
Club Events Manual

A guide to operating
freestyle skiing events

Developed by Freestyle BC
Education and Training Committee



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Introduction

This Event Manual is intended to act as a resource for Clubs wanting to host Freestyle events. As a reference, it might contain methods or materials that Club's find helpful in hosting their events.

The hope is that this manual continues to grow with contributions and new ideas from Clubs across the Province and Canada. As Freestyle Clubs get better at running events our athletes benefit from higher quality experiences and grow as individuals. Clubs benefit from hosting events because of potential revenues that can help them grow their programs and facilities.

By definition, Freestyle is an ever-changing and developing sport. If we, as clubs, event organizers and officials, can adapt and change with it, we will set a platform for the sport to continue to grow and thrive.

Event Hosting

For Club's hosting events mean the opportunity to invite athletes, coaches, and community of freestyle to your home resort and showcase what your club has to offer... It is also an opportunity to earn important revenue for the club.

Like the organizing of so many events, freestyle ski events come with their fair share of organizational chaos and calamity, but in the end it's worth it. Events provide an important role in an athlete's development too. Not only do they provide just another venue at which to compete, they also bring athletes together from far and wide. It exposes the athletes to a variety of new ski terrain and allows the family and friends to experience mountains they might not otherwise would have visited. Club's benefit not only from the money that events bring in, but events force a club to band together and work as a team themselves to provide an opportunity for their kids.



To Host or Not to Host? ...That is the Question

Events can be rewarding for everyone and can earn clubs important revenue to invest in programs, venues or equipment. But they can be taxing too. They can stretch the resources and relationships of the club to the limit and even cost the club money.

The decision of whether to host an event or not should be comprised of a review of several important elements. These generally include:

- Do we have the capability of hosting the event?
 - Do we have an accredited Chief of Competition?
 - Do we have Volunteers that will come out to help?
- Do we have people who can build the course(s)
- Do we have people who know the rules of the event and have experience running an event?
- Do we have the capacity to fulfill the Organizing Committee's key roles and functions in house or will we need to bring people in?
- Do we have the support of our host resort? Will they be able and willing to provide resources to build the courses and venues to the required standards of the event?
- What is the Event Budget? Will we have enough money to pay for everything and not leave the club in a negative financial situation?
- Can we get support from our club membership to come out and help us by volunteering?
- Do we have enough equipment or supplies without having to purchase more than we can afford just to operate?

Hosting events can be fun and is great for bringing life to the club and the host resort. Hosting can also be very taxing on a club's resources which are everything from money to volunteers to the host resort relations. The following are common issues when running events.

Avoid common pitfalls when choosing to host events

1. Don't take on more than the Club can reasonably do. If it's the club's first event or the club hasn't hosted in a few years, consider starting with a more manageable event that won't break the bank or overburden the volunteers that are required to run them.
2. Talk to other clubs about their experiences hosting, listen to their challenges and develop ways to avoid the issues they experienced.
3. Attend events and participate as a volunteer at other hosts events to gain experience and know how.
4. Grow your volunteer base - encourage other club members to get involved with you and make the experiences in volunteering a positive and fun club experience!

Levels of Events

1. Club Level Events

In house fun!! Put on by coaches and parents, hot dogs, ribbons and balloons strongly recommended! These fun club events pull the club together and allow athletes to “show off” what they’ve learned. Encourage parents to come out and watch their kids or better yet get involved and grill a hot dog or help set up a fence. These are fun and inclusive and meant to break down barriers of participation for all.



2. Regional Competitions

Invite clubs from your region out to a rail jam or a single day dual mogul comp., crank some tunes, have some fun prizes and develop more people within the club to come out and get involved. The purpose of a regional event is to provide a venue for a friendly ski competition that provides the regional athletes place to test and try out their developing skills.

3. Provincial Events

Timber Tour and Super Youth Challenge - Timber Tours events are aimed at kids usually between 12 to 19 years of age. There are typically three Timber Tour events each season that culminate with the BC Championship on the last stop. The Super Youth Challenge is for kids ages 6-12. Combining the Super Youth and Timber Tour, provides for greater opportunities for families to attend ski events in different regions. It helps clubs offset costs of operating the event and potentially earn higher revenues. To learn more about the BC Series: Timber Tour and Super Youth Challenge go to Freestyle BC and follow the links.

BC Winter Games is a massive BC Provincial multisport competition that occurs every two years. The Games follow the Olympic model and award one community in the Province the Games to host. While the BC Games do not account for athlete points, they do offer athletes the opportunity to take part in a multisport event on a huge scale. Each region in the province is allocated a certain number of spots available for athletes to compete.

4. National Canadian Selections

Canadian Selections is aimed at selecting athletes who are looking for North American (NorAm) Cup spots while earning valuable points for their competition season. The event is a FIS event, meaning that it is regulated by the international body of FIS and rules and regulations are strictly adhered to. There are athlete quotas and eligibility and officials are appointed by Freestyle Canada and come from across Canada.

Canada Cup - Canada Cup events are sanctioned by Freestyle Canada. They are the national level competitions where athlete's gain critical national and international FIS points.

Canada Winter Games - Canada's version of the Olympics, this national multisport event is one of the highlights of any athlete's career.

5. International

NorAm - events are part of the International Continental Cup where provincial and national team athletes from not only Canada and the USA compete, but where around the World come to earn their points for their National Team's spot.

World Cup - World Cup is the international circuit where athletes from national teams compete on their way to their ultimate goal of competing at the Olympics.

The Olympic Games - the pinnacle event for every athlete held every four years around the World.

Event Rules and Guidelines

The Chief of Competition, Technical Delegate and Head Judge **MUST** know the rules that govern the competition that they operating.

By default, each event is governed the International Competition Rules (ICR) under FIS. As of 2019 there are now two ICR documents that are applicable to Freestyle Competitions. They are:

AERIALS MOGULS DUAL MOGULS and;

SNOWBOARD SLALOM / GIANT SLALOM SNOWBOARD PARALLEL EVENTS
SNOWBOARD CROSS SNOWBOARD HALFPIPE SNOWBOARD BIG AIR SNOWBOARD
SLOPESTYLE SKI CROSS SKI HALFPIPE SKI BIG AIR SKI SLOPESTYLE

Some events have their own rules and guidelines and must be followed by event organizers and officials. These Rules and guidelines will provide terms and references for the specific competition and will details rules that govern specific requirements including:

- Age categories
- Athlete eligibility
- Field sizes and quotas
- Entry Fees
- Official's remuneration policies
- Registration requirements
- Special competition rules
- Sponsorship requirements

The following are rules that govern individual competitions. These are updated from time to time and **MUST** be understood by the Chief of Competition. Some examples include:

- International Competition Rules
- Continental Cup Rules
- Timber Tour Guidelines
- Canada Cup Guidelines

Officials

Officials Honorariums

Officials will receive honorariums based on those set forth in the guidelines that are applicable to the specific competition they work. The following are links to these honorarium schedules:

Officials Training

Develop your club's ability to host events by encouraging members to become officials. Well-trained Organizing Committee with a Chief of Competition; Chief of Course, Chief of Scoring etc can manage national and international events. Pathways for Officials are outlined by Freestyle Canada on their website.

Every person (volunteer or otherwise) that works "inside the fence" at a freestyle competition in Canada requires to be insured through their membership of Freestyle Canada.

Officials Pathways

Officials training modules are broken into modules Level 1, 2, & 3.

Level 1: Learn about Freestyle events and systems and how to help at an event! Take Level 1 – Volunteer Orientation. This Module is online and will be delivered in a webinar format.

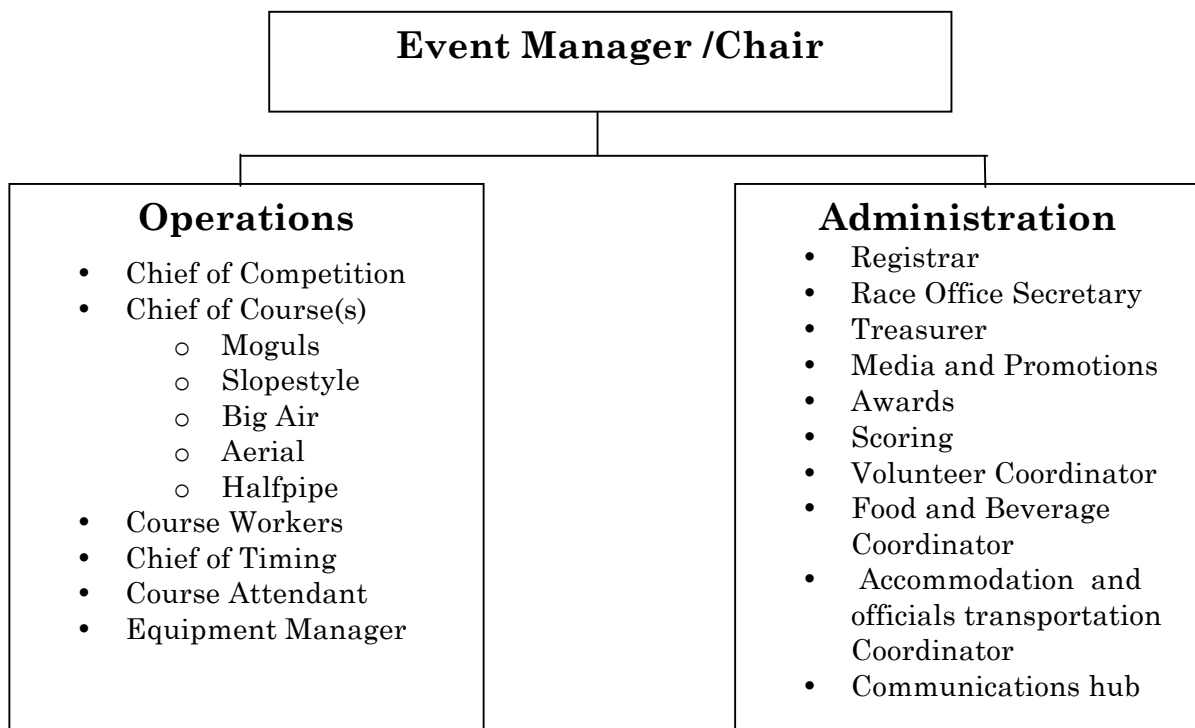
Level 2: Take on a bigger role at an event! Take the Officials Code of Conduct and Making Head Way in Freestyle Skiing online courses and complete a 3 hour Roles and Responsibilities Online workshop. These are held by demand and are organized through your PSO.

Level 3: Learn to lead a competition and use the Local Organizing Committee (LOC) Toolkit. The Level 3 Major Officials Training Program is organized each season and provides those looking to become Chief of Competition and/or a Technical Delegate hands-on practical experience and combine classroom theory with shadowing and mentorship opportunity from experienced facilitators at actual events.

The Organizing Committee (OC)

Although each event's Organizational Committee (OC) can vary, the fundamental structure remains the same. At Regional and Provincial level events the OC is often very involved in the operational aspects of the event and organizers end up taking on several roles; however the higher the event level, multi-tasking roles is less possible.

The following provides an overview of a basic structure and key positions of an Organizing Committee:



While some positions require several people to execute the tasks involved with their roles other positions must be comprised of one individual such as in the case of the Chief of Competition.

Job Descriptions of the Organizing Committee

Event Manager/Chair

The Event Manager or Chair leads and directs the Organizing Committee by assembling and appointing various positions required. They are in charge of bigger picture items such as budgets and work very closely with the other members of the OC to ensure the many components and elements of the event.

Primary Function and Responsibility:

- Responsible for assembling the organizing committee
- Leads the development of the Event Budget
- Reviews and understands the applicable event Rules and Guidelines
- Outlines the objectives of the event along with critical timelines to committee members
- Calls Organizing Committee meetings
- Ensure key roles of the Jury have been assigned and liaises with those individuals to accommodate needs
- Is in close communication with the applicable Provincial or National Sport Organizing body such as BC Freestyle or Freestyle Canada and ensures event objectives are met
- Reviews invite and works with OC to circulate the invite within the specific requirements of the event
- Works closely with the Chief of Competition to define event goals and schedules
- Assists the OC in executing tasks such as arranging accommodation and transportation for event officials, arranges venue, food and beverage and entertainment etc.

The Event Manager needs to have a firm grasp of the overall event needs. They need to follow through with the tasks that sometimes slip through the cracks and make sure those that are in specific role have the resources they need to execute their jobs.

Chief of Competition

The Chief of Competition ensures that all operational and administrative requirements during the event are managed. They must function in an operational capacity and must be present at the competition as they are member of the Jury.

The Chief of Competition is an individual with accumulated experience. They have intricate knowledge of the event as well as the event rules. The Chief of Competition has previous experience in running the event in which they are operating.

In order to be a Chief of Competition a person must have passed a Level 3 Major Officials Clinic and, received the endorsement of at least one current Chief of Competition having shadowed them at an event that ranks higher than the event at which they intend to be Chief of Competition.

Primary Function and Responsibility

- Responsible for the operational aspects of the event and venues
- Identifies needs of course and develops an action plan
- Organizes needed resources and implements action plan to achieve events operational needs

- Pre-Event
 - Review overall event schedules in collaboration with organising committee
 - Meet with Chief of Course(s) to review:
 - Venues and course construction needs
 - Equipment requirements
 - Manpower requirements
 - Meet with Event Manager and Ski Resort regarding:
 - Event Schedule
 - Proposed venues
 - Course construction and grooming requests
 - Resort concerns
 - Equipment needs
 - First Aid requirements and scheduled times
 - Emergency Plan
 - Race office location and operational times
 - Team leader meetings location and times
 - Award ceremony location, times and equipment needs
 - Course worker and official load times
 - Meet with Jury prior to start of official training to conduct a physical review:
 - General venue and course conditions
 - Identify Jury concerns and needs
 - Review key event protocols and procedures
 - Course clear / Judges ready
 - Start procedure
 - Timing / back-up timing protocol
 - Judges Stand
 - Identify adequate site lines
 - Inclement weather plan if required
 - Materials and supplies
 - During Event
 - Remains at the competition to oversee operations
 - Task-master - ensures each operationally critical element of the event is in place and functioning properly
 - Provide critical leadership and direction to officials
 - Works with the other members of the Jury to ensure the overall goals of the event are met
 - Chief “problem-solver” for event operations
 - Works closely with the Event Manager and Organizing Committee in the Event’s Operational Plan
 - Works closely with the host mountain, organizing committee, sport organizations, key sponsor, and all Chiefs to ensure needs of each are met
 - Chairs Team Captains Meetings

Race Secretary

The Race Secretary is the administrative “gatekeeper” for the event. They act as the administrative support to officials and event staff. They also support athletes, coaches and parents in providing schedules, ski resort orientation and act as the hub of communication and organization for everything from Team Captain Meetings, to volunteer coordination, to lunch and coffee runners. Successful Event Secretaries surround themselves good quality people and provide clear concise direction.

Primary Function and Responsibility

- Leads in the administrative functions of the Event beginning with the invite
- Often functions as the registrar for the event
- Acts as (or appoints) an Event Treasurer
- Administrative backbone for Scoring, Chief of Competition, and Event Manager
- Responsible for the set up and operation of the race office
- Organizes athlete sign-in, waiver administration, bib distribution and deposits
- Collecting entry fees when applicable, specific athlete registration information, processing athlete communications and interacts with coaches to provide and distribute information
- Assembles and distributes applicable print materials to officials, coaches and athletes including schedules updates and competition information
- Provides agendas and takes notes for Team Leader’s meetings
- Works closely with event officials in managing administrative requirements of event operations
- Manages and is accountable for radios
- Monitors and reacts to communications needs during event operations
- Tracks and distributes stationary and supplies
- Prepares athlete bios binder for the Announcer
- Arranges passes and tracks use

Chief of Scoring

The Chief of Scoring is responsible for adding the scores into the scoring program during the event. This role requires previous knowledge and training on the scoring programs and plays a critical role in the event’s success.

Scoring’s accuracy is *critical*. Often the Chief of scoring is required to update knowledge on a annual and semi-annual basis and will work for weeks prior to an event in running test programs to ensure the success of the scoring of the event. Event format, age categories and schedule must all be discussed with scoring well in advance to ensure that the scoring program will be able to function properly.

Event Registrar

The Event Registrar is often the first contact Athletes Parents and Coaches will have with the Event. They are responsible for collection information about the registrants and checking to make sure everything is of participants. The accuracy of gathering participant information and collecting events fees is critical to the success of the event. Much of the information gathered at this point will be used throughout the event by judges, scoring and coaches. Athletes, Coaches Judges all depend on registration procedures to provide accurate information. Therefore, accurate registration is critical to the success of the event.

Primary Function and Responsibility

- Works closely with the Race Secretary in creating the Event Invite
- Provides applicable registration procedures and information on the Event Invite
- Manages and processes the registration of athletes
- Works closely with Chief of Scoring to ensure applicable information is collected and athlete information is valid including licenses
- Reviews event manifests to ensure participants have appropriate accreditation
- Reviews payments received with payments owed
- Works with Race Secretary at Event Sign-in to correct any registration error, missing payments, insurance verification
- Distributes athlete packages

Chief of Course

The Chief of Course is focused on the respective course's safety, quality, function, maintenance needs and distribution of workers and attendants.

Primary Function and Responsibility

- Responsible for the construction and maintenance of the respective course
- Identifies course needs and appoints course works specific tasks
- Identifies assembles and distributes needed course equipment and materials such as:
 - fencing – poles, netting, bamboo
 - paint or dye
 - jump forms
 - water
 - rakes, shovels, picks, shapers
 - tents, wind breaks,
 - judges stand needs and set up
- Trains course workers
- Assess course conditions during the event and reacts as required to maintain a safe and well groomed and organized course
- Identifies times and schedules required for course maintenance during events and is part of the planning meetings

- Organizes a team of workers to complete maintenance before during and after the event schedule (often this requires precise planning and execution in a very short timeframe during event stoppages)
- The Chief of Course understands and can react to the changing conditions of the course
- Anticipates needs of the competition and provides “course ready” conditions

Volunteer Coordinator

The Volunteer Coordinator is a very important role that requires someone to work in the weeks and days leading up to the event.

Working closely with Chief of Course, Chief of Competition and Race Secretary, the Volunteer Coordinator ensures positions for each day and each venue are filled and the people in those positions know what is expected of them and when to show up. Coordinators are often required to directly reach out to people to ask them to help. Some of their specific tasks include:

- Takes care of the basic needs of Volunteers
- Communicate with volunteers regarding schedules, roles and responsibilities and directs them who to report to.
- Ensure Volunteers have lunches and are relieved for washroom or warm up breaks
- Assign radios to volunteers who are required to have them and instructs volunteers on the basic use of the radio
- Arrange coffee runners to course workers
- Report shortfalls of volunteers to Chief of Course and/or Chief of Competition

Media and Promotions Coordinator

The Media Promotions and Coordinator helps promote the event by sending out descriptions of the event to various media outlets leading up to the day of the event. The Media Coordinator's is an ambassador of Freestyle, winter sport and the community in which the sport thrives. Their role is to provide the media a positive review of Freestyle by giving descriptive and informative statements about the particular discipline, the athletes, the host resort, community, officials and organizing committee. These are outgoing positive communicators who help cast a light of excitement and positivity over the sport and people who embrace it.

Primary Function and Responsibility

- Develops a marketing and promotional plan for the event
- Contacts media organizations to get the message of the event out
- Develops materials for website & print (posters, etc)
- Often participates in award ceremonies and sponsorship promotions

Head Judge

Appointed by the Sport Organizing Body (NSO or PSO) the Head Judge will act as the Spokesperson for the Judging interest and Panel. They will conduct a review of the event prior to the first day of official training that include an inspection of the formats, venue, and physical position and set up

where they will be judging. The Head Judge is a member of the Jury and often assigns each member of the panel of judge's roles and duties for the event.

Primary Function and Responsibility

- Member of the Jury
- Responsible for organizing and directing the judging panel
- Liaises with Organizing Committee to assemble judging materials such as score cards, clip boards, and required materials
- Coordinates and oversees the judging panel
- Is present at Team Leaders meetings to answer questions or provide input

Technical Delegate (TD)

Appointed by the applicable Sport Organization, the TD oversees the event operation on three basic principles. These are Safe, Fair and Fun. The TD reviews the course prior to event training and identifies elements of the course and program that may be in conflict with the events mandate.

The TD reviews the technicalities of the event and ensures the event is in compliance and accordance to the governing rules and regulations.

Primary Function and Responsibility

- Independent from the Organizing Committee the TD 's focus is on Safety and the Rules of the Competition
- The primary function of the TD is to oversee the technicalities of the event that would affect the safety and fairness of the event. If the TD suspects that something needs to be corrected the will intervene and require the issue to be resolved.
- Chair of the Jury
- Responsible for the technical components of the event
- Often acts as an advisor prior to event day

The TD Report

The Technical Delegate provides a written report to the sport organization sanctioning the event. The report contains:

- information and measurement on the physical course
- a schedule of the event that took place
- notes and comments regarding the events organization and execution
- outlines notable incidents including any protests or jury decisions
- accident details and reports

The report may be requested by an Organizing Committee wishing to review the previous year's comments.

Priorities of the Organizing Committee

1. The Event Invitation (see appendix for a sample invite)

The first priority of the Organizing Committee is to identify when the event invite must be sent out. These dates will be dictated by the rules of the event. The rules of the event should be provided by the governing sport organization. Canadian Cup Rules are available on the Freestyle Canada Website, while provincial series events such as Timber Tour will be found on the respective PSO websites.

The Invite is critical to get correct. It is what sets out the specific rules and formats of the event and therefore requires careful scrutiny and review.

Request a Template

Utilize existing templates provided by PSO or NSO will assist the OC in developing the invitation. Often the information left from past events on templates can be used as a guide.

It's imperative that the specific rules for the event are followed and things items such as eligibility and formats are outlined correctly

Ensure the invite is correct by reviewing the previous year's invitation (either from your Club or another) and update key items such as:

- Dates;
- Fees;
- Staff Roles & Contact information;
- Event Program;
- Schedule;
- Participant Policies such as eligibility requirements;
- Rules specific to the event;
- Registration and payment procedures;
- Lift Tickets arrangements;
- Location of the venues and travel directions to the resort;
- Sponsors;
- Any other pertinent information about the event;
- Review registration procedure is accurate and in place;
- Review invite with scoring to ensure format and function are correct;
- Accommodation information;
- Directions to the Mountain;
- Send out invite (usually by sending to the PSO or NSO) to post online.

2. Confirm Official Appointments

The Organizing Committee will appoint all the local officials such as:

- Chief of Competition
- Chief of Scoring



- Chief of Timing
- Chief of Course
- Race Secretary
- Volunteers

The sanctioning body (NSO, PSO or FIS) will appoint the following officials:

- TD;
- Head Judge (and judges Panel).

The organizing committee should establish communications and outline procedures for the event details to officials. Include a point person for official to contact should they have questions about travel, accommodation or general resort information.

An official's remuneration sheet should be sent to officials when officials are appointed to avoid misunderstanding or discrepancies.

3. Accommodations – Arrange and Confirm Accommodation for Officials

- Officials from other areas are provided accommodation from the host organizing committee;
- Officials who wish to bring significant others such as spouses, friends or family members will be provided either a per diem for their accommodation if there is no availability for the additional person(s) in the accommodation provided OR a fair rate for their guest.
- Qualifying Officials include:
 - TD;
 - Judge Panel

4. Travel Arrangements - Arrange Official Transportation Needs

1. Check specific rules and guidelines to establish what arrangements the OC is responsible for
2. Some events require the OC to manage full travel arrangements including flights and transportation to and from the airport.

5. Meet with the Host Resort

The Host Resort is a critical partner in running any successful on mountain event. Establishing and maintaining a good working relationship with Host Mountains will ensure the Club will be able to operate events successfully for years to come. Communication is the first step in establishing good relations.

Suggested topics for an Event Meeting with the Host Resort can include the following:

1. Introduction of individual roles and event formats
2. Review Event Locations and Activities
3. Venues – confirm locations and discuss Host Mountains concerns with respect to conflicting interests of the public or on-hill programs
4. Special grooming requests
5. Skier traffic concerns – athlete, public, and other on-hill programs
6. Race office – locations and operational hours, team leader meeting requirements and schedules
7. Volunteer passes
8. Patrol– (may be a separate meeting to review schedules and patrol needs)
9. Risk Management/Emergency Action Plan Review
10. Overall event and venue schedule
11. Review event requirements – such toboggan and trauma pack locations, incident response strategies (i.e. – avoid two patrol leaving top of course for a minor incident etc)
12. Special Transportation Requirements – equipment and personnel,
13. Toilet Facilities
14. Additional Mountain Resources Requested – PA systems, additional fencing, grooming requests, etc.
15. Media Considerations and Cross Promotional Opportunities
16. Review Awards schedule, protocol and procedures

6. Course Construction and Venue Development

Event Manager, Chief of Competition and Chief of Course Review Venue for:

- Course construction schedule;
- Discuss and identify key requirements;
- Hazard identification and mitigation;
- Appoint individual tasks for course construction.

7. Event - Course Operations

- Course Construction;
- Course Operation (positions required and people to fill positions!);
- Equipment needs;
- Schedules.

8. Enlist Volunteers!

Like so many youth sports across the world, Freestyle Skiing relies heavily on the efforts of volunteers. Make sure you and your organization is aware of this and does everything it can to develop and maintain a strong culture of volunteerism so that the kids in your club can benefit from all the sport has to offer.



Volunteers

Volunteers are the life-blood of every Freestyle club. They dedicate hours of time and energy, working in a variety of ways. Without them, most clubs would cease to exist. Volunteers are extremely valuable and deserve considerable praise and thanks.

The key to success is appointing a Volunteer Coordinator that can seek out and manage the volunteers. Whether it's a board member or someone with expertise outside the board that can start and run a Volunteer Committee - it is essential to recruiting, training and retaining your volunteers.

Recruiting Volunteers

To find your volunteers, you need to have a clear understanding of why you want them. If you identify clearly when, where and why you want help and then seek it in an organized way, people are more likely to step forward and offer their assistance.

Ideally, one of your members should take charge of new volunteers; this role is commonly referred to as the **'Volunteer Coordinator'**. Whoever takes on this task needs to demonstrate excellent inter-personal skills and ideally have some experience of managing people.

The Volunteer Coordinator is required to spend time supporting or training, mentoring and managing each volunteer to ensure they are being deployed effectively and that they are enjoying their role.

In order to help new volunteers with support, the club the Volunteer Coordinator should think of the following:

- Determine where volunteers are needed
- Decide the key elements of the task
- Write brief role descriptors
- Plan the recruitment strategy
- Keep volunteers motivated and enthusiastic, and make sure they know their contribution is valued
- Revise and update volunteer duties as the need arises

You need to answer these questions before trying to recruit new volunteers:

- How many volunteers do you need?
- To do what? (on hill duties, fundraising, events, head up a committee etc. etc.)
- When do you need them?

Finding Volunteers

- It may be worthwhile to raise the profile of volunteering and it's benefits on your website
- Create a section specifically for volunteers on your website that includes what positions you are looking for as well as role descriptions, hours and frequency needed, dates volunteer is required, qualifications or experience needed etc.
- Send out a targeted e-mail to your club specifically about volunteering – ask people to think about what skills they have that would benefit your club. Direct them to the volunteer section of your website for more information and to sign up to volunteer!
- Most of your volunteers will most likely be parents, past club parents, coaches, past coaches or athletes. Ask your current families to cast a wide net and ask within their circles to help recruit volunteers

Training Volunteers

Delegating tasks - Delegation is not easy. It requires courage, patience, trust and skill. It is one of the most important aspects of any organizer's job, and one in which there is considerable freedom of choice. What you choose to delegate, to whom, and when, is usually entirely at your own discretion.

In order to delegate a task, you need to:

- Identify a task that can be delegated;
- Decide the key elements of the task;
- Identify a volunteer with the necessary skills and attributes;
- Decide upon the training and/or support needed to enable somebody to do the task;

- Monitor the task that has been delegated, without interfering;
- Delegation is NOT passing the buck!

Retaining Volunteers

An induction period is essential if you want to make sure you retain your volunteers. Even in a small club an introduction to the activities and the key members will encourage volunteers to stay involved.



Volunteers want to feel:

- Needed
- Useful
- Part of the team
- Welcome

Motivation is an important part of people management, whether they are volunteers or paid staff. It is not simply about being enthusiastic, (although in the right amount, this helps) or about urging people on. It is about identifying what is important to that person and trying to ensure they gain what they want from their involvement. It is about matching the needs of the individual with the role they are playing within the club.

Job satisfaction is vital in encouraging volunteers to remain active within the club. Enable your volunteers to enjoy their work and help them experience personal achievement in their role.

Recognition of the roles the volunteer performs is vital to encouraging them to remain active within the club.

- Offer them praise
- Send a letter or text to say thanks
- Acknowledge them at meetings/events/club gatherings
- Offer them a token of your appreciation – (i.e. Gift Certificate to a local restaurant)

It is vital not to forget that volunteers are offering their time free of charge and will be expecting something (not necessarily financial) in return. What can your club offer them?

- Make new friends and learn new skills
- Create a better club
- Build self confidence and be part of a team
- Gain recognition and give something back to the sport

Have fun and enjoy the rewards that come from contributing and helping





The Organizing Committee's Event Checklist

Priority Checklist			
Priorities	Task	Responsible	Check
Establish Event Committee	Establish key members for the "Organizing Committee"	Event Manager	
Invitation	Update the event invitation by reviewing all pertinent information including: <ul style="list-style-type: none"> • Dates • Events • Schedule • Organizing Committee • Costs • Procedures • Rules • Etc. 	Event Manager in collaboration with: Event Committee & Race Secretary	
Establish Officials for the Event	Confirm Officials <ul style="list-style-type: none"> • Chief of Competition • TD • Head Judge • Scoring • Chief of Course 	Event Manager in collaboration with the Organizing Committee	
Accommodation and Transportation for Officials	Review Officials accommodation and transportation needs make bookings as required	Event Manager in collaboration with Organizing Committee	
Medals and Promotions (lead time required)	Organize medals and event promotions such as t-shirts, hats, lunch bags, water bottles etc.	Event Manager in collaboration with Media and Promotions	
Venue Review	Review event venues and identify key requirements for set up and staffing Prepare a request for Ski Area for special grooming and event equipment needs Identify key challenges such as Judges Stand Location, site lines, corral area, athlete turn-around times based on lifts and public volumes at time of event	Event Manager in collaboration with Chief of Competition and Chief of Course	
Develop Operational requirements for event day	<ul style="list-style-type: none"> • Review venue requirements on event day (i.e. – inclement weather plan, additional water or fertilizer 	Chief of Competition and Chief of	

Develop Operational requirements for event day	<p>for course conditions, pine bough supply</p> <ul style="list-style-type: none"> • Race office/registration requirements • Communications – radios and telephone numbers of key personnel • Review Volunteer lists and vacancies • Review schedules • Review equipment needs for each position • Timing system • Control gates 	Course	
Host Resort Meeting (provide as much lead time as possible to host resorts)	<p>Develop a meeting agenda for the Resort that will include:</p> <ul style="list-style-type: none"> • Schedule review • Patrol • Lift opening times/requests • Volunteer passes request • Special grooming requests • Transportation requirements • Toilet facilities • Team Leader meeting location and times • Race office location and times • PA requirements • Award ceremonies 	Event Manager, Chief of Competition and Chief of Course	
Volunteer List	Identify volunteer requirements and recruit volunteers	Chief of Competition/ Volunteer Coordinator	
Volunteer lunches	Identify whether the Club will purchase or make volunteer lunches	Event Manager / Organizing Committee	
Develop Event Action Plan	<p>Assemble various information gathered during initial meetings into one action plan; usually in the form of a schedule with highlighted tasks and people</p> <p>Distribute the Action Plan to Chiefs and volunteers</p>	Event Manager	

The Competition Office

- Clearly identified for Athletes and Coaches and parents
- Registration Area where athletes and coaches can come to register or check information
- Waivers
- Bibs
- Passes
- Swag Bags
- Distribute schedules
- Collect coaches contact information

Role

The Event Office (Competition Office) is the central hub of the competition, ensuring that all stakeholders have the information and resources needed in order to be successful during the event.

Objectives

1. Develop and implement effective systems for organization and communication of information;
2. Maintain accurate records related to the event;
3. Deliver event information promptly;
4. Liaise with Event Officials and stakeholders to ensure systems are working effectively.

Overview

What does the Event Office do?

The Event Office is responsible for connecting all the stakeholders with the information or resources they need in order to maintain the flow of the event. The Event Office is the “hub” - it’s the “go to” place for anyone needing help with anything! The Event Office develops and maintains systems for how to get people the information and resources they need, from pre-event planning to registration to scoring and final awards.

In order to effectively establish systems for the event to run smoothly, the Chief of Office and the Event Officials need to work together to develop a flow chart of responsibilities and develop and review event planning documents (i.e. Who is doing what and when?). It is important for the Event Officials Team to maintain the integrity of all implemented systems in order for the event to continue to flow effectively.

Communication

Communication is the most critical part of any event. Establishing communication between Event Officials and the Event Office is the first step to ensuring your event runs smoothly!

Pre-event planning

Chief of Office connects with Chief of Competition to develop the communication system and requirements:

- Cell phone numbers exchanged;
- Establish an email chain with Event Officials;
- Establish Google Drive with event documents shared with Chief of Competition;
- Event radio communication.
- Event Communication Portal - (in development for the future events) - a single message sent out to either individual groups or the entire group. Group suggestions: coaches, officials, parents, or to all!

Event Officials

Event Office needs to have clear systems of communication with all Event Officials. This means that the Event Office typically may have two radios (one on a channel for Super Youth communication and one on a different channel for Timber Tour communication). For example, Super Youth officials might all be on channel 1 and Timber Tour officials might be on channel 2 throughout the entire event. Scoring and Judges will often be on a different radio system altogether or on a different channel in order to communicate as a 'closed circuit'. The Event Office should also have the cell phone numbers of Event Officials, including scoring staff and the mountain representative that is supporting the event, and all coaches. The Event Office will often need to "buffer" communications so that the Chief of Competition is not bombarded by calls, etc.

Coaches

Event Office will need to communicate with coaches throughout the event. Coaches will need to be updated at several points throughout each day. This can be a challenge if a communication system is not firmly established at the start of the event! For example, coaches will need to be alerted to the event schedule and schedule changes that occur the morning of the event (schedules could change due to athlete scratches, weather, course conditions, etc.); Coaches will need to be alerted to the coach meetings time, location and meeting minutes; Coaches will need to review scores before the scores are posted (in events where live scoring is not available); etc.

Athletes and others (ie. Parents/families, public, media)

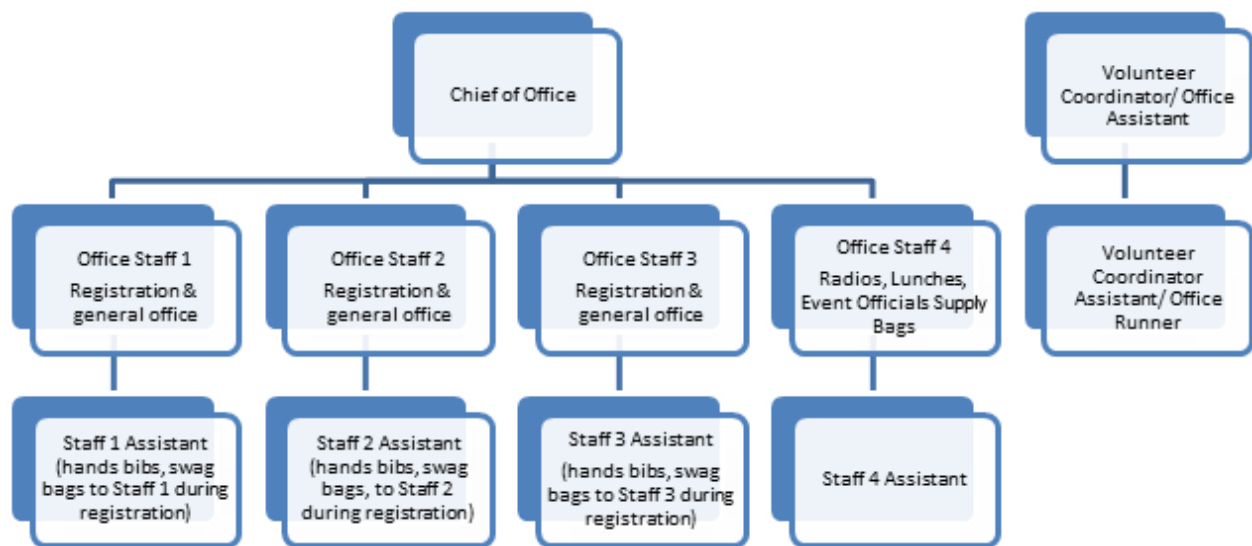
All inquiries from athletes and others should typically flow through the office in order to reduce disruption to the Event Officials. The Event Office can contact the appropriate person directly if further information is required and pass it along to the inquirer. The Event Office will need to update athletes and others throughout the event. For example, athletes and others need to know the event schedule, schedule changes, and final scores. This is typically done by posting information to the host club's website.

Staff

Manpower is the second most critical requirement to having your event run smoothly. As a 'hub', the Event Office needs to have a sufficient amount of staff to accommodate the demand for information and resources. There are peak times where more people are needed and then there are times throughout the event where only 2 office staff may be needed. A common pitfall during events is having only the Chief of Office being the person that knows "everything". This is not effective. It is important that the Chief of Office know "everything" but also have other office team members that

understand the office's systems, standard procedures and can handle the basics throughout any time during the event. At this time, it is critical for the Chief of Office and at least one of the other office staff to be completely comfortable using Google Sheets, Excel and Google Drive and for both of these people to have laptops with internet and printing capabilities.

Example: Event Office Human Resources Organizational Chart



Set-up

The physical set-up of the office is important to facilitating a flow of efficiency throughout the event. Each aspect of the event needs to be accounted for in the Event Office 'hub' in order to avoid "bottlenecks". For example, Event Officials will all want their radios at the same time during the morning of the event, which is also the same time that the office will be handling athlete and coach questions about scheduling, event locations, last-minute registration/scratches, etc. The Office needs to be physically organized, as well as have trained manpower, to handle all of this in the most efficient and accurate way possible (i.e. keep the people moving in/out quickly!).

Example: Event Office Set-up



Schedule

The Event Office schedule will depend on the type of event you are hosting. In general, the office needs to be set-up and open the evening before an event and then open each morning by 7:45am. The daytime hours will depend on the systems in place. For example, if bibs are returned at the office, then the office will need to be open all day for bib return.

Example: Event Office Schedule for a Typical Timber Tour / Super Youth Series Event

Date	Activity
Wednesday, March 27	
3:30pm - 5:00pm	Office Set-up
5:00pm - 7:00pm	Registration Check-in
Thursday, March 28 (Event training day)	
7:45am - 10:00am	Registration Check-in (this is the busiest time - all hands on deck!) Officials Check-in & pick-up radios (supply bags not required today) Coaches Check in and verify athlete list Volunteer Check-in
10:00am - 12:00pm	Office staff - prepare supply bags, ensure event documents are updated
3:30pm	Officials & Team Leaders (Coaches) meeting Radios returned for charging overnight
4:15pm	Debrief with Chief of Competition; Finalize & communicate event

	documents
Friday, March 29 & Saturday, March 30 (Events)	
7:45am - 9:30am	Registration Check-in (this is the busiest time - all hands on deck!) Officials Check-in & pick-up supply bags (radios & lunches inside) Coaches Check in and double check athlete list Volunteer Check-in Event documents confirmed, posted, communicated
2:30-4:00pm	Support Scoring: (may need printed copies; SY and TT do this separately & will need separate 'staff' to handle this as well as separate printers due to the 'crunch' of the timing at the end of the day) Step 1: Head Judge & judges need to verify scores Step 2: Coaches review scores - Head judge handles any issues Step 3: Prepare a list of scores (top 3 winners in each category) & medals for awards
4:00pm	Officials & Team Leaders (Coaches) meeting Radios returned for charging overnight Clean-up & prepare supply bags for tomorrow's events
4:30pm	Awards
4:30pm (or after awards)	Debrief with Chief of Competition; Finalize & communicate event documents for tomorrow; post scores & update website
Sunday, March 31 (final)	

day of events)	
Timing is the same as above, but registration is not busy in the morning; typically only need Chief of Office, 1 office staff (usually for radios/lunches/supply bags) & Volunteer Coordinator	Officials Check-in & pick-up supply bags (radios & lunches inside) Coaches Check in and double check athlete list Volunteer Check-in Event documents confirmed, posted, communicated **Make sure start lists are updated (scratches, etc.) - usually via radio (starters, announcer, judges) since start list will have already gone out in the supply bags
	Everything is the same as above but also need to prepare bib return lists and cash; send out to course with the assigned volunteer who is collecting the bibs
	** Make sure you have people to help clean up after awards! All supplies will need to be cleaned, packed up and hauled to your vehicle, etc.!
	SY bibs collected, need to be washed and dried before final packing (otherwise they will mold)

Event Office Supplies Lists

The amount of supplies will vary depending on how much access you have to technology for scoring and the size of your event, etc. The lists included here are sufficient for a Timber Tour competition event.

[Event Main Office Supplies List](#)

[Event Communication Supplies List](#)

[Event Officials Supplies Lists](#)

Event Documents

- Event Planning Sheet & Course Equipment Checklists:

- To be completed with/by Chief of Competition. This sheet helps plan the event and covers items such as schedule for organizing the event, grooming requests, resources needed at which locations, etc.
- Event Rules & Guidelines:
 - Posted on website; printed and available for reference in Event Office
- Event Office Schedule:
 - Posted on website; printed and posted
- Event Registration Documents (see Event Registration section for details):
 - Participant registration sheets
 - Bio sheets
- Radio Sign-out/in Sheet
- Event Schedules:
 - Post on wall (encourage people to take photos of the schedules instead of giving out printed copies)
 - Post on website
- Officials and Team Leaders Meetings:
 - Take minutes and provide to Officials and Coaches after each meeting
- Athlete verification chart:
 - Post athlete verification for each club and ensure that all coaches initial that the list of their athletes is accurate.
 - Print & post list of coaches
- Supplies Lists:
 - Print all of the supplies lists and attach each “master list” to a clipboard. This will help volunteer staff with preparing the supplies bags to go out on course.
 - Tip: print on high-vis paper and laminate to be kept for future events.
- Announcer Shout-out Sheets:
 - Club President to provide an announcer shout out sheet
 - Includes thank you notes, club sponsorships, special announcements that the announcer can refer to throughout the event
 - Print copies (4-6 copies) and put into Bio Binders for the announcer
- Bib Return Lists
- Start Lists:
 - Print and post on information wall (tape this down so no one takes it!) & post on website; insert into Announcer binder; include in all supply bags for Event Officials; encourage people to take pictures instead of paper copies!

Registration

Event Registration has three main sections:

1. Online Registration;
2. Registration Check-in;
3. Bib Return (Super Youth only).

Online Registration

Online registration is handled either by BCFS (for Timber Tour events) or the local club (for Club level events). Chief of Office works with the Chief of Comp and BCFS team to ensure the online registration details are accurate (include online bio sheet and office schedule).

Event Registration Documents:

- Print on legal/landscape;
- Print sorted by Gender/Athlete first name x4 copies;
- Print sorted by Club/Gender/Age/Athlete first name x4 copies.

Team Captain's Meeting (TCM)

Team leaders meeting is a meeting of all the coaches and event officials. The primary goal of the meeting is to review the day's activities, communicate the next day's event program and to discuss any potential changes should they be required while allowing questions and comments from the coaches.

It is strongly recommended to invite the Resort Operator to the initial TCM to review Host Resort policies such as Patrol, Competitor Conduct, Lift Line Privilege of Competitors, and other protocols.

Team Captain's Meetings are documented with minutes taken by the Race Secretary a copy of which is provided to the TD for their report.

Team Captains Meeting (TCM) procedures:

Team Captain Meetings are required to be documented. The Race Secretary takes meetings and provides minutes to the TD and the Chief of Comp. to be included in their files and reports.



1. Chief of Competition runs the meeting and starts by Calling the meeting to Order
2. Role Call
3. Introduction of officials
4. Confirmation of athletes competing in event so the draw (or start list) can be generated correctly and without changes
 - a. Coaches check off their athletes on the list that is circulated from scoring
 - b. Coaches confirm whether their athletes are missing, in the correct categories, are correctly allocated in gender categories etc.
5. Weather forecast (and review for affects on competition)
6. Recap of the day's events
7. Review of next day's event:
 - a. Technical delegates notes on course and program
 - b. Head Judge's comments if any
 - c. Chief of Competition review
 - i. Schedule (and changes if applicable)
 - ii. Details about the event, venue and host resort
8. Elicit any questions from the coaches pertaining to the next day's event
9. Adjourn the meeting

The Draw will be generated and posted for the coaches immediately following the meeting.

Protests

Protests from coaches can be brought to the Jury (Chief of Competition, TD and Head Judge). For a protest to be heard by the Jury it must:

1. Cite a specific rule that was violated
2. The coach must submit a non-refundable payment of the equivalent of 50 Swiss Franks (unless governing rules state otherwise)
3. The protest must be in writing

When a protest is brought to the Jury, the Jury will review the protest and deliberate to deliver an outcome. Where a protest is successful the results of the protest may impact the competition. The T.D. will be the chairperson of such deliberations and holds the veto power.

Event Day Operations

The Schedule

The schedule is a critical element of the event for all in attendance. Athletes and coaches will plan their event strategies around the scheduled times for training and competition for each event. Special attention must go into the development an event schedule. Factors that should be considered when developing a schedule include:

- Type of competition
- Field size
- Weather
- Light of Day early December gets dark much faster than late March
- Chairlift lap times for athletes to get back to the top of the course
- Resort attendance and lift line wait times
- Snow conditions and course maintenance needs

Start the event ...on time... or late... but not early!

It is possible that schedules can run late due to a variety of factors including weather, incidents, or miscalculation of run times.

Should an element of the event be started early without the knowledge of all athletes and coaches, it is possible for a protests from the athletes and coaches that may in extreme cases may nullify the results of the event.

Communicate schedule changes with the Connection Coach and when proposing to start an event earlier than scheduled, make sure all athletes and coaches are informed well in advance.

Course Inspection

Course inspection is a safety orientation to the course for athletes prior to official training. It occurs immediately prior to official training on the day of the event. Athletes are allowed to inspect the course but not ski or jump on any of the features.

Training

Training is an opportunity for athletes to get used to the course and work on their techniques prior to the competition. There are two forms of training:

Unofficial Training

- a. Course may be skied by all competitors
- b. Unregulated from the OC other than to have basic safety measures in place such as emergency communications
- c. Coaches must be present
- d. Set times for maintenance may be established but are not required

Official Training

- e. All safety measures must be in place including patrol is required to be physically present prior to the start of official training*
- f. Toboggan must be in a place so to affect a timely response to an injury should it be required
- g. All safety netting must be in place including double netting between solid objects and skiers on course
- h. Public barriers must be in place to prevent public from entering the field of play
- i. Emergency communications must be present
- j. Knoll masters must be present
- k. Personnel must be available to the top of the course to close or hold course immediately
- l. May be separated into female / male times and further may be separated by age group if the OC deems necessary.

Moguls



Mogul Competition Start Procedure

Just before the competition begins the starter assist is grouping athletes in the corral in order of the start list.

1. *Chief of Competition confirms course is clear and the competition may begin*

- In clearing the course, the Chief of Comp will radio to the knoll masters (from the bottom of the course to the top) to ensure all course workers and equipment are clear of the field of play. The knoll masters will move all equipment safely **outside** the fenced area and visually check to determine the course is clear of both people and objects.

2. *Judge's Ready*

- Head Judge makes a call over the radio to the starter "judges ready".

This announces that the judges are ready for the next athlete. Before making this call the Head Judge confirms with the Head Timer that the timing is working.

3. *Starter Announces start of next athlete*

- The starter confirms the athlete is ready verbally (off radio). At this point the athlete has the opportunity to say "no".
- The starter announces the athlete's bib number over the radio and pauses so the judges can interrupt the start if there is a discrepancy in the bib numbers they have.
- The Starter counts down "3, 2, 1"
- When the athlete's boots cross the start line the starter announces "*Course*" over the radio which signals the hand timers to start their stop watches. Note there are several methods of manual back-up timing however the one stated above is the most precise.



4. *Skier on Course*

- All eyes are on course as the athlete skis the moguls. The Chief of Competition, The Head Judge, and the Technical Delegate are watching the run carefully for any signs of possible interference of the athlete's run.
- If something occurs during the run that is cause for the skier to protest and request a re-run, the Jury shall meet to decide if what they see justifies a re-run. It's critical that these three-pay attention to every single skier and every single run.

5. *As the athlete passes the finish line*

The electronic timing equipment is triggered as the athlete crosses the finish line and the hand timers stop their watches. The Head Timer records the electronic time on the timing tape. In the event that the electronic timing system did not log a time, the hand timers will be called on to use their times as the athlete's official time... they have to be on the ball every run!

6. *Run is Scored*

As soon as the run is finished the Head Judge collects the panel judge's cards and the timing results. The Head Judge reviews the judging stenos and confirms they are correct before passing them to scoring (note: in cases where scoring is not located in the same location as the judges, the scores may have to be run to the scoring location.)

7. *...and Repeat*

When the Head Judge is ready for the next athlete, they first confirm that timing is ready and say "Judges Ready" and the process begins again.

8. *Keep on Pace*

Event timing is critical; officials are often challenged to keep a steady pace that allows for all athletes to complete two runs. The Chief of Competition keeps a watchful eye on the time and will not allow unnecessary delays.

Start Area

The start area should be defined by a rope or fence and separate athletes waiting from those in the gate. The starting gate should be level and aligned with the line of the mogul course so the athlete can stand in the gate.

The area is controlled by the Starter and the Start Assist. Athletes waiting their turns should be kept back from the start gate so as not to interfere or distract those in the gate.

An athlete in the gate must be provided the opportunity to collect themselves without interference or distraction. Only their coach is permitted to enter the start gate with them. There must be clear and concise communication from the Starter.

The athletes "on deck" and in line to start should be assembled by the Start Assist as many consecutively as possible. The higher the level of competition, the more prepared the athletes and coaches will be.

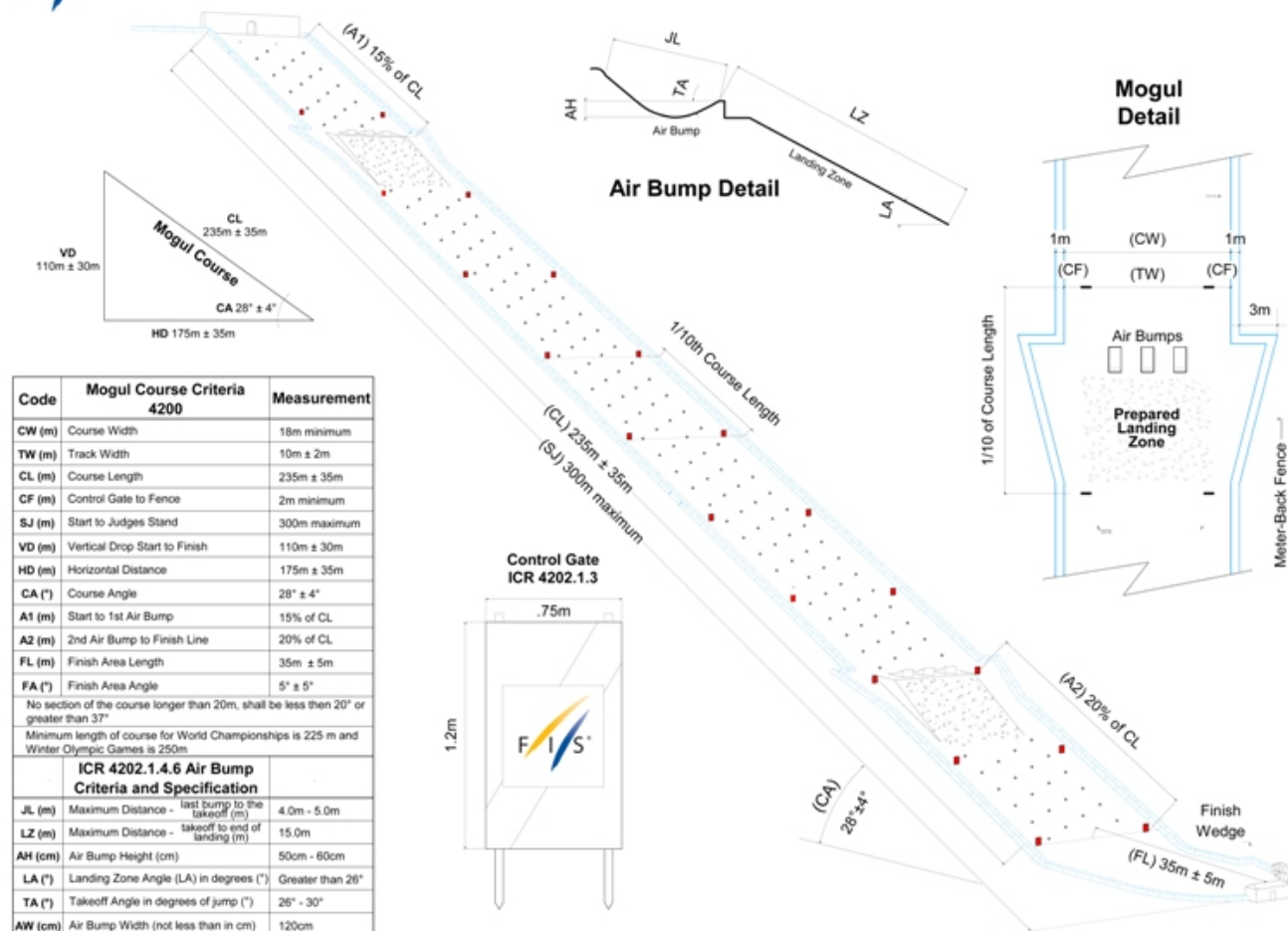
Mogul Course Specification

Different age groups and levels have different mogul course specification. What is appropriate for a World Cup athlete is not the same as what is appropriate for a U12 competitor. Check various mogul course specifications on Freestyle Canada's website under [Terrain Guidelines](#).



Mogul Course Specifications - ICR 4202.1.3

Revised 14.11.07 - FIS Freestyle Committee
MSM/JTF



Mogul Course Venue Development

Often Ski Areas have concerns when discussing areas to host events that clubs haven't considered. Concerns can range for a wide variety of things including avalanche areas, to overcrowding lifts to accessibility for emergency services. Clubs should engage their host resorts with the perspective of short and long term solutions to area development for freestyle terrain.

Short term terrain development might be used to try a new area out with the longer term vision of raising money

and helping develop the area

more permanently with such work as cutting new runs or more significant slope improvements such as shown here.



Review the requirements of the FIS Competitions Guide and the ICR to ensure all the elements are taken into account with larger projects. Longer term terrain can lead to stronger attendance in programs and events and help both the clubs and resorts work together at achieving their goals.

These can include various elements such as grooming, resort skier traffic and slope loading, proximity of lifts and athlete turn-around times, Judge's stand location, coral length and widths, emergency access to the course and staging of patrol, grooming constraints, event day

spectators and transport requirements for equipment and officials, timing considerations, snow depth, sub surface water and a variety of other considerations.



Working closely with the host resort is critical in establishing any successful course build.



Slope and Jump Tables

The slope of a mogul course should be consistent and uniform from one side to the other. A consistent slope is difficult to create with snow and in ground summer slope maintenance may be required to achieve the uniformity.

Jump Tables are typically cut into the natural slope during off season slope maintenance they can also be made of snow. These tables are placed in specific locations in proximity to the start and finish lines as shown on the ICR Specifications.

Mogul Course Construction Suggested Procedure:

We all will eventually establish a method of construction that works the best for us and our particular circumstances, but the following is a very a basic formula that seems to work. Keep your eyes out in the near future for a Mogul Course Building Clinic coming soon to a mountain near you!

#1 Establish a line of control

The Control line is usually one side of the course's fence line and is the line that all the other features of the course is measured from. The course should be centered on the Judge's Stand and be straight without lateral deviations.

To achieve this line a clear line of site is required from the top of the pitch to the bottom. A bamboo pole is placed at the top and the bottom of the course and then intermediary poles are placed in a precise line at the jump tables. Once this line is established it acts as the Control for which the rest of the course is measured. Therefore, time should be taken to ensure this line is accurate, straight and provides for enough room to allow other various components of the course to be constructed.





#2 Establish Course Lines

Some Courses have as few as two mogul lines and others as many as five. Decide how many lines based on the event you are running.

Measuring from the Control, establish the center of each of the mogul lines. The center of each line should be provided at the start, finish and each table by measuring the same distance from the Control.

#3 Establish Mogul locations and Spacing

There are various methods of establishing mogul spacing. A simple method however is to use a rope to mark the distances between moguls and place markers at each of the mogul locations.

Skiers can push snow piles into these markers on a smaller course or experienced grooming operators can pile snow at these locations which then are shoveled and skied in by experienced skiers. Whatever the method of creating moguls equal spacing, uniformity, straight lines are all critical.

It is important to note that different competition levels have different mogul spacing requirements. See Freestyle Canada's Mogul Course specifications for assistance in determining what spacing is appropriate for the competition level.



#4 Establish Jump and Locations

Using the "3-4-5 Method¹" of creating a 90-degree angle, establish a perpendicular line indicating the back of the jump line at each of the tables.

Note different competitions have different requirements and guidelines for the distance between the jump and the landing transition.

¹ The "3-4-5 Method" is a method used to find a precise 90 degree angle. Measure 3 feet along one access of a triangle and mark "A". Measure 4 feet along the other access and mark "B". If the angle is 90 degrees the distance of the hypotenuse ("C") must be 5 feet. Each of the measures are proportionate and therefore can be multiplied equally to achieve a larger distance. For example: (1x)=3-4-5, (2x)=6-8-10, or (5x)=15-20-25 etc.



#5 Install Jump forms

Install the jump forms in the centre of each mogul line. Make sure the jump forms are level and plumb and in line with the moguls lines below the landing. Brace the jumps so snow can be packed in tightly to the forms.

#6 Fill Jump Forms

Weather, temperature, snow condition and event program all affect how a jump is built. Fill the jump forms with snow by packing the snow into the forms ideally with a snow blower as shown here. Note that snow conditions need to be observed and adjustments to the snow can be made (by adding water) so the snow can pack and maintain its shape after the forms are removed. Considerations of moisture content of snowpack, temperatures, skier traffic all go into the decision to add water. Let the jumps set up and consolidate before removing the jump forms.



Blowing snow into formwork using a snow blower shown here can help bond and pack the snow so that jumps hold together better throughout the event.

#5 Shape Jumps and Transitions

Once jump forms are removed shaping the jumps can begin. This process must follow very specific criteria and should be conducted by individuals with experience and training. Jump shapers are elected at competitions and provide a specific arch that takes all course conditions into consideration. When rough jump shaping is completed, the jump shapers complete the fine tuning. Specialized tools are used called "grizzlies" to create the correct angle, slope, bellies and kick of the jump. The shaping is dependent on many influencing factors

including in-run, landing, slope speed of athletes, competency of athletes and other course conditions.

Transitions are the area between the mogul in run and the face of the jump. They need to be shaped much the same as the jumps themselves and are critical to athletes set up and in run to the jump.

Installation of Safety Barriers

Safety barriers are physical barriers that provide protection for athletes, coaches, officials, and the public. Safety barriers must be used in all areas of the event venue where a possibility of collisions may occur. And, as a general rule, the harder the object in a path of potential collision, the better the barrier must be to protect against a collision with it. There different types of barriers to be used:

Rope-lines

Rope-lines are primarily used for a visual deterrent indicating an area that is out of bounds or is roped off to prevent conflicts with identified hazards or restricted zones. Rope lines are typically used where skiers have the ability to come to a controlled stop once they see the barrier. Most ski resorts around the world use rope-lines and most people respect the rope barrier. Rope-lines do not however protect against high speed collisions.



Tower Pads

Tower pads are pads made of foam in a heavy plastic or rubberized case. They are typically found in areas where a solid object such as a lift tower, immobile equipment, or structure is in a path where skiers may collide with the object at higher speeds. Tower pads are used on courses where structures or equipment are located that may pose a collision hazard with skiers on course.

Single Fencing

Fencing provides a physical barrier that is used in areas to define course edges and:

- Prevent skiers or pedestrians from entering onto the course or field of play
- Prevent or reduce skiers from sliding off course in the event of a crash
- Define a control point where athletes must enter or exit the field of play

Double Fencing

Double fencing is used where skiers approach at high speeds and where obstacles or people may be in direct risk of collision should the skier lose control at that location.

Double fencing should be used where an exposure to collision with spectators, coaches or officials (as in the corral area) is frequent and where the outcome of a collision could be severe.

Mogul course fencing

It should run the entire length of the mogul course and define the field of play. Fencing provides a safety barrier and protects skiers on course *and* skiers off course. While rope lines are commonly used at lower level events they are unacceptable at higher levels such as national and international level competitions.

Install Start and Finish Lines

The start and finish lines should be cut into the snow and painted RED. The lines will be used by coaches and officials during training and of course for the event. The lines must be clearly defined and should be up dated as course conditions dictate.

Install Timing System

The timing system installation should be done in advance of the first day of competition. For single moguls using traditional wire run systems there are eyes at the start line and eyes finish line that feed signals back to a recording device located with the Chief of Timing. Common problem with timing includes:

- Misaligned timing eyes on stakes that are not adequately secured in the snow or on their stakes and move will cause breaks in the timing signal
- Location of eyes in conflict with fencing flapping in the breeze or eyes located too close to athletes or officials that with their movement cause beams to break
- Batteries – fresh batteries should be used at the beginning of the event
- False readings or intermittent signals – could be a ground fault (wires that are rusted or frayed grounding against another wire or plug)

Install control gates

Control gates require very specific placement on a mogul course and are a tool that judges and officials use to for reviewing and interpreting runs. Control gates should be in place the day **PRIOR** to the event day. Review placement of control gates in the ICR Mogul Specifications above.



Slopestyle



Terrain

Generally, terrain for slopestyle events is already developed as part of the host resort's own terrain park. It is important that there is a physical barrier between lines or runs that are open to the public and those that are dedicated to a freestyle event. This barrier must be a physical barrier and must be clearly marked so to prevent public from entering the course.

Slope courses must be appropriate for the event. There should be an advanced line and a line others can take that provide smaller features. Please review the [Freestyle Canada Terrain Guidelines](#) to identify appropriate construction of features and features for LTAD stages.

Upper corral

Corral areas must allow for athletes to gather and stage prior to their runs. Preferably a flat area that is out of the way of public that ideally has a vantage point for participants to watch other competitors runs.

Start Area

The Start Area is comprised of a starter and the athlete about to drop in for their run. No other athletes should be within 8-10 feet of the athlete in the gate. It is very important that the athlete has an opportunity to prepare themselves for the run without distraction and so the starter can do their job without distraction. Starters must listen to the instructions of the Head Judge and must be able to react to the instructions of the Chief of Comp or TD.

Judges Stand

The Judge's stand location will ultimately be confirmed by the Head Judge prior to the event when the Chief of Comp and TD review the course as a Jury. The Judge's stand must have tables and chairs to accommodate all judges. The public and spectators must be kept away from the judge's stand. Judges will have open discussions about scoring and runs and no athlete, coach, parent, public, or unauthorized event worker should be permitted within earshot of their discussions. PA systems and music should be directed away from Judges and volumes should allow Judges to speak to one another.



Split panels

Judges sometimes require split panels when the course cannot adequately be viewed from a single location. Split panels will be required to communicate on secure channels with the other panel. This is usually accomplished by way of VHF radio, but no VHF radio conversation is truly private and depending on availability of channels, this may have to be overcome by other means.

Finish Area

As athletes exit the course, collisions with public must be prevented. This may be achieved by way of finish corral or by way of providing an exit from course opposite to the side of course where public are permitted to ski. However, it is important to reiterate that a high visibility physical barrier must separate the public from the course.

Procedures for Knoll Masters and Jump Tenders

The Knoll Master plays a critical function in maintaining the safety of a jump or feature. Their duties include:

- Watching that each skier has a clear take off and landing

- Should wear a high visibility vest/coat
- Must be positioned on the knuckle of the jump in clear view of approaching athletes
- Closes off the jump from approaching athletes using a flag or similar signaling device
- Communicates needs of the jump and landing to the Chief of Course
- Communicates first aid needs with the Chief of Competition
- Communicates with the Starter and advises on appropriate skier spacing during training
- Watches uphill features to report issues that may go unnoticed or that knoll masters other knoll masters cannot see
- Responds to calls from the competition officials to confirm the feature is clear or to close the feature.

In order to achieve these important safety objectives, the knoll master MUST be equipped with a radio.

Each Knoll Master is in charge of a feature and assumes the call sign of that feature. For example if the Knoll Master is in charge of feature 6 they answer to ***“Feature 6”*** on radio. If a Knoll Master is in charge of feature 4 *and* feature 3 they answer to ***“Feature 4” and “Feature 3”***.

Knolls must be kept free of athletes, public, and spectators. Coaches may choose to stand on knolls to provide feedback to other coaches and athletes during training and should be accommodated to do so.

Painting in runs and landings

Landings, edges of jumps, take-offs and knuckles must be clearly visible to competitors. Using dye is a common way to defining these surfaces so that athletes can see them even in flat light.

Each Landing must have at minimum a line on the knuckle and two lines on the landing. In low visibility conditions landings require more lines. Line may require repainting throughout the competition.

There is to be no altering of the course between training and competition unless a safety issue exists. Repainting of lines *during* a competition is considered a safety issue and is the call of the Chief of Course who will be in communication with the TD and Chief of Competition to discuss prior to the need arising.

Slopestyle Competition Start Procedure

Just before the competition begins the Start Assist is grouping athletes in the corral in order of the start list



1. Chief of Competition confirms course is clear and the competition may begin

In clearing the course, the Chief of Comp. will radio each knoll master starting at the lowest feature and work their way to the top of the course to ensure all course workers and equipment are clear of the field of play. This procedure MUST be clear and concise. The Chief of Competition confirms with each knoll master in charge of the feature:

- ***Chief of Competition asks***, “Feature 6 Clear?”
- ***Knoll Master 6 confirms***, “Feature 6 clear”
- ***Chief of Competition asks***, “Feature 5 clear?”
- ***Knoll Master 5 confirms***, “Feature 5 clear”,
- ***Chief of Competition asks*** “Feature 4 Clear?” and so the course is cleared until each feature from bottom to top is cleared and the course can be confirmed ready to start competition.

2. Judge's Ready

Head Judge makes a call over the radio to the starter "Judges Ready". This announces that the judges are ready for the next athlete.

3. Starter Announces start of next athlete

The starter confirms the athlete is ready verbally (off radio). At this point the athlete has the opportunity to say "no". The starter announces the athlete's bib number over the radio and pauses so the judges can interrupt the start if there is a discrepancy in the bib numbers they have. The Starter counts down "3, 2, 1." The Starter announces "Dropping" or "On course" as the athlete leaves the start platform. Judges may request the Starter announce whether the athlete is dropping in switch as often sight lines of judges are obstructed from the start gate.

4. Skier On Course

All eyes are on course as the athlete skis the run. The Chief of Competition, The Head Judge, and the Technical Delegate are watching the run carefully for any signs of possible interference of the athlete's run. If something occurs during the run that is cause for skier to protest and request a re-run the Jury may have to meet to decide if what they saw was just because to allow the skier to take a re-run. It's critical that these three pay attention to every single skier and every single run.



5. As the athlete passes the finish line

There is no timing of slopestyle, but each athlete must exit and clear the course prior to the start of the next athlete.

6. The Run is Scored

As soon as the run is finished the Head Judge collects the panel judge's cards. The Head Judge reviews the judging stenos and confirms they are correct before passing them to scoring (note: in cases where scoring is not located in the same location as the judges, the scores may have to be run to the scoring location.) Note that slopestyle may have a split panel of judges due to obstructions preventing adequate sight lines from one location on course.

7. ...and Repeat

When the Head Judge is ready for the next athlete, they first confirm that timing is ready and say "Judges Ready" and the process begins again.

8. *Keep on Pace*

Event timing is critical; officials are often challenged to keep a steady pace that allows for all athletes to complete two runs. The Chief of Competition keeps a watchful eye on the time and will not allow unnecessary delays.

Common Slopestyle Issues:

- Training opens without adequate competitor spacing control at the top of course and knoll Masters are overwhelmed by athletes and cannot react to close features in time to prevent potential incidents
- Course Maintenance - crews from the host resort do not show up when they have been arranged, event start is delayed.
- Maintenance Crews touching up landings and dying features take longer than the timeslot provides – event is delayed and may not be completed
- Judges cannot see due to inclement weather, event is on hold.
- An injury occurs and event is delayed and potentially cannot be completed

Big Air



Often a Big Air competition will designate a park jump for the Big Air event. Some resorts have designated areas for the big air jump site. When selecting a suitable jump several elements must be considered:

- Suitability for the level of competition – note that a multi level competition must ensure there are jumps that all athletes will be able to hit and execute their tricks. Refer to the LTAD on Freestyle Canada’s website for jump guidelines.
- Adequate in-run speeds and location of start area
- Judges stand location
- Safe run out zone
- Fencing to prevent public from entering course

The same protocols that are used for slopestyle start and jumps tending are used for Big Air.

Common issues:

The most common issues for the operation of a Big Air event include:

- Maintaining in run speeds during changing conditions
- Continual maintenance of visual reference lines on course
- Knoll master attentiveness during training (one on each jump is critical) with the ability to ensure a clear landing area

Emergency Action Plan (EAP)

The EAP is a document outlining the critical incident management protocol for the event. It will have specific names, numbers and procedures that will be followed in the event of a serious injury. The EAP is collected in advance of the competition by the TD and must be updated from time to time to ensure the information is kept current.

Radios Positions

The following Positions are required in addition to those of the Event Officials such as the Chief of Competition, Chief of Course, Scoring etc.

Position	Description	Radios Assignment
Volunteer Coordinator	Recruitment of Volunteers Directs Volunteers where to go and who to report to Communicates with Chief of Course and other key roles to define personnel needs Coordinates Volunteer Lunch program Coordinates Coffee and snack distribution	Definitely nice but not necessary to have a radio
Announcer	PA System w/ Music Announces event program and describes athletes on course Provides key announcements to crowd at venue location	Radio Communications <u>a must</u>
Starter	This key role that communicates with Judges and uses the identified Start Protocol. The protocol will be announced by the Head Judge and will be practiced prior to the first athlete starting.	Radio Communications <u>a must</u>
Start assist	Ensures correct athletes are in the cue at the start of the Course and identifies if an athlete is missing prior to their start	Verbal with Starter

Knoll Masters/Jump Tenders	<p>Knoll Masters are in charge of maintaining the air sites for which they are assigned. Key tasks will include:</p> <ul style="list-style-type: none"> • Closing of jumps • Clearing of jumps for starts • Maintenance of in-runs and jumps (moguls), calling for maintenance for in-runs, jumps and landings (slope and big air) • Organizing and directing the chop • Organizing and spreading pine bough on landings (moguls), or dye (slope and big air) <p>Maintaining a safe site with equipment and tools</p>	Radio communications a must
Choppers	<p>Choppers use shovels to soften the snow on the landings. Shovels are “chopped” into the snow every few inches. The “Chop” extends 15 meters below the take off of the jumps and is required first thing in the morning and again between 1st and 2nd runs of competition. Although there may some maintenance required to repair landings, the course should not be altered in between training and competition</p>	Communication of chopping times is critical although radios are not necessary
Head Timer	Operates and records electronic timing	Radio communications a must
Timer Assist	Operates and records back-up timing	
Course Attendant	<p>Works directly under Chief of Course Responsible for various requirements of the moguls course such as:</p> <ul style="list-style-type: none"> • Assists with a wide variety of Course related needs and tasks • Fencing • Control Gates • Upper and Lower Coral maintenance • Pine Bough distribution • Setting up tents and PA systems • Set-up of scaffolding and judges stand • Providing direction to other course workers • Transportation of various tools and supplies including water, shovels, rakes, paint, fencing, bamboo or fence posts, tents, pine bough, etc. 	Radio Communications a must

Race Secretary	<p>Operates the Race Office</p> <p>Provide administrative support to Event Officials</p> <p>Works with Event Registration to sign-in athletes, distribute bibs and collect outstanding fees</p> <p>Works closely with scoring to provide clerical and administrative supplies and support</p> <p>Provides clerical support at Team Leaders meetings including revising schedules, issuing agendas & taking notes</p> <p>Manages Radio inventory and sign-out and collection</p>	<p>Communication can be a cell phone</p>
Score Runner(s) Coffee and snack Runners	<p>Works under Race Office Secretary to bring score cards from Judges stand to scoring</p> <p>Coordinates and distributes coffee and snacks to course workers and officials</p>	<p>Radios not necessary</p>

Appendices

- 1. Sample Planning Timeline**
- 2. Sample Invite**
- 3. Sample Schedule**
- 4. Mogul Course Measurement Form**
- 5. FIS TD Report**
- 6. Freestyle Canada - Chief of Competition Report**

General Event Timeline

[illegible]



Canada



WIN Canada Cup Series FIS Canadian Selections
Proudly Hosted by: Apex Freestyle Team & Apex Mountain Resort
Penticton British Columbia
December 13th through 16th 2018

EVENT INVITATION

The Apex Freestyle Club Event Organizing Committee and the Canadian Freestyle Ski Association are pleased to invite eligible athletes to the WIN Canadian Cup Series Canadian Selections December 13 -16, 2018. This is a Freestyle Canada Cup Series competition. This competition will be valued in the Canada Cup Rankings.

1. The event is sanctioned by Freestyle Canada and is organized by Apex Freestyle Club in partnership with Apex Mountain Resort
2. Rules are based on a combination of FIS Rules and Regulations and Canada Cup Freestyle Competition Guidelines
3. The Competition comprises two (2) Single Mogul events.
4. All athletes must have a Freestyle Canada Air 4B certified coach present.
5. Athlete qualification is required for all inverted maneuvers with Aerial Passports readily available to present to the Event Jury.

GENERAL INFORMATION:

DATES: The Competition will take place as follows:

THURS	December 13, 2018	Unofficial Training
FRI	December 14, 2018	Official Training
SAT	December 15, 2018	Single Moguls
SUN	December 16, 2018	Single Moguls

Please refer to the attached detailed schedule. The Organizing Committee reserves the right to change the schedule.

LOCATION:

1000 Stray Horse Rd, Hedley, BC V0X 1K0
250.292.8222
www.apexresort.com



Canada





Canada



MAP: <https://www.apexresort.com/getting-here/maps-directions/>

FIELD SIZE:

Maximum athletes to register is 90: 45 spots for men & 45 spots for women. Any unused spots will move to the other gender. 80 spots for Canada, 10 spots for Foreign athletes.

QUOTA:

- All National Team program athletes automatically have spots
- FOREIGN SPOTS maximum of 10 spots. If these spots are not filled, they will go back into the Canadian pool of open spots and be allocated to eligible athletes.
- 5 women / 5 men. Unused gender spots may be given to the opposite gender within the foreign quota (10 spots)
- If there are more than 10 foreign athletes registering for the foreign quota, priority will be given to athletes with higher number of FIS points.
- Please see the registration deadline for foreign athletes in the registration section.
- PROVINCIAL QUOTA: up to 20 spots per province, athletes need to meet the above eligibility criteria to enter the competition. PROVINCES DO NOT HAVE TO FILL THEIR QUOTA if they feel their athletes are not ready.

ELIGIBILITY:

- FIS age required: 14 on or before July 1st 2018
- National Team Athletes automatically earn a spot
- Member of a PSO Team Program, Development or Elite
- All other athletes must meet Can Selection MPL to be eligible: athletes who made one Finals at a Canadian Series event (singles or duals) in the previous season December 1 to April 30. Injury clause could be in effect under the guidance of the individual PSO.

LICENCES:

Canadian Athletes are required to have **a minimum of a Can Free 4 FIS Canada license.**

https://freestyleskibritishcolumbia.goalline.ca/register.php?reg_form_id=16805

Can Free 4 FIS International is also accepted.

https://freestyleskibritishcolumbia.goalline.ca/register.php?reg_form_id=16805 International athletes must have FIS license.

Single Mogul Format

QUALIFIER: Best of two runs

FINAL: 1 run. Top 40% from qualification with a minimum of 6 athletes and maximum of 20 athletes.



NOTE: For every foreign skier in the final (up to top 20 finalists), the next Canadian athlete will also be taken into finals. E.g. 3 Japanese make it into the top 20, the next 3 Canadians will be taken into the final round to 23 competitors (other foreign skiers ranked beyond 20th will not be taken into the final)

Basic Event Program - The event comprises two mogul events for both men and women. Athletes will access course from the T- bar. Athletes must ride lift to top. Athletes who unload early risk disqualification from the event. Spectators and media are encouraged to watch these young athletes. Medal ceremonies will take place at the end of each competition.

Organizing Committee Contacts - all registration questions or communications should be sent to:

- Event Secretary & Registrar Name _____ Phone _____ Email _____
- Event Manager – Name _____ Phone _____ Email _____
- Chief of Competition – Name _____ Phone _____ Email _____
- Chief of Moguls – Name _____ Phone _____ Email _____
- Media –TD - Name _____ Phone _____ Email _____
- Chief of Scoring - Name _____ Phone _____ Email _____

Volunteers - The success of these events depends on volunteers. If you feel you can help us out volunteering, please go to the following link:

[Volunteer Signup – LINK](#)

It has an active list and you can add your name to one of the following areas: Registration (Thursday), Course prep/work (all days), Timing and many jobs that help to run a seamless competition. Limited number of volunteer lift tickets will be available to those who sign up. Thank you!

Entry Fees (per participant) is \$180.00 for one day of competition, or \$220.00 for two days. A \$20 bib deposit fee will also be added to registration fees. Participants must register and make payment online using the registration system.

REGISTRATION:

Follow this link to register for the event: [LINK](#)

Registration Timelines

The early PSO registration policy for Canada Cup has been created to ensure PSO & HPAD athletes have an opportunity to register and secure a spot at these events

- **All registration closes December 1, 2018**
- Wait list can be kept if registration is full. When spots open up, athletes will be notified
- Athletes can register up to the day before the event if there are spots open.
If open spots remain, eligible athletes can register up until Team Captains meeting the day before the event.

Foreign Athlete Registration: opens November 7th 2018

Deadline is **November 30th, 2017**

Athletes must: (letter from administration to show all the below for all athletes entered)

- **be approved by their Nation**
- **show proof of insurance**
- **current FIS number**



Foreign athletes will be confirmed by Freestyle Canada by December 2nd to ensure Canadian participation to fill extra quotas.

Coaches will receive athlete bibs upon completion of waivers and bios.

Scoring

Freestyle Solution Lite (formerly called World Cup Lite) scoring program will be used.

Live scoring link will be distributed when available.

Lift Tickets – Lift tickets will be available for purchase each day of training and competition at the ticket booth with presentation of competitor bib. Each competitor is responsible for the purchase of his or her own lift ticket for each day of the event. Apex Mountain Resort offers reduced ticket prices to athletes. To purchase tickets:

- o Athletes must purchase tickets at resort ticket booth
- o Athletes must show/wear their bib
- o MC/Visa accepted

- o Ticket office opens at 8 am daily
- o Registered athletes will receive a 25% discount for lift pass (discount applies to single day passes only, multi-day passes not included) or the respective reciprocal season pass discounts to their home mountain (you will need to show your home mountain season pass).
- o Complimentary lift tickets for coaching staff, judges, media, officials and volunteers are available at the Competition Office each day, but are limited in numbers.
- o COACHES: Please email Event Secretary, _____ at _____ by December 9, 2017 to confirm number of coach passes required for your team.

***Please be advised that it is highly recommended to bring cash as the ATM at the Resort is not reliable.**

Competition Office - The competition office will be located in the Brown Bag lunchroom on the lower level of the Gunbarrel building. **All participants must check in** and register on-site at the main desk to confirm participation in the event and to pick up competition bibs.

Waivers and Bio's - Coaches will pick up athlete Waivers and Bio's to be filled out **prior** to the unofficial training day. The Competition Office will be open **Wednesday evening, Dec 12, 2018 6:00pm – 8:00pm.**

Bibs - Once Waiver and Bio's are completed and returned to the office, the coach will receive two bags per team with male and female bibs. Bibs must be worn for training and competition. A bib deposit was collected with competition fees and will be returned at the end of the competition. It will be in Canadian funds. If a bib is lost or forgotten there will be a \$20.00 replacement fee. If athletes forget a bib and can bring the bib the next day it will be a \$20.00 deposit. It is important that your bib number matches your event registration for judging and scoring. If you need to replace your bib please ensure the on-site registration staff updates your entry information. Bibs **must** be worn properly for all on-site training and for the competitions. Athletes not wearing appropriate bib may be disqualified. Bibs must be returned to race office, in good condition, after the event to receive deposit back.

Refunds - Once an athlete is confirmed on a start list, refunds will not be issued. In the case of an injury the coach or parent must notify the registration desk, to inform that an athlete is injured and unable to ski **before the Team Captains meeting the day before the competition day.** Athletes are entitled to partial refunds of up to 50% per event. Requests for refunds for other extraordinary circumstances shall be considered only at the discretion of the Organizing Committee. If an event is cancelled due to weather or



exceptional circumstances no refunds will be provided. (The organizing committee has already incurred all costs for the event). Please see the Can Freestyle Competition Guide for Rules and Procedures.

Aerial Qualifications - All athletes must have up-to-date aerial qualifications for jumps they are performing in **all disciplines**. The FCFC Technical Delegate will verify a random selection of athlete's qualifications during Team Leaders meeting the day before each event with the **coach** of the athlete. Verification of qualification will be accepted from any of the following sources:

- Signed Aerial Passports held by coach/athlete
- Completed and signed qualification forms
- FC qualification databank

Liability & Accident Insurance

All athletes, officials and other members of the regions who attend and participate in the event shall do so at their own risk. Every competitor is required to have his/her own medical and life insurance that is adequate and covers the maneuvers being performed in training and competition, as well as a valid FC Membership. The Organizing Committee, Canadian Freestyle Ski Association, Apex Mountain Resort, Apex Freestyle Club, BC Freestyle and the Canadian Snowsports Association shall not be responsible for accidents, damaged or lost equipment and belongings and/or second or third party claims during the staging of the event. All participants are urged to protect and safeguard their personal belongings at all times.

Age Categories - No Age categories, an open event

Single Mogul Format – Best of two runs qualifier followed by a 1 run final, top 40% from qualification with minimum of 6 athletes and a maximum of 20 athletes.

Accommodations

Apex Mountain Resort offers a variety of quality accommodation with something to fit every budget! There are two restaurants at the ski hill and a small market and liquor store.

PENTICTON LAKESIDE RESORT: pentictonlakesideresort.com

Penticton Lakeside Resort is the only full-service hotel in Penticton that offers luxurious amenities, clean, spacious rooms, and a spectacular view of Okanagan Lake.

The rates for the Apex Freestyle Club Canadian Selections start at \$85 for beach view, \$95 for park view, and \$105 for lakeview. Prices are subject to applicable tax and are based on double occupancy. Call for Reservations at 250-493-8221 or 1-800-663-9400 ext.1 or email lakeside@rpbhotels.com to book.

SkyRun Vacation Rentals: okanagan.skyrun.com

SkyRun Vacation Rentals provide a variety of comfortable accommodations for individuals, families and groups looking for ski-in/ski-out experience. Two of our larger accommodations, Apex Mountain Inn and Apex Lodge, have staff available 24/7 to answer any questions you may have to ensure your stay is enjoyable and memorable. Help is never far away if you have any issues during your stay.

CONTACT: okanagan@skyrun.com PHONE: 778.760.0180

Stay at Apex www.stayatapex.com

We have nine current accommodations that we offer during the ski season up Apex. Ranging from executive cabins to village condos, ski in ski out and private hot tubs that accompany most of our vacation rentals.



Canada



Phone Local: 250-292-8256 Toll Free: 1-866-273-9737

Contact: info@stayatapex.com

TOURISM PENTICTON Toll free: 1.800.663.5052

For hotels and motels in Penticton (30 minute drive from Apex) please visit: <https://www.visitpenticton.com>

Shuttles and transportation - Ambrosia Tours, provides shuttle services between downtown Penticton and Kelowna International Airport . Contact 250.492.1095 or bookaseat@ambrosiatours.ca

SCHEDULE:

The Organizing Committee reserves the right to change the schedule of events from those stated in the program. Any changes will be posted at the Competition Office each day or emailed out.

***Schedule subject to change, dependent on registration numbers. The organizing committee reserves the right to change the schedule.**

*Between 9:00 am – 12:00 pm the Competition Office will move to the Mogul Hut at the base of Kristi's Run, returning to Lunch Room at 12:00 pm.

Partners:



***Penticton Lakeside Resort
Convention Centre & Casino***





Canada Selections - December 13 - 16, 2018

MO

DM

Wednesday December 12						
	Start		Finish	Duration		Location
MO	18:00	-	20:00	2:00	Registration Office	Brown Bag Rm
Thursday December 13					MOGULS- Unofficial Training	
	Start		Finish	Duration		Location
MO	9:45	-	10:00	0:15	Inspection	Mogul Course
	10:00	-	14:00	4:00	Mogul Unofficial Training	
TCM	14:05	-	14:30	0:30	Team Leaders	Finish Corral

Friday December 14					MOGULS- Official Training	
	Start		Finish	Duration		Location
MO	8:45	-	9:15	0:30	Course Prep/Chop	Mogul Course
	9:30	-	9:45	0:15	Inspection	
	9:45	-	11:45	2:00	WOMEN'S Mogul Official Training	
	11:45	-	12:15	0:30	Course Preparation	
	12:15	-	12:30	0:15	Course inspection	
	12:30	-	14:30	2:00	MEN'S Mogul Official Training	
TCM	4:00	-	4:30	0:30	Team Leaders Meeting - Start lists MO	Brown Bag Room



Canada Selections - December 13 - 16, 2018

MO

DM

Saturday December 15					MOGULS - Qualifiers and Finals	Location
	Start		Finish	Duration		
MO	7:45	-	8:30	0:45	Course Prep/Chop	Mogul Course
	8:30	-	8:45	0:15	Women and Men Combined Mogul Inspection	
	8:45	-	9:45	1:00	Women and Men Combined Training	
	10:00	-	11:45	1:45	Qualification RUN1	
	11:45		12:10	0:25	Verification	
	12:15		13:30	1:15	Qualification RUN 2	
	13:30		13:55	0:25	Verification	
	13:30		13:55	0:25	Course Prep/Chop	
	14:00	-	14:15	0:15	Single Run Training - Combined	
	14:25	-	15:00	0:35	FINALS	
TCM	16:00	-	16:30	0:30	Team Leaders Meeting - Start lists MO	
AWARDS	17:00	-	17:30	0:30	MOGULS AWARDS	Gun Barrel Podium

Sunday December 16					MOGULS - Qualifiers and Finals	Location
	Start		Finish	Duration		
MO	7:45	-	8:30	0:45	Course Prep/Chop	Mogul Course
	8:30	-	8:45	0:15	Women and Men Combined Mogul Inspection	
	8:45	-	9:45	1:00	Women and Men's Combined Training	
	10:00	-	11:45	1:45	Qualification RUN1	
	11:45		12:10	0:25	Verification	
	12:15		13:30	1:15	Qualification RUN 2	
	13:30		13:55	0:25	verification	
	13:30		13:55	0:25	Course Prep/Chop	
	14:00	-	14:15	0:15	Single Run Training - Combined	
	14:25	-	15:00	0:35	FINALS	
AWARDS	3:30	-	4:00	0:30	MOGULS AWARDS	Gun Barrel Podium

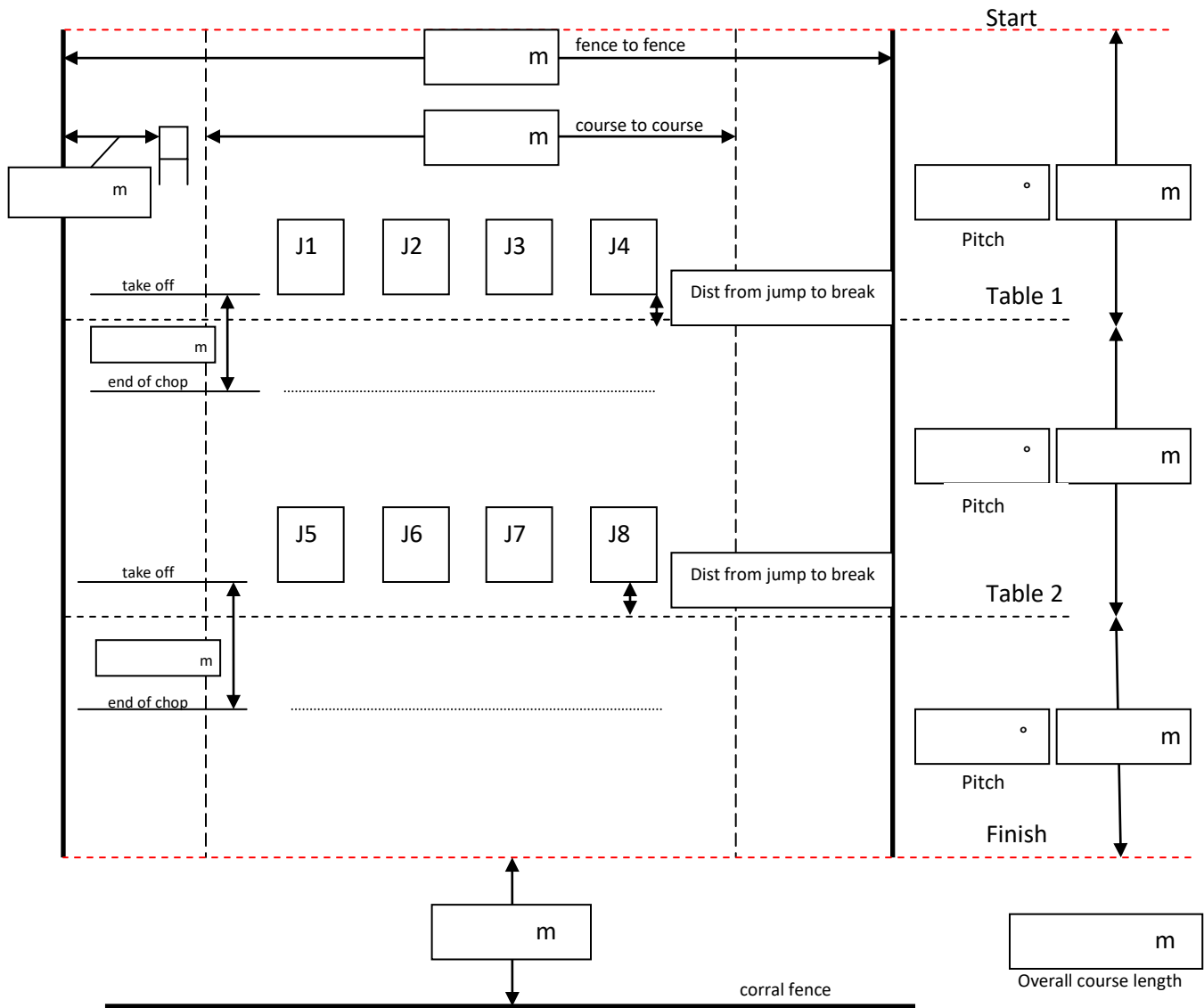


Technical Delegate Report

Event Name: _____ Date: _____

Ski Area & Run _____ Province: _____

MOGUL COURSE MEASUREMENTS



	Jump1	Jump 2	Jump 3	Jump 4	Jump 5	Jump 6	Jump 7	Jump 8
Height								
Width								
Degree								



REPORT OF THE TECHNICAL DELEGATE

Rapport du Délégué Technique



Name of event <i>Nom de l'Événement</i>				Province		Date	
Site <i>Lieu</i>		Program: Dates as in FC -Calendar? <i>Programme: Selon calendrier de l'ACSA?</i>		Yes <i>Oui</i>		No <i>Non</i>	
Replacement for: <i>Remplacement pour:</i>				from <i>du</i>			
Level of competition / Niveau de competition [X]							
CLUB		REGIONAL		PROVINCIAL		CANADIAN	
JUNIOR		NATIONAL					
M = Men/Hommes F = Women/Femmes				Disciplines/Disciplines/[X]			
M		F		AE	BA	HP	DM
				MO	SS		
Head Officials							
Name of TD/Nom du DTI						Division/Region	
Name of AssistTD /Nom de l'assistante DT						Division/Region	
Name of Head Judge/Nom du Juge en Chef						Division/Region	
Name of Chief of Competition/Nom de Chef de Competition						Division/Region	
Chief of Course /Chef de Piste						Division/Region	

INJURY Reporting


Injury/Blessure (if yes, please fill out the new injury form)				Yes/Oui		No/No	
During Training /Pendant entraînement				During Race / Pendant épreuve			
Concussion Y/N	Names/Noms:		TEAM	Patrol REPORT Attached Y/N			

TIMING/SCHEDULE												
DAY Nr.	1	2	3	4	5	6	7	8	9	10	11	12
DATE												
PRESENCE OF CHIEF OF COMP. (CC) TECHNICAL DELEGATE (TD) HEAD JUDGE (HJ)												
PRACTICE (P) / OFFICIAL TRAINING (O) / COMPETITION (C)												
MOGULS / Dual MOGULS												
AERIALS (inv)												
AERIALS (BA)												
SLOPESTYLE												
H-PIPE / Q-PIPE												

What decisions had to be taken on matters not covered by ICR OR FC specific rules?

Quels decisions ont été faitent hors des reglements RCI ou ACSA?

ORGANIZATIONAL EVALUATION:					
TD's opinion of the organization/L'organisation selon opinion du DT [X]:					
	1 unacceptable innacceptable	2 insufficient insuffisante	3 sufficient suffisante	4 good bonne	5 excellent excellente
ORGANIZERS/ORGANISATEURS	1	2	3	4	5
Committee/Comité					
Accommodations/Hebergements					
Meals/Repas					
Competition Office					
Meeting Facilities					
Medical Services médicaux					
Registration/inscriptions					
Result Services / Scoring					
Radio - Communications					
Crowd Control					
COMPETITION OFFICIALS	1	2	3	4	5
Chairman/ President					
Chief of Competition					
Chief of Course					
Chief of Scoring					
Head Judge					
COMPETITION TERRAIN	1	2	3	4	5
Mogul Preparation de bosses					
Jump Shape (MO)/sauts (bosses)					
Timing System/chronométrage					
Judges Stand/tour des juges					
Ski Lift/ remonte pente					
Equal Courses (Duals)/ egalite des duels					
Start Gate (Duals)/ porte de depart					
Training / entrainement					
Rails (SS)					
Jumps (SS)					
Halfpipe shape					
Landing (AE, SS, MO)					

	Report of the Technical Delegate Rapport du Délégué Technique	COMPÉTITION AERIALS 4000	AREA / ENDROIT	DATE	PAGE

Name of Trail								
Homologation Number								
Geographic orientation	NE	N	NW	W	SW	S	SE	E
MEASUREMENTS	DISTANCE	WIDTH	ANGLE (∞)					
Inrun (L3)								
Transition (IT)								
Table(T)								
Landing (L1)								
Transition (LF)								
Finish Area (F)								

JUMPS	DISTANCE	HEIGHT	ANGLE (∞)	WIDTH
Jump 1				
Jump 2				
Jump 3				
Jump 4				
Jump 5				
Jump 6				

COMMENTS - INSTALLATIONS

Location of the Judges Stand ?	
View of the Judges Stand ?	
Bathroom Facilities ?	

COMMENTS - OPERATIONS

Velocity Indicator	
Communications	
First Aid/ Premier Soins	

COMMENTS - OFFICIALS

Competition Officials	
Course Police	
Judging	


PROPORTIONS OF EQUAL INCLINATIONS

WIDTH (m)	TOP	LENGTH (m)	INCLINATION (∞)	
INRUN	--0--			
	10			
	20			
	--30--			
	40			
	50			
TRANS A	--60--			
	3			
	6			
	9			
	12			
TABLE	15			
	18			
	19			
	--20--			
	21			
	22			
	--23--			
	24			
	25			
	LANDING	--28--		
29				
30				
--31--				
32				
33				
--34--				
35				
TRANS B		3		
		6		
	9			
	12			
	15			
OUTRUN	20			
	--25--			
	30			
	35			
	FENCE			

Any problems with the course?

--

WEATHER	Temperature	Wind	Visibility		Snow Conditions		
COMPETITION PROTOCOL		Scheduled Start	Actual Start	Actual Finished	Nr. of Competitors		Breaks. Pauses
					M/H	W/F	
First Run on Lift							
Course Inspection							
Official Training Group							
Start Time of Group							
Official Training Group							
Start Time of Group							
Official Results							
Awards Ceremony							

	Report of the Technical Delegate <i>Rapport du Délégué Technique</i>	COMPÉTITION	AREA / ENDROIT	DATE	PAGE
		SLOPESTYLE			

Name of Trail

Homologation Number

Geographic orientation

NE N NW W SW S SE E

SLOPESTYLE SPECIFICATIONS/SPECIFICATIONS

START	DISTANCE FROM START	Description of feature Ex: TAKEOFF: height, angle, length. DECK: length (takeoff to knuckle), width, angle to slope. LANDING: length, angle. RAIL: type of rail, number of rails
	(m)	(°)
FEATURE NO:1		
FEATURE NO:2		
FEATURE NO:3		
FEATURE NO:4		
FEATURE NO:5		
FEATURE NO:6		
FEATURE NO:7		
FEATURE NO:8		
FINISH		

MEASUREMENTS

COMMENTS - INSTALLATIONS

Location of the Judges Stand?

View of the Judges Stand ?

Bathroom Facilities ?

COMMENTS - OFFICIALS

Competition Officials


Course Police

Judges

Any Problems with the course?

--

WEATHER	Temperature	Wind	Visibility			Snow Conditions	
COMPETITION PROTOCOL		Scheduled Start	Actual Start	Actual Finished	Nr. of Competitors		Breaks. Pauses
					M/H	W/F	
First Run on Lift							
Course Inspection							
Official Training Group							
Start Time of Group							
Official Training Group							
Start Time of Group							
Official Results							
Awards Ceremony							

	Report of the Technical Delegate <i>Rapport du Délégué Technique</i>	COMPÉTITION	AREA / ENDROIT	DATE	PAGE
		MOGULS / DMoguls 4200/4300			

Name of Trail	
Homologation Number	
Geographic orientation	NE N NW W SW S SE E

MEASUREMENTS

Length Course (L1)										
Length of Finish (F)										
Length - Start to Judges Stand (L2)										
Width Course (W1)										
Width of Single Track										
Width of Dual Track										
Inclination										
Air Bumps 1 - from start	<table border="1"> <tr> <td></td> <td>Air Bumps 2 from start</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>		Air Bumps 2 from start							
	Air Bumps 2 from start									

COMMENTS - INSTALLATIONS

Location of the Judges Stand ?	
View of the Judges Stand ?	
Bathroom Facilities ?	

COMMENTS - OPERATIONS

Timing System	
Communications	
First Aid	

COMMENTS - OFFICIALS

Competition Officials	
Course Police	
Judges	


PROPORTIONS OF EQUAL INCLINATIONS

WIDTH (m)	TOP	LENGTH (m)	INCLINATION (°)
	--0--		
	10		
	20		
	--30--		
	40		
	50		
	--60--		
	70		
	80		
	--90--		
	100		
	110		
	--120--		
	130		
	140		
	--150--		
	160		
	170		
	--180--		
	190		
	200		
	--210--		
	220		
	230		
	--240--		
	250		
	260		
	--270--		
	280		
	290		
	--300--		
	BOTTO		
	M		

Any problems with the course?

--

WEATHER	Temperature	Wind	Visibility		Snow Conditions	
COMPETITION PROTOCOL		Scheduled Start	Actual Start	Actual Finished	Nr. of Competitors	
					M/H	W/F
First Run on Lift						
Course Inspection						
Official Training Group						
Start Time of Group						
Official Training Group						
Start Time of Group						
Official Results						
Awards Ceremony						

	Report of the Technical Delegate <i>Rapport du Délégué Technique</i>	COMPÉTITION	AREA / ENDROIT	DATE	PAGE
		HALFPIPE			

Name of Trail	
Homologation Number	
Geographic orientation	NE N NW W SW S SE E

MEASUREMENTS

Length Course (L1)	
Length of Finish (F)	
Length - Start Area	
Length - Start to Judges Stand (L2)	
Width Course (W1)	
Inclination (∞)	

COMMENTS - INSTALLATIONS

Location of the Judges Stand ?	
View of the Judges Stand ?	
Bathroom Facilities ?	

COMMENTS - OPERATIONS

Sound System	
Communications	
First Aid	

COMMENTS - OFFICIALS

Competition Officials	
Course Police	
Judging	


PROPORTIONS OF EQUAL INCLINATIONS

WIDTH (m)	TOP	LENGTH (m)	INCLINATION (∞)
	--0--		
	10		
	20		
	--30--		
	40		
	50		
	--60--		
	70		
	80		
	--90--		
	100		
	110		
	--120--		
	130		
	140		
	--150--		
	160		
	BOTTO		
	M		

Any problems with the course?

--

WEATHER	Temperature	Wind	Visibility	Snow Conditions		
COMPETITION PROTOCOL		Scheduled Start	Actual Start	Actual Finished	Nr. of Competitors	
					M/H	W/F
First Run on Lift						
Course Inspection						
Official Training Group						
Start Time of Group						
Official Training Group						
Start Time of Group						
Official Results						
Awards Ceremony						

	Report of the Technical Delegate <i>Rapport du Délégué Technique</i>	COMPÉTITION	AREA / ENDROIT	DATE	PAGE
		OTHER COMMENTS			

Supplementary report/*Rapport complémentaire:*

Place and date:

Lieu et date:

TD's signature:

Le DT:

Important:

1. The TD must send a copy of his/her report within 2 weeks after the race to:
Patrick@freestylecanada.ski
2. Include with the reports:
 - Injury reports
 - The minutes of Jury decisions and Team Captains' Meetings
 - Sanctions

Important:

1. Le DT doit envoyer un exemplaire de son rapport dans les 2 semaines qui suivent la course à:
Patrick@freestylecanada.ski
2. Sont joindre aux rapports:
 - les rapport des blessures
 - les procès-verbaux des décisions du jury et des sèances des chefs d'équipe



PROTESTS (ICR Art. 3050 and following)
RECLAMATIONS (Art. 3050 et suivants du RIS)

Name of Competition / <i>Manifestation</i>						F <input type="checkbox"/> M <input type="checkbox"/>
Competition (Name/Place) <i>Manifestation (Nom/Lieu)</i>						
Discipline / <i>Discipline</i>			Date / <i>Date</i>			
HP	MO	DM	AE	BA	SS	
Reasons for protest <i>Motifs de la réclamation</i>				ICR References <i>Références RIS</i>		
Name of protester (Art. 3035.1.1) <i>Auteur de la réclamation (Art. 3035.1.1)</i>			Team <i>Equipe</i>			
			Function <i>Fonction</i>			
Date and time of submission <i>Date et heure du dépôt</i>			Payment of deposit (Art. 3050.1) <i>Versement de la caution (Art. 3050.1)</i>			
Protest and deposit received by <i>Réclamation et caution reçue par</i>			Function <i>Fonction</i>			
Date <i>Date</i>		Signature of protester <i>Signature de l'auteur de la réclamation</i>				



CANCELLATION (ICR Art. 3050.5 and 3050.4)
Annuler (Art. 3050.5, 3050.4 et suivants du RIS)

Name of Competition / <i>Manifestation</i>						F <input type="checkbox"/> M <input type="checkbox"/>
Discipline / <i>Discipline</i> / Disziplin				Date / <i>Datē</i> / Datum		
HP	MO	DM	AE	BA	SS	
Reasons for Cancellation / <i>Motifs</i>					ICR References <i>REfErences RIS</i>	
Effects on Safety					ICR References <i>REfErences RIS</i> Bezugsquellen IWO	

INPUT FROM / *Informations*

JURY	
TEAM CAPTAINS / <i>chefs d'équipes</i>	
Competitors / Competitors Advisory Committee	
TD / D-T	
Date and time of submission <i>Date et heure du dépôt</i>	Signature of TD <i>Signature du DT</i>

JURY DECISION (ICR Art. 3032.3.3.5 and following)
(Art. 3032.3.3.5 et suivants du RIS)

Competition / Manifestation					
					F <input type="checkbox"/> M <input type="checkbox"/>
Discipline / Disciplin				Date / Date	
HP	MO	DM	AE	BA	SS
Reasons for Jury Decision <i>Motifs</i>				ICR References <i>Références RIS</i>	
Inputs for Jury Decision <i>Commentaires du Jury</i>				ICR References <i>Références RIS</i>	
DECISION					
TD/ DT				VOTE	
Head Judge/ Juge en Chef				VOTE	
Chief of Competition/ Chef de Competition				VOTE	
Date and time of submission <i>Date et heure du dépôt</i>					
Date <i>Date</i>		Signature of TD <i>Signature du D-T</i>			



	Report of the Chief of Competition Rapport du Chef de Competition	EVENT/ COMPÉTITION	AREA / ENDROIT	DATE

Chief of Competition Evaluation of the event / Evaluation de competition selon l'opinion du Chef de Comp[X]:									
TD: Head Judge: Chief of Course:	1 unacceptable innacceptable	2 insufficient insuffisante	3 sufficient suffisante	4 good bonne	5 excellent excellente				
Event Summary / Sommaire de Competition	1	2	3	4	5				
Organizing Committee/Comité									
Technical Delegate/Delegue Technique									
Head Judge									
Judge Panel / Panneau des Juges									
Chief of Course/Chef de Piste									
Chief of Scoring - results/ Notation- resultats									
Athlete/Coach/Entraîneur Feedback									
Resort Support/Support d'endroit									
Quality of Course(s)/Qualite des pistes									
Overall Athlete Experience/Experience des Athletes general									

COMMENTS/COMMENTAIRE

Comments of the Organizing committee:	
Comments of the TD:	
Head Judge and Judge Panel:	
Chief of Course/Chef de piste:	
Chief of Scoring/Notation:	
Coach/Entraîneur Feedback:	
Support of the Resort/Station:	
Quality of Course(s)/Piste(s):	