

How to Host a Cross Country Skiing Competition

Special Olympics
Newfoundland & Labrador



Table of Contents

How to Host a Cross Country Skiing Comp	2
1 FACILITIES:	2
2 VENUE REQUIREMENTS	2
3 NECESSARY EQUIPMENT	2
4 ADITIONAL EQUIPMENT	3
5 OFFICIALS	3
6 GENERAL	3
7 TRAIL/TRACK	4
8 VENUE VOLUNTEERS	4
9 AWARDS	4
10 MEDICAL	4
11 MEALS	4
12 SOCIAL	5
NOTES / EVENT FEEDBACK	5
13 VENUE SIGN OFF FORM	5

How to Host a Cross Country Skiing Comp

1 FACILITIES:

- Ski Trail/Track
- Area inside with electricity (GMS Team)
- Washrooms
- Accessibility

2 VENUE REQUIREMENTS

- Trail/Track must be groomed with 2 tracks laid (well maintained)
- Marshaling Area (6 rows of 6-8 chairs with tents)**
- Sound System (Microphone or Megaphone)
- Warming area
- Parking (team buses and volunteers)
- Medical area
- Spectator Area

3 NECESSARY EQUIPMENT

- Stop Watches (8)
- Recording Sheets
- Clapper or Gun (for starting races)
- Whistle (False Start)
- Clipboards (25)
- Pencils (40 Sharp)
- Large Ziplock Baggies
- Pylons/markers (40-50+)
- Bell (lap count)
- Umpire Flags (2 for False Start)

- Club signs
- Bibs and safety pins
- Safety vests for officials/volunteers

4 ADDITIONAL EQUIPMENT

- Tents (for marshalling area)
- Benches/seating (for marshalling area)
- Megaphone or sound system
- Identifiable safety vests for volunteers/officials
- Chair/Benches
- Results Board/Area (Large – preferably for coach access only)
- Photocopier access (High-speed preferably)
- Medals/Ribbons
- Podiums (if available)
- 2-way radios for official use
- Proper Signage (Ski route well signed)
- Security barriers

5 OFFICIALS

- **Convener or Meet Manager** - Organizes all aspects of meet. Finds and books venues.
- **Sub Committee**
 - Looks after volunteers – all aspects of meet (medals, food, medical etc.)
 - Head Officials
 - Facility Management – person who volunteers or works at facility
 - Communications – sends out results
 - Safety – Oversees security and prepares an Emergency Action Plan
 - Facility support – often town officials who can prepare venue:
 - Provide barriers
 - Setup tents
 - Set up chairs/benches
 - Salt/Sand for walkways and parking lots

6 GENERAL

- **Runners** (1-2) – To bring result sheets from finish line to Games Management System. To bring documented results to viewing/positing area.
- **Announcer** (1-2) – to call athletes to marshaling area for a given event. To announce awards as presented.
- **Statisticians/Results Input** (Games Management System) – Input results and provide in a prudent manner.
- **Medal presenters** (MHA, deputy Mayor and representatives from LETR)

7 TRAIL/TRACK

- **Starter (1)** – Uses clapper or gun to start races
- **Starter Assistant (1)** – Help place racers in lanes prior to race start
- **Marshall (4-6)** – Organizes athletes by race/heat etc. in marshalling area. Bring athletes to start area from designated marshalling area (by division or in larger groups) and helps organize them in divisions at start area. Does so in a safe manner. May also return athletes to finish area to join teams following relay races.
- **Umpires (2-3)** – Has multiple roles
 - Stop athletes from running following a false start. Would be about 10m past the start line.
 - On turns for distance events to ensure athletes do not cut corners
 - Guides athletes to the correct trail
- **Timers (2-3)** – use stopwatches to time racers
- **Chief Timer** – ensures times of timers are accurate prior to documenting
- **Bell Ringer** – rings bell for final lap of each athlete in races where needed
- **Recorder (1)** – records time and finish placement for each racer. Would, also record DQ's or other relevant information before submitting heat sheets to timing area crew.

8 VENUE VOLUNTEERS

- Security
- Venue set up and cleanup

9 AWARDS

- 2-3 people to prepare awards, designate presenters.
- Marshallers (1-2) – to assist with marshalling athletes to and from award area.
- Announcer- to announce all awards

10 MEDICAL

- 2-3 people with a background in emergency first aid and CPR
- Chair / cot where possible
- First aid kit and medical supplies
- Medical area (Heated)

11 MEALS

- Venue large enough to hold all team members / volunteers etc.
- Wheelchair Accessible
- Washrooms
- PA System (in case announcement need to be made)
- Close to sport venue when possible
- Insure meals are suitable for all in attendance (notes dietary/allergy needs)
- Healthy Meals when possible



CROSS COUNTRY SKIING
Venue Sign-Off Form

Facility Name: _____

Location: _____

Course Specifications:

Trail name: _____

Course access: _____

Course profile: Profile map showing rise, fall, total climb and maximum climb

- 100m straight course – flat terrain, eight lanes, minimum of two meters between lanes
- 500m (Classic & Free Technique) double tracked looped course – flat terrain
- 1k, 2.5k, 5k, 7.5k, 10k, 3x1k (Classic & Free Technique) – double tracked course, loop configuration with 1/3 uphill, 1/3 downhill, 1/3 flat sections plus section with turns. Start and Finish area in close proximity. Any downhills will allow the skier to glide in the tracks with no need to check his/her speed, (i.e. straight run-out area) and the uphills should be easily negotiated.

Special Requirements:

- Electronic timing (Hand timers can be used if electronic system not in place)
- Certified officials
- Fenced stadium area
- Public Address System
- Waxing Facilities - It is recommended there be a waxing area designated for each team. The waxing area shall be protected from the elements and an electrical outlet available for each team.
- Wax Testing Area - There shall be a ski warm-up area set aside in close proximity to both the waxing area and the start area which shall be groomed in a way identical to the courses which shall allow for wax testing on variable terrain. Sufficient amount of track shall be available to allow access to all competitors and coaches without interfering with the conduct of the competition.
- Ski Marking and Access Control - There shall be a designated skier entrance to the course on race days which shall allow for ski marking and inspection. Likewise there shall be a skier inspection area at the finish area with a clearly defined exit route for competitors. The exit route will not conflict with the entrance route/start area.



- Proper Grooming Machinery
 - To reduce congestion in the area, spectators will be separated from the start/finish area and from the entrance/exit routes.
 - Marshalling area

Support Facilities:

- | | |
|--|---|
| <input type="checkbox"/> Restroom facilities | <input type="checkbox"/> Warming huts |
| <input type="checkbox"/> Locker/change rooms | <input type="checkbox"/> Security |
| <input type="checkbox"/> Medical/1 st Aid room | <input type="checkbox"/> Awards Podium |
| <input type="checkbox"/> Results room | <input type="checkbox"/> Results Posting Area |
| <input type="checkbox"/> Honoured Guest services | <input type="checkbox"/> Family Services |
| <input type="checkbox"/> Athlete/coach only eating & lounge area | <input type="checkbox"/> Media Services |
| <input type="checkbox"/> Family Services | <input type="checkbox"/> Officials room |
| <input type="checkbox"/> Equipment storage | <input type="checkbox"/> Map of venue |
| <input type="checkbox"/> Volunteer Room | <input type="checkbox"/> Computer & Photocopier |

Recommended Spectator Area for 25-50

GOC Representative: _____

SONL Staff: _____

Date: _____