

PART 1: VENUE INFORMATION

Venue Name:	Hardwood Ski & Bike
Address:	402 Old Barrie Rd W, Oro Station, ON L0L 2E0

Specifications		Standards from PSO/MSO	GOC Planning
Field of Play	Type of field of play (e.g. gym, banquet hall, field)	Biathlon facility	
	Number of field of play areas (e.g. number of courts, fields, gyms)	One “facility” required	
	Field of play dimensions – length x width x height for each area (feet or metres)	<ul style="list-style-type: none"> • Nordic ski trails (1km, 1.5km, 2km, 2.5km) • Shooting range – minimum total width 30m & depth of 65m - range must have at least 10 firing lanes • Stadium area to accommodate Start/Finish + 150m Penalty Loop in close proximity to range 	
	Field of play surface type (e.g. wood)	Skate-ski groomed trails	
	Additional field of play considerations (e.g. wall colours, windows blocked out)	Waxing facilities Wax testing area	
	Officials’ area (e.g. judging stand required, elevated stage)	See attached IBU OC Guidelines – pg. 24 – flexible with needs	

	Accessibility needs (e.g. ramps to access ice, gym with street access)	n/a	
Practice/ Warm Up	What are the practice/warm-up area requirements?	Skate-ski groomed trails (1km or more) Ski/wax testing area: groomed hill surface/trail (50-250m minimum)	
	Number of practice/warm-up areas	1	
	Suggested area of the venue	Wax testing area should be relatively close to the wax area with a decent uphill and downhill to test glide wax & skis The warm-up area and wax test area can be the same, but would need to be sufficiently long to accommodate coaches and athletes	
	See attached IBU OC Guidelines	See attached IBU OC Guidelines	
	Accessibility requirements for practice/warm-up area	n/a	
Change rooms	Number of athlete change rooms	7-10 Team rooms (ski & equipment storage) or 1 large athlete lounge capable of accommodating 35-50 people + 7-10 team wax rooms (can be wax tents as long as there is adequate electrical service to each of them to accommodate the power demands of multiple waxing irons being plugged into that grid simultaneously [along with lights])	
	Number of officials' change rooms	n/a	

	Proximity to field of play	Team Rooms/tents should be adjacent to trail system, particularly ski/wax testing area	
	Change room requirements (e.g. showers)	n/a	
	Accessible change rooms required	n/a	
Storage	Number of storage rooms and dimensions (feet or metres)	Storage room = Team Room (see above) Capable of accommodating 35-50 people or 7-10 team rooms	
	Purpose of room/type of equipment being stored	<p>Ski & equipment storage</p> <ul style="list-style-type: none"> The easiest and most ideal arrangement would be for the athletes to retain their rifles with them (or their coach) for the full duration. These can be stored in locked cases held in their assigned rooms (presuming that there is no prohibition of this, depending on the venue selected to house everyone). This allows them the care & control and access to their rifle as required to support their own training and competitive requirements. The rifles could be stored in a secure area at the race venue itself – ideally in a separate room that does not otherwise permit random access by venue staff or other personnel) 	
	Proximity to field of play	Adjacent to the field of play	

	Number of days (include needs for set-up, practice, competition, take-down)	<input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday
	Does storage room need to be locked?	Yes	
	Is security required?	Not if Team Rooms are lockable	
Meeting Rooms	Number of meeting rooms and size (i.e. dimensions or number to people to fit in room)	Room 1 - Large room capable of accommodating 25-35 people seated at tables Room 2 – Officials’ Lounge (30 people)	
	Purpose of room (e.g. officials’ room, weigh-in room)	Room 1 - To conduct daily coaches/captain meeting - may be same space as “Athlete Lounge” outlined above Room 2 - conduct race briefings each day & to store their personal gear while out on course	
	Proximity to field of play	At the venue	
	Number of days (include needs for set-up, practice, competition, take-down)	<input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday
	Does meeting room need to be locked?	Room 2 – Officials’ Lounge - Yes	
Field of Play Hours	Wednesday	8.5 hrs (8am-4:30pm)	
	Thursday	9.5 hrs (7am-4:30pm)	

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	Friday	9.5 hrs (7am-3:30pm) + 1.5 hrs tear-down	
	Saturday	n/a	
Seating Capacity	Number of spectator seats per field of play	Please indicate below by checking seating requirements most applicable: <input type="checkbox"/> Less than 100 <input checked="" type="checkbox"/> 100-150 <input type="checkbox"/> 150-200 <input type="checkbox"/> 200+	
Additional information	Additional information that does not relate to items above	n/a	

PART 2: SPORT TECHNICAL INFORMATION

Information contained provided will be used on Games websites and provided upon request, as required. Information is relevant to the participants and hosts of the of the Ontario Games.

1.0 Participants																
	Athletes		Coaches		Sport Assistants		Managers		Trainers		Local Officials		Non-Local Officials		PSO Rep	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
#	20	20	5	5	0	0	0	1	0	0	-	-	10	10	1	0
Total	40		10		0		0		0		0		20		1	
Total	72															

Note: “Number of Participants” lists were confirmed through sport selection. If at any point these numbers will change, please contact Games Ontario immediately. *Sport Assistants and Trainers – only add if applicable for the sport*

2.0 Participant Eligibility

All athletes, coaches, manager and officials must be a member in good standing with the PSO/MSO. All athletes, coaches, managers and officials must be a Canadian citizen or permanent resident and reside in the Province of Ontario.

2.1 Athlete Eligibility	PSO Classification (specific to the sport – midget AAA, bantam AAA)	Senior Boy/Girl – Youth Man/Woman
	Age (specify a minimum and maximum age including as of dates)	11-16 years old as of Dec 31 st , 2019
2.2 Coach Eligibility	Certification Requirements (please provide in terms of NCCP certification)	NCCP Community Gold certified
2.3 Official Eligibility	Certification Requirements	BiCAN Bronze Level + Advanced Official for all Chiefs

3.0 Competition

3.1 Rules	Provide a link to the competition rules that will be used. List any modifications with reference to the rule and rule number.	Canadian Hosting Policy: http://biathloncanada.ca/wp-content/uploads/2015/11/Canadian-Hosting-Policy-2018-11-1.pdf IBU Rule changes: http://biathloncanada.ca/wp-content/uploads/2015/11/IBU-Rule-Changes-2015-16.pdf
3.2 Tiebreaking Rules	Provide a link to detailed tiebreaking rules that will be used during the Games. If link does not exist, please write in the details.	The sport of biathlon permits “ties” and the sharing of the award. Breaking of a tie is not necessary.

4.0 Qualifying Process			
Teams must be selected by the following date: January 27, 2020			
4.1. Qualification Requirements of Athletes and Coaches	Provide a detailed process of how athletes and coaches will be selected for the Games.	Athlete	Coach
		Each BiON Club will be offered OWG's start positions based on club age-specific membership numbers as of Sep 1st of that OWG event year. This process will ensure all BiON clubs/regions are represented at the Games and would roughly approximate to 4 athletes (2 male + 2 female) per club within the province.	Each BiON Club will be offered the option to select one suitably-qualified coach to support their athletes during the Games.
4.2 Qualification Date of Athletes and Coaches	Provide the date by which all athletes and coaches will be selected.	Athlete	Coach
		January 27, 2020	January 27, 2020
4.3 Qualification Requirements of Officials	Provide a detailed process of how officials will be selected for the Games.	Official positions will be recruited from those meeting the BiCAN certification eligibility requirements, as selected by the BiON CADC Selection Committee.	
4.4 Qualification Date of Officials	Provide the date by which all officials will be selected.	January 27, 2020	

5.0 Preliminary Sport Schedule

5.1 Schedule	Please populate the time each activity listed below will take place for your sport each day of the Games.
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Activity	Wednesday	Thursday	Friday	Saturday
Registration	11:00-15:00			
Set-up	07:30-12:00	07:30-08:30	07:30-08:30	
Check-in	13:00-16:00			
Breakfast		6:30-8:30	6:30-8:30	
Sport Meetings	12:30-13:00	08:45-09:00 09:00-09:45 15:00-16:00	08:45-09:00 09:00-09:45 15:00-16:00	
Transportation		8:00-8:45	8:00-8:45	
Competition		10:00-12:30	12:00-14:30	
Lunch		11:30-13:00	11:30-13:00	
Competition	13:00-14:30 (Practice)			
Transportation	16:00-16:30	16:00 – 17:30 17:45 – 18:30 20:30 – 21:30		
Dinner	17:30-18:30	16:30-18:30		
Opening Ceremony		18:15-20:30		
Medal Ceremonies		15:15-15:30	15:15-15:30	
Check-out			6:30-8:30	
Tear-down			15:30-17:00	

6.0 Volunteer Requirements

6.0 Volunteer Requirements			
Minor Official Roles: Positions may include: time/score keeper, line judge, etc.			
General Volunteer Roles: Positions may include: ball wrangler, runner, field of play maintenance, etc.			
Position Title (add as required)	Description of Position	Number Needed	List Certification Requirements or Skills Needed
Minor Official Role #1 <i>[Primary Range Recorder]</i>	Observe & record the shooting results of competitors during their bout of firing on the range	10	Attentive to detail & calm under pressure
Minor Official Role #2 <i>[Secondary Range Recorder]</i>	Observe & record the shooting results of athletes during their bout of firing on the range	5	Attentive to detail & calm under pressure
Minor Official Role #3 <i>[Equipment Check]</i>	Verify that each competitor's equipment complies with published specifications	3	Attentive to detail & calm under pressure
Minor Official Role #4			
Volunteer Role #1 <i>[Penalty Loop Recorder]</i>	Observe & record competitor bib #s as they pass by checkpoint	4	Attentive to detail & calm under pressure
Volunteer Role #2 <i>[Course Marshall]</i>	Observe & record competitor bib #s as they pass by checkpoint	4	Attentive to detail & calm under pressure
Volunteer Role #3 <i>[Stats Runner]</i>	Gather results "stickers" and bring to Statistics Office	1	Attentive to detail & calm under pressure
Volunteer Role #4 <i>[Bib Collector]</i>	Gather race bibs from competitors at the finish line	1	
Volunteer #5 <i>[Set-up]</i>		5	
Volunteer #6 <i>[Tear-down]</i>		28	Extend each volunteer shift 1 hour to help with tear down

Major Officials are to be recruited by the PSO/MSO and are not considered Games volunteers. Major officials will register through participant registration, while all volunteers must complete volunteer registration. **GOC will recruit all volunteers listed above.**

7.0 Medals			
7.1 Additional Awards	Please list any additional awards that will be presented (i.e. provincial championship trophies).	“Clean Shooting” award – small token (chocolate) presented to each athlete that hits 5 out of 5 targets during a shooting bout.	
7.2 Medals	Identify number of medals to be awarded by your sport per discipline. (add lines as needed for each discipline) In the event of three or less participants/teams in any discipline, Games medals will not be awarded to the last place team.		
Discipline	Gold	Silver	Bronze
Super Sprint Race – Jr/Sr Boy	1	1	1
Super Sprint Race – Jr/Sr Girl	1	1	1
Super Sprint Race – Juvenile Boy	1	1	1
Super Sprint Race – Juvenile Girl	1	1	1
Pursuit Race – Jr/Sr Boy	1	1	1
Pursuit Race – Jr/Sr Girl	1	1	1
Pursuit Race – Juvenile Boy	1	1	1
Pursuit Race – Juvenile Girl	1	1	1
Total	8	8	8

Breakdown by participant type (if applicable)			
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8.0 Sponsorship

All sponsorship exposure at the Ontario Games must be approved by the Games Organizing Committee and Games Ontario. Please identify any binding agreements with existing sponsors regarding their exposure at the Games.

9.0 Special Requirements

Please identify any other special requirements that have not yet been addressed.

10.0 Field of Play Diagram

Provide a Field of Play diagram. Please ensure to include the following (where applicable):

- Tables and chairs;
- Sport equipment;
- Warm-up area
- Officials' area
- Medical designated areas;
- Pop-up tent locations;
- Power source requirement location;
- Spectator seating or designated spectator areas.

10.0 Field of Play Diagram, cont.

See attached – set up
PART 3: GAMES INFORMATION

1.0 PSO Representative

Name	Games-time Number	Games-time Email
Cory Lohnes	705-794-2418	President@BiathlonOntario.ca
Scott McCulloch	705-444-4663	scott@sksnovelty.on.ca

2.0 Sport Manager

Name	Games-time Number	Games-time Email

3.0 Games Headquarters

Location	- Orillia Waterfront Centre - 50 Centennial Drive, Orillia, ON L3V 4M8
Phone Number	TBD

4.0 Participant Accommodations

4.1 Athlete, Coach, PSO Representative(s) and Manager Accommodations

Facility Name(s)	Rawley Resort
Address(s)	2900 Kellys Rd, Port Severn, ON L0K 1S0

4.2 Officials Accommodations

Facility Name(s)	Horseshoe Resort
Address(s)	1101 Horseshoe Valley Rd W, Barrie, ON L4M 4Y8

5.0 Parking

Sport Venue(s)	<i>t.b.a. once race venue has been determined</i>
Accommodations(s)	

6.0 Registration

Location	<i>t.b.a. once race venue has been determined</i>
Airport / Train / Bus shuttle Required?	9-14 participants will be flying in

Check In Procedures	Coach / manager or individual participant pick-up Coach / Manager <input checked="" type="checkbox"/> Participant <input type="checkbox"/>
Check Out Procedures	Ensure rooms are free of personal items, garbage is placed in the receptacle and spaces are generally tidy. Keys are to be collected by each team or region's manager and returned to the front desk. Check out must occur prior to departure for your sport venue on the last day of competition.

7.0 Medical		
Chief Medical Officer		
Phone Number		
Medical to be provided at the venue	Standards from PSO/MSO	GOC Planning
Location	Small building on site available for medical needs	
Personnel	2 Ski patrol per day	
Equipment	Ski patrol equipment	

8.0 Equipment		
8.1 Equipment Standards	Provided by PSO/MSO	Provided by GOC
Type and number of sport specific equipment per field of play (e.g. balls, pucks, nets, mats, gates, fencing)		Sport-specific signage as outlined in page 16-22 of the IBU OC Guidelines Graphics document - Signage will be borrowed from other clubs - Biathlon to let know what is needed to be obtained by the GOC and cost and transportation needs
Scoring and timing equipment per field of play	1 set: consisting of not less than 3 race clocks, 1 start wand, 1 finish line sensor, & 4 remote data inputs - Likely will share with Cross	Generator needed to run timing hut and start/finish Timing hut & start/finish is usually set up at the range

	Country – approximately \$2500 – Lexy to confirm with Cross Country the price and what they are sharing with Biathlon	
Transport requirements (i.e. truck required, location of equipment, cost of transportation, parking needs)		
Special instructions for equipment (e.g. store in heated room, equipment weighs 200 lbs each)	n/a	
All other items PSO is bringing (i.e. signage, tents, etc.)		n/a

8.0 Equipment

8.2 Furniture & Fixtures

Total number of chairs (by area)	<i>Area 1 (i.e. FOP)</i>	(#)
	<i>Area 2 (i.e. warm-up)</i>	(#)
	Meeting room	30
	Officials' Lounge	30
	Total	60
Total number of tables (by area)	FOP	2
	<i>Area 2 (i.e. warm-up)</i>	(#)
	Meeting room	10
	Officials' Lounge	10
	Total	22
List outdoor temporary structures	FOP – Equipment Check Area	1 10x10 pop-up shelter

required by area (i.e. gazebo, pop-up tents)	Waxing shelters (if required and indoor shelters are not available)	1 waxing tent for Cross Country and Para Nordic, and 1 for Biathlon
	Start/finish Area	Timing hut Is this a temporary structure? Are tables and chairs needed at Start/Finish or Timing hut? Lexy to ask Cross Country about timing trailer
	<i>Area 4 (i.e. meeting room 1)</i>	<i>(Item & #s)</i>
	<i>(Add as required)</i>	
Do you require a power source? (identify by area and purpose)	Location Purpose	
	FOP	Yes, to accommodate the simultaneous use of 10-12 waxing irons being plugged into a grid simultaneously [along with lights]) – Christine to confirm power needs for waxing with Hardwood
	<i>Area 2 (i.e. warm-up)</i>	
	<i>Area 3 (i.e. medical)</i>	
	Meeting room	Yes, for PPT presentation – Projector needed
<i>(Add as required)</i>		
Seating capacity requirement (include number and type)	<i>i.e. 100 chairs per court</i>	

8.0 Equipment

8.3 IT Equipment

Provided by PSO

Provided GOC

P.A. System		PA system will likely be rental from Highlands Nordic – Lexy to ask Cross Country about this
Photocopier	(#)	(#)
Printer	(#)	1 (100 pages per day)
Radios	(#)	(#)
Internet Requirements (i.e. Wi-Fi, dedicated connection)	(type)	No Wi-Fi needed

9.0 Results Reporting

PSO will identify the results reporting procedure that will be followed on venue (i.e. when will results be posted, live vs. at the end of the game / day). Please provide the link(s) to where Games results will be posted.

PSO posts results on paper – Cory to send link for Biathlon results site in advance of Games and results link during the Games at the end of each day - http://biathlonontario.ca/wp/owg_20/

10.0 Sport Schedule

Sport Schedules will include the following information (such as dates, times and requirements):

- Check-in / out
- Practice / Competition
- Food Services
- Medal Ceremonies
- Opening Ceremony
- Registration
- Set-up / Teardown
- Sport Meetings
- Transportation
- Volunteer Services

11.0 Notes

Notes regarding planning, Tech Package or PSO Schedule

August 26, 2019:

- Could run Air Rifle category only, looking to run .22 category if Hardwood can build the course for Biathlon
- Timing hut, start/finish is usually set up at the range
- Generator needed to run timing hut and start/finish

October 15, 2019:

- 1 waxing tent for Cross Country and Para Nordic and 1 for Biathlon
- Cory to confirm which range will be used for the event – will use air rifle range created near start/finish for both Cross Country, PN and Biathlon
- Hardwood didn't get funding to help develop Biathlon range and if they do get approval for zoning, it would be too difficult to build range on time
- Biathlon will run air rifle competition and not .22 competition
- Cross Country/PN and Biathlon will use the same start/finish location
- All officials will be non-local
- Officials will attend Opening Ceremony
- Power point projector needed for meeting room
- 1 Printer needed (100 pages per day for printing)
- No Wi-Fi needed
- **Biathlon** - ½ of the officials will use Games transportation - Cory to confirm when the information becomes available
- **Biathlon** - Al and Cory to devise schedule for Biathlon and Cross Country/PN
- **Biathlon** - Cory to send Biathlon discipline title changes to Lexy
- **Biathlon** - 9-14 participants will be flying in – Cory to confirm numbers when available
- **Biathlon** - Signage will be borrowed from other clubs - Biathlon to let know what is needed to be obtained by the GOC and cost and transportation needs
- **Biathlon** - PSO posts results on paper – Cory to send link for Biathlon results site in advance of Games and results link during the Games at the end of each day
- **Lexy** - Likely will share timing equipment with Cross Country – approximately \$2500 – Lexy to confirm with Cross Country price and what they are sharing
- **Lexy** - To ask Cross Country about timing trailer

- Is this a temporary structure?
- Are tables and chairs needed at Start/Finish or Timing hut?
- **Lexy** - PA system will likely be rental from Highlands Nordic – Lexy to ask Cross Country about this
- **Christine (GM)** - To let accommodation know that Biathlon will be bringing air rifles and will be storing them in their rooms
- **Christine (GM)** – To confirm the amount of parking for officials for Biathlon and Cross Country at venue on Friday
- **Christine (GM)** -To confirm power needs for waxing with Hardwood

November 24, 2019:

- **Biathlon** - ½ of the officials will use Games transportation - Cory to confirm when the information becomes available
- **Biathlon** - Al and Cory to devise schedule for Biathlon and Cross Country/PN
- **Biathlon** - Cory to send Biathlon discipline title changes to Lexy
- **Biathlon** - 9-14 participants will be flying in – Cory to confirm numbers when available
- **Biathlon** - Signage will be borrowed from other clubs - Biathlon to let know what is needed to be obtained by the GOC and cost and transportation needs
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- **Lexy** - Likely will share timing equipment with Cross Country – approximately \$2500 – Lexy to confirm with Cross Country price and what they are sharing – **confirm at meeting this week**
- **Lexy** - To ask Cross Country about timing trailer – **confirm at meeting this week**
 - Is this a temporary structure?
 - Are tables and chairs needed at Start/Finish or Timing hut?
- **Lexy** - PA system will likely be rental from Highlands Nordic – Lexy to ask Cross Country about this - – **confirm at meeting this week**
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