



**Biathlon Canada Hosting Policy for Canadian Championships
and Eastern and Western Canadian Championships**

And

Application to host

Effective June 2008

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FOREWORD

Biathlon Canada is the governing body for the sport of Biathlon in Canada. This document is the Biathlon Canada Policy for the hosting of the Canadian Biathlon Championships and Eastern and Western Canadian Championships. It can also be used as a guide for the conduct of other events such as Division Championships, however, noting that Continental Championships and Cups are governed by International Biathlon Union rules.

The Canadian Biathlon Championships are the highest level of domestic competitive activity and as such demonstrate the state of development of biathlon in Canada. Therefore, in order to reflect favourably on the sport and to justify the dedicated efforts of athletes and organizers, and the associated costs, the standard of hosting the Championships must be the highest possible. Other major domestic events such as the Eastern and Western Canadian Championships and North American Cup events must also receive the same standard of organizational excellence for the same reasons.

Biathlon Canada, as the sport governing body, is responsible for ensuring that the required standards for conducting the Championships and other major domestic events are met and in that capacity must exercise control over critical factors. Therefore, all organizations and persons involved in hosting or conducting the Championships or other major domestic events must conform to the stipulations of this Hosting Policy.

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BIATHLON CANADA HOSTING POLICY

CANADIAN CHAMPIONSHIPS And EASTERN AND WESTERN CANADIAN CHAMPIONSHIPS

1. GENERAL REGULATIONS

1.1. PURPOSE

The purpose of this document is to state the Biathlon Canada Hosting Policy for the Canadian Biathlon Championships, and the Eastern and Western Canadian Championships held in Canada.

1.2. APPLICATION OF THIS POLICY

This Policy shall apply fully for the hosting of the Canadian Biathlon Championships and Eastern and Western Canadian Championships held in Canada, unless otherwise authorized by Biathlon Canada. When a Division bids for an event to which this Policy applies, the Division agrees to abide by this Policy

1.3. RULES

The International Biathlon Union (IBU) Event and Competition Rules in force during the event in question will apply fully for 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.

1.4. INTENT AND NATURE OF EVENTS

1.4.1. Canadian Championships

The Canadian Championships are intended and designed to provide a national competitive forum to determine the Canadian champions in each class and type of competition. The participation is based on divisions entering individual athletes and/or teams, and the identification of individual competitors and teams by Division. The Canadian Championships may not be combined with any other events except North American Championships.

1.4.2. Eastern and Western Championships

The Eastern and Western Championships are regional events, which are natural in view of Canadian geography, and are intended to establish eastern and western champions and to act as a stepping-stone toward the Canadian Championships. The dividing line between east and west is deemed to be the Ontario/Manitoba boundary. These regional events can also be North American Cups.

1.4.3. Division (Provincial/Territorial) Championships and Division Cup Events

These events are under the jurisdiction of the divisions of Biathlon Canada but are assumed to be for the purpose of declaring provincial champions and as a selection toward national events.

1.5. SANCTIONING OF EVENTS

The Canadian, Eastern and Western Championships are under the jurisdiction and control of Biathlon Canada, and therefore, no event or competition held in Canada may be titled the Canadian Biathlon Championships, the National Biathlon Championships or the Eastern or Western Canadian Championships, or any variation of those names, unless it has been sanctioned by Biathlon Canada.

1.6. ELIGIBILITY TO HOST

Any Division in good standing is eligible to bid for and to sponsor hosting of the Canadian Biathlon Championships. The eligibility to host the Eastern Canadian Championships is restricted to those Divisions in good standing that are east of the Ontario/Manitoba provincial boundary, and for the Western Canadian Championships those which are west of the same boundary. Detailed instructions for bids, bid processing, awarding the right to host and conditions for hosting are stipulated later in this Policy.

1.7. EVENTS FREQUENCY AND TIME FRAME

1.7.1 Canadian Championships

The Championships shall be held once annually, in the months of February or March; however, Biathlon Canada may direct a different time frame if circumstances warrant it. The specific dates shall be set by Biathlon Canada in consultation with the organizers. Confirmed dates for the Championships will be informed to the organizer by Biathlon Canada immediately following the AGM prior to the Championships.

1.7.2 Eastern and Western Championships

The Eastern and Western Championships shall each be held once annually in the months of January or February, prior to the Canadian Championships, but a different time frame may be directed by Biathlon Canada if circumstances warrant it. The specific dates shall be set by Biathlon Canada in consultation with the organizers and will be confirmed to the organizer no later than six months prior to the event.

2. CLASSES AND TYPES OF COMPETITIONS

2.1. CLASSES OF COMPETITORS

The classes of competitors detailed in Annex A are established for all domestic events under Biathlon Canada jurisdiction.

2.2. TYPES OF COMPETITIONS

Four competition types are authorized to be conducted at events governed by this Policy: Individual; Sprint; Mixed Relay and Pursuit. The competitions shall be conducted for each event as follows:

Canadian Championships - Individual, Sprint, Mixed Relay and/or Pursuit (as approved by Biathlon Canada)

Eastern / Western Canadian Championships - Individual and Sprint, or Sprint and Pursuit.

The distances and shooting bouts for each type of competition for each class of competitors are detailed in Annex A.

2.2.1. Special Canadian Rules for Mixed Relay and Pursuit Competitions

The rules for the Mixed Relay and Pursuit Competitions for use in Canada are different from the IBU rules. The following are the rules to be used at the Canadian Championships and Eastern and Western Canadian Championships for the two competitions:

2.2.1.1. Mixed Relay Rules

The Mixed Relay will be conducted as follows: three individual athletes will comprise teams from the following composite classes Men/Women, Junior Men/Women, Youth Men/Women, and Senior Boys/Girls. Each team must consist of a minimum of one male and one female athlete. Any combination of the two genders is allowed. Each team member will ski 6 km except for Senior Boys/Girls class who will ski 4.5 Km. The first leg of the relay must be skied by a male athlete. One team per division and per composite class will be eligible for medals.

2.2.1.2. Pursuit Competition Rules

The Pursuit competition will be conducted with a pre-determined and fixed five second interval between competitors with the start order based on the designated qualifying competition from the same event. The cumulative five-second gaps between competitors in a given class are the handicap that must be overcome in order to win the competition. Athletes who have not taken part in, or did not complete the qualifying competition, will be drawn randomly to determine a start order, with the same fixed five second interval, and will start after the last qualified competitor in a given class.

3. INVITATIONS AND EVENT PROGRAMS

3.1. INVITATIONS

The organizer is responsible for the generation and the distribution of the event invitations, in

paper copy and in an electronic format, to all Divisions and to Biathlon Canada in both official languages, at least two months prior to the Canadian Championships and Eastern/Western Canadian Championships. The appointed TD must approve the invitation for release to the Divisions. For the Canadian Championships, the TD must receive the first draft of the invitation three months prior to the event. The invitations must include the following information:

- a. Event name, dates, location and organizer
- b. Types, dates and timings of competitions
- c. Team captains meetings and draw locations and timings
- d. Location of competition site (including a map)
- e. Stadium plan, course map and profiles
- f. Facility inspection and training information
- g. Registration and entry forms
- h. Available accommodation details and costs
- i. Travel information (with a map if necessary)
- j. Local transport arrangements
- k. Restaurant or meal arrangements information
- l. Contact information; phone, fax, e-mail, website
- m. Amount of registration fee and banquet cost
- n. Other necessary or special information
- o. Athlete Age Exemption Requirements (ANNEX A-3)

3.2. EVENT PROGRAMS

Normal event programs for various events are listed following. The programs may be modified for necessary reasons with the approval of Biathlon Canada. The normal number of competition days is three but this Policy allows up to four competition days at the Canadian Championships. The approval to conduct the fourth competition rests with the Biathlon Canada Executive in consultation with the organizing committee. The following schedules are to be used unless changes are approved by Biathlon Canada:

3.2.1. Canadian Championships (program with three competitions)

Monday	Arrival/Unofficial Training
Tuesday	Unofficial Training
Wednesday	Official Training
Thursday	Individual Competitions
Friday	Official Training
Saturday	Sprint Competitions
Sunday	Mixed Relay or Pursuit Competitions

Canadian Championships (program with four competitions)

Monday:	Arrival/Unofficial Training
Tuesday:	Official Training
Wednesday:	Sprint Competitions
Thursday:	Individual Competitions
Friday:	Official Training
Saturday:	Pursuit Competitions
Sunday:	Mixed Relay Competitions

3.2.1.1. Daily Competition Schedule

Unless modified for necessary reasons in consultation with and the approval of the TD, the daily competition schedule at the Canadian Championships will be as follows:

- 09:00 hrs - zeroing: morning classes
- 10:00 hrs – competition: morning classes
- 12:00 hrs – zeroing afternoon classes
- 13:00 hrs – competition afternoon classes

The competitor classes included in the morning and afternoon classes will be determined in consultation between the Biathlon Canada TD and the event Organizing Committee based on the circumstances.

3.2.1.2. Official Training

For Official Training, the daily schedule is the same as used for a competition and as stipulated in the IBU rules. The facility must be fully prepared and set up exactly as it would be for the competition day.

3.2.1.3. Team Captains Meetings

Team captains meetings will normally be scheduled for 19:00 hrs for the first meeting of the event and 16:30 hrs for subsequent meetings.

3.2.2. Eastern and Western Canadian Championships

Friday	Arrival/Official Training
Saturday	Any type of Biathlon Canada approved competitions – usually Individual or Sprint
Sunday	Any type of Biathlon Canada approved competitions – usually Sprint or Pursuit

4. PARTICIPATION, REGISTRATION AND ENTRIES, FEES

4.1. ELIGIBILITY

If correctly registered and entered by their Division, any Competitor of Biathlon Canada in good standing may participate in a Biathlon Canada event if they have a valid Biathlon Canada Athlete membership card. The competitors must be prepared to show their membership card for the current year at the competition registration. Furthermore, Biathlon Canada reserves the right to authorize participation of individuals/teams from other nations on a case by case basis.

In addition to Competitors, Divisions must also ensure that team staff are members in good standing of Biathlon Canada.

4.1.1. Citizenship and Residency

A competitor must be a Canadian citizen or a landed immigrant in Canada in order to be eligible to be a medallist at a Biathlon Canada event, but non-Canadians may participate if they are members of a Biathlon Canada Division. Biathlon Canada does not have a specific residency policy regarding which Division a competitor represents at a Biathlon Canada event, however, competitors must have a valid membership card for the Division that registers and enters them. Additionally, a competitor may represent only one Division in any one competition season. In this context, any Division of Biathlon Canada may implement a residency policy to govern membership eligibility in that Division.

4.2. COMPETITION ABILITY

Any Division registering a competitor for any Biathlon Canada event tacitly guarantees that competitor's ability to compete at that level of competition.

4.3. PARTICIPATION QUOTAS

4.3.1. Canadian Championships

A Division may register and enter any number of competitors for all classes. However, Divisions are requested to use common sense for the numbers of competitors and to keep in mind the intent of the Championships as well as competition ability (4.2). Biathlon Canada reserves the right to change participation numbers, if necessary, as directed by the Board of Directors. A Division must be allowed to register ~~a minimum of~~ five team support staff, however, the organizer may increase this number, based on local conditions, by stating the maximum number in the invitation.

4.3.2. Eastern/Western Championships

No quota for participation is set for these events at this time. If an organizer wishes to limit the

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participation numbers of competitors or team staffs in any way, the limits must be stipulated in the invitation.

4.4. REGISTRATION

4.4.1. Canadian Championships

Divisions registering competitors into these Championships must advise the organizers, one month prior to the event, the number of competitors for each class and the number of team staff members, as indicated on the invitation. Registration by name must be made no later than fourteen (14) days prior to the start of the event accompanied by such payments as directed by the organizer. Registration may be made via Internet, mail or fax.

4.4.2. Eastern and Western Championships

Registration for Eastern and Western Championships events ~~may~~ must be made by the Divisions or by the individual competitors if from USA. Registration by numbers of competitors by class and team staff members should be made in time for the organizer to make the necessary plans and arrangements for the event. If the organizer wishes to place a specific deadline for registrations, the date must be stipulated in the invitation.

4.5. ENTRIES

Entry for all competitions in all events shall be in accordance with IBU Rules.

4.6. REGISTRATION FEES

The entry fee at the Canadian Championships must not exceed \$100 for the event. The banquet cost not to exceed \$30. All participants must pay the entry fee. Entry fees for Eastern/Western Championships may be set by the organizers but may not exceed \$60 for the event. If an organizer seeks a higher entry fee because of unusual and necessary circumstances, the increase must be approved by Biathlon Canada.

5. HOSTING STANDARDS AND REQUIREMENTS

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

5.1. ORGANIZATION

The Organizing Committee 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. The Organizing Committee must consist of approximately 100 officials for the Canadian Championships. A lesser number may suffice for the Eastern and Western Championships. In

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order to guarantee a good standard of technical expertise for Canadian and Eastern/Western Championships, the following minimum Biathlon Canada official's qualification levels are set for key Competition Committee appointments:

Chairman of the Event	(Can not be the Competition Chief)
Competition Chief	Canadian: Technical Delegate (or IBU International Referee) Eastern-Western: Advanced or TD/IR Level (preferred)
Chief of Course	Advanced
Chief of Range	Advanced
Chief of Timing	Advanced
Chief of Support	Advanced
Competition Secretary	Advanced

All other appointments with supervisory responsibilities must hold at least a Biathlon Canada Basic/ Entry level qualification.

5.2. COMPETITION FACILITY

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

5.2.1. Range

24 mechanical targets on a firm and level surface, 2.7 - 3.0 (2.75 is ideal) meters wide, marked lanes, wind flags, safe/good access/exit (left to right) and a penalty loop within 60 m proximity from the range.

5.2.2. Course

Sufficient loops to conduct the required competitions, general conformity with IBU Rules specifications, no dangerous portions.

5.2.3. Stadium and Central Area

Well configured to provide good spectator viewing, start/finish together, relay hand-over zone beginning at finish line (when required), relay mass start area with minimum eight lanes (near central area if possible). There should be an electronic or manual scoreboard to allow teams and spectators to easily view results.

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Ski Test Area

A slope of 8 to 12 degree grade, at least 30 meters long, prepared the same as the competition course with sufficient width to accommodate all participating teams. Also, a suitable section on the competition trail must be available for glide testing as directed by the TD.

5.2.4. Warm-up Trail

An approximately 600 m long trail prepared the same as the competition course, with access from the central area.

5.2.6. Team Huts

Buildings or heated tents must be equipped with power, lights and ventilation and large enough to provide shelter for all competitors. Preferably Team Huts will be allocated on a one per team basis and when possible not more than 300 meters from start/finish location. The warning for waxing must be posted at the team wax cabins and reinforced (see ANNEX A-4).

5.2.7. Timing Systems

Electronic or manual timing systems may be used, but in either case there must be a back up system. If stopwatches are used as primary and back up, a minimum of four must be used to maintain competition timing, not including the starters, lap timing or range watches. Results must be based on timing to the nearest 1/10 of a second.

5.2.8. Parking

Sufficient space for spectator, competitors and staff vehicles and should be within 500 meters from the stadium site, or adequately organized transport to be provided.

5.2.9. Toilets for Competitors and Team Staff

At least four (two for men and two for women) indoor or outdoor toilets, within 100 meters of the central area must be provided.

5.2.10. Spectator Services

Services for spectators, such as a concession area, toilets and a warming area should be provided if at all possible.

5.3. MEDICAL

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 first-aid trained person must be designated for that role. The organizer must arrange onward evacuation from the stadium to a medical facility by ambulance, designated suitable vehicle or helicopter. Space for doping control must be arranged by the organizer.

5.4. CONTINGENCY PLAN

The organizers should develop a feasible contingency plan for adverse snow and temperature conditions, if possible, normally a reserve site, reserve snow storage or an arrangement for transporting snow to the site.

5.5. TRANSPORTATION AND ACCOMMODATION REQUIREMENTS

Local transportation and accommodation conditions are normally not controllable by the organizers; however, minimum acceptable standards must be available for the conduct of Biathlon Canada events. The assessment and decision about acceptability of conditions will be made by Biathlon Canada.

5.5.1. Transportation

Ideally, the host community would be serviced by major airlines and should be within a short drive of the competition site. Transport between the competition facility and accommodation, and between the airport and accommodation, on a group basis, must be considered by the organizers. Information about travel to and from the community, arrangements for travel between the competition site and accommodation, and the availability of rental vehicles must be investigated by the organizers and disseminated to the Divisions with the invitation.

5.5.2. Accommodation

Sufficient accommodation space must be available within a 30-km distance from the competition facility to house all competitors, team staff, out-of-town officials and official visitors. Standards must be generally acceptable for cleanliness and services; however, multiple occupancy rooms are permitted. Organizers should make all efforts to negotiate a reasonable group rate at local accommodations. An eating facility, commercial or otherwise, must be located within 1 km of the accommodation. If requested by Biathlon Canada, the organizer will reserve suitable accommodations for official Biathlon Canada purposes, at Biathlon Canada expense.

5.6. Bibs

Along with regular competition bibs, leg numbers (minimum of one) are required for the Canadian Championships. As well, the organizer's must provide a proper set of relay bibs.

6. RESULTS, AWARDS, SOCIAL AND CEREMONIAL FUNCTIONS

6.1. RESULTS

Results for all Biathlon Canada events shall be produced in accordance with IBU rules. All

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results for all competitions of Biathlon Canada events shall be sent to the established media list across Canada, all division offices and Biathlon Canada office, by fax or e-mail, within one hour after the final results of each of the competitions. The Canadian Championship organizing committee must appoint the media relation staff personnel to accomplish this task. When the Championship comprises more than one event, e.g. the Canadian Championship and the North American Championship, separate results must be produced for each event.

6.2. AWARDS AND PRIZES

6.2.1. Canadian Championships

Awards for the Championships are subject to approval by Biathlon Canada. They must include medals and can be supplemented by trophies, plaques or other suitable prizes of a permanent nature and must be symbolic rather than useful. The medals must be appropriate in quality for the Canadian Championships and the design must be approved by Biathlon Canada. A medal must be presented to the first three places in each class of each competition and must be engraved with the following:

- a. Canadian Biathlon Championships
- b. Class and Competition (i.e., Men's 20 km), and placing
- c. Municipality and Province
- d. Year

NOTES:

1. Medals will be awarded to the top three places, providing that there are four or more athletes in the class.
2. Prizes (distinct from the Championship medals) may also be given at the discretion of the organizers. Gratuity gifts for various reasons such as sportsmanship are also permitted. Useful gifts such as ski equipment can be awarded in addition to official awards.
3. International entries may be given guest awards as decided by the organizer.
4. The cost for all awards must be borne by the organizers.

6.2.2. Eastern and Western Championships

Awards and prizes shall be the same for the Eastern/Western Championships as for the Canadian Championships, with the required changes such as the wording of the engraving on medals.

6.3. SOCIAL AND CEREMONIAL

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These regulations apply to the Canadian Championships but should be used as a guide for the Eastern/Western Championships. Three functions must take place at the Championships: opening ceremonies, banquet, and awards presentation. However, the banquet and awards presentation may be combined. The VP Domestic, or designate, must review the social and ceremonial arrangements prior and during the event. Guidelines follow:

6.3.1. Opening Ceremonies

The ceremonies should normally occur at the competition facility with competitors, officials and spectators gathered, however, they may be held elsewhere as proposed by the organizer, with the approval of the TD in consultation with the VP Domestic or designate. Included in the ceremonies should be a short opening address by a local or visiting dignitary, a flag raising and the playing of the National Anthem. The ceremonies must not interfere with essential competitors' or officials' pre-competition activities.

6.3.2. Awards Presentation

The presentations should be formal in nature, as an acknowledgment of the important achievements attained by the athletes. Presentations can be made after each competition, indoors or at the competition facility. However, a presentation of all awards may be done at the banquet.

6.3.3. Banquet

The banquet will normally have to be scheduled for Saturday evening as travel requirements usually preclude it from taking place on the Sunday. In such a case, the relay or mixed relay awards would be made immediately following the competitions at the competition site. The banquet must include a healthy, well-balanced meal of good quality and must be held at a time suitable for athletes. A sound system must be available if required. A head table must be reserved for:

- a. Local and visiting dignitaries
- b. The senior official representative of Biathlon Canada and the host division
- c. The Technical Delegate
- d. A male and female athlete selected by the organizers with Biathlon Canada
- e. Chairperson of the Organizing Committee and the Competition Chief
- f. Other appropriate persons selected by the organizers

A space must be reserved for other Biathlon Canada Executive members and staff who are attending the Championships in a Biathlon Canada capacity.

7. FINANCES, SPONSORSHIPS AND PUBLICITY

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7.1. FINANCIAL RESPONSIBILITIES

All costs for conducting the Canadian and Eastern/Western Championships, except travel to and from the host community and accommodation and meals of teams, must be borne by the organizers. Funds are normally accrued from sponsorships and entry fees.

In rare and special cases, a grant may be available from Biathlon Canada.

For the Eastern/Western Championships the organizer shall pay the costs arising from the travel, accommodation and meals for the Technical Delegate appointed by Biathlon Canada. For the Canadian Championships if a pre-event inspection visit is necessary, the organizer shall pay the costs arising from the travel, accommodation and meals for the Technical Delegate appointed by Biathlon Canada in accordance with the current Biathlon Canada Travel and Expense Policy rates, which are available by contacting the Biathlon Canada office.

7.2. SPONSORSHIPS AND MARKETING

All prospective sponsorships and marketing benefits being sought by the organizers are subject to approval by Biathlon Canada prior to finalization. In some cases, sponsorships may be initiated and negotiated by Biathlon Canada in consultation with the organizer.

7.2.1. Biathlon Canada Sales Items

Biathlon Canada reserves the right to sell Biathlon Canada merchandise at a suitable site provided by the organizer. (i.e. event headquarters or competition site). This does not preclude the organizers from marketing merchandise of their own design.

7.3. DIVISION OF REVENUES

For the Canadian Championships Biathlon Canada shall receive 20% of all financial cash sponsorships of more than \$1000, if the event results in a profit. In cases of sponsorships obtained or negotiated by Biathlon Canada for the event, the Biathlon Canada Executive, in consultation with the organizer, shall decide the sharing of the sponsorship moneys.

7.4. REPORTING AND AUDITING OF EVENT FINANCES

The organizer of a Biathlon Canada event must report the financial performance of the event to Biathlon Canada in writing, if requested by Biathlon Canada. The financial performance of the event is subject to a financial audit by Biathlon Canada.

7.5. PUBLICITY AND MEDIA

The organizers must arrange the maximum possible publicity for the Championships.

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National television coverage is under Biathlon Canada jurisdiction, including negotiations for financial arrangements. Every effort should be made to provide communication facilities - phone and fax, for the press. The organizer must designate a fulltime media liaison person during the event for national results distribution to the media, including the press wire service.

8. JURIES, TECHNICAL DELEGATES AND NATIONAL REFEREES

8.1. COMPETITION JURY

Jury selection and duties shall be in accordance with IBU rules, as applicable and appropriate in Canada.

The Competition Jury at the Canadian and the Eastern & Western Championships will consist of a Chairperson (TD) and four other members as follows:

Chairperson:	Technical Delegate
Member:	Competition Chief
Three Other Members:	Three team captains elected by the participating team captains at the first Team Captains Meeting.

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

8.2. JURY OF APPEAL

The Jury of Appeal for the Canadian Championships 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 for the Canadian Championships will be a Chairperson and four members as follows:

Chairperson: President of Biathlon Canada or an Executive member so designated.

Members: Vice-President Domestic of Biathlon Canada, if present, and three team captains elected by the team captains meeting, representing both genders if possible. If the Vice-President Domestic is not present, or is already designated as the Chairperson, four team captains will be elected.

For the Eastern/Western Championships, the same principle will be followed and the Chairperson shall be selected in consultation with Biathlon Canada and the TD. If there are insufficient team staff members participating at the event to form a Jury of Appeal, the Biathlon Canada Executive shall be the Jury of Appeal by default for that event. In this case, if all jury

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members are not present at the event, communication will be made by phone or e-mail.

Canadian events, not under Biathlon Canada jurisdiction but requiring a Biathlon Canada involvement, such as the Canada Winter Games, a Jury of Appeal will be established according to the event requirements. International events held in Canada will be governed by IBU rules.

8.3. TECHNICAL DELEGATES

A Technical Delegate (TD) will be appointed for each Canadian and Eastern/Western Championships event by Biathlon Canada. The TD's task is to assist the organizers and to ensure that the events are conducted in accordance with pertinent Biathlon Canada policies and IBU rules. Duties of the TD are in accordance with IBU rules, as applicable and appropriate in Canada. The TD represents Biathlon Canada and no other organization or agency. The TD for the Canadian Championships must be from outside the host Division, for the Eastern and Western Championships the TD can come from the host division.

The TDs for all events must be qualified as a TD under the Biathlon Canada Officials Certification Program, or must have an IBU International Referee or TD qualification.

8.3.1 TD Inspections

If the host location has not previously conducted a major event, such as a North American Cup or higher level, the TD must make an inspection visit to the event location prior to September 30th of the year of the event.

8.4. NATIONAL REFEREES

Four National Referees will be appointed by Biathlon Canada for the Canadian Championships to officiate at the course, range, start/finish, and material control or as directed by the TD, in accordance with the applicable IBU rules for International Referees. The National Referees report to and work for the TD at the event as technical representatives of Biathlon Canada. It is not necessary to appoint National Referees for the Eastern /Western Canadian Championships, but it is recommended that the organizer do so to assist the TD and to improve the chances for a successful event. The National Referees may be from the host division but may not be a part of the Organizing Committee and may not perform any appointed organizational function during the event. Biathlon Canada is responsible for the costs associated with National Referee travel and lodging during National Championships only. National Referees appointed for Biathlon Canada events must be qualified as a TD under the Biathlon Canada Officials Certification Program or must have an IBU International Referee or TD qualification.

9. APPLICATIONS TO HOST

June 2008

9.1. GENERAL

The application form and process to host the Canadian, Eastern and Western Championships, is attached in Annex B of this document. A prospective host organization's application for the Canadian Championships must be received at the Biathlon Canada national office by June 1st, two years prior to the Championships (e.g. June 1, 2008 for Championships 2010). The bid must be submitted under a covering letter signed by the Division President, clearly indicating approval and support. The application deadline for the Eastern and Western Championships is June 1 preceding the competition season for which the application is being made.

9.2. BID PROCESSING

Applications received by Biathlon Canada will be assessed by the Domestic Working Group, which will make recommendations to the Executive, with a final presentation to the Board of Directors for approval at the Annual General Meeting (AGM) of that year. The hosting of the Championships will be awarded based on the vote of the Board. Notification of the bid award will be made in writing to all Divisions within 30 days of the AGM.

9.3. AGREEMENTS

Upon approval by the Board, the application to host becomes the agreement by which the host Division will conduct the Championships according to this Policy and on the dates mutually agreed upon between Biathlon Canada and the Division. The sanction fee, in effect at the time of bidding is payable as soon as the bid is awarded.

10. AMENDMENTS AND COMING INTO FORCE

10.1. AMENDMENTS

The Biathlon Canada Board of Directors at a duly constituted meeting may amend this Policy.

10.2. COMING INTO FORCE

This version of the Policy comes into force in June 2008 and at that time supersedes all other existing Biathlon Canada policies in this context.

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ANNEX A-1



CLASSES AND TYPES OF COMPETITIONS
FOR THE CANADIAN CHAMPIONSHIPS

And

RANGE PROCEDURES FOR COMPETITORS NOT CARRYING RIFLES

ANNEX A-1

TABLE 1: Classes and Types of Competitions for Canadian Championships

CLASSES

The classes below carry rifles in competitions except for the Senior Boys and Girls classes (partial carry – range only). The missed shot penalty is 1 minute for Individual competitions and 150 m penalty loop for all other competitions.

CLASS	AGE	Individual	Sprint	Pursuit	Mixed Relay
Men	21 +	20 km PSPS	10 km PS	12.5 km PPSS	3 x 6 km PS
Women	21 +	15 km PSPS	7.5 km PS	10 km PPSS	
Junior Men	20 & Under	15 km PSPS	10 km PS	12.5 km PPSS	3 x 6 km PS
Junior Women	20 & under	12.5 km PSPS	7.5 km PS	10 km PPSS	
Youth Men	18 & Under	12.5 km PSPS	7.5 km PS	10 km PPSS	3 x 6 km PS
Youth Women	18 & Under	10 km PSPS	6 km PS	7.5 km PPSS	
Senior Boys/Girls	16 & under	7.5 km PSPS	6 km PS	7.5 km PPSS	3 x 4.5 km PS
Master Men	35 +	10 km PSPS	6 km PS	7.5 km PPSS	3 x 4.5 km PS
Master Women	35 +	7.5 km PSPS	6 km PS	7.5 km PPSS	

NOTES:

1. The IBU Rules definition of age classes shall be used specifically for the IBU classes and in principle for the other classes
2. Medals will be awarded if there are four or more competitors entered in a competition.

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RANGE PROCEDURES FOR COMPETITORS NOT CARRYING RIFLES

1. SENIOR BOYS and SENIOR GIRLS

As Senior Boys and Senior Girls do not carry rifles while skiing the trails during a competition, but are required to shoot in both the standing and prone positions; the following procedures shall be used for them during all shooting bouts:

1.1. Procedures

- a. Prior to the start of the competition, all Senior Boy and Senior Girl rifles will be placed in racks to be located on the left or right side of the trail, as decided by the TD based on circumstances, in the vicinity of the 10 m line at the entrance to the range.
- b. Competitors will do a complete stop on the mats located in front of these racks to pick up their rifles and place them in the correct carrying position on their backs.
- c. Competitors will then ski to their firing point and carry out normal range procedures, according to IBU rules, for the removal of the rifle and shooting.
- d. After firing, competitors proceed to the rifle racks located on the left or right side of the trail in the vicinity of the 10 m line at the exit of the range and will do a complete stop on the mats located in front of these racks and place their rifles in the racks and continue with the competition. The rifle actions must be open when they are placed in the rack.

1.1.1. Any safety violation during the above procedures may lead to a 2 minute penalty by the Competition Jury. The Competition Jury according to applicable principles and common sense, shall handle other issues arising from the procedures.

1.2. Responsibilities

The organizing committee is responsible for providing a sufficient number of rifle racks. Racks are located outside the zone of silence on a level area and should be placed so that the rifles on the racks are accessible on both sides. The mats are to be placed under the rack and extend to both sides by a minimum of 30cm. Furthermore, the Organizing Committee must provide a sufficient number of officials / volunteers to shuttle the rifles back to the rifle racks located at the entrance of the range so that they are ready for the competitors' next shooting bout. As well, the organizer must have one official at both the entrance and exit racks to supervise the removal and recovery of rifles by the competitors. If coaches wish to perform the transfer of rifles from the exit to the entrance rack, this is permitted but the coach must inform the organizer prior to the start of the competition. Coaches are responsible for placing the rifles in the range entrance racks prior to the competition. Competitors must not be interfered with when placing rifle into the racks.

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1.3. Rifle Racks

An adequate number of rifle racks must be located on the shooting range to allow each competitor a place for his or her rifle. The racks must be made of wood and must facilitate easy deposit and removal of rifles by the competitors, and must prevent accidental falling down of the rifles. The distance between the notches to accept the rifles must be at least 35 cm. The racks must be numbered with the start numbers of the competitors placed on the notches to indicate where the rifles must be placed. The label size should be approximately 5 cm² and the number mark done with a permanent marking pen that doesn't run in the rain or snow.

1.4. Rifle Identification Marking

Rifles placed in the racks must be marked with the start number of the competitors, at the top part of the fore stock, so that it is clearly visible while the rifle is in the rack.

1.5. Rifles not in Place

If a rifle is not in place in the rack for a competitor to pick it up on arrival, an official with a stopwatch will record the time for the delay and the Competition Jury will make a decision about a time adjustment based on the circumstances.

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ANNEX A - 2



CLASSES AND TYPES OF COMPETITIONS
FOR EASTERN AND WESTERN CANADIAN CHAMPIONSHIPS

And

RANGE PROCEDURES FOR COMPETITORS NOT CARRYING RIFLES

ANNEX A -2

TABLE 2: Classes and Types of Competitions for Eastern and Western Canadian Championships

CLASS	AGE	Individual	Sprint	Pursuit
Men	21 +	20 km PSPS	10 km PS	12.5 km PPSS
Junior Men	20 & under	15 km PSPS	10 km PS	12.5 km PPSS
Youth Men	18 & Under	12.5 km PSPS	7.5 km PS	10 km PPSS
Women	21 +	15 km PSPS	7.5 km PS	10 km PPSS
Junior Women	20- & Under	12.5 km PSPS	7.5 km PS	10 km PPSS
Youth Women	18 & Under	10 km PSPS	6 km PS	7.5 km PPSS
The classes below do not carry rifles in competitions except for Masters classes who carry rifles by choice of the competitor, or who may conform with the Senior Boys/Girls procedure by choice. Special regulations apply to Senior Boys/Girls and Junior Boys/Girls and to non-carrying Masters.				
Senior Boys/Girls	16 & Under	7.5 km PSPS	6 km PS	7.5 km PPSS
Junior Boys/Girls	14 & Under	6 km PPP	4 km PP	5 km PPP
Master Men	35 +	10 km PSPS	6 km PS	7.5 km PPSS
Master Women	35 +	7.5 km PSPS	6 km PS	7.5 km PPSS

NOTES:

1. The IBU Rules definition of age classes shall be used specifically for the IBU classes and in principle for the other classes
2. Medals will be awarded if there are four or more competitors entered in a competition.

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RANGE PROCEDURES FOR COMPETITORS NOT CARRYING RIFLES

1. SENIOR BOYS AND SENIOR GIRLS AND NON-CARRYING MASTERS

As Senior Boys, Senior Girls, Masters (by choice) do not carry rifles while skiing the trails during a competition but are required to shoot in both the standing and prone positions, the procedures detailed in Annex A-1 for the Canadian Championships for Senior Boys/Girls shall be used for Senior Boys/Girls and non-carrying Masters for all shooting bouts. For Masters carrying rifles, all normal IBU rules apply. There is no time adjustment for Masters carrying or not carrying rifles.

2. JUNIOR BOYS AND JUNIOR GIRLS

As Junior Boys and Junior Girls do not carry rifles and as they shoot only in the prone position, the following special rules shall apply to them.

2.1. Procedures

The rifles for Junior Boys and Junior Girls shall be pre-positioned on the firing point mats by their coaches, with the barrel pointing toward the targets and in such a way that the rifle can be picked up safely by the competitor. The competitor shall carry out the entire loading and firing procedure without assistance. After firing the last shot of each bout the competitor must open the action, remove the magazine and place the rifle on the firing point mat, with the barrel pointing toward the targets, and then exit the firing point and the range in the normal manner.

2.1.1. If the action is not opened or if the magazine is not removed, the violation shall result in a two minutes penalty awarded by the Competition Jury to the competitor in question.

2.2. Coaches Responsibilities

The coaches are totally responsible for pre-positioning the rifles, moving them to another firing point or away from the range, and for the provision of ammunition to their competitors. No time adjustment will be awarded for a delay caused by an action, which is the coaches' mistake.

2.3. Safety Check

The coaches are responsible for performing the safety check on the rifle before it is moved to another location – by removing the inserted magazine and opening the action and ensuring that there is no round in the chamber (if this has not already been done as required by the athlete).

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ANNEX A - 3



ATHLETE AGE EXEMPTION REQUIREMENTS

June 2008

ATHLETE AGE EXEMPTION REQUIREMENTS FOR CANADIAN CHAMPIONSHIPS, EASTERN AND WESTERN CANADIAN CHAMPIONSHIPS AND NORTH AMERICAN CUPS IN CANADA.

Athletes who are under the age of 16 and wish to compete in the Youth or higher class in a competition, may under special circumstances receive an exemption to do so. In order to receive an exemption, the following procedure must be followed:

1. The Division must advise Biathlon Canada in writing that the athlete in question has met the divisional standards and criteria as established in the Division's selection policy.
2. The divisional or personal coach of the athlete in question must advise Biathlon Canada in writing that the athlete in question meets the development standards necessary to take part in this event with the published competition distances and circumstances and that it is the professional opinion of the coach that the athlete's participation is in no way undermining the long term athlete development principles.
3. The parents of the athlete in question must advise Biathlon Canada in writing that they consent to their son/daughter taking part in Youth or higher class with the full comprehension that the competition distances and circumstances are more demanding than their current class of competition and that they will also be required to carry a rifle for the competitions.

Divisions are required to submit the request with all the required letters as stated above to Biathlon Canada **no later than 14 days prior to the event.**

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ANNEX A - 4



WARNING FOR WAXING CONDITIONS AT THE TEAM WAX CABINS

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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.

June 2008

ANNEX B

APPLICATION TO HOST FOR CANADIAN CHAMPIONSHIPS, EASTERN AND WESTERN CANADIAN CHAMPIONSHIPS



ANNEX B
APPLICATION TO HOST THE CANADIAN CHAMPIONSHIPS
AND THE EASTERN AND WESTERN CANADIAN CHAMPIONSHIPS

_____ (Option #1)
Name of Event Proposed Date

_____ (Option#2)
Proposed Date

Proposed Competitions

1. ORGANIZING COMMITTEE

Name: _____ Number of Officials: _____

2. CHAIRPERSON

Name: _____ Telephone: (W) _____

Address: _____ (H) _____

_____ Fax: _____

_____ Cell: _____

E-mail: _____

3. HOST COMMUNITY

Name: _____ Province / Territory: _____

Population: _____ Travel distance from event site: _____

Previous sporting events hosted, including the years:

4. LIST CORPORATIONS / AGENCIES SPONSORING THE EVENT

Please list and indicate type of sponsorship:

5. PUBLICITY

Provide a brief overview of your publicity plan: TV coverage and other media:

6. OTHER FACTORS

List or describe other positive factors such as numbers of restaurants, hotels and outside communication links:

7. COMPETITION COMMITTEE

Please list names of key officials and their levels of qualifications:

Competition Chief _____ level _____

Chief of Range _____ level _____

Chief of Course _____ level _____

Chief of Timing _____ level _____

Chief of Stadium _____ level _____

Competition Secretary _____ level _____

8. OFFICIALS AND VOLUNTEERS

Number of volunteers: _____

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Indicate dates and levels of officials training clinics to be held:

9. REGISTRATION FEE AND BANQUET COST

What is the planned registration fee and banquet costs for the event?

10. TECHNICAL DETAILS

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

1. Course - loops, lengths and profiles (please send as additional pages):

2. Range - number of targets: _____

3. Type of timing system: _____

4. Type of trail grooming equipment: _____

5. Number and type of team huts: _____

11. CONFIRMATION OF INFORMATION

The Division, by signing this document, guarantees that the information given in paragraphs 1 to 10 above will be in place for the event if it is awarded.

Signature of the Division President

Signature of Organizing Chairperson

Date

Date