

# **BIATHLON ONTARIO HOSTING POLICY** **ONTARIO CUP SERIES & ONTARIO CHAMPIONSHIPS**

## **FOREWORD**

Biathlon Ontario (BiOn) is the Provincial governing body for the sport of Biathlon in Ontario under the jurisdiction of Biathlon Canada. This document contains the BiOn policy for hosting BiOn Cups and BiOn Championship events.

BiOn Cups and the BiOn Championships are the highest level of provincial activity in biathlon. Accordingly they must be well organized to a standard that will provide uniformity in competition across the Province, and provide a seamless transition for all involved to NorAm Cups, Canadian Nationals and International events.

BiOn, as a Provincial Sport Organization, is responsible for the conduct and standards for Biathlon in the province; therefore all organizations and persons must conform to the stipulations of the Hosting Policy.

### **1.1. PURPOSE**

The purpose of this document is to state BiOn policy for hosting BiOn Cup and BiOn Championship events.

### **1.2. POLICY**

This policy shall apply as fully as possible and as a guide in principle and spirit. When a club or group bids for an event to which this policy applies, they agree to abide by the policy. The Technical Delegate (TD) assigned by the VP Comp is the agent of BiOn who will administer and interpret the policy for the event. The competition organizer will work closely with the TD on all aspects of the event after the awarding of the event, and the naming of the TD. All race hosts that have IBU classes competing using .22 caliber must employ the services of a TD.

### **1.3. RULES**

International Biathlon Union (IBU) rules shall apply as fully as possible. Biathlon Canada rules shall apply for classes not covered in IBU rules.

### **1.4. INTENT AND NATURE OF EVENTS**

Oct 1, 2008 BiOn Hosting Policy BiOn Cup Series & BiOn Championships

#### **1.4.1. BiOn CHAMPIONSHIPS**

These are intended to be held annually, and provide a forum to name Ontario Champions in each class and a type of competition. They may be used to select a team for the National Championships, Ontario Winter Games, Canada Winter Games etc.

#### **1.4.2. BiOn CUP SERIES EVENTS**

These provide a competitive forum province-wide for the whole competitive season for all levels of competition. An accumulating point system functions to identify season winners. These may be used to select a team for the National Championships or other Provincial teams.

### **1.5. SANCTIONING**

The BiOn Cups and BiOn Championships are under the control of BiOn and no event held in Ontario may be so titled or with a variation of the above names unless sanctioned by BiOn.

### **1.6**

BiOn may provide financial support to a race host and normally this amount shall be set by BiOn Board annually. It is clearly understood that the current situation in BiOn that Clubs may need assistance and the level of assistance may vary between Clubs.

### 1.7. ELIGIBILITY TO HOST

Any club or member of BiOn in good standing is eligible to host.

### 1.8. EVENT FREQUENCY AND TIME FRAME

#### 1.8.1. BiOn CHAMPIONSHIPS

To be held annually in February or March. Bion Championships will be a 3 day event.

#### 1.8.2. BiOn CUP SERIES

A maximum of 6 shall be held distributed one in the North region , one in the South region and one in the East Region. The remaining three shall be held depending on site availability. As there is considerable travel cost and time involved in attending, every effort will be made to ensure equitable access to the minimum number of these events necessary to score points for the series aggregate score. To encourage the growth of Biathlon in Ontario, BiOn will present awards to the top Junior Male and Female athletes following the final season competition, normally the Championships. These will be a minimum 2 day event with competition on both the Saturday and Sunday

### 2.1. CLASSES OF COMPETITORS

Listed in Annex A.

### 2.2. TYPES OF COMPETITION

Official Competitions:

Five types of competition are authorized however for BiOn pre-identified selection races sprint and pursuit formats will be run.

- Individual,
- Sprint,
- Pursuit format,
- Team Aggregate,
- Mass Start

The types of competition for BiOn sanctioned events may be specified by BiOn, or if not specified, by the organizing committee.

Unofficial Competitions:

The organizer may offer other “fun competitions” during the event. These must be short, and unlikely to tire the competitors, affecting their performance in the official competitions.

Costs for these competitions may be separate and entry optional for competitors.

### 3.1. INVITATIONS

Written invitations must be sent to BiOn VP Member and Club Relations and VP Comp for any for distribution to clubs, board and Cadet Liason and publication on the web site a minimum of 6 weeks ahead of the event for BiOn Cups and 8 weeks ahead for BiOn Championships.

Invitations to contain:

- Event name, dates, location and organizer
- Types, dates and timings of competitions
- Team captains meeting and draw locations and timings
- Location of competition site (including map)

- Stadium plan, course map and, if available, course profiles
- Facility inspection and training information
- Registration and entry forms
- Available accommodation details and costs
- Travel information (with a map if necessary)
- Local transport arrangements
- Restaurant or meal arrangements
- Contact information
- Amount of entry fee
- Other necessary or special information

### **3.2. EVENT PROGRAM**

Type of competition, categories available and date of each competition, together with auxiliary functions, like banquets or unofficial competitions must be listed. This may be modified after publication with BiOn approval through the agency of the TD.

#### **3.2.1. BiOn CUPS and BiOn Championship Program**

The following is the preferred competition schedule:

Friday: Arrival, Official Training

Saturday: Competition day

Sunday: Competition day and departure

In consideration of travel requirements, an early start for Sunday's competition is desirable.

## **4. PARTICIPATION, REGISTRATION AND ENTRY FEES**

### **4.1. ELIGIBILITY**

If correctly registered and entered, any member of BiOn in good standing may participate in BiOn events and receive full benefit of results in BiOn programs e.g. BiOn points, team or squad selection. Proof of membership in BiOn or an affiliated organization ( e.g. Biathlon Canada, USBA) may be required before entry. Any non-BiOn member of Biathlon Canada or IBU in good standing may enter, but will not be eligible for BiOn programs and awards.

### **4.2. COMPETITION ABILITY**

Any competitor registering for a BiOn event must have received instruction from an NCCP certified Biathlon coach that can certify the ability of the athlete to compete safely and meaningfully at that level.

### **4.3. PARTICIPATION QUOTAS**

#### **4.3.1. BiOn CHAMPIONSHIPS**

Organizers may, with the approval of BiOn, limit numbers based on a first registration-received basis.

#### **4.3.2. BiOn CUPS**

Organizers may, with the approval of BiOn, limit numbers based on a first registration-received basis.

#### **4.4. ENTRY FEES**

The entry fees for any class must not exceed \$30 for each competition of the BiOn Championships event and \$25 for each competition in a BiOn Cups event. Each event will have a minimum of two competitions.

Entry fees will cover facility use and all other contingencies on site. (cost of Banquets, Meal plans, and “fun” competitions may be added on)

### **5. HOSTING STANDARDS AND REQUIREMENTS**

#### **5.1. ORGANISATION**

**An Event Chair is advisable, but not mandatory.**

Competition Committee, consisting of a minimum of:

- Competition Chief,
- Chief of Course
- Chief of Range
- Chief of Timing
- Chief of Stadium (optional)
- Competition Secretary
- Technical Delegate (TD)

The Competition organizer will inform the TD of the number and qualifications, and experience of the volunteers and officials available for each competition. The TD must approve the assignments and distribution of these persons during the competition. It is the responsibility of the organizer to have sufficient volunteers and officials in place for the event. Bion may assist if possible, but it must be clear the onus is upon the organizers to have the adequate number of qualified and experienced officials present.

#### **5.2. COMPETITION FACILITY**

The competition facility for BiOn events should conform to IBU rules but, in recognition of the developmental aspects of Biathlon, particularly in new communities, BiOn will normally authorize reasonable exceptions at the discretion of the TD. However, the following requirements are the minimum acceptable standards:

##### **5.2.1. RANGE**

- 8 (eight) mechanical targets, firm and level,
  - 2.75 - 3.0 m marked lanes,
  - Lane dividers,
  - Wind flags,
  - Safe access and exit (left to right).
  - Penalty loop of 150m no more than 60m from the range exit.
- Provision for Air rifle targets must be made if this type of rifle is in use.

##### **5.2.2. COURSE**

- Sufficient loops to conduct the required competitions,
- General conformity with IBU Rules and specifications, with no dangerous portions.
- Course marking with colored signs that incorporate a letter, number or symbol to clearly distinguish each loop.
- Where possible IBU colors should be used, but not necessarily IBU loop color sequences.

### **5.2.3. STADIUM AND CENTRAL AREA**

- Public access and parking must be no more than 600m from the competition site.
- There should be a clearly marked (fenced or V boarded) coaches lane behind the range.
- The Stadium should be laid out with fencing and or V boards to designate operating areas and regulate traffic flows.
- Stadium configuration must provide good spectator viewing,
- The start/finish area should be in close proximity to the range.
- A simultaneous start area sufficient for eight lanes
- A pursuit start area sufficient for a minimum of four start lanes.

### **5.2.4. SKI TEST AREA**

If practicable a slope of at least 25m prepared the same as the competition course with minimum of 2 set tracks. If this is not available, allowance for testing on the course must be made by the organizer, and confirmed with the TD.

### **5.2.5. WARM-UP TRAIL**

An approximate 1km trail prepared the same as the competition course, with access from the central area. If this is not available, a contingency plan must be made by the organizer, and confirmed with the TD

### **5.2.6. TEAM HUTS**

There shall be buildings or tents, heated, and large enough to provide shelter for all competitors, not more than 300m from the start/finish location. The ability to wax at this location is desirable.

### **5.2.7. TIMING SYSTEMS, DATA PROCESSING AND RESULTS**

#### **5.2.7.1**

Timing: Electronic or manual timing systems may be used, but in either case there must be two independent systems. If stopwatches are used as primary and back up, a minimum of 4 must be used to maintain competition timing, not including the starters, lap timing or range watches.

#### **5.2.7.2**

Results Processing: **Biathlon in a Box ® is the only software acceptable to BiOn for event management software, and production of results in formats that will be publication ready.**

### **5.2.8. PARKING**

There will be parking sufficient for spectators and competitors as close to the stadium/range as possible. See 5.2.3.

### **5.2.9. TOILETS**

There must be sufficient toilets for a minimum of 60 people. They must be close to the start area and range. One toilet must be within 50m of the start line.

### **5.2.10. SPECTATOR SERVICES:**

A seating/standing area designated and marked at the range and stadium;  
A Public Address system or equivalent for public announcements;  
Music and a commentator are optional but highly recommended.

### **5.2.11. INSURANCE.**

Insurance for the site must be in effect and a proof of insurance certificate available for inspection.

### **5.3. EMERGENCY, INJURY**

A well designed emergency plan for injuries to competitors/spectators must be in effect and should include:

- Mobile trained paramedical personnel on site, e.g. Ski Patrol
- Snowmobile with Toboggan,
- Access on site to a Physician/First Aid person
- Evacuation vehicle, ambulance, helicopter, etc. as necessary.
- A phone/radio must be available for emergencies at the site.

This plan must be discussed with the TD and known to all officials and relevant volunteers prior to the event.

### **5.4. CONTINGENCY SITE/SNOW**

**5.4.1 Cancellation:** One week's notice for cancellation of an event is the minimum allowed unless uncontrollable events of weather or circumstances dictate.

**5.4.2 Contingency Plan:** A contingency site or plan for adverse snow conditions must be in effect.

### **5.5.1 TRANSPORTATION**

Transport is normally the responsibility of the entrants; however the nearest airport, car and van rental agencies and special access features to the site should be included in the Invitation. If any special transport arrangements to and from the facility will be necessary these must be included in the invitation, and receive consideration by the TD.

### **5.5.2. ACCOMMODATION**

Sufficient accommodation for all entrants, support staff, officials and traveling visitors must be available within 30k of the venue. A moderate standard of level of accommodation is acceptable. Multiple use of rooms is allowed to meet the cost standard. Rooms that have food preparation capability are encouraged. Restaurants and food stores must be nearby to the accommodation.

### **5.6 COMPETITION BIBS**

**5.6.1.** Bibs will be supplied by BiOn.

### **5.6.2. LEG NUMBERS**

Leg numbers, to be placed on the right leg, are recommended but not required.

## **6. RESULTS, AWARDS AND CEREMONIAL FUNCTIONS**

### **6.1 RESULTS.**

The provisional and final results are to be produced from Biathlon in a Box. Final results are to be posted by email to the VP Tech and VP Comp, of BiOn as soon as possible, and in any case, no later than 9pm of the day of the competition.

A file of the results is to be emailed to the Chair, High Performance Committee within 48 hr. of the Competition ending.

A copy of the results should be supplied to all coaches of teams, and independent entrants prior to departure of the competition, but must be sent out within 1 week of the end of the event.

### **6.2. AWARDS AND PRIZES**

#### **6.2.1 BiOn CUPS AND CHAMPIONSHIPS**

Medals must be obtained from BiOn must be awarded for each competition.

The medals must be marked with the following:

- BiOn Cup #
- Date and club
- Category, competition and placing.

Other prizes can be awarded on a basis other than performance.

Medals to be awarded according to the following:

Four or more competitors - First, Second and third places

Three competitors - First and Second places

Two competitors - First place only

One competitor - Podium recognition only, except Junior and pre-Junior competitors who will receive medals for all three top positions.

Those competitors that are not BiOn members may not receive medals, but may be given awards and/or recognition by organizers at their discretion.

The cost of all awards and medals are borne by the organizer.

### **6.3. SOCIAL AND CEREMONIAL**

#### **6.3.1 OPENING CEREMONY**

The playing of the National anthem and the flying of the National and Provincial flags at the site before the first competition will normally take place at the competition venue, and may include a very short address and recognition of an event sponsor. This must not interfere with the normal conduct of the event.

#### **6.3.2 AWARDS PRESENTATION**

These are formal in nature. They may be made on site, especially on the Sunday, or at the Banquet on Saturday, or at another place approved by the TD.

#### **6.3.3 BANQUET**

A banquet shall take place on Saturday evening. It will include a meal with a nutritious, well balanced menu suited to athletes. It must be held at a time suited to the team's schedules, and may include the awards from that days competition, recognition of sponsors and special recognition of individuals and organizations that have contributed to the event. An early finish and brevity to the proceedings will allow teams to pursue the activities necessary for the next day of competition.

The Banquet price should be reasonable, and may be added to the Entry Fee to encourage maximum participation. Additional tickets and places must be available to supporters and all team members. A head table may be established to include:

- Local dignitaries
- Senior representatives of BiOn or Biathlon Canada
- Technical Delegate
- A Male and Female athlete recognized by the OC
- Chair of the OC, and the Chief of Competition (if different)
- Any other persons to be recognized by the OC

## **7. FINANCES, SPONSORSIP AND PUBLICITY**

### **7.1. FINANCIAL RESPONSIBILITIES**

All costs of staging a BiOn Cup or Ontario Championship excepting the following are the responsibility of the organizers.

- All travel for participants to and from the event
- Accommodation and meals for teams.

Funds are raised from entry fees, sponsorship, and grants.

Costs for travel and accommodation for the TD and any other required qualified officials are the responsibility of the organizer. BiOn will take location and costs into consideration when nominating a TD.

### **7.2. SPONSORSHIP AND MARKETING**

The BiOn VP Admin must approve all potential sponsors and marketing ventures. However Clubs are strongly encouraged to try and obtain local sponsorship and implement some form of marketing initiative to coincide with the event to raise funds for the club. Applications without a plan for both will be questioned.

### **7.3. REPORTING AND AUDITING OF EVENT FINANCES**

BiOn retains the right to examine and audit the finances of an event that it sanctions. The retention and availability of financial records is the responsibility of the organizer. These shall be retained for a calendar year after the event.

### **7.4. PUBLICITY AND MEDIA**

The organizers of Ontario Championships must arrange for maximum exposure of the event and the sport through as many areas of media and publicity they are able to access. At a minimum, local press and electronic media must receive notice of the event when it is awarded, as preparations are done, and to commit reporters and photographers a week or two ahead of the event date. A local professional photographer can be approached to provide pictorial coverage, and be given a chance to market his services and product to the attendees of the event. The Banquet is a suitable forum to sell photos.

## **8. THE CAPTAINS MEETING**

This is a formal meeting, and must be conducted in a businesslike manner. It cannot be stressed enough that the conduct of the Captains meeting sets the tone for the whole event.



## **8.1. ROOM ARRANGEMENT AND PLACE**

The meeting must take place in a suitable setting for a business meeting. The arrangement of the tables: See Biathlon Canada Handbook Section 5, 6.1.1

### **8.1.1. EQUIPMENT LIST**

See Biathlon Canada Handbook section 5 6.1

Always check 1 hour ahead that all is ready for the meeting. Test the computer, printer and copier and AV equipment function. Do several practice draws.

### **8.1.2. AGENDA**

See Biathlon Canada Handbook Section 3.1.7.3. Do not change this order, but other items may be added with consultation of the TD.

## **8.2. THE JURIES**

### **8.2.1. THE COMPETITION JURY**

This jury, with assent of the coaches meeting. There should be a different jury for males and females, or a different jury for each day of competition, however it may serve for the event, at the discretion of the TD. It will consist of:

The Competition Chief

The TD

Three coaches elected from the floor by the team captains only. (Should 3 Coaches not be available, The Chief of Range can be used to substitute for one coach)

The TD conducts the election and chairs all jury meetings.

### **8.2.2. THE JURY OF APPEAL**

**A jury of appeal will be used should any decisions by the competition jury wish to be contested. The Deadline for filing to the Jury of appeal is 7 days after the event takes place. The Jury of Appeal will be appointed by the VP Comp, and will consist of:**

- 1. The President of Bion,**
- 2. 2 other executive members**
- 3. 1 coach.**

**No member of the Jury of Appeal will have been part of the organizing or competition committee or Jury at the Event.**

### **8.3.1. TECHNICAL DELEGATES**

A Technical Delegate (TD) will be appointed by the VP Comp for each BiOn Cup event, OWG or BiOn Championship that has IBU categories racing. The TD's task is to assist the organizers and to ensure that the events are conducted in accordance with pertinent BiOn policies and IBU rules and to interpret the former.

### **8.3.2. TD REPORT**

The BiOn TD will submit a written report on the event. Copies will be supplied to the event organizer, BiOn President, and BiOn VP Comp.

## **9. APPLICATIONS TO HOST**

### **9.1. GENERAL**

The application to host BiOn Cups and BiOn Championships must be made in writing and presented to VP Comp 30 days after the publication issuing of the combined of the Domestic Schedule from Biathlon Canada and Cadet events, this schedule will be sent out by Bion. Host Clubs should provide a preferred and possible alternate date. Clubs will submit their application in writing and their application will include the following at a minimum:

1. Date and Location of event
2. Proposed Budget and sponsorship Plan
3. Proposed Fees
4. Proposed Competitions and Classes
5. Plan for recruitment/selection of officials and volunteers
6. Completed and Signed form as found at Annex B

#### **9.2. BID PROCESSING**

Applications received by BiOn will be assessed by the VP Comp, who will compile applications and recommend to the Board a final race schedule to be published by Oct 31 of the upcoming race season.

#### **9.3. AGREEMENTS**

Upon approval by the Board, the application to host becomes the agreement by which the host club will conduct the Championships or BiOn Cup according to this Policy.

### **10. AMENDMENTS AND COMING INTO FORCE**

#### **10.1. AMENDMENTS**

This Policy may be amended by the BiOn Board at a duly constituted meeting.

#### **10.2 COMING INTO FORCE.**

This policy and its revisions comes into force 31 Oct, 2009.

#### **11.0 ENTIRE AGREEMENT.**

This agreement contains the whole agreement between the parties and there are no terms, conditions or collateral agreements expressed, implied or statutory other than those expressly set forth in this agreement.

#### **12.0 SEVERABILITY**

If any provision of this agreement is found to be unenforceable or unreasonable or both by a court of competent jurisdiction, then such provision shall be deemed to be severed from this agreement, and the remainder will not be affected and will remain in full force.

#### **13.0 WAIVER/AMENDMENT**

No amendment or modification of this agreement shall be effective unless agreed to in writing by the parties authorized representatives.

No waiver of a provision of this agreement shall be effective unless agreed to in writing by an authorized representative of the party waiving the right described in the provision.

A waiver on the part of any party to this agreement relating to strict compliance with any terms of this agreement will not in itself constitute a waiver of the rights of the party in the event of a subsequent breach of term or condition of this agreement by another party.

November 14, 2008 Annex "A" BiOn Hosting Policy

Categories for Competitors:

Ages defined in Biathlon Canada Hosting policy:

Men 21 +

Women 21+

Jr Men 19-20

Jr Women 19-20

Youth Men 17-18

Youth Women 17-18

Sr. Boys 15-16

Sr Girls 15-16

Jr Boys 12-14

Jr Girls 12-14

Pre Jr <12

Sr Cadets 15+

Jr Cadets <14

Master Men 30-44

Master Men 45+

Master Women 30-44

Master Women 45+

## Biathlon Ontario Hosting Application

I \_\_\_\_\_ representing \_\_\_\_\_, declare tht I have read and understand the policies regarding hosting a Biathlon Ontario Sanctioned Event. I further agree that shall we be awarded such an event that we will follow those policies.

We would like to Host an \_\_\_\_\_ at \_\_\_\_\_ on \_\_\_\_\_ . With an alternate Date of \_\_\_\_\_

Our Proposed Chief of Competition is, \_\_\_\_\_

We Propose the following Classes; \_\_\_\_\_

The Fee structure for this event will be: \_\_\_\_\_

Sat \_\_\_\_\_ Sun \_\_\_\_\_

The proposed cost of the Banquet will be: \_\_\_\_\_

We have considered, Officials, volunteers, accommodations, budget, meals, awards, athletes banquet, equipment and the competition site in our attached application.

Signed \_\_\_\_\_

Name: \_\_\_\_\_

Name of Club: \_\_\_\_\_

Date: \_\_\_\_\_

For Internal Use only

Date Received:

Approved Yes NO

Date of approved Event: \_\_\_\_\_

Reason for Declining Application: