It is forbidden to hold on, to hold up or pull the competitor even on the downhill sections. After a fall a guide or a marshal may hand him his skis and/or poles.

Track

- When athletes are integrated it is important that the able bodied skiers are informed not to pass in-between the guide and the athlete.
- Should a visually impaired competitor wish to change his wax during a race due to changing snow conditions, the guide may apply the wax.
- Once the competitors enter a zone where corridors are marked the athlete and the guide must ski in the same corridor.

Standing (LW2-9)

Standing category skiers must abide by the same rules as the able-bodied race events with some minor exceptions.

- Waxing, scraping or cleaning of the competitor's skis during the competition is forbidden. Exception: in classical technique competitions competitors may scrape their skis to remove snow and ice, and add wax if necessary. The competitor must do this outside the track without help from any other people. It is not allowed to place branches, tools or materials on or adjacent to the groomed course.
- Should an LW5/7 (impairment in both upper arms, does not use poles) athlete wish to change his wax during a race due to changing snow conditions, they can be supported by a team official that may apply the wax.
- In the case of any ski exchange, the competitor must do it outside the track. The athlete can be supported by a team official.

Start Line

- The competitor must have his feet behind the start line and remain stationary before the starter gives his starting commands. The poles remain stationary and should be placed over the starting line and/or starting gate.

Sit Ski (LW10-12)

Start Line

- Sit skiers may not know when they are cold. It is important to ensure they have an area to stay warm prior to a race. Blankets are also a good idea to have on hand or those that are in line waiting to race.

- The competitor must have his feet/chest behind the start line and remain stationary before the starter gives his starting commands. The poles remain stationary and should be placed over the starting line and/or starting gate.

Track

- Fallen competitors in the LW 10-12 classes may be brought back to the track by official help. They have to re-enter the race at the same place.
- If a sit skier has fallen on course, they need to ask for assistance before an official can assist them back up.
- If a sit skier is going uphill, stops and starts moving backwards, the official (official, staff, team support) CAN stop the sit skier by placing a leg or hand behind the sit skier. The sit skier MUST continue on their own steam/propulsion. The official is NOT allowed to push the sit skier once they are back in position.
- LW10-12 athletes are not allowed to use one or both of their legs to steer or brake the sledge during competition.
- In the case of any ski exchange, the competitor must do it outside the track. The athlete can be supported by a team official.

Other

- Para-Nordic skiers can be integrated into the able bodied race events. It is important that they race the correct distance for their category not the age range.
- There is the possibility of an athlete having a hearing impairment with or without having another disability. Other means of communication may be needed such as an interpreter or simply that the starter may need to place a hand on the athlete's shoulder.
- Athletes with a hearing impairment are not classified under Para-Nordic skiers. Meaning that they can race with able-bodied skiers.
- Wax testing and warming up on the ski competition course must always be done in the competition course direction. Anyone testing skis on the competition course must consider the safety of others on the course and the course preparation. Electronic timing devices used for testing skis will not be allowed on the course during the competition.

Examples that can lead to disqualifications

- An athlete participates in the competition under false pretenses (e.g. wrong bib number)
- The athlete either jeopardizes the security of persons or property or actually causes injury or damage
- The athlete does not ski the entire marked course
- The athlete violates the use of correct technique (unless specified by their classification that they can only classic ski in a free technique race)
- The athlete intentionally causes obstruction

Cross Country Canada and Cross Country Alberta abide by the International Paralympic Committee (IPC) rules and regulations.

For more information visit the IPC Nordic Skiing website:

www.paralympic.org/NordicSkiing/RulesandRegulations/Rules

CHAPTER FIVE - REGIONAL EVENTS

Purpose: Regional events are important development events for young skiers to transition from club events to Alberta Cup and Alberta Youth Championships events.

Provincial Regions:

Southern Alberta - including clubs in the greater Calgary area, Brooks, Medicine Hat, Lethbridge, Crowsnest and Bow Valley

Central Alberta - including clubs south of Edmonton, Camrose, Vermilion, and Red Deer

Capital Region - including clubs in the greater Edmonton region

Northern Alberta - including clubs in the north - Athabasca, Kikino, Ft McMurray, Grande Prairie

CCA Role in Regional Events

Regional events are organized by local clubs in each region. CCA will provide club aggregate banners 1st-4th in each of the four regions each year. Banners are awarded by calculating points for each finish position in each category.

Categories

Each region develops their own race formats that best meet the developmental needs of young athletes. As the goal of Regional events is to provide developmentally positive introductions to racing events, the categories are recommended as follows:

- Single year categories
- Novice and experienced skier categories for each single year category

Technical Delegate

No technical delegate is required to host a Regional Event.

APPENDIX - A

CCA Bid Assessment Grid

Under revision.

APPENDIX - B

CCA Provincial Event Bid Form

Under revision.

Appendix – C: CCA Provincial Event Bid Form

CROSS COUNTRY ALBERTA EVENT SANCTION FORM

The information in this Sanction Form must be submitted at the time of Club Registration and / or Event Confirmation to ensure appropriate insurance for the event.

Club Name:	
Contact Person:	
Event Contact Mailing Address:	
Event Contact Phone Number: (home)	(other)
Event Contact Fax Number:	E mail:
Name of Event:	
Date Of Event:	Expected #'s:
Event Site:	
SOCIAL OR BANQUET? YES	ALCOHOL TO BE SERVED? YES
LOCATION OF BANQUET:	
Sponsors/Landowners to be named as additional named insurance (name, contact, and address) must be provided on separate page attached to this form. Any landowners and/or sponsors that do not have their contact name and address submitted will not be considered under the insurance coverage for your event. Please indicate whether these land owners will require a formal insurance certificate for their records on the separate page attached.	
On behalf of the Event Organizing Committee, I have read the Cross Country Canada User Insurance Manual, the Cross Country Alberta Invitational Event Policy & Procedures, and agree to follow the outlined guidelines as well as to ensure that every participant will sign an appropriate event waiver. I sign below confirming these facts to be true.	
Event Chairperson (or Club Chairperson):	Date:
NOTES: Event must be registered using this form to be eligible for provincial insurance coverage. Additionally, the event's official results must be submitted to the CCA Office within 1 week of the completion of the event.	
SUBMIT TO:	
CROSS COUNTRY ALBERTA, 11759 GROAT ROAD – EDMONTON, AB – T5M 3K6	
FAX TO: 780-427-0524	

Please sign and fax (780-427-0524) this page back to CCA as soon as you have the date set for your event and then send original via regular mail. This confirms the date, basic event info and contact information.