



Hosting Policy for Alberta Cup and Provincial Championship Events

FOREWORD

Athletes in the sport of Biathlon undertake a tremendous level of effort and dedication to achieve excellence in competition. As the provincial governing body for the sport, Biathlon Alberta is responsible for establishing standards for hosting the Alberta Biathlon Championships, the Alberta Air Rifle Championships, the Alberta Cup series, and the Alberta Summer Biathlon series.

Organizations and persons involved in hosting or conducting these provincial events are required to conform to the stipulations of the Hosting Policy.

Suggestions for corrections or changes to this document should be sent to:

Biathlon Alberta
109, Bob Niven Training Centre
Canada Olympic Park
88 Canada Olympic Rd NW
Calgary, AB T2P 4R4
Phone – 403-202-6548
Fax – 403-286-7213
E-mail – info@biathlon.ca
Website – www.biathlon.ca

Alberta Cup Hosting Policy

1. GENERAL REGULATIONS

1.1 APPLICATION OF THIS POLICY

This Policy shall apply to the hosting of Alberta Cup and Alberta Provincial Championship events, unless otherwise authorized by Biathlon Alberta. When a Club bids to host an event to which this Policy applies, the Club agrees to abide by this Policy.

1.2 RULES

The International Biathlon Union (IBU) Event and Competition Rules in force during the event in question will apply to all aspects of the event unless otherwise stipulated in this Policy. In cases where no specific rule exists for a situation and it is not covered in this Policy, the principle or the intent of the IBU Rules will be used to determine the resolution of the situation.

1.3 INTENT AND NATURE OF EVENTS

Alberta Cup events are intended and designed to provide a provincial competitive forum to determine overall Cup winners in each competitor class, in addition to overall team standings, on the basis of a cumulative points system. Alberta Cup events may be combined with other events such as regional competitions or events sanctioned by Biathlon Canada.

1.4 SANCTIONING OF EVENTS

The Alberta Cup is under the jurisdiction and control of Biathlon Alberta. No event or competition held in Alberta may be titled Alberta Cup, or any variation of that name, nor may use the title sponsor's name, unless it has been sanctioned by Biathlon Alberta. Currently, the title sponsor of the Alberta Cup is Calforex.

1.5 ELIGIBILITY TO HOST

Any Club in good standing with Biathlon Alberta is eligible to bid for and host an Alberta Cup event. Detailed instructions for bids, bid processing, awarding the right to host and conditions for hosting are stipulated later in this Policy.

1.6 EVENT FREQUENCY AND TIME FRAME

Alberta Cup events shall be scheduled at least five times each winter season, beginning in December and ending prior to the Alberta Biathlon Championships. The specific dates shall be set by Biathlon Alberta in consultation with the Local Organizing Committees (LOC's). Confirmed annual dates for the Alberta Cup series will be announced by Biathlon Alberta before September 1st.

2. APPLICATIONS TO HOST

2.1 GENERAL

The Application Form and process to host an Alberta Cup is attached in Annex A of this document. A proposed competition calendar will be circulated by the end of May to all clubs in good standing, with an open invitation to bid on hosting an event. The bid must be submitted under a covering letter signed by the Club President, indicating Club approval and support. The bid also must be accompanied by an Emergency Action Plan that will be in place for the event.

2.2 BID PROCESSING

Applications received by Biathlon Alberta will be assessed by the Board. A final schedule will be confirmed following the publication of the domestic calendar by Biathlon Canada.

2.3 AGREEMENTS

Upon approval by the Board of Biathlon Alberta, the application to host becomes the agreement by which the host Club will conduct the event according to this Policy and on the dates mutually agreed upon between Biathlon Alberta and the host Club.

3. INVITATIONS, REGISTRATIONS, and ENTRY FEES

3.1 INVITATIONS

The LOC is responsible for production of an electronic copy of the event invitation, which must be approved by the appointed Technical Delegate (TD) prior to submission. This document must be submitted to Biathlon Alberta at least 6 weeks prior to the event. Upon receipt, it shall be posted to the Biathlon Alberta website. Invitations must include the following information (Annex B):

- a. Event name, dates, location and host club
- b. Types, dates and timings of competitions
- c. Location of competition site (including a map)
- d. Stadium plan, course map and profiles if available
- e. On-line Registration information and entry fees
- f. Travel information (with a map if necessary)
- g. Available accommodations and costs
- h. Restaurant or meal information
- i. List of the LOC with contact information
- j. Other necessary or special information

3.2 COMPETITOR ELIGIBILITY

Any member in good standing of Biathlon Canada or other National Biathlon Federation may participate in a Biathlon Alberta event, provided they possess a valid competitor membership. Competitors may be asked to provide proof of current membership to obtain a race bib.

Coaches and team staff must also have valid memberships.

All participants are eligible to win medals at Alberta Cup events; however, only members of Biathlon Alberta are eligible for Alberta Cup points and titles.

3.3 REGISTRATIONS

Host clubs and competitors are required to use the Zone4 on-line registration system. Registrations must be paid by credit card. Biathlon Alberta will set up the Zone4 race registration and collect race registration fees on behalf of the LOC. Registration must not be opened before the Event Invitation has been approved by the TD and Biathlon Alberta.

3.4 ENTRY FEES/SANCTION FEE

Competitors in IBU classes, Senior & Junior Boys/Girls and Masters shall be charged an entry fee not exceeding \$60. All other categories (Juvenile, Midget, Novice, and Open-Rec) shall be charged no more than \$46 for the weekend event. An additional transaction processing fee will be added by Zone 4

A fee of \$1500 will be levied by Biathlon Alberta for each sanctioned event. In respect to the sanctioning fee, organizers can expect Biathlon Alberta to provide the following benefits and event services:

- Event promotion via the Biathlon Alberta calendar and website
- Registration and entry-fee collection services
- Provision of Timing Team and timing equipment
- Provision of Technical Delegate
- Provision of racing bibs and leg numbers
- Provision of medals

3.5 CANCELLATION OR POSTPONEMENT OF EVENTS

If it appears that an event will need to be cancelled or postponed due to prevailing conditions (typically lack of snow or severely cold temperatures), organizers shall inform Biathlon Alberta of the cancellation **by 3 pm, 3 days prior to the event**. Biathlon Alberta will publicize the cancellation by the end of that working day. Should weather conditions change suddenly (e.g. major snow storm or precipitous drop in temperature) events may be cancelled or postponed as late as Friday morning. Every effort will be made to reschedule the event for a later date.

When events are cancelled and cannot be rescheduled, competitors will receive a 50% refund of their registration fees. This refund will be mailed out by Biathlon Alberta. If a competition must be cancelled on the weekend of the event due to cold weather, course conditions, or other unforeseen circumstances, no refund of registration fees will be made.

4. CLASSES AND TYPES OF COMPETITIONS

4.1 CLASSES OF COMPETITORS

The classes of competitors detailed in Annex C are established for all Alberta Cup events under Biathlon Alberta jurisdiction. Additional classes or types of competitions (e.g. Snowshoe Biathlon) may be offered by the LOC with approval from Biathlon Alberta.

4.2 TYPES OF COMPETITIONS

Five competition types are authorized to be conducted at events governed by this Policy: Individual; Sprint; Pursuit; Mass Start and Super Sprint. The distances and shooting bouts for each type of competition for each class of competitor are detailed in Annex D. The specific competitions held at an Alberta Cup event shall be decided upon by Biathlon Alberta in consultation with the LOC.

5. HOSTING STANDARDS AND REQUIREMENTS

Unless otherwise authorized by Biathlon Alberta, the hosting organization must meet the following competition requirements.

5.1 ORGANIZATION

The LOC should be set up in general conformity with IBU Rules and must have sufficient numbers of members to conduct the event in an efficient and orderly manner. A minimum of 75 volunteers are required for an Alberta Cup event. In order to guarantee a good standard of technical expertise it is suggested that volunteers acting in the position of Chief be qualified to Biathlon Canada's Advanced standard. It is expected that other volunteers will complete the Basic level training in their functional area. This training is available on-line from Biathlon Canada [add link to website](#).

Biathlon Alberta will assign a qualified TD to oversee the event. The TD should be from outside the host club; at the very least the TD must not be part of the LOC. The LOC will be required to discuss the organizational set up of the event with the TD prior to the submission of the invitation to Biathlon Alberta.

5.2 COMPETITION FACILITY

The competition facility for Alberta Cup events should conform as much as possible to IBU rules. The following requirements are the minimum acceptable standards:

5.2.1 Range

Sixteen (16) mechanical targets in good working order (level and centred), 2.5 - 3.0 meter marked lanes, range flags, wind flags, safe access & exit (left to right) and a penalty loop in proximity.

5.2.2 Course

Sufficient loops to conduct the required competitions (see Annex C), general conformity with IBU Rules specifications, no dangerous portions.

5.2.3 Stadium

Well configured to provide an unobstructed start/finish, a simultaneous start area with 10 lanes, a public address system, and a results board easily accessed by athletes and coaches.

5.2.4 Warm-up Trail

A trail, approximately 600m in length, prepared the same as the competition course, with access from the central area.

5.2.5 Timing Systems

Electronic timing, supplemented by manual back-up, will be provided by Biathlon Alberta.

5.2.6 Bibs

Competition bibs and leg numbers will be supplied by Biathlon Alberta.

5.2.7 Warm-up Huts

A heated building or tent large enough to provide shelter for competitors and volunteers, preferably within 300 meters of the start/finish location, must be provided.

5.2.8 Toilets for Competitors and Team Staffs

At least four (two for men and two for women) indoor or outdoor toilets, within 250 meters of the stadium must be provided.

5.2.9 Parking

Sufficient space for spectators, coaches, competitors, and volunteers to park vehicles, ideally no more than 500 meters from the stadium site.

5.3 MEDICAL

An Emergency Action Plan must be submitted with the application to host (see example in Annex E).

A suitable vehicle or snowmobile with a toboggan must be on the competition site for casualty evacuation. If a competition physician is not available, a person trained in first-aid must be designated for that role. The organizer must arrange onward evacuation from the stadium to a medical facility by ambulance or designated vehicle.

5.4 ACCOMMODATION REQUIREMENTS

Sufficient accommodation must be available within a 30-km radius of the competition facility to house all competitors, team staff, and out-of-town officials. Standards must be generally acceptable for cleanliness and service. Eating facilities, commercial or otherwise, should be available within 10 km of the accommodation.

6. RESULTS AND AWARDS

6.1. RESULTS

Results for Alberta Cup events will be compiled and distributed by the Biathlon Alberta timing team. Provisional and final results must be scrutinized and signed by the TD before being posted.

The LOC is encouraged to appoint a media relations volunteer to ensure that results are submitted to local and provincial media outlets by the end of each day of competition. A short article summarizing the weekend of competition should accompany results.

6.2 AWARDS AND PRIZES

Medals shall be provided by Biathlon Alberta for the Alberta Cup categories. Medals will be presented to the first three finishers in all categories, regardless of the number of competitors. The LOC may combine classes in which fewer than 3 competitors are registered. Presentations should occur each day as soon as possible after the last finisher.

The LOC must affix a sticker to the back of each medal, printed with the following information:

- **Class and Competition (e.g. Jr. Men 10 km Sprint)**
- **Municipality and Province**
- **Date**

Additional prizes or awards for any other classes are the sole responsibility of the LOC.

7. JURIES AND TECHNICAL DELEGATES

7.1 COMPETITION JURY

Jury selection and duties shall be in accordance with IBU rules, as applicable and appropriate in Alberta. The Competition Jury shall be chaired by the TD and shall include the Competition Chief and 3 team captains selected at the pre-competition briefing.

When there are separate competitions in the morning and in the afternoon, a second jury will be established for the afternoon.

7.2 JURY OF APPEAL

The Jury of Appeal for Alberta Cups will operate according to the IBU Disciplinary Rules with one procedural change - the Jury of Appeal Chair or members will not be considered as prejudiced in case their own team is involved in a case before the Jury. The structure of the Jury of Appeal will be chaired by the President of Biathlon Alberta or his designate and will include any 4 members of the Biathlon Alberta Board. If insufficient Board members are present, then elected team captains or coaches will make up the balance of the Jury.

7.3 TECHNICAL DELEGATES

A qualified Technical Delegate (TD) will be assigned by Biathlon Alberta for each Alberta Cup event. The TD's task is to assist the organizers and to ensure that the competitions are conducted in accordance with pertinent rules and regulations. Duties of the TD are in accordance with IBU rules, as applicable and appropriate in Alberta. The TD represents Biathlon Alberta and no other organization or agency. The TD must not be part of the LOC.

7.3.1 TD Inspections

If the host location has not previously conducted a provincial event, such as an Alberta Cup, the LOC is required to bring the designated TD to the competition venue for a site inspection. This visit must occur in a timely fashion to ensure that recommended changes be made prior to the event. The TD's expenses for this visit will be the responsibility of the host club.

For Clubs with previous hosting experience, the LOC must consult with the TD prior to submission of the formal invitation in order to receive TD approval.

8. FINANCIAL RESPONSIBILITIES AND SPONSORSHIPS

Funds for events are normally secured from grants, sponsorships, and entry fees. Even if a title sponsor for the series is in place, clubs may seek out additional sponsorships to support their local event. All costs for conducting an Alberta Cup event must be borne by the organizers, with the exception of the following items:

- TD expenses
- Medals for Alberta Cup classes
- Racing bibs and leg numbers
- Timing team and timing equipment expenses

The LOC must report on the financial performance of the event if requested by Biathlon Alberta. The financial performance of the event may be subject to an audit by Biathlon Alberta.

9. AMENDMENTS AND COMING INTO FORCE

9.1 AMENDMENTS

This policy may be amended by the Biathlon Alberta Board of Directors at a duly constituted meeting.

9.2 COMING INTO FORCE

This Policy comes into force on September 1, 2009 and at that time supersedes all other existing Biathlon Alberta policies in this context.

Application to Host Alberta Cup

The Club, by signing this document, guarantees that the information submitted herein is correct and that the facilities to successfully host an Alberta Cup will be in place for the event if it is awarded.

Host Club: _____

Preferred Event Dates:

President: _____

1st Choice: _____

Signature: _____

2nd Choice: _____

Address: _____

3rd Choice: _____

E-mail: _____

(H): _____ (Cell): _____

(W): _____ (Fax): _____

Organizing Committee:

Chair: _____

Chief of Competition: _____ Cert. Level: _____

Competition Secretary: _____ Cert. Level: _____

Chief of Timing: _____ Cert. Level: _____

Chief of Range: _____ Cert. Level: _____

Chief of Stadium: _____ Cert. Level: _____

Chief of Course: _____ Cert. Level: _____

Media Relations: _____

Technical Details:

It is assumed with the submission of this application to host, that the minimum requirements for the event are in place. However, the following information is required as attachments:

1. Course Map with coloured loops and distances
2. Stadium Map indicating layout of competition venue
3. Range information indicating number and width of lanes including those that will be used for air rifle competitions
4. Type of timing system and equipment to be used for results
5. Number and type of team huts / waxing facility

Invitation to Alberta Cup #X

Hosted by Your Ski Club

OurTown, Alberta

January xx-xx, 2009

Location: (see attached map)

Algonquin Municipal Park

123 Park Lane,
between Chestnut St. and Poplar St.
ph. (xxx) xxx-xxxx

Contact: LOC Chair

Janet Super-Organizer
567 Yellow Brick Road
OurTown, Albert
ph. (xxx) xxx-xxxx
e-mail: info@biathlon.ca

Event Schedule:

Friday, Jan xx Unofficial Training	1400h-1700h 1400h-1630h 2000h	Competition Office open Range & Course open Team Captain's Meeting at Hotel
Saturday, Jan xx Individual Competitions	0800h-1600h 1030h 1100h-1150h 1200h 1530h	Competition Office open Team Captain's Briefing Zeroing First Start Awards
Sunday, Jan xx Sprint Competitions	0800h-1500h 0930h 1000h-1050h 1100h 1430h	Competition Office open Team Captain's Briefing Zeroing First Start Awards

Registration:

Registration will be accepted only on-line through the Zone-4 website. Payment must be made using a credit card.

Costs:

IBU, Masters, Sr & Jr Boys/Girls:

\$60 plus on-line service charge

Juveniles, Midgets, Novice, Open Rec:

\$46 plus on-line service charge

A non-refundable late fee of **\$100** shall be levied on each athlete registering after the close of on-line registration **midnight on Thursday, January xx.**

Registrations after midnight on **Friday, January XX** will **not** be accepted.

Cancellation Policy: If an event is cancelled prior to the weekend and cannot be rescheduled, competitors will receive a 50% refund of their registration fees from Biathlon Alberta. If a competition must be cancelled on the weekend of the event due to cold weather or *force majeure*, no refund of registration fees will be made.

Annex B – Sample Invitation

Travel Information:

For information about our city, please check the local tourism website:

www.ourtown.ca

Bus service is available through Greyhound (www.greyhound.ca). If you plan to drive, our city can be reached on Highway #xx & #xx. The distance from these major locations is:

Calgary:	xxx km	Regina:	xxx km
Canmore:	xxx km	Saskatoon:	xxx km
Camrose:	xxx km	Prince Albert:	xxx km
Edmonton:	xxx km	North Battleford:	xxx km
Fort McMurray:	xxx km	Hay River:	xxx km
Grande Prairie:	xxx km	Fort Smith:	xxx km
Hinton:	xxx km	Prince George:	xxx km
Peace River:	xxx km	Silver Star:	xxx km

Air flights can be arranged through the airlines listed below. Please check their websites for schedules and fares.

Air Canada	www.aircanada.com
West Jet	www.westjet.com
Peace Air	www.peaceair.net
Canadian North	www.canadiannorth.com
Jets Go	www.jetsgo.net

Accommodations:

The following hotels are offering special rates for this event. Ask for the Alberta Cup biathlon rates when booking.

Best Western Inn.....	\$XX.xx	ph. (xxx) xxx-xxxx
Dew Drop Inn.....	\$XX.xx	ph. (xxx) xxx-xxxx

Restaurants:

There will be a limited concession available at the competition venue. There is a wide selection of restaurants in the community. For more information, check the tourism website listed under Travel.

Local Organizing Committee:

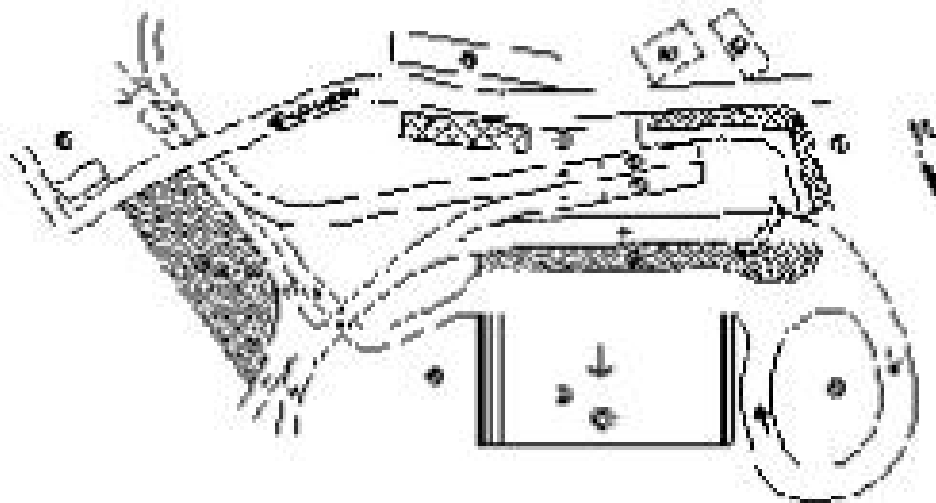
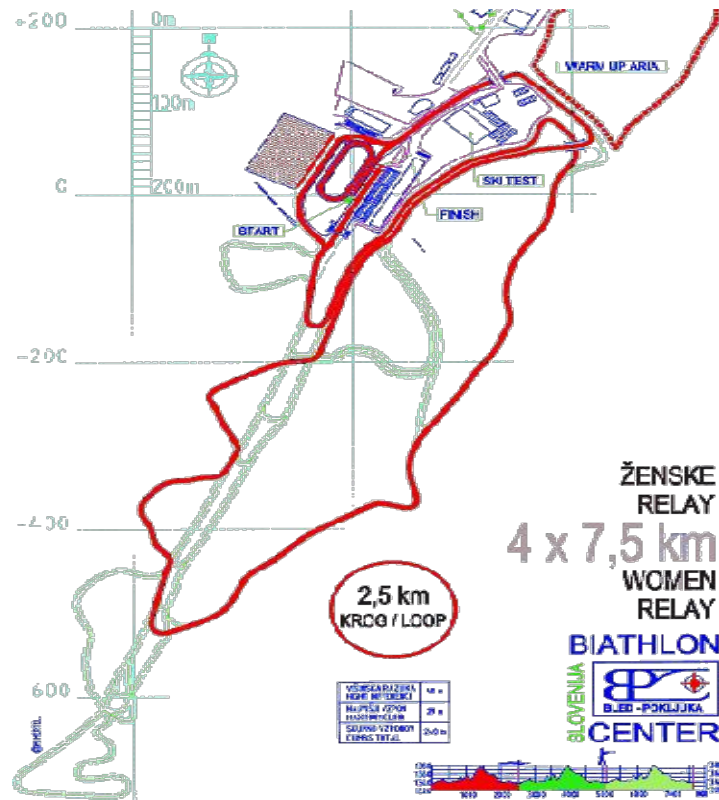
Competition Chief:	Carol Candoo	Competition Secretary:	Nancy Albright
Chief of Range:	Simon Safety	Chief of Timing:	Phil Data
Chief of Course:	Jim Snowmaker	Chief of Stadium:	Colleen Pickup
Media Relations:	Marion Promo		

Annex B – Sample Invitation

Stadium Plan & Course Maps

Example only

***Insert copies of your stadium plan and course maps.
Include course profiles if available.
Be sure to indicate the distance & colour of each course.***



Annex B – Sample Invitation

Classes & Types of Competitions For Alberta Cups

CLASS	AGE	IND	SPR	PS	MS	SS
Men	21+	20 km PSPS	10 km PS	12.5 km PPSS	15 km PPSS	3.75 km PS
Women	21+	15 km PSPS	7.5 km PS	10 km PPSS	12.5 km PPSS	3 km PS
Junior Men	19-20	15 km PSPS	10 km PS	12.5 km PPSS	12.5 km PPSS	3.75 km PS
Junior Women	19-20	12.5 km PSPS	7.5 km PS	10 km PPSS	10 km PPSS	3 km PS
Youth Men	17-18	12.5 km PSPS	7.5 km PS	10 km PPSS	10 km PPSS	3.75 km PS
Youth Women	17-18	10 km PSPS	6 km PS	7.5 km PPSS	7.5 km PPSS	3 km PS
Senior Boys/Girls	15-16	7.5 km PSPS	6 km PS	7.5 km PPSS	7.5 km PPSS	1.5 km PS
Junior Boys/Girls	13-14	6.25 km PPPP	3.75 km PP	N/A	5 km PPP	1.5 km PP
Masters Men (full-carry)	35-44 45+	10 km PSPS	6 km PS	7.5 km PPSS	7.5 km PPSS	3 km PS
Masters Women (full-carry)	35-44 45+	7.5 km PSPS	6 km PS	7.5 km PPSS	7.5 km PPSS	3 km PS
Open Rec (mixed gender)	30+	10 km PSPS	6 km PS	7.5 km PPSS	7.5 km PPSS	3 km PS
Open Rec (mixed gender)	17+	5 km PSPS	3.75 km PS	5 km PPSS	5 km PPSS	1.5 km Ps
Air-rifles						
Juvenile Boys/Girls	11-12	5 km PPP	3 km PP	N/A	4 km PPP	N/A
Midget Boys/Girls	9-10	4 km PPP	2.25 km PP	N/A	3 km PPP	N/A
Open Rec (mixed gender)	30+	10 km PPP	6 km PP	N/A	7.5 km PPPP	N/A
Open Rec (mixed gender)	17+	5 km PPP	4 km PP	N/A	5 km PPPP	N/A
Novice (mixed gender)	13-16	4 km PPP	3 km PP	N/A	4 km PPP	N/A

Additional classes and types of competitions may be offered by the LOC with approval from Biathlon Alberta.

Annex B – Sample Invitation

DEFINITIONS

CLASSES

IBU Classes: Men/Women, Junior Men/Women, Youth Men/Women

Biathlon Canada Classes:

National Championships:

IBU classes + Senior Boys/Girls, Masters 35+, Masters 45+

Western/Eastern Championships:

IBU, Sr. Boys/Girl, Jr. Boys/Girls, Masters 35+, Masters 45+

Biathlon Alberta Classes:

Alberta Championships:

IBU Classes + Sr. & Jr. Boys/Girls, Masters 35+, 45+, Juveniles, Midgets

Alberta Air Rifle Championships: Juveniles & Midgets

Alberta Cups: IBU Classes, Sr. Boys/Girl, Jr. Boys/Girls, Masters 35+, Masters 45+Open Rec, Juveniles, Midgets, Novice

COMPETITIONS

Individual (IN): as per IBU rules

Sprint (SP): as per IBU rules

Pursuit (PS): IBU Categories shall use a pursuit-style start up to a 5 minute cut-off when remaining competitors start simultaneously. All other categories will use a Rally-style start in which athletes start simultaneously from the available start lanes, seeded according to the finish order in the qualifying competition.

Mass Start (MS): as per IBU rules.

Super Sprint (SS): Athletes shall be ranked by shooting accuracy followed by finish times. Junior Boys/Girls shall have 5 spare rounds per shooting bout. There will be no penalty ski loops.

SPECIAL REGULATIONS

Penalties:

➤ Junior Boys/Girls, Juveniles & Midgets, Novice and Open Rec have a 40-second time penalty (IN) or ski a 100 m penalty loop.

➤ All other classes as per IBU rules: 1 minute time penalty (IN) or ski a 150m penalty loop.

Rifle Carrying:

➤ Junior Boys/Girls shall have their rifles placed on and removed from the firing line by their coaches.

➤ Senior Boys/Girls carry their rifles only on the range. (see special carry procedure)

➤ Open Rec have the option of always carrying their rifles or following the Senior Boys/Girls procedure.

Air Rifles: (Juveniles, Midgets, Novice and Open Rec only)

➤ Juveniles, Midgets, Novice & Open Rec athletes shall have their rifles placed on and removed from the firing line by their coaches. They will not carry a rifle during any competition. They will shoot only in the prone position. Open Rec athletes will shoot without a rest on the small diameter targets. Juveniles will shoot with a rest on the small diameter targets. Midgets and Novices shall shoot with a rest on the large diameter targets.

Ski Loops Distances For Alberta Cups

CLASS	IN	SP	PS	MS	SS
Men	20 km 4km x 5	10 km 3+4+3 km 3.3km x 3	12.5 km 2.5km x 5	15 km 3km x 5	3.75 km 1.25km x 3
Women	15 km 3km x 5	7.5 km 2.5km x 3	10 km 2km x 5	12.5 km 2.5km x 5	3 km 1km x 3
Junior Men	15 km 3km x 5	10 km 3+4+3 km 3.3km x 3	12.5 km 2.5km x 5	12.5 km 2.5km x 5	3.75 km 1.25km x 3
Junior Women	12.5 km 2.5km x 5	7.5 km 2.5km x 3	10 km 2km x 5	10 km 2km x 5	3 km 1km x 3
Youth Men	12.5 km 2.5km x 5	7.5 km 2.5km x 3	10 km 2km x 5	10 km 2km x 5	3.75 km 1.25km x 3
Youth Women	10 km 2km x 5	6 km 2km x 3	7.5 km 1.5km x 5	7.5 km 1.5km x 5	3 km 1km x 3
Senior Boys/Girls	7.5 km 1.5km x 5	6 km 2km x 3	7.5 km 1.5km x 5	7.5 km 1.5km x 5	1.5 km 500m x 3
Junior Boys/Girls	6.25 km 1.25km x 5	3.75 km 1.25km x 3	N/A	5 km 1km x 5	1.5 km 500m x 3
Masters Men/Women	10 km 2km x 5	6 km 2km x 3	7.5 km 1.5km x 5	7.5 km 1.5km x 5	3 km 1km x 3
Open Rec (mixed)	10 km 2km x 5	6 km 2km x 3	7.5 km 1.5km x 5	7.5 km 1.5km x 5	3 km 1km x 3
Open Rec (mixed)	5 km 1km x 5	3.75 km 1.25km x 3	5 km 1km x 5	5 km 1km x 5	1.5 km 500m x 3
Juvenile Boys/Girls	5 km 1.25km x 4	3 km 1km x 3	N/A	4 km 1km x 4	N/A
Midget Boys/Girls	4 km 1km x 4	2.25 km 750m x 3	N/A	3 km 750m x 4	N/A
Novice (mixed)	4 km 1km x 4	3 km 1km x 3	N/A	4 km 1km x 4	N/A

Required Loops by Competition Type – recommended colour codes

Comp	4km	3.3km	3km	2.5km	2km	1.5km	1.25km	1km	750m	500m
IN	✓		✓	✓	✓	✓	✓	✓		
SP	✓		✓	✓	✓	✓	✓	✓	✓	
PS				✓	✓	✓	✓	✓	✓	
MS			✓	✓	✓	✓	✓	✓	✓	
SS							✓	✓		✓
Colour	Brown	Blue	Yellow	Green	Red	Orange	Black	Pink	Purple	

Annex C – Ski Loop distances

Emergency Action Plan

For all emergencies: **9-1-1**
Competition Chief (Stella Doiron): cell: (xxx) xxx-xxxx
Event Medical Officer (Dan Simmons): cell: (xxx) xxx-xxxx

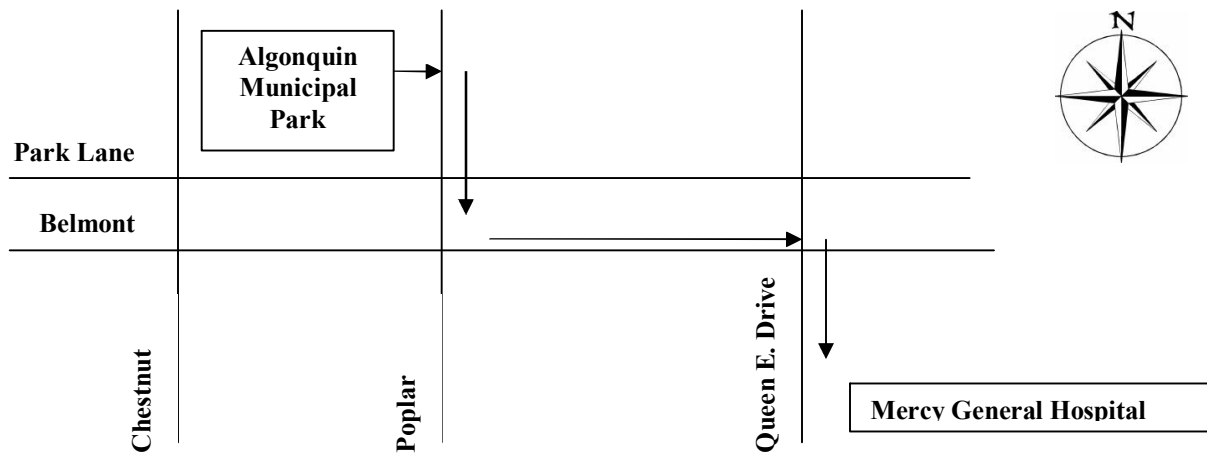
EVENT FACILITY: Ph. (xxx) xxx-xxxx
Algonquin Municipal Park
123 Park Lane,
between Chestnut St. and Poplar St.
City, Alberta XXX XXX

NEAREST HOSPITAL: Ph. (xxx) xxx-xxxx
Mercy General Hospital
1234 Queen Elizabeth Drive
City, Alberta XXX XXX

Charge person (1st option): Suzie Chalmers (Medical Doctor)
Charge person (2nd option): Joey Lemieux (Nurse)
Charge person (3rd option): Angela Stevens (EMR)

Call person (1st option): Brad Fontaine (cell: xxx-xxxx)
Call person (2nd option): Sheila Lachance (cell: xxx-xxxx)
Call person (3rd option): Stefano Martinez (cell: xxx-xxxx)

Directions to Mercy General Hospital from Algonquin Municipal Park:



Roles and Responsibilities

CHARGE PERSON

- Clear the risk of further harm to the injured person by securing the area and sheltering the injured person from the elements
- Designate the person in charge of the other participants
- Protect yourself (wear gloves if in contact with body fluids such as blood)
- Assess ABCs (check that airway is clear, breathing is present, a pulse is present, and there is no major bleeding)
- Wait by the injured person until EMS arrives and the injured person is transported
- Complete an accident report form

CALL PERSON

- Call for emergency help
- Provide all necessary information to dispatch (e.g. facility location, nature of injury, what, if any, first aid has been done)
- Clear any traffic from the entrance/access road before ambulance arrives
- Wait by the driveway entrance to the facility to direct the ambulance when it arrives
- Call the emergency contact person listed on the injured person's medical profile

ANNEX E – Rules for Novice, Juvenile and Younger Categories (Air rifles):

- 1. Senior Official:** A Senior Official will be assigned to supervise the area of the range in which these categories shoot, to maintain fair play, a positive atmosphere and a level playing field while not interfering with competitors in other categories.
- 2. Positive atmosphere:** Any person who is behaving in a way likely to endanger fair play, a positive atmosphere or a level playing field, will be asked to leave the area by the Senior Official.
- 3. Zone of Silence:** The Zone of Silence will not be enforced for these categories. Coaches, officials, parents and fans may talk to athletes at any time, provided the communication is positive and improves the competitive experience.
- 4. Protests:** Protests related to the competition will not be accepted from parents, coaches or athletes, except to correct mistakes in shooting scores made by officials.
- 5. Missed Penalty Loops:** For Midget (< 12), Juvenile (12-13), and Novices categories, the time penalty for missed penalty laps will be 1 min.
- 6. Shared rifles:** If a shared rifle is still in use, or not available due to technical difficulties resulting from previous use, coaches may request an alibi (time credit) from officials for equipment malfunction, to be awarded in 5 sec. increments.
- 7. Equipment malfunction:** Coaches may request a time alibi from officials for equipment malfunction, to be awarded in 5 second increments.
- 8. Wrong Target:** In ranges where there is both a standing target and a prone target in the same lane, a competitor who shoots on the wrong target by mistake (in the correct lane) may be given a fresh clip by a coach and directed to shoot on the correct target. Only five (5) shots are permitted on the correct size target. Only hits and misses on the correct target will count. No time credit will be awarded.
- 9. Skied Loops Out of Order:** No penalty.
- 10. Skiing a shorter distance:** A one minute penalty for every 100m the skied distance was shorter than the competition distance, rounded *down* to the nearest 100m, i.e. 99m rounds down to zero.
- 11. Temperature:** Competitions involving categories with participants aged twelve (12) or younger will be cancelled if the temperature is below -15, including wind chill, on the range at Zero time.
- 12. Targets:** Under normal circumstances, there will be two targets per lane, one with prone apertures, one with standing apertures. Targets must be arranged consistently in each lane. Standing targets will be clearly marked by a bright red or orange stripe down the right hand side. Targets will be newly painted before each competition.

Annex E – Rules for Air Rifle categories

ANNEX F – Warning for use of Wax Cabins

FOR SAFETY REASONS, THE FOLLOWING PROCEDURES MUST BE FOLLOWED:

1. Make sure you wear a filter mask and change the filter cartridges at least once a month or as recommended by the manufacturer of your mask.
2. Make sure your filter mask has a tight seal against your face.
3. Avoid spending any unnecessary time in the cabin.
4. Do not keep any food in the wax cabin.
5. Do not eat with any wax particles on your hands.
6. Ventilate the room if there is any dust or smoke in the room.
7. Keep athletes out of the room except when absolutely necessary.
8. Clean the cabin daily, wearing a mask while sweeping the particles.
9. Do not smoke with any wax particles on your hands.

These are preliminary recommendations based on the best health information available to us at this time. These recommendations are likely to change as we learn more and develop better ways to deal with wax fumes.