

BIATHLON BC HOSTING POLICY

FOREWORD

Biathlon BC (BiBC) is the provincial governing body for the sport of Biathlon in BC under the jurisdiction of Biathlon Canada. This document is the BiBC policy for hosting Biathlon BC Cup and Biathlon BC Championship events.

Biathlon BC Cups and the Biathlon BC Championships are the highest level of provincial activity in Biathlon. Accordingly, they must be well organized to a standard that will provide uniformity in competition across the Province of BC, and provide a seamless transition for all involved to national and international levels.

BiBC as a Provincial Sport Organization is responsible for conduct and standards in Biathlon in the province; therefore all hosting organizations and their organizing committees must ensure the aforementioned events conform to the stipulations of this Hosting Policy.

1.1 PURPOSE

This Policy shall apply as fully as possible in principle and spirit. Upon approval by the BiBC Board, the application (in accordance with Appendix A) by a hosting organization to host a Biathlon BC Cup becomes the agreement by which the host organization will conduct the Biathlon BC Cup according to this Policy.

The hosting organization must establish an Organizing Committee (OC) to prepare and conduct the event or competition.

The assigned Technical Delegate (TD) is the agent of BiBC who will administer and interpret this Policy for the event. The OC and competition committee (CC) must work closely with the TD on all aspects of the events after the naming of the TD.

1.2 RULES

International Biathlon Union (IBU) rules shall apply as fully as possible.

Biathlon Canada rules shall apply for classes not covered in IBU rules.

Rules for the specified classes in Appendices B and C are approved by BiBC and shall be used.

1.3 INTENT AND NATURE OF EVENTS

The Biathlon BC Championships are intended to be held annually and provide a forum to name the Biathlon BC Champions in each class and type of competition.

The Biathlon BC Cups provide a forum province-wide for the whole competition season for all levels of competition. An accumulating point system functions to identify season winners. These events may be used to select a team for the National Championships, other Provincial teams, training groups or squads.

1.4 SANCTIONING

The Biathlon BC Cups and Biathlon BC Championships are under the control of BiBC. No event held in BC may be so titled nor may a variation of the above names be used unless approved by BiBC.

1.5 SANCTION FEES

The hosting organization shall pay a sanction fee of \$500 for being granted the hosting right. The sanction fee will be deducted from the competition registration fee.

1.6 ELIGIBILITY TO HOST

Any BiBC member club in good standing is eligible to apply to host an event. An application as per Appendix A should be emailed to the BiBC Administrator.

1.7 EVENT FREQUENCY AND TIME FRAME

The BC Championships are to be held annually in February or March. Normally, the Biathlon BC Championships will be the last two competitions in the Biathlon BC Cup series. The location of the BC Championships will, if possible, alternate between the North and South on alternate years (mid line = 100 Mile House), but may be varied in years in which the BC Winter Games or other events that are not scheduled annually take place.

A maximum of four (4) Biathlon BC Cups shall be held, distributed as to enable access from all areas of the Province actively involved in the sport. As there is considerable travel time and cost involved in attending, every effort will be made to ensure equitable access to the minimum number of these events necessary to score points for the series aggregate score.

2.1 CLASSES OF COMPETITORS

All competitor classes as listed in Appendix B shall be offered in each Biathlon BC Cup competition.

2.2 TYPES OF COMPETITION

Six (6) types of competition are authorized: Individual, Sprint, Pursuit, Mass Start, Relay and Mixed Relay.

The types of competition at a Biathlon BC Cup shall be determined in consultation with BiBC and the assigned TD.

Recommended distances and shooting bouts for classes and competitions not covered by IBU or Biathlon Canada rules are listed in Appendix B. Special rules for penalties for Junior Boys/Girls and younger are listed in Appendix C.

3.1 INVITATION

The OC shall prepare a draft competition invitation for the TD's review and approval. The OC shall work closely with the assigned TD on the competition details. After the invitation has been approved, the TD is to email the approved invitation to the BiBC Administrator and the BiBC VP Administration for posting on the website a minimum of four (4) weeks ahead of Biathlon BC Cup events and five (5) weeks ahead of Biathlon BC Championships.

Invitations must contain the following information:

- Event name, dates, and hosting organization
- Location of competition venue (including venue map)
- Dates and event schedule
- Competition types and rules
- Team captains meeting schedule and location
- Stadium plan, course map and course profiles
- Facility and official training information
- Registration and entry details including fees, payment method and deadlines
- Logistical information such as available accommodation details and costs, nearby restaurants, groceries, ski shops, wax cabins
- Travel information and local transport suggestions
- Rifle import regulations and information
- Banquet or reception details including location, costs and ticket arrangements
- Event contact information
- Other special information

Modifications of the invitation must receive TD approval.

3.2 PROGRAM

Friday:	Arrival, training
Saturday:	Competition day
Sunday:	Competition day and departure

4.1 PARTICIPATION, REGISTRATION AND ENTRY FEES

Any member of BiBC, Biathlon Canada or IBU in good standing may enter in Biathlon BC Cups.

Biathlon BC members shall receive the benefit of BiBC programs such as Biathlon BC Cup points, team or squad selection, as stated in this Policy. Non-Biathlon BC members are not eligible for BiBC programs. The OC must familiarize themselves with the BiBC registered participant classes as well as Day licenses and the privileges of each class.

Proof of membership with Biathlon BC or an affiliated organization including, but not limited to, Biathlon Canada and USBA may be required at the competition.

4.2. COMPETITION ABILITY

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

4.3 PARTICIPATION QUOTAS

The OC may, with the approval of the TD, limit numbers and categories based on a first registration-received basis.

4.4 REGISTRATION AND ENTRY FEES

The entry fees must not exceed \$40 for Cadet, Recreational, Masters, Junior Boys/Girls, Senior Boys/Girls, Youth Men/Women, Junior Men/Women and Men/Women for each competition of a BC Cup event. The entry fees for Juvenile and Midget, must not exceed \$35. These fees do not include registration costs. Each event must have a minimum of two competitions.

Entry fees will cover facility use and all other expenses during competition. Registration must be administered through BiBC's Zone4 account. All registrations and entry fees must be made through Zone4 by the dates specified in the invitation. No late entries will be allowed.

4.5 PROTEST FORMS AND FEES

Official protests must be submitted to the competition office on the designated form accompanied with a \$25 cash deposit, not more than 15 minutes after the posting of provisional results. The deposit will be returned if the protest is upheld; otherwise the deposit will go to BiBC.

5.1 ORGANISATION

The OC shall consist of a minimum of four (4) people including a chairperson, secretary & treasurer, competition chief, and volunteer coordinator. The chairperson, competition chief and the secretary & treasurer shall work cooperatively with the TD.

The OC must advise the TD of the qualifications and experience of the Chiefs. The TD must review and approve the assignment of the Chiefs.

The OC must keep the TD up-to-date with the number of volunteers and officials available and the distribution for each competition during the event.

During the events, a Competition Committee shall consist the following, as a minimum,

- Competition Chief
- Competition Secretary
- Chief of Course
- Chief of Range
- Chief of Timing
- Chief of Stadium
- Technical Delegate

5.2 OFFICIALS QUALIFICATION LEVELS

One of the Chiefs should be qualified at Leader Level and other chiefs must be at Advanced Level. The persons in critical data collecting roles must be qualified at Entry Level or higher.

The OC is responsible to fill the positions with appropriate officials. The TD may exercise his/her discretion pertaining to this requirement.

5.3 COMPETITION FACILITY

The competition facility for BiBC events should conform to IBU rules. In recognition of the developmental aspects of Biathlon, particularly in new communities, the OC may seek the TD's approval for exceptions. The TD at his/her discretion may authorize the exceptions provided that they are safe and, in general, conform with IBU rules.

RANGE

- Minimum of fourteen (14) mechanical or electronic metal targets set on level base with zeroing targets at the same level of the metal targets
- 2.75 - 3.0 m marked lanes, level shooting ramp
- Lane dividers
- Wind flags
- Safe access and exit (left to right)
- Penalty loops of 150m and 100m no more than 60m from the range exit
- Provision for Air rifle targets must be made if this type of rifle is in use

COURSE

- Sufficient trails (loops) to conduct the required competitions
- General conformity with IBU Rules and specifications, with no dangerous portions
- Course marking with coloured signs that incorporate a letter, number or symbol to clearly distinguish each loop

STADIUM AND CENTRAL AREA

- Public access and parking must be no more than 300m from the competition site
- Clearly marked (fenced or V boarded) coaches area behind the range
- The Stadium should be laid out with fencing and/or V boards to distinguish competition areas, traffic route and spectator areas
- Stadium configuration must provide good spectator viewing
- Stadium design and personnel available to control non-competitors
- The start/finish area should be in close proximity to the range
- A simultaneous start area for a minimum of three (3) lanes
- A pursuit start area sufficient for a minimum of four (4) start lanes

SKI TEST AREA

A minimum 25m long ski trail section on slope and with a minimum of 2 set-tracks prepared the same way as the competition course should be provided for ski testing. If this is not available, the OC in consultation with the TD shall make every effort to provide a ski test area on one of the trails.

WARM-UP TRAIL

An approximate 1 km long trail prepared the same as the competition course, with access from the stadium and range areas shall be provided. If this is not available, the OC shall, in consultation with the TD, make every effort to provide an appropriate warm-up trail nearby.

TEAM HUTS

The OC shall provide heated rooms, cabins or buildings of sufficient space with heat and power to all competitors, not more than 300m from the start/finish location. Provision for waxing at this or a separate location is desirable.

TIMING AND RESULTS

Electronic or manual timing systems may be used. If an electronic system is used, a manual timing and results system must be in place in addition to the electronic system to back-up the electronic system in case of electronic malfunction. If stopwatches are used as primary and back-up timing system, a minimum of six (6) stopwatches must be used to maintain competition timing.

Biathlon-in-a-Box is the software acceptable to BiBC for event management and production of results in a format that is publication ready.

An operator for the data entry and results generation must be identified well in advance of the event. If a competent timing system operator is not available locally, the hosting organization shall establish a suitable training regimen to address the issue.

If requested, BiBC will provide one laptop loaded with Biathlon-in-a-Box, six Summit timers, one projector, one printer, one stadium clock and one start clock for competition timing. A regional operator may be assigned to assist the event. The hosting organization is responsible for the costs of shipping of equipment to and from the venue.

The regional timing operator is to assist in running the team captains meeting, the draw, entry of data to Biathlon-in-a-Box, and production of Provisional and Final results together with necessary forms and competition paperwork. The Competition Chief shall plan and train race officials well in advance to operate the equipment efficiently including space, power, web connection, and will assist the regional timing operator.

Final results must be given to the TD, Competition Chief, and Biathlon BC Administrator as soon as possible, and no later than 1900hrs on the day of competition.

All publications posted for public consumption must contain the logos and names of BiBC sponsors and partners.

PARKING

The organizing committee is to provide sufficient parking for spectators and competitors as close to the stadium as possible.

TOILETS

Sufficient for a minimum of 120.

Must be located close to start area and range, including at least one toilet within 50m of the start line.

SPECTATOR SERVICES

A spectator area shall be designated at the range and stadium. A PA system for public announcements shall be provided during the event. Commentator and music are optional but highly recommended.

INSURANCE

Hosting organization must provide valid insurance for the competition. Contact Biathlon Canada for insurance certificate.

WAX PROTOCOL SPACE

The OC shall provide BiBC with a 10m x 20m or larger space, such as a room or tent, to facilitate the BiBC Wax Protocol. This must have sufficient lighting and a power outlet to charge batteries. BiBC will be responsible for providing and applying wax for the protocol.

5.4 EMERGENCY PLAN

An up-to-date emergency plan for injuries to participants must be available and may include the following:

- Name of trained first aider coordinator and first aiders, ski patrol personnel
- Access to first aid personnel at the venue
- Access to the closest physician and hospital
- Communication and radio net details
- Access to snowmobile with toboggan
- Evacuation vehicle, ambulance, helicopter, etc. as necessary

The emergency plan must be discussed with the TD and known to all officials and relevant volunteers prior to the event. The emergency plan should be posted at the venue.

5.5 CONTINGENCY VENUE/PLAN

A contingency venue or plan for adverse snow conditions must be in place and included in the bid for all Biathlon BC Cups and Championships. This could include moving the venue, storage of snow on site and the means to distribute it, snowmaking capability, etc. The TD must conduct a review of the plan with the hosting organization a minimum of four weeks prior to the event. The OC must adopt with modifications where appropriate.

One week's notice for cancellation of an event is the minimum required unless uncontrollable events of weather or circumstances dictate. If the event is cancelled with at least one week's notice, entry fees (not registration and payment costs) will be refunded. If unforeseen circumstances cause cancellation closer to the event the organizers may retain entry fees sufficient to ensure no loss against expenses already incurred. The TD will monitor this process.

5.6 TRANSPORTATION

Transportation is the responsibility of the participants. However, the nearest airport, car rental agencies and special access features to the venue should be included in the invitation. If any special transport arrangements to and from the facility will be necessary, these must be included in the invitation and receive consideration by the TD.

5.7 ACCOMODATION

Sufficient accommodation for all registrants, support staff, officials and traveling visitors must be available within 30km of the venue. A moderate standard of level of accommodation is acceptable. Multiple use of rooms is allowed to meet the cost standard.

Rooms that have food preparation capability are encouraged. Restaurants and food stores must be nearby to the accommodation.

5.8 COMPETITION BIBS

A set of bibs from 1 to 120, with clear numbers with a good contrast to the background, and with side numbers is required. The preferred type is a vest pattern. Pin/tie-on numbers are not acceptable.

If a relay competition is to be run specific relay bibs are required. Alternatives must be approved by the TD.

5.9 LEG NUMBERS

Adhesive or pin-on leg numbers, to be placed on the right leg, are required. Adhesive should be of good quality such that the leg numbers won't fall off easily during competitions but won't leave residue on the racing suit.

6.1 RESULTS

The Provisional and Final results are to be produced from Biathlon-in-a-Box. Final results shall be emailed to the BiBC President, BiBC Administrator, the chairperson of the BiBC Athlete Development Committee and to any media as directed by BiBC, as soon as possible and no later than 1900hrs on the competition day.

All records must be archived for one year.

6.2 AWARDS AND PRIZES

For all classes except Midget, Juvenile and Recreational classes:

Medals obtained from BiBC must be awarded for each competition as follows:

Four or more competitors	First, Second and Third places
Three competitors	First and Second places
Two competitors	First place only
One competitor	Podium recognition only

The medals must be marked with the following:

- BC Cup #
- Date and club
- Category, competition and placing

These categories will have recognition alongside the podium for 4th, 5th and 6th place finishers. Such recognition will be celebrated with flower bouquets provided by BiBC but will not include BiBC medals.

Medals can be supplemented by awards that are symbolic in nature. Other prizes can be awarded on a basis other than performance.

Those competitors who are not BiBC members will receive BiBC medals appropriate for their placing and may be given awards and/or recognition by organizers at their discretion.

Cadets in the Cadet classes receive BiBC medals, but not points.

For Midget, Juvenile and Recreational Classes:

Points will not be awarded for the Midget, Juvenile and Recreational classes.

Medals for the top three places will not be awarded for the Midget, Juvenile and Recreational classes. Midget and Juvenile participants will be given participation medals obtained from BiBC. Organizing committees are encouraged to arrange their own participation-based awards such as chocolates, cookies or ribbons to be given to all participants in Recreational classes.

Athletes who are participating as Recreational members are eligible for Recreational Classes only.

6.3 OPENING CEREMONY

Singing of the Canadian National Anthem and the flying of the Canadian and BC Provincial flags at the venue shall take place at the competition venue before the first competition. This may include a short address and recognition of sponsors. This must be properly scheduled and not interfere with other activities.

6.4 AWARDS PRESENTATION

These are formal in nature. They may be conducted at the competition venue, especially on the Sunday, or at the banquet or social event on Saturday evening, or at another place approved by the TD.

6.5 BANQUET OR RECEPTION

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

The banquet or social event fee should be reasonable, and may be added to the Entry Fee. Additional tickets and places must be available to supporters and all team members.

7.1 FINANCIAL RESPONSIBILITIES

All costs of staging a BC Cup are the responsibility of the hosting organization, except for participants travel costs to and from the event and team meals and accommodation costs. The revenue collected on behalf of the hosting organization by BiBC will be remitted to the hosting organization as soon as practical.

The hosting organization is responsible for the costs of meals, accommodation and local transportation for the TD. The hosting organization shall discuss with the TD of the preferred arrangement. The TD shall provide all receipts to the hosting organization for reimbursement. The costs of meals and accommodation shall not exceed the current Biathlon Canada per diem rates.

BiBC will pay the TD's travel costs to and from the event. The TD shall provide all travel receipts to BiBC for reimbursement.

7.2 SPONSORSHIP AND MARKETING

All named sponsors and financial supporters for an event must be approved by BiBC. All revenue from sponsors and supporters raised by the hosting organization are the property of the hosting organization.

Benefits to sponsors and supporters such as the naming of the event, program credits, publicity and promotions associated with Biathlon BC Cups shall not be in conflict with any existing Provincial arrangements, or be in conflict with any of the aims and purposes of BiBC. The name of the event will only be changed from Biathlon BC Cup or Biathlon BC Championship with the approval of BiBC.

7.3 REPORTING AND AUDITING OF EVENT FINANCES

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

7.4 PUBLICITY AND MEDIA

The OC must arrange for maximum exposure of the event and the sport through as many areas of media and publicity as practically possible. At a minimum, local press and other media must receive notice of the event when it is awarded, as preparations are done, and to commit reporters and photographers a week or two ahead of the event date.

8.1 THE TEAM CAPTAINS MEETING

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

8.2 TEAM CAPTAINS MEETING ROOM ARRANGEMENTS

The meeting must take place in a suitable setting for a business meeting. See IBU rules / organizers' guide for the arrangement of the tables.

8.3 EQUIPMENT LIST FOR TEAM CAPTAINS MEETING

See IBU rules/organizers' guide for a list of equipment. Always test the functions of the computer, printer and copier and AV equipment and do several practice draws one (1) hour ahead to ensure all equipment is ready for the meeting.

8.4 AGENDA FOR TEAM CAPTAINS MEETING

See IBU rules / organizers' guide. Do not change this order. Other items may be added with consultation of the TD.

8.5 THE JURY OF APPEAL

A Jury of Appeal will be formed for the event before the election of the competition jury. It will consist of:

- The highest elected Executive member of Biathlon BC present will be the chairperson
- One other Biathlon BC Executive member present or reached by phone
- One person elected from the floor.

If it is not possible to form the Jury of Appeal in this format, the TD will designate an alternate format.

8.6 THE COMPETITION JURY

One competition jury for each competition. With the assent at the Team Captains meeting, one jury may serve for the entire event. It will consist of:

- The TD as the chairperson
- The Competition Chief
- Three team officials elected by the team captains only.

The TD conducts the jury election. Members will not be considered prejudiced in case of conflict of interest, and need not withdraw. This is an exception from the IBU jury composition.

8.7 TECHNICAL DELEGATES AND COMPETITION ASSISTANT

The TD will be appointed by BiBC for each Biathlon BC Cup. The TD's task is to assist the OC and CC and to ensure that the events are conducted in accordance with the BiBC policies and IBU rules and to interpret and apply these.

The TD must be selected from outside the host club/organization.

A competition assistant from the region may be appointed to supervise the timing equipment supplied by BiBC.

8.8 TD REPORT

The TD shall submit a written report on the event in the preferred format no later than four (4) weeks after the event. Copies will be emailed to hosting organization and its organizing committee chairperson, Competition Chief, the BiBC President and VP Admin, and BiBC Administrator.



Appendix A - Application to Host a Biathlon BC Cup / Championship Event

The [name of hosting club] applies for the hosting right for a BC Cup between [date] and [date] at the [competition venue, hosting community]. An organizing committee has been established and consists of the following registered Biathlon BC participants.

Name

Chairperson: _____

Secretary & Treasurer: _____

Competition Chief: _____

Volunteer Coordinator: _____

The hosting club and organizing committee agree to work cooperatively with the Technical Delegate designated by Biathlon BC. The hosting club agrees to pay for the Technical Delegate's expenses incurred during the event.

The hosting club further agrees to keep all event record and make available for audit, upon request, for one year after the event.

Name of Organizing Committee Chairperson

Signature

Name of Hosting Club President

Signature

Date



Appendix B: Classes of Competitors

Ages are as of December 31 of the competition season, as defined in IBU rules.

Men	21+
Women	21+
Jr Men	19-20
Jr Women	19-20
Youth Men	16-18
Youth Women	16-18
Sr Boys	15-16
Sr Girls	15-16
Jr Boys	13-14
Jr Girls	13-14
Juveniles (mixed gender)	11-12
Midgets (mixed gender)	10 and under
Sr Cadets	15+
Jr Cadets	14 and under
Master Men	35+ may add classes with 5 year increments (carry rifle)
Master Women	35+ may add classes with 5 year increments (carry rifle)
Recreation 1	16+ see definitions below
Recreation 2	Any Age – See definitions below

Types of competition, distances and shooting sequences for the above are determined by IBU rules as adopted by Biathlon Canada / Biathlon BC except as detailed below:

All Penalty Loops 100 m	Individual 45 sec penalty	Sprint	Pursuit	Mass Start
Jr Boys / Girls Rec 1	6k PPP PSP	4.5k PP PS	4k PPP PSP	4k PPP PSP
Juveniles / Rec 2	3k PPP	3k PP	3k PPP	3k PPP
Midgets	2k PPP	1.5k PP	2k PPP	2k PPP
Sr Cadet	7.5k PPP	6k PP	7.5k PPPP	7.5k PPPP
Jr Cadet	6k PPP	4k PP	6k PPPP	7.5k PPPP

Any 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 / Girls category and not carry his / her rifle, or may compete as a Youth Men or Youth Women category and must carry his / her rifle.

Recreation 1 is 16 and older, shooting standing as well as prone with assistance as necessary.

Recreation 2 is any age, shooting prone on rest with assistance as necessary.

As the Recreation categories are not covered by the IBU rules, the format is advisory. With reference to the ability of the competitors, the course available, conditions and numbers, modifications to the formats can be submitted to the TD for review and adoption for each event.



Appendix C: **Modifications to IBU Rules for BC Cup events**

The following shall be read in conjunction with the IBU Disciplinary Rules and the IBU Event and Competition Rules.

For the Junior Boys / Girls and younger categories, the following modifications apply to the penalties imposed, where appropriate, per IBU Disciplinary Rules.

Article 5.3		15 seconds
Article 5.4		30 seconds
Article 5.5	a	45 seconds
	b, c	1 minute
Article 5.6	a	Disqualification
	b	Disqualification
	c	time penalty, 30 seconds.
	d	1 minute excepting rifle checks which are disqualifications
	e	1 minute
	f	1 minute
	g	1 minute
	h	1 minute – loss of time or Disqualification – gain time advantage
	i	Disqualification
	j	N/A
	k	1 minute
	l	Disqualification
	m	1 minute
	n	1 minute
	o	Disqualification
	p	1 minute
	q	1 minute
	r	2 minutes
	s	Disqualification
	t	N/A
	u	N/A
	v	1 minute
	w	2 minutes

For the Midget and Juvenile categories only, artificial heating devices such as hand and foot warmers shall not be considered as prohibited materials under Section 1.3(b) of Annex A to the IBU Event and Competition Rules.