

BIATHLON ONTARIO CHAMPIONSHIPS HOSTING POLICY

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 Championship events, Annex A official race categories for each Championship, Annex B Host application and Annex C site evaluation guidelines/checklist. 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 between hosting Clubs across the Province, and provide a seamless transition for all involved to NorAm Cups, Canadian Nationals and International events.

1.1. PURPOSE

The purpose of this document is to state BiON policy for hosting BiON Championship events.

1.2. POLICY

This policy shall apply as fully as possible and as a guide in principle and spirit. It is understood that Biathlon is a developing sport in Ontario so it is very possible that Clubs may not be able to comply fully with the policy, however compliance with the policy should be the goal. When a club or group bids for an event to which this policy applies, they agree to abide by the policy and report any major deficiencies in their application to Host. The Technical Delegate (TD) assigned BiON 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. An Advanced Official may be appointed by BiON for the Air Rifle Championship.

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. BiON CHAMPIONSHIPS

These will to be held annually, and provide a forum to name Ontario Champions in each class and a type of official competition. BiON will host a .22 caliber rifle and an air rifle championship.

1.5. SANCTIONING

The 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 FINANCIAL SUPPORT

BiON will provide honorarium and expenses for event Technical Delegate and or appointed Advanced official.

1.7. ELIGIBILITY TO HOST

Any club or member of BiON in good standing is eligible to host. Host application must be presented / submitted at the BiON AGM. Hosts will be selected for .22 and air rifle championships by the BOD on AGM weekend.

1.8. EVENT FREQUENCY AND TIME FRAME

1.8.1. BiON CHAMPIONSHIPS

To be held annually in February or March.

2.1. CLASSES OF COMPETITORS

Official race categories for Air Rifle & .22 Championships listed in Annex A. Race organizers may run any other unofficial categories, age groups or race formats to attract competitors to increase attendance at the event however the schedule should ensure these participants do no interfere or hinder the performance of the official categories.

2.2. TYPES OF COMPETITION

Official Competitions:

Four types of competition are authorized.

- Sprint,
- Pursuit,

- Mass Start,
- Individual

The types of competitions for BiON Championships may be specified by BiON, or if not specified, by the organizing committee.

3.1. INVITATIONS

Written invitations must be sent to BiON VP Member and Club Relations for review and distribution to Clubs and publication on the BiON web site a minimum of 6 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 Championship Program

The following is the preferred competition schedule:

Friday: Arrival, Official Training must start NLT 13:00.

Saturday: Competition day.

Sunday: Competition day and departure

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

3.2.2. BANQUET

Host may provide a banquet typically on the Sat evening. Providing a banquet is not mandatory however a good opportunity for all participants, volunteers and officials to celebrate the event. Sat competition Medals can be awarded at the banquet approved by the TD. Banquet cost and information should be included in race invitation.

4. PARTICIPATION, REGISTRATION AND ENTRY FEES

4.1. ELIGIBILITY

Any member of BiON in good standing may participate in BiON Championship official race categories except recreational athletes and day membership categories. Any other member of Biathlon Canada Divisions or USBA may participate but no eligible for Championships medals or awards.

4.2. COMPETITION ABILITY

Any competitor registering in a BiON Championship event official competitor category must have received instruction from an NCCP trained Biathlon coach that can certify the ability of the athlete to compete safely and meaningfully at that level.

4.3. COACH REQUIREMENTS

All athletes attending BiON Championships must be under the supervision of a NCCP Biathlon certified coach as per their NCCP transcript. Athletes that are not members of a Club must affiliate themselves with certified coaches to provide support at either BiON Championship.

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.

4.4. ENTRY FEES

The entry fees for any class must not exceed \$40 for a single competition or \$60.00 for 2 competitions. Each event will have a minimum of two competitions.

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. It is the responsibility of the organizer to have sufficient volunteers and officials in place for the event.

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

- 12 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 for Sr Boys and Girls and older, and 100m for Jr Boys & Girls and Juvenile categories. The loops must be within 60 M from range exit.
- Provision for Air rifle targets must be made if this type of rifle is in use. See target requirements in Annex A for BiON Air Rifle Championships.

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.
- Start area sufficient to meet IBU regulations for start type.

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 recommended software for event management software, and production of results must be 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 or a host sponsor.

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 or similar race software. Final results are to be posted by email to the **VP Tech and VP Member and Club Relations ASAP.**

A copy of the results should be supplied to all coaches of teams prior to their departure from the competition.

6.2. AWARDS AND PRIZES

6.2.1 BiON CHAMPIONSHIPS

Medals will be provided by BiON for official categories as per “Annex A” and must be awarded at each competition.

Medals to be awarded according to the following:

4 or more competitors - First, Second and third places

3 competitors - First and Second places

2 competitors - First place only

1 competitor - Podium recognition only.

BiON will present awards at BiON Air Rifle Championships to the male/female Junior/Juvenile top average race percentage performances. Host Club is responsible for medals or awards for all other race categories they wish to run at the event.

6.3. SOCIAL AND CEREMONIAL

6.3.1 AWARDS PRESENTATION

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

7. FINANCES, SPONSORSIP AND PUBLICITY

7.1. FINANCIAL RESPONSIBILITIES

All costs of staging a BiON Championship excepting the following are the responsibility of the organizers.

- All travel for participants to and from the event,
- Accommodation and meals for teams,
- TD expenses and honorarium,
- Cost of BiON medals.

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 to Host should include a sponsorship/marketing plan.

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 BiON 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.

8. THE CAPTAINS MEETING

This is a formal meeting, and must be conducted in a businesslike manner. 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 will be formalized at the Team Captain's meeting. 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 BiON. 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 appointed TD will submit a written report on the event. Copies will be supplied to the event organizer, BiON President, and BiON VP responsible for competitions.

9. APPLICATIONS TO HOST

9.1. GENERAL

The application to host BiON Championships must be made in writing at May BiON AGM using Annex "B". The host will be tentatively selected on AGM weekend pending agreement on competition date, pending release of Biathlon Canada Domestic Schedule typically end September.

9.2. AGREEMENTS

Upon approval by the Board, the application to host becomes the agreement by which the host club will conduct the Championships 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 15 Jan, 2016.

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.

Official Categories .22 BiON Championships:

Ages defined in Biathlon Canada Hosting policy:

Master Men 35+

Master Women 35+

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 & Girls 14 & under

Note: Jr Boys & Girls and under .22 rifle athletes must follow competition rules in Eastern & Western Championship Hosting policy.

Official Categories Air Rifle Championships:

Master Men 35+

Master Women 35+

Sr Boys 15-16

Sr Girls 15-16

Jr Boys 13-14

Jr Girls 13-14

Juvenile Boys 11-12

Juvenile Girls 11-12

Air Rifle Target Notes:

Masters, Sr Boys/Girls will shoot prone position on 25mm targets and standing position on 35mm targets.

Junior Boys/Girls will shoot prone position only on 25mm targets.

Juvenile Boys/Girls will shoot prone position only on 35mm targets. They may also use a rest and have coach assistance.

Annex "B" **BiON Championship Hosting Application**

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

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

Our Proposed Chief of Competition is, _____

We Propose the following un Official 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, athlete's 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:

Please read over the check list to help your organization determine your facilities capability of hosting an Ontario Championship event, a Club race, or other qualifying competition.

Physical Facilities

<input type="checkbox"/>	<i>Building to handle 100 + volunteers/athletes/coaches/support staff</i>
<input type="checkbox"/>	<i>Building must be adequately heated</i>
<input type="checkbox"/>	<i>Building to have available change rooms - male and female</i>
<input type="checkbox"/>	<i>Potable drinking water on site (bottled or tap)</i>
<input type="checkbox"/>	<i>Separate room for computer scoring with a door in the building (or a completely separate building)</i>
<input type="checkbox"/>	<i>Separate first aid room or examination room for privacy in the building or separate building</i>
<input type="checkbox"/>	<i>Separate wax areas in the chalet or separate building/<u>tents</u> to handle wax table for teams to wax simultaneously</i>
<input type="checkbox"/>	<i>Wax areas must be well ventilated and have 200 amp plus service to handle multiple irons, hot air guns and drills with outlets for each wax table as specified above</i>
<input type="checkbox"/>	<i>Washroom in chalet and/or porta-toilets capable of handling 100+ people</i>
<input type="checkbox"/>	<i>Parking for 75+ vehicles of various sizes - cars, vans and buses</i>
<input type="checkbox"/>	<i>Bulletin board away from computer room for posting of start lists and results</i>
<input type="checkbox"/>	<i>Insulated and/or heated timing shack at finish to accommodate timing volunteers</i>
<input type="checkbox"/>	<i>Timing hut needs to have electricity or an alternative back up source of energy to run large display clocks, computers and electric beam</i>
<input type="checkbox"/>	<i>Adequate room for running a team leaders meeting prior to the race</i>

<input type="checkbox"/>	<i>Private Jury room</i>
<input type="checkbox"/>	<i>A volunteer and officials area to store gear during the event, not in the computer or emergency examination room</i>
<input type="checkbox"/>	<i>Hotels and/or Motels and/or Inns to accommodate 300+ people visiting the community.</i>
<input type="checkbox"/>	<i>Affordable restaurants in the community</i>
<input type="checkbox"/>	<i>Full medical facilities within short driving distance or alternative solution</i>

Officials

<input type="checkbox"/>	<i>Hosting club has enough Advanced Level and Leader Level Officials to support a race in the positions of Chiefs of Competition, Stadium, Course and Timekeeping.</i>
<input type="checkbox"/>	<i>Training of Level 1 and 2 officials for the remainder of the needed positions planned for the fall before the event (at the latest).</i>
<input type="checkbox"/>	<i>At least 60 volunteers who are able to commit to a Race weekend (and likely at least one pre-race “practice” event.)</i>
<input type="checkbox"/>	<i>Volunteers must have written job descriptions; and copies will be kept on file with the Chief of Competition.</i>
<input type="checkbox"/>	<i>Be prepared to pay all reasonable expenses for accommodation and travel for the appointed Technical Delegate.</i>
<input type="checkbox"/>	<i>The host club must be registered and fully compliant with Biathlon Canada liability insurance requirements. The Chief of Competition needs to confirm this fact.</i>
<input type="checkbox"/>	<i>Organizers may decide to reimburse officials for reasonable expenses</i>

Courses

<input type="checkbox"/>	<i>Safe and technical as stated by one third up-hills with a climb between 9% and 18% with some short climbs steeper than 18%, one third undulating utilizing all terrain features and one third downhill demanding a versatile downhill technique.</i>
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<input type="checkbox"/>	<i>A course profile and map for each race course must be included with the application.</i>
<input type="checkbox"/>	<i>Grooming with power tilling is mandatory, with mechanical snow moving.</i>
<input type="checkbox"/>	<i>Grooming for free technique competitions must be at least 6 meters wide on up hills.</i>
<input type="checkbox"/>	<i>The Stadium and Courses must comply with IBU</i>
<input type="checkbox"/>	<i>Course marking must be so clear that the competitor is never in doubt where the course goes.</i>
<input type="checkbox"/>	<i>Kilometer signs should mark the course at 1km intervals, showing distance skied to this point.</i>
<input type="checkbox"/>	<i>All junctions and major changes in direction must be marked by highly visible, readable signs.</i>

Communication

<input type="checkbox"/>	VHF or UHF frequency radios
<input type="checkbox"/>	12 radios, with chargers for overnight between event days.

Race Management

<input type="checkbox"/>	Laptop or Desktop computers (2) running Windows.
<input type="checkbox"/>	A laser printer(2)
<input type="checkbox"/>	A photocopier.
<input type="checkbox"/>	Software - use of Zone 4 for race registrations and Biathlon-in-a-box for all aspects of timing, scoring and race management is mandatory.
<input type="checkbox"/>	Separate office isolated from volunteers, ski patrollers, coaches and athletes. Clearly marked "Authorized Officials Only"

Timekeeping & Results

<input type="checkbox"/>	A start/finish timing hut or covered canopy to house a minimum of three people and equipment with hydro.
<input type="checkbox"/>	Electronic photo beam with plunger for finish compatible with Summit recorders
<input type="checkbox"/>	Start, finish display clocks, and clock on range
<input type="checkbox"/>	Summit recorder for shooting results