

## **BIATHLON BC HOSTING POLICY**

### **FOREWARD**

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

These events 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 British Columbia, 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 must ensure the aforementioned events conform to the stipulations of this Hosting Policy.

### **1.1 PURPOSE**

When hosting a BC Cup, the hosting organization agrees to apply this Policy as fully as possible in principle and spirit.

The assigned Technical Delegate (TD) is the agent of BiBC who will administer and interpret this Policy for the event. The hosting organization 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, except as set out in the Biathlon Canada hosting policies and in this hosting policy.

### **1.3 INTENT AND NATURE OF EVENTS**

The Biathlon BC Championships are intended to be held annually and to provide a forum to name the Biathlon BC Champions in each class and type of competition. An accumulating point system functions to identify season winners.

### **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 \$5 per registered athlete 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. Applications using the form in Appendix A should be emailed to the BiBC Operations Manager.

## **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. Three Biathlon BC Cups shall be held each year, distributed as to enable access from all areas of the Province actively involved in the sport.

## **2.1 CLASSES OF COMPETITORS**

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

The OC may offer races or other activities for U13 and recreational participants during the event. Unless an exemption is authorized by the TD, the zeroing and the races/activities for the U13 and recreational participants shall be run at separate times from the sanctioned BC Cup categories. The OC will work closely with the TD to provide a meaningful competition experience for the sanctioned BC Cup categories as well as any U13 and recreational participants.

## **2.2 TYPES OF COMPETITION**

Seven types of competition are authorized: Individual, Short Individual, Sprint, Pursuit, Mass Start, Super Sprint, 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 rules or the Biathlon Canada hosting policy, and special rules for penalties for the Junior Boys/Girls categories are listed in Appendix B.

## **3.1 INVITATION**

The organizing committee of the hosting organization (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 Operations Manager for posting on the website a minimum of four weeks ahead of Biathlon BC Cup events and five 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
- Details of any U13, cadet or recreational category races or activities
- 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 in good standing of BiBC, Biathlon Canada or the IBU may enter in Biathlon BC Cups.

For the purpose of registration at gender-based Biathlon BC events, an athlete may register under the gender with which the athlete identifies.

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 National Coach Certification Program (NCCP) trained Biathlon coach who will be responsible for certifying the ability of the athlete to compete safely and meaningfully at the provincial 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, provided that the number of competitors may not be limited to less than 140.

### **4.4 REGISTRATION AND ENTRY FEES**

The entry fees must not exceed \$40 for each competition of a BC Cup event. These fees do not include registration costs. Each event must have a minimum of two competitions.

Entry fees shall include use of the trails and range during the entire event. 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 the OC.

### **5.1 ORGANIZATION**

The OC should, as a minimum, consist the following positions:

- Competition Chief
- Competition Secretary
- Chief of Course
- Chief of Range
- Chief of Timing
- Chief of Stadium
- Volunteer Coordinator

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

### **5.2 OFFICIALS QUALIFICATION LEVEL**

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

### **5.3 COMPETITION FACILITY**

As much as possible the competition facility for BiBC events should conform to the specifications set out in this section. In recognition of the developmental aspects of Biathlon,

particularly in new communities, the OC may seek the TD's approval for exceptions from these specifications. The TD shall authorize the exceptions provided that they are safe and, in general, conform with the intent of these specifications.

## RANGE

- Minimum of fourteen 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
- T-posts
- Wind flags
- Safe access and exit (left to right)
- Penalty loops of 150m and 100m no more than 75m from the range exit

## 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 close to 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 lanes
- A pursuit start area sufficient for a minimum of four start lanes

## WARM-UP TRAIL

A minimum 400m 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.

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. The hosting organization is responsible for the rental fee and the cost of shipping of equipment to and from the venue. The rental agreement is attached as Appendix C.

The Competition Chief shall plan and train race officials well in advance to operate the equipment efficiently including space, power, and internet connection.

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.

#### CHANGE ROOMS / TOILETS

Gender neutral change rooms and washroom facilities sufficient for a minimum of 120, which 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.

### 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 aid coordinator and first aid/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 / CANCELLATION**

With approval of the TD, a contingency venue may be used if conditions arise that the planned venue cannot be used.

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 (excluding registration 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. 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 ACCOMMODATION**

Sufficient accommodation for all registrants, support staff, officials and traveling visitors must be available within 30km of the venue. Restaurants and food stores must be nearby to the accommodation.

## **5.8 COMPETITION BIBS**

A set of bibs from 1 to 140, 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 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**

Final results shall be emailed to the BiBC Operations Manager and to any media as directed by BiBC as soon as possible and no later than 19:00 on the competition day. All records must be archived for one year.

## 6.2 AWARDS AND PRIZES

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 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.

## 6.3 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.

## 6.4 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.

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 these arrangements with the TD. 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 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.

See the 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 in advance to ensure all equipment is ready for the meeting.

See the IBU rules and organizers' guide for the agenda. Other items may be added with consultation of the TD.

## **8.2 THE COMPETITION JURY**

One competition jury will be elected for each 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.

## **8.3 TECHNICAL DELEGATES**

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

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

## **8.4 TD REPORT**

The TD shall submit a written report on the event in the preferred format no later than four weeks after the event. Copies will be emailed to hosting organization and the BiBC Operations Manager.



August 2020

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

Name of hosting organization:

We hereby apply to host a BC Cup.

The preferred dates for the event are:

The hosting organization and our 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 organization further agrees to keep all event records and make them available for audit, upon request, for up to one year after the event.

\_\_\_\_\_  
Name of Hosting Organization Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Appendix B: Competition Categories and Modifications to Rules

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

Men	22+
Women	22+
Junior Men	19-21
Junior Women	19-21
Youth Men	16-18
Youth Women	16-18
Senior Boys	15-16
Senior Girls	15-16
Junior Boys	13-14
Junior Girls	13-14
Master Men 35	35+ (carry rifle)
Masters Men 50	50+ (carry rifle)
Master Women 35	35+ (carry rifle)
Masters Women 50	50+ (carry rifle)
Sport Men	17+ (carry rifle)
Sport Women	17+ (carry rifle)

Athletes who are 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 their rifle, or may compete in the Youth Men or Youth Women category and must carry their rifle.

Sport Men/Women is 17 and older, shooting standing as well as prone, carrying their rifle, under the same rules and distances as the Masters 35 categories.

Types of competition, distances, shooting sequences and penalties are determined by IBU rules and Biathlon Canada hosting policies.

For the Junior Boys / Girls categories, the following modifications apply to the penalties set out in the IBU Event and Competition Rules:

Article 11.3.1		15 seconds
Article 11.3.2		30 seconds
Article 11.3.3	a	45 seconds
	b, c	1 minute
Article 11.3.4	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
	k	1 minute
	m	1 minute
	n	1 minute
	p	1 minute
	q	1 minute
	r	2 minutes
	v	1 minute
	x	2 minutes

## Appendix C: Equipment Rental Agreement

### Event Information

Name of Organization: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Dates Equipment Required: \_\_\_\_\_

Date Equipment to be Returned: \_\_\_\_\_

### Contact Information of Renter

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

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Equipment to be Provided

Laptop with Biathlon-in-a-Box

Digital Projector

Start clock (beep clock) with stand

Stadium Clock with stand

Chronomix manual / printing timer

Digi RF Modem and connecting cable

6 Summit Timers



### Terms and Conditions for Rental of Biathlon BC Equipment

1. The cost for the rental of the equipment shall be \$100.
2. The cost of shipping the equipment to and from the place of use is the responsibility of the organization renting the equipment (the “**Renter**”).
3. Payment must be made in full before the equipment will be shipped.
4. All equipment is inspected by Biathlon BC before shipping. It is the responsibility of the Renter to inspect the equipment upon receipt. Damaged or missing equipment must be reported to Biathlon BC prior to the start of the event. Any damage or missing parts discovered after that time will be charged to the Renter.
5. The Renter is responsible for all loss and damage, and any costs and legal fees on a solicitor and client basis incurred by Biathlon BC in enforcing this Agreement.
6. Biathlon BC will make every effort to provide the Renter with the equipment on time and in good working order. However, Biathlon BC cannot be held responsible for any losses or damages related to late arrival, damaged equipment or technical difficulties with the equipment.
7. Notwithstanding any other provision of this Agreement, in no event shall either party be liable, whether in contract, tort or otherwise, for lost profits or revenues, loss of use or similar economic loss, or for any indirect, special, incidental, consequential or similar damages arising out of or in connection with this Agreement.
8. There are no refunds for any reason once the equipment has been shipped by Biathlon BC.
9. By signing below, the parties agree to the rental of the equipment in accordance with these terms and conditions.

For the Renter

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

For the Biathlon Society of BC

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

Email completed form to [payments@biathlonbc.ca](mailto:payments@biathlonbc.ca)