



**Canadian Hosting Policy
(Canadian Championships and Eastern and Western Canadian
Championships)**

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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.

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

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1. GENERAL

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. The Canadian Championships shall alternate East and West in an annual sequence, unless there is an overriding reason to vary the sequence. Such an exception shall be decided by the Board of Directors of Biathlon Canada as required.

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, normally in the 2nd week of March; however, Biathlon Canada may direct a different time frame if circumstances warrant. The specific dates shall be set by Biathlon Canada in consultation with the Organizer. Confirmed dates for the Championships will be informed to the organizer by Biathlon Canada immediately following the Board decision that confirms the award and the competition schedule.

1.7.2. Eastern and Western Championships

The Eastern and Western Championships shall each be held once annually normally in the 3rd or 4th week of February, prior to the Canadian Championships, but a different time frame may be directed by Biathlon Canada if circumstances warrant. The specific dates shall be set by Biathlon Canada in consultation with the Organizer and will be confirmed to the Organizer no later than one year 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

2.2.1. National Championships.

Five competition types are authorized for the National Championships. They are the

Individual, Sprint, Pursuit, Mixed Relay, Mass Start. The National Championships normally consists of four separate competitions for each Class of Competitor. It must include Sprint and Mixed Relay competitions for all Classes of Competitors. An additional two competitions will be proposed by the organizer from amongst the other authorized types of Competitions. However, the Mass Start competition is only authorized for the IBU classes of Men, Women, Junior Men and Junior Women. If the Mass Start is offered for these senior IBU Classes of Competitors then the Individual Competition will be run for the other Classes, including Youth Men and Youth Women.

2.2.2. Eastern and Western Canadian Championships.

The Eastern and Western Canadian Championships will be comprised of two competitions for each Class of Competitor. The types of competitions may be proposed by the organizer from amongst the Individual, Sprint, Pursuit and Mass Start. However, if a Mass Start is proposed, it may only be for the four senior IBU Classes, with the Individual Competition offered for other classes, as specified in paragraph 2.2.1. Normally an Eastern or Western Championship event will consist of an Individual and Sprint, or a Sprint and Pursuit for all Competitor Classes.

2.3. COMPETITION SPECIFICATIONS

The distances and shooting bouts for each type of competition for each Class of Competitor are detailed in Annex A-1.

2.3.1. Special Canadian Rules

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

2.3.1.1. Mixed Relay Rules

The Mixed Relay will be conducted as follows:

- a. Three individual athletes will comprise a team that has been composed from each of the following paired Classes: Men/Women, Junior Men/Women, Youth Men/Women, Senior Boys/Girls, and Master Men/Women.
- b. Official Teams must be comprised of athletes from a single Division.
- c. Each Official team must consist of a minimum of one male and one female athlete. Any combination of the two genders is allowed on an Official Team.
- d. For an Official team, the first leg of the Mixed Relay must be skied by a male athlete.
- e. Only one paired Class team per Division will be eligible for Championship Medals.
- f. Space permitting, Unofficial Teams may be entered.
- g. Unofficial Teams will be placed in the starting grid after Official Teams.
- h. Unofficial teams are not restricted in their composition, and are encouraged to allow

maximum participation.

- i. If there are no male competitors on an Un-Official Team, then a female may ski the first leg.
- j. As an exception to the IBU Rules, each Mixed Relay team will always shoot from the same firing point; that being the same firing point that was assigned for zeroing..

2.3.1.2. Pursuit Competition Rules

The Pursuit competition will be conducted with a 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 handicaps that must be overcome in order to win the competition. Athletes who have not taken part in, or who did not successfully complete, the Qualifying Competition may compete in the Pursuit Competition as Unranked Entries.

- a. Unranked Entries will start after all Qualified Entries.
- b. The Unranked Entries will be grouped together and a random draw will be performed under the supervision of the TD to determine the order in which they will Start, and their starting lane assignments.
- c. The Unranked Entries will be placed in the Starting Lanes behind the Ranked Entries.
- d. The Unranked Entries will start, in a modified Simultaneous Start, using the same Pursuit starting lanes that have been established for the Ranked Entries. This may necessitate 'stacking' the Unranked Entries within the existing starting lanes.
- e. The Start Time for the Unranked Entries will be five seconds after the Start Time of the last Ranked Entry.
- f. The Start Time of the Unranked Entries represents the handicap that they must overcome in order to win the Competition. In order to win, an Unranked Entry will have to cross the Finish Line ahead of all the other Ranked and Unranked Entries in the Class.
- g. The Unranked Entries are individually responsible to start on or after their official Start Time, and are subject to the same rules and penalties as all other Competitors in a Pursuit Competition.
- h. Consistent with the IBU rules, firing points will be assigned to each competitor as she/he enters the range.

3. INVITATIONS AND EVENT PROGRAMS

3.1. INVITATIONS

The Organizer is responsible for the generation and the distribution of the Event Invitation, in paper copy and/or in an electronic format, to all Divisions and to Biathlon Canada in both official languages, at least two months prior to either the Canadian Championships or

Eastern/Western Canadian Championships. The Organizer may request a list of email addresses from Biathlon Canada in order to complete the distribution. 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 Invitation 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. Amount of registration fee and banquet cost
- i. Registration deadlines
- j. Available accommodation details and costs
- k. Travel information (with a map if necessary)
- l. Local transport arrangements
- m. Restaurant or meal arrangements information
- n. Organizing Committee contact information; phone, fax, email, website
- o. Other necessary or special information

3.2. EVENT PROGRAMS

Suggested activity programs for various events are listed below. The suggested programs may be modified as necessary but must be approved by the TD before they are published.

3.2.1. Canadian Championships Program

Normally the Canadian Championships consists of four Competitions.

Monday: Arrival/Unofficial Training
Tuesday: Official Training
Wednesday: Individual * or Sprint * (as approved by the TD)
Thursday: Pursuit * or Mass Start and Individual (as approved by the TD)
Friday: Official Training
Saturday: Individual or Super Sprint (as approved by the TD) *
Sunday: Mixed Relay

* The Individual or the Sprint competition may be the qualifier for the Pursuit

3.2.1.1. Daily Competition Schedule

Unless changed with the approval of the TD, the daily competition schedule at the Canadian Championships will be as follows:

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

The Competitor Classes scheduled to be in the morning or in the afternoon will be determined in consultation between the TD and the Organizing Committee, taking into account all the circumstances, including, but not limited to, the number of registrations in each Competitor Class and the size and availability of facilities.

3.2.1.2. Official Training

For Official Training, the daily schedule must be the same as used for a competition, as stipulated in the IBU rules. The facility must be fully prepared and set up exactly as it would be for the Competition day. During the first Official Training period, the organizer, in conjunction with the TD, will establish a voluntary Preliminary Equipment Inspection Station, to record the full serial number of rifles and to make available trigger weight testing for those who want it. It is up to each athlete and team to decide whether or not to avail themselves of the Preliminary Equipment Inspection.

3.2.1.3. Team Captains' Meetings

Team Captains' Meetings will normally be scheduled for 19:00 hours for the first meeting of the event and 16:30 hours for subsequent meeting.

3.2.2. Eastern and Western Canadian Championships

Friday: Arrival & Official Training
Saturday: Any type of authorized competitions – usually Individual or Sprint
Sunday: Any type of authorized competitions – usually Sprint or Pursuit

4. PARTICIPATION, REGISTRATION AND ENTRIES, FEES

4.1. ELIGIBILITY TO COMPETE

If correctly registered and entered by their Division, any Registered Participant of Biathlon Canada, who has declared themselves to be a Competitor and who is in good standing, may compete in a Biathlon Canada event. Competitors must be prepared to show a membership card or otherwise demonstrate proof of such membership for the current year as part of the event registration and entry process. Furthermore, Biathlon Canada reserves the right to authorize participation of individuals/teams from other nations on a case-by-case basis. In addition to the requirement for Competitors, Divisions must ensure that their team staffs are Registered Participants, in good standing, of Biathlon Canada.

4.1.1. Citizenship. A Competitor must be a Canadian citizen or a Permanent Resident of Canada in order to be eligible to be a medalist in a Biathlon Canada sanctioned Championship event. A Canadian citizen with dual citizenship may participate and will be

eligible for medals if properly registered by their Division. Other nationalities may participate but are not eligible for Championship medals. Competitors must be prepared to demonstrate their eligibility by showing a birth certificate, passport or Canadian Permanent Resident Card. Any Division that is entering team members who are not Canadian Citizens or Permanent Residents of Canada must identify those team members to the Organizer in order to help avoid the inadvertent awarding of a medal to a Competitor who is not eligible.

4.1.2. Residency. Biathlon Canada does not have a specific residency policy regarding which Division a Competitor represents at a Biathlon Canada event. However, all competitors must be able to demonstrate membership in the Division that registers and enters them. Additionally, a Competitor may represent only one Division in any single Competition Season. Within this context, any Division of Biathlon Canada may implement a residency policy to govern membership eligibility in that Division.

4.1.3. Appropriateness of Competition Class. For all competitions covered by this policy, except for the Masters Classes, Competitors may compete only one Class higher in level of physical challenge than their age-determined Competitor Class (i.e. A Youth Mn may compete as a Junior Man but not as a Man. A Senior Girl may compete as a Youth Woman, but not as a Junior Woman). This restriction does not apply to elective Class changes for Masters Class Competitors, since, under this policy, the Competition Specifications (level of physical challenge) are the same for all the Masters Classes. The IBU rules that require a Competitor to compete only in a single Class for the duration of an Event are not applicable to Events conducted under this policy.

4.1.4. Firearms Permits. It is mandatory that all athletes have in their possession, and be able to show upon request, their PAL or Minor's Permit. All Competitors must comply with Canadian firearms laws and their provincial/territorial firearms regulations.

4.2. ABILITY TO COMPETE

4.2.1. Any Division registering a Competitor for any Biathlon Canada event tacitly guarantees that Competitor is fully able to compete at the national level. This tacit guarantee includes consideration of the circumstances of Senior Boys and Senior Girls wishing to enter Youth category competitions. This requirement is based on the need for a complete understanding by all parties of the specific developmental changes from non-carry to carry classes. The Division will include a certification of ability for all of the competitors that it registers for a Championship as part of its registration by name request to the Organizer.

4.2.2. No one younger in age than Junior Boys/Junior Girls will be permitted to register for the Canadian Championships.

4.3. PARTICIPATION QUOTAS

4.3.1. Canadian Championships

A Division may register and enter any number of Competitors for all offered 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 the ability to compete (paragraph 4.2) of those that it enters. Biathlon Canada reserves the right to limit participation numbers, if necessary, as directed by the Board of Directors.

4.3.2. Eastern/Western Championships

No quota for participation is set for the Eastern or Western Canadian Championships at this time. However, if an organizer wishes to limit the participation numbers of competitors or team staffs in any way, those limits must be expressly stipulated in the invitation.

4.4. REGISTRATION

4.4.1. Canadian Championships

Divisions registering Competitors in the Canadian Championships must advise the Organizers at least one month prior to the Event of the number of Competitors it wishes to enter in each Class as well as the number of team staff members, providing to the Organizer those specific details that are indicated in the invitation that is issued by the Organizer. Registration by name must be made no later than fourteen (14) days prior to the start of the Event. Registration by name is not valid unless accompanied by such payments as requested 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 must be made by the Divisions or, if they are members of the US or other foreign Biathlon NSO, by the individual competitor. Registration by numbers, indicating competitors by class and the number of team staff members, must be made in time for the Organizer to make the necessary plans and arrangements for the Event. If the Organizer wishes to set specific deadlines for registrations, those dates must be stipulated in the Invitation.

4.5. ENTRIES

Entries for all Competitions shall be in accordance with the IBU Rules.

4.6. REGISTRATION FEES

4.6.1. The registration fee(s) for the Canadian Championships will be set by the Organizing Committee and must form part of their bid document. After approval by Biathlon Canada, the approved fee structure must be indicated in the Invitation. The recommended range for fees is \$30-\$40 per Competition. All participants must pay the registration fees as set.

4.6.2. Registration fees for the Eastern/Western Championships will be set by the Organizer and must be included in the bid document and, once approved, specified in the Invitation. It is recommended that the registration fee(s) for the whole event should not

exceed \$60.

5. HOSTING STANDARDS AND REQUIREMENTS

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

5.1. ORGANIZATION

The Organizing Committee should be set up in general conformity with the IBU Rules and the IBU Organizer's Guide and must have sufficient numbers of officials to conduct the event in an efficient and orderly manner.

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

Chairperson of the Event:	No mandatory qualification level, but the Event Chairperson cannot also be the Competition Chief
Competition Chief – National Championship:	Leader
Competition Chief – Easterns/Westerns:	Advanced
Chief of Course:	Advanced
Chief of Range:	Advanced
Chief of Results & Timing:	Advanced
Chief of Stadium:	Advanced
Competition Secretary:	Advanced

All other officials who themselves have 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 the 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, firing lanes 2.75 – 3.0 meters wide, marked lanes, wind flags, safe/good access/exit (left to right) and a penalty loop within 60 m proximity of the range. The shooting ramp must be large enough to accommodate the anticipated number of competitors, coaches and officials, and there must be sufficient rifle racks and space to address both the needs of the athletes during zeroing, and, for those competitor classes that do not carry rifles, one space for each non-carried rifle at the

entrance to 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, with adequate space for Start and Finish (preferably together), a Relay Hand-Over Zone (required for National Championships), a Simultaneous Start area (when required for the Event). There should be a scoreboard (posted paper or electronic) to allow teams and spectators to easily view results.

5.2.4. 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. A suitable section on the competition trail may be made available for glide testing as directed by the TD.

5.2.5. 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 Shelter and Huts

Team shelters (buildings or heated tents) must be equipped with power, lights and ventilation, and be large enough to provide shelter for all competitors. Team wax huts will be allocated on a one per team basis if possible and, when possible, not more than 300 meters from the stadium. The Wax Cabin Safety Notice, Annex B, must be posted in each team wax cabin/building/tent and must be enforced.

5.2.7. Timing Systems

Biathlon-in-a-Box, or a system or systems of equivalent capability, meeting all of the IBU specifications for the format and content of competition documents, including but not limited to Start Lists and Results, must be used. Electronic timing devices/data entry devices (such as Summit Timers) must be used to gather all the primary timing data from the Start and Finish, the primary and secondary Range data, and the primary, secondary and tertiary Penalty Loop data. This probably means having available the equivalent of six separate electronic timers/data entry devices, such as Summit Timers. The secondary and tertiary Start and Finish timing data may be manually gathered, but it must be used as a verification reference within the Results production process. The use of chip (transponder) systems for the identification of competitors is encouraged. Course timing data may be manually gathered, but the course data must be compiled and the resulting information must be

integrated into the Results production process. Video recording equipment must be available and used, as directed by the TD, to cover the Start Line, Finish Line, Penalty Loop, and the range exit rifle rack for non-carriers. Results must be based on timing to the nearest 1/10 of a second.

5.2.8. Parking

There must be sufficient parking space for the vehicles of spectators, competitors and staff within 500 meters from the stadium site, or adequate, organized shuttle transport must 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 for volunteers, competitors and team staff. Separate comparable facilities should be provided for spectators

5.2.10. Spectator Services

Services for spectators, such as a concession area 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.

5.4 DOPING CONTROL

Space for doping control, to meet the needs of the Canadian Centre for Ethics in Sports, which includes a dedicated-to-doping-control toilet, must be arranged by the organizer.

5.5. CONTINGENCY PLAN

The organizers should develop a feasible contingency plan on how to deal with adverse snow and temperature conditions. The plan may include a reserve site, reserve snow storage or an arrangement for transporting snow to the site.

5.6. 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.

5.6.1. 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.

5.6.2. 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.

5.7. BIB SETS

Along with regular competition bibs, leg numbers (minimum of one, which must be placed on the right thigh) are required for the Canadian Championships. The organizer must also provide a proper set or sets of relay bibs if Mixed Relay Competitions are being held.

6. RESULTS, AWARDS, SOCIAL AND CEREMONIAL FUNCTIONS

6.1. RESULTS

Results for all Biathlon Canada events shall be produced in accordance with the IBU rules. All results for all Competitions shall be sent to the addressees separately specified by Biathlon Canada, and posted on the web site identified by the Organizing Committee in the invitation for the Event, within one hour of the posting of the Final Results of each of the Competitions. When the Championship comprises more than one event, e.g. the Canadian Championships and the North American Championships, or the Eastern Canadian Championships and a North American Cup Series event, separate Results must be produced and posted 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 eligible Competitors (see Note 1 below) in each Class of Competition. Medals must either be engraved with, or have

printed on them, the following:

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

Notes:

1. Championship Medals will be awarded to the top three places, provided that there are four or more athletes entered in the Class. Provided there are three athletes entered in the Class, two Championship Medals will be presented. Provided that there are two athletes entered in the Class, one Championship Medal will be presented. No Championship Medals will be awarded unless there are at least 2 entries in the Class.
2. Prizes (as distinct from Championship Medals) may also be given at the discretion of the organizers. Awards for various reasons such as sportsmanship are also permitted. Useful gifts, such as ski equipment can be awarded in addition to official awards.
3. Non-Canadian competitors and competitors who would otherwise have received a Championship Medal but who are entered in Classes with insufficient Competitors, must be appropriately recognized for their accomplishment at the awards ceremony and may be given guest awards or other suitable tokens, as decided by the Organizer.
4. The cost for all awards must be borne by the Organizer.

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 placed on the medals.

6.3. SOCIAL AND CEREMONIAL

These guidelines for ceremonies apply to the Canadian Championships but should be considered for the Eastern/Western Championships. The Organizing Committee will organize an opening ceremony and a function, normally a banquet, where the Biathlon Canada national awards and other awards presentations will take place. The format of the function must be specified in the bid. The TD must review and approve the opening ceremony. The Chairperson, or designate, of the Biathlon Canada Board of Directors must review and approve the banquet arrangements.

6.3.1. Opening Ceremony

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

6.3.2. Medals and Other Awards Presentation

The presentation of Championship Medals should be formal in nature, as an acknowledgment of the important achievements attained by the athletes. Championship Medals should be presented daily, after the competitions are complete, but the medals for any competitions that take place on the day of the banquet may be presented at the banquet.

6.3.3. Banquet

The banquet will normally be scheduled for Thursday evening (when followed by the second recommended day of Official Training) The banquet must include a healthy, well-balanced meal of good quality and must be held at a time suitable for athletes and may not exceed 3 hours duration. A sound system must be available. A Biathlon Canada designate will coordinate the integration of the Biathlon Canada annual awards into the program and will be on site to present them. The fee for the banquet should not exceed \$40.

A head table must be reserved for:

- The Chairperson of the Organizing Committee

- Local and visiting dignitaries

- A male and a female athlete (selected by the organizers in conjunction with the TD)

- A senior representative of Biathlon Canada

- A senior representative of the Host Division

- The Competition Chief

- The TD

- Other appropriate persons selected by the Organizer

The Organizer must provide reserved seating for other representatives of Biathlon Canada who may be attending the Event. This includes any National Referees, any member of the Biathlon Canada Board of Directors and any Biathlon Canada staff member who is attending the Championships in an official capacity.

The not-to-exceed price for the Banquet, together with an outline plan proposing when, how and where it will be conducted, must be included in the bid.

7. FINANCES, SPONSORSHIPS AND PUBLICITY

7.1. FINANCIAL RESPONSIBILITIES

7.1.1. All costs for conducting the Canadian and Eastern/Western Championships, except

team travel to and from the host community and accommodation and meals for the teams, must be borne by the Organizer. Funding for the Championships are normally accrued from sponsorships and entry fees. In rare and special cases, a grant may be available from Biathlon Canada. When travel and accommodation costs are being paid under this policy, they shall be paid in accordance with the Biathlon Canada Travel and Expenses Policy.

7.1.2. For the Eastern/Western Championships the organizer shall pay directly to the TD the costs arising from the travel, accommodation and meals for the Biathlon-Canada-appointed Technical Delegate.

7.1.3. 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 Biathlon-Canada-appointed Technical Delegate.

7.1.4. For the Canadian Championships, the Organizing Committee shall pay directly to the Biathlon-Canada-appointed Technical Delegate and the Biathlon-Canada-appointed National Referees, all the costs arising from their travel, accommodation and meals necessary to officiate at the event.

7.1.5. For the Canadian Championships, Biathlon Canada will normally reimburse the Organizing Committee, up to a limit defined by the Board of Directors, a portion of the costs that are incurred by it for the meals, accommodation and travel of the Biathlon-Canada-appointed TD and the Biathlon-Canada-appointed National Referees. The Organizing Committee must contact the Biathlon Canada National Office to ascertain what reimbursement limits may have been set by the Board, and the procedure to follow in seeking reimbursement.

7.2. SPONSORSHIPS AND MARKETING

All 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. The Organizing Committee must ensure that it contacts the Biathlon Canada National Office about sponsorship and to acquire the Biathlon Canada sponsor banners that must be displayed at the site during the event.

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 Organizer from marketing merchandise of its own design.

7.3. DIVISION OF REVENUES

In cases of sponsorship obtained or negotiated by Biathlon Canada for the event, the Biathlon Canada Board of Directors, in consultation with the Organizer, shall decide the

sharing of the sponsorship revenues.

7.4. REPORTING AND AUDITING OF EVENT FINANCES

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

7.5. PUBLICITY AND MEDIA

7.5.1. Television Coverage.

The Organizer must arrange the maximum possible publicity for the Championships. However, any national television coverage will be negotiated under Biathlon Canada jurisdiction, including any financial arrangements.

7.5.2. Press Support Facilities.

Every effort should be made to provide communication facilities – phone, fax and internet access, for the press.

7.5.3. Media Liaison.

The Organizer must designate a full time media liaison person during the event. The responsibilities assigned to that person must include all Results distribution to the media, including the press wire services.

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 Championships will consist of:

Chairperson: Technical Delegate
Member: Competition Chief
Members: National Referee responsible for the Course, and
 two representatives elected at the first Team Captains' Meeting.

The Competition Jury at the Eastern & Western Championships will consist of:

Chairperson: Technical Delegate
Member: Competition Chief
Members: three representatives elected at the first Team Captains Meeting.

Note: When there are competitions in the morning and in the afternoon, separate juries may be established for the morning and the afternoon series of competitions.

8.2. JURY OF APPEAL

8.2.1. Canadian Championships.

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 and all the Members will not be considered as prejudiced in case their home division team is involved in a case before the Jury. The structure of the Jury of Appeal for the Canadian Championships will be as follows:

Chairperson: Chairperson of the Board of Directors of Biathlon Canada, or a representative so designated.

Members: If present at the Event, one other member of the Board of Directors as designated by the Board Chairperson; and three representatives elected at the first Team Captains' Meeting.

- Notes: 1. The Jury of Appeal should include members of both genders.
2. If no other member of the Board of Directors is present or if one is present at the Event but has not been designated as a Member of the Jury of Appeal by the Chairperson of the Board of Directors, four team representatives will be elected as the members of the Jury of Appeal.

8.2.2. Eastern and Western Canadian Championships

For the Eastern/Western Championships, the same principles will be followed but the Chairperson shall be designated after consultation between Biathlon Canada and the TD. If there are insufficient teams participating at the Event to form a meaningful Jury of Appeal (having sufficient Teams in attendance to provide representation on the Competition Jury(ies) and the Jury of Appeal), four members of the Biathlon Canada Board of Directors will be designated as in-absentia Members of the Jury of Appeal by the Chair of the Board of Directors. In this case, communication may be conducted using telephone, e-mail or some other electronic means.

8.2.3 Other Events

For Canadian events that are not under Biathlon Canada's direct jurisdiction, such as the Canada Winter Games, a Jury of Appeal will be established according to the individual event requirements and the principles set out in this policy.

8.3. TECHNICAL DELEGATES

8.3.1. 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 Organizer and to ensure that the competitions are conducted in accordance with Biathlon

Canada policies and the IBU rules. The 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 a TD who is from the host division may be appointed and will be considered to be impartial.

8.3.2. When a TD is nominated he/she should make contact with the Organizing Committee as soon as possible. The Organizing Committee must bring any concerns that it may have directly to the TD, who may then consult with others within Biathlon Canada if additional consultation is necessary.

8.3.3. All TDs who are appointed for Events covered by this policy must hold a minimum qualification of TD under the Biathlon Canada Officials Certification Program, but may also hold other qualifications such as an IBU International Referee or IBU TD qualification.

8.3.4. If the host location has not previously conducted a major event, such as a North American Cup or higher level, the TD may make an inspection visit to the event location prior to September 30th of the year of the event. The costs associated with such an inspection will be paid as agreed between Biathlon Canada and the Organizer.

8.4. NATIONAL REFEREES

8.4.1 Three National Referees will be appointed by Biathlon Canada for the Canadian Championships to officiate at the Course, Range, and Start/Finish/Material Control or as directed by the TD. The National Referees report to and work for the TD. They are technical representatives of Biathlon Canada in accordance with the principles established for International Referees in the IBU Rules.

8.4.2 It is not necessary to have National Referees for the Eastern/Western Canadian Championships but, if suitable qualified candidates are available to the host Division at no cost to Biathlon Canada, requests to nominate them as National Referees will be considered by Biathlon Canada. It is recommended that the Organizing Committee consider such appointments to assist the TD as a means to improve the chances for a successful event, and to provide valuable experience for qualified Divisional Officials. Such host-division-sponsored National Referees may be members of the host division but may not be a part of the Organizing Committee and may not perform any organizational function during the event.

8.4.3 National Referees appointed for Biathlon Canada events must hold a minimum qualification of Technical Delegate under the Biathlon Canada Officials Certification Program.

9. APPLICATIONS TO HOST

9.1. GENERAL

The application form and bidding process to host the Canadian, Eastern or Western Championships is attached in Annex C of this document. A prospective host organization's application for the Canadian Championships should be received at the Biathlon Canada national office by the 1st of May three years prior to the Canadian Championships and two years prior to an Eastern or Western Championship. The application must be submitted under a covering letter signed by the Division President, clearly indicating approval and support.

9.2. BID PROCESSING

Applications received by Biathlon Canada will be assessed by the Officials Committee, which will make recommendations on all applications received, in assessed order of quality, to the Board of Directors. The hosting of the Championships will be awarded based on the vote of the Board of Directors. Notification of the bid award will be made in writing to all Divisions within 30 days of their approval by the Board.

9.3. AGREEMENTS

Upon approval by the Board of Directors, the Application to Host becomes the Agreement to Host by which the host Division will conduct the Championships. This Policy forms part of that Agreement to Host for the applicable Championships. The dates of the Championships will be separately agreed upon by Biathlon Canada and the host Division.

10. AMENDMENTS AND COMING INTO FORCE

10.1. AMENDMENTS

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

10.2. COMING INTO FORCE

The version of the Policy that was in effect at the time of approval of an Agreement to Host governs that particular Event. Otherwise, this policy comes into force on the date shown in the footer of the document and supersedes all other existing Biathlon Canada policies in this context.



Annex A-1
**Classes and Specifications of Competitions for the Canadian
Championships**

Classes and Specifications of Competitions for the Canadian Championships

Class	Age	Mass Start ³	Individual	Sprint ⁵	Pursuit ⁵	Mixed Relay ⁵
Men	21 +	15 km PPSS	20 km PSPS (Shot Penalty - one minute)	10 km PS	12.5 km PPSS	3 x 6 km PS
Women	21 +	12.5 km PPSS	15 km PSPS (Shot Penalty - one minute)	7.5 km PS	10 km PPSS	3 x 6 km PS
Junior Men	19 – 20	12.5 km PPSS	15 km PSPS (Shot Penalty - one minute)	10 km PS	12.5 km PPSS	3 x 6 km PS
Junior Women	19 – 20	10 km PPSS	12.5 km PSPS (Shot Penalty - one minute)	7.5 km PS	10 km PPSS	3 x 6 km PS
Youth Men ¹	16 ¹ – 18	n/a	12.5 km PSPS (Shot Penalty - 45 seconds)	7.5 km PS	10 km PPSS	3 x 6 km PS
Youth Women ¹	16 ¹ – 18	n/a	10 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS	3 x 6 km PS
Senior Boys/Girls ^{1, 2}	15 – 16 ¹	n/a	7.5 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS	3 x 4.5 km PS
Masters Men 35 ² Masters Men 40 ² Masters Men 45 ² Masters Men 50 ² Masters Men 55 ² Masters Men 60 ² Masters Men 65 ² Masters Men 70 ²	35 + 40 + 45 + 50 + 55 + 60 + 65 + 70 +	n/a	10 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS	3 x 4.5 km PS
Masters Women 35 ² Masters Women 40 ² Masters Women 45 ² Masters Women 50 ² Masters Women 55 ² Masters Women 60 ² Masters Women 65 ² Masters Women 70 ²	35 + 40 + 45 + 50 + 55 + 60 + 65 + 70 +	n/a	7.5 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS	3 x 4.5 km PS

Table 1: Classes and Specifications of Competitions for the Canadian Championships

Notes:

1. The IBU Rules definitions of age classes apply specifically to the WYJCH. For Biathlon Canada sanctioned

events, an athlete who is 16 by the end of December in the year that starts the winter competition season may elect to compete in either the Senior Boys/Senior Girls category and not carry his/her rifle, or may compete as a Youth Men/Youth Women and must carry her/his rifle. Such election can be made for each Competition within the Event, and may be changed up to the published Entry deadline for that Competition.

2. Senior Boys and Senior Girls do not carry rifles when skiing the course. All Competitors who do not carry rifles must conform to the appropriate section of the *Range Procedures For Competitors Not Carrying Rifles* contained in Annex A-3.
3. Except for the Individual Competition, for which the Shot Penalty is noted above in the table, the Shot Penalty a 150 m Penalty Loop for all other competitions



Annex A-2
**Classes and Specifications of Competitions for the Eastern and
Western Canadian Championships**

Classes and Specifications of Competitions for Eastern and Western Canadian Championships

Class	Age	Mass Start ³	Individual	Sprint ³	Pursuit ³
Men	21 +	15 km PPSS	20 km PSPS (Shot Penalty - one minute)	10 km PS	12.5 km PPSS
Women	21 +	12.5 km PPSS	15 km PSPS (Shot Penalty - one minute)	7.5 km PS	10 km PPSS
Junior Men	19 – 20	12.5 km PPSS	15 km PSPS (Shot Penalty - one minute)	10 km PS	12.5 km PPSS
Junior Women	19 – 20	10 km PPSS	12.5 km PSPS (Shot Penalty - one minute)	7.5 km PS	10 km PPSS
Youth Men ¹	16 ¹ – 18	n/a	12.5 km PSPS (Shot Penalty - 45 seconds)	7.5 km PS	10 km PPSS
Youth Women ¹	16 ¹ – 18	n/a	10 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS
Senior Boys/Girls ^{1,2}	15 – 16 ¹	n/a	7.5 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS
Junior Boys/Girls ²	14 and under	n/a	6 km PPP (Shot Penalty - 45 seconds)	3 km - 4.5 km PP	4 km PPP
Masters Men 35 Masters Men 40 Masters Men 45 Masters Men 50 Masters Men 55 Masters Men 60 Masters Men 65 Masters Men 70	35 + 40 + 45 + 50 + 55 + 60 + 65 + 70 +	n/a	10 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS
Masters Women 35 Masters Women 40 Masters Women 45 Masters Women 50 Masters Women 55 Masters Women 60 Masters Women 65 Masters Women 70	35 + 40 + 45 + 50 + 55 + 60 + 65 + 70 +	n/a	7.5 km PSPS (Shot Penalty - 45 seconds)	6 km PS	7.5 km PPSS

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

NOTES:

1. The IBU Rules definitions of age classes apply specifically to the WYJCH. For Biathlon Canada sanctioned events, an athlete who is 16 by the end of December in the year that starts the winter competition season may elect to compete in the Senior Boys/Senior Girls category and not carry his/her rifle, or may compete as a Youth Men/Youth Women and must carry her/his rifle. Such election can be made for each Competition within the Event, and may be changed up to the published Entry deadline for that Competition.
2. Senior Boys, Senior Girls, Junior Boys and Junior Girls do not carry rifles when skiing the course. All Competitors who do not carry rifles must conform to the appropriate section of the *Range Procedures For Competitors Not Carrying Rifles* contained in Annex A-3.
3. Except for the Individual Competition, for which the Shot Penalty is noted above in the table, the Shot Penalty is a 150 m Penalty Loop for all other competitions, except that Junior Boys and Junior Girls use a 100 m Penalty Loop vice the 150 m loop used for all other Classes.



Annex A-3
Range Procedures for Competitors Not Carrying Rifles

Range Procedures for Competitors Not Carrying Rifles

1. 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.

1.1. 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.

1.2. PENALTY

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

1.3. 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 any action that is the coaches' mistake. In addition, the coaches are responsible for ensuring that a rifle placed on a mat does not impede or otherwise disrupt or interfere with other competitors.

1.4. SAFETY CHECK

The Competitor's Coach is responsible for performing the safety check on the rifle before it is moved to another location – by confirming that there is no inserted magazine, that the action has been opened, and that there is no round in the chamber.

2. SENIOR BOYS, SENIOR GIRLS

As Senior Boys and Senior Girls do not carry rifles on the trails during a competition, but are required to shoot in both the standing and prone positions, the procedures detailed in this annex shall be used for all shooting bouts.

2.1. PROCEDURES

2.1.1. Prior to the start of the competition, all Senior Boys' and Senior Girls' rifles, with the bolts open unless otherwise authorized, will be placed in racks 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.

2.1.2. Competitors must come to a complete stop on the mats located in front of these racks before they start to pick up their rifles. Each competitor will then pick up their rifle, close the bolt, and place the rifle in the correct carrying position on their back.

2.1.3. Competitors will then ski to their firing points and carry out normal range procedures, as defined in the IBU rules, for removal and replacement of the rifle, for shooting, and for leaving the firing point.

2.1.4. After completing a bout of shooting, each Competitor will 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 must come to a complete stop on the mats located in front of these racks. They will then remove the rifle from their back, open the bolt, and place their rifle on the racks. Once the rifle has been safely and securely placed on the rack the competitor may continue with the competition.

2.1.5. In the case of inclement weather, the TD, or in his/her absence the Chief of Competition or the Chief of Range, may authorize that a designated official close the bolt of the rifles that have been placed in the exit rack to prevent the build-up of snow or ice, but only after inspecting the rifle to verify that the bolt was open, no rounds or empty casings were in the chamber, and that no rounds are present in any magazine inserted into the action of the rifle. This will permit rifles to be carried and to be left in the rifle rack with closed bolts to prevent the ingress of snow and ice when conditions are adverse.

2.1.6. Competitors must not be interfered with when retrieving rifles or when placing rifles into the racks.

2.1.7. At the end of the competition each Competitor must collect his/her rifle, prove it to be safe, and proceed to the designated Material Inspection location so that any required inspection can be completed. Completion of this obligation and any ensuing inspection marks the end of the competition for the non-carrying Competitor.

2.2. PENALTIES

2.2.1. Any safety violation during the above-specified procedures will lead to a 2-minute penalty imposed by the Competition Jury.

2.2.2. The Competition Jury shall handle other issues arising from the procedures according to the principles set out in the IBU Rules and to common sense.

2.3. RESPONSIBILITIES

2.3.1. The Organizing Committee is responsible for providing a sufficient number of rifle racks. The entrance and exit 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 50 cm.

2.3.2. The Organizing Committee must provide a minimum of eight (8) officials / volunteers for the Sprint and Relay competitions and 14 (fourteen) officials / volunteers for Individual and Pursuit competitions to shuttle the rifles back to the entrance rifle racks so that they are ready for the competitors' next shooting bouts.

2.3.3. The Organizer must have one official at both the entrance and exit racks to monitor the recovery and removal of rifles by the Competitors and to supervise those officials who are moving the rifles.

2.3.4. 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.

2.3.5. Each Competitor is responsible for placing his/her rifle in the range entrance racks prior to the competition.

2.4. RIFLE RACKS

2.4.1. 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.

2.4.2. The Organizer must number the range entry rifle rack(s) with the Start Numbers of the Competitors. The numbers must be easily visible and placed on or near the notches to indicate clearly 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. Rifle racks shall be numbered in such a way that the rifles of Competitors with nearly sequential Start Numbers are physically separated to minimize the possibility of two Competitors having to access the same part of the rifle rack at the same time.

2.5. RIFLE IDENTIFICATION MARKING

Rifles placed in the racks must be marked, on the top part of the fore stock, with the Start Number of the Competitor so that the number is clearly visible while the rifle is in the rack. This rifle numbering normally takes place as part of the equipment/material inspection before each competition.

2.6. ACTION WHEN RIFLES NOT IN PLACE

If a rifle is not in place in the rack for a Competitor to retrieve upon arrival at the entrance to the Range, 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 upon the circumstances.



Annex B
Wax Cabin Safety Notice

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 consume any food or beverage in the Wax Cabin or 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. Consider whether you need ear protection if you are using noisy power tools.
9. Clean the cabin daily, wearing a mask while sweeping the particles.
10. Dispose of the swept wax as requested by the Organizer.
11. Do not smoke with any wax particles on your hands.



Annex C

Application to Host the Canadian Championships or the Eastern or Western Canadian Championships

**Application To Host the Canadian Championships
or the Eastern or Western Canadian Championships**

Name of Event:

Proposed Dates:

Acceptable Alternate Dates:

Competition Facility Name:

Type of Competitions to be held (Individual, Sprint, Pursuit, Mass Start, Mixed Relay, Super-Sprint – number and type):

1. ORGANIZING COMMITTEE

Name: _____

Current Number of Officials holding qualifications under the Biathlon Canada Officials Program: _____

2. CHAIRPERSON

Name: _____

Telephone: (W) _____

Address: _____ (H) _____

Fax: _____

Cell: _____

E-mail: _____

3. HOST COMMUNITY

Name: _____ Province / Territory: _____

Community Population: _____

Travel distance from event site to major airport: _____

Number of Restaurants within 30 km of Competition Site:

Number of Hotels (including approx. bed count) within 30 km of Competition Site:

Previous sporting events hosted, including the years:

4. EXPECTED SPONSORS FOR THE EVENT

Please list and indicate type of sponsorship expected:

5. PUBLICITY

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

6. OTHER FACTORS

7. PLANNED COMPETITION COMMITTEE

Please list names of the proposed key officials and their current qualifications as Officials under the Biathlon Canada Officials Program:

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

Anticipate Number of Volunteers: _____

Indicate planned officials training indicating approx. dates, levels of courses/clinics, and anticipated number of trainees:

9. PARTICIPANT REGISTRATION FEES AND BANQUET COSTS

What are the not-to-be-exceeded fees?

Per Competition:

Whole Event Registration Package:

Banquet Ticket:

10. FACILITY 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:

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

b. Range – number and type of targets:

c. Results and Timing Systems Details:

d. Types of trail grooming equipment:

e. Number and type of team Wax Huts:

f. Size and Type of Athlete Shelter/Lodge

g. Size and Type of Volunteer Shelter/Lodge

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