



RACE EVENT GUIDELINES 2023 - 2024

Race Organizing Committees (ROCs) implementing Fédération Internationale de Ski (FIS) and national points race events are expected to meet the following requirements, to ensure that all events are delivered at consistent standards. These are operational guidelines – always refer to the current rules as stated in the FIS International Competition Rules (ICR) and other FIS documents (e.g. Timing Booklet), Alpine Canada Alpin (ACA) National Competition Rules (NCR), and Alpine Ontario Alpin (AOA) Guidelines.

REVENUES

RACE ENTRY FEE

Category	Race Entry Fee 2023– 2024 <u>Maximum</u> to be collected by ROC (includes lift ticket)
U12	\$55 + \$7.15 HST = \$62.15
U14 U16 U19	\$65 + \$8.45 HST = \$73.45 Tech \$75.00 + \$9.75 HST = \$84.75 Speed
FIS	\$80 + \$10.40 HST = \$90.40

EXPENSES

FIS TD ACCOMMODATIONS

Note that ROCs are responsible for FIS TD accommodations – reservations and payment, as required. Confirm itinerary with TD in advance.

CODEX FEES

ROCs may be charged Codex Fees by their division for national points races, which are determined by each division and may cover reimbursement of TD expenses, or other expenses as established by the Division.

ROCs will be charged FIS Codex Fees by the North American FIS TD Working Group (NAFISTDWG). ROCs will be charged FIS calendar fees by AOA (at end of season).

AOA LEVY

ROCs will be charged \$10 per competitor per codex by AOA (at the end of the season) for OCUP races.

LIFT TICKETS

ROCs will provide lift tickets at no cost for the TD, and AOA representatives attending events. The number required will be communicated by AOA at least one (1) week prior to the event.



On a case by case basis, ROCs will provide lift tickets at no cost for sponsor representatives attending events. The number required will be communicated by AOA at least one (1) week prior to the event.

AOA DELIVERABLES

BIBS, AWARDS, PRIZES

AOA will provide bib sets in sufficient quantity. Use of bibs other than the set assigned by AOA will incur a fine of \$100 per codex. AOA will provide medals in sufficient quantity (a few spares provided for ties). AOA will provide prizes, if applicable.

EQUIPMENT & SUPPLIES

Equipment and supplies should be checked in advance to allow for securing more if required. All equipment should be in good condition and stocked in sufficient quantity for event requirements and replacements as necessary.

1. drill, bit, ice auger
2. shovel, rake, float, snow blower, shaper
3. dye sprayer / dye, antifreeze
4. saw, chainsaw, pick
5. bucket, spreader / chemical
6. mallet / wedges, 2x2 posts

SECURITY

1. B net for course security
2. C net for crowd control
3. willy bag, triangular pad

COURSE

1. Poles appropriate for race category (NOTE poles used with panels should not have adhesive residue)
2. Panels appropriate for race category

TIMING

1. working timing/communications cable on the race run
2. 2 4x4 post
3. 2 start gates, wand (spare in case of replacement)
4. 2 homologated timers with printers (A, B)
5. 2 manual timers with time of day (start, finish)
6. 2 photocell sets (throughput) (see 2x2 above)
7. timing computer(s) with current software (see below)
8. display (electronic or manual)



9. conduit, bamboo, stab in
10. cables, power cords, outlets
11. batteries, electrical tape

ADMINISTRATION

1. admin computer with current software and data (see below)
2. printer, scanner, copier / paper, ink
3. cables, power cords, outlets
4. batteries, office supplies

HOMOLOGATION

For national points races, apply [NCR](#) and [PCR](#) Guidelines. Check FIS homologations for:
(Course FIS homologations (technical) expire in ten (10) years – check date)

Timing [FIS-Ski.com > Alpine > Timing & Data > Homologated Timing Equipment](#)

Poles [FIS-Ski.com > Alpine > Documents > Homologations](#)

Panels [FIS-Ski.com > Alpine > Documents > Homologations](#)

Check FIS information for Safety Material List [FIS-Ski.com > Alpine > Documents > Information & Guidelines](#)

SOFTWARE

1. Dongles with valid licenses
2. Operating system updates current, to avoid delays
3. Current version of software
 1. Results
 2. Timing
 3. FIS Timing Report

EVENT

BIBS

ROCs should obtain bibs from AOA prior to the first Team Captains' Meeting. Bibs should be sorted (and cleaned, if necessary), to be returned to AOA within 2 days of race completion. ROCs should announce missing bibs at the Awards in an attempt to retrieve the bib. ROCs will send an email to the club of the athlete assigned the missing bib, and cc: memberservices@alpineontario.ca. **When returning bibs to AOA, include a start list highlighting missing bibs.** If the bib is still missing before the bib set is used next, the club of the athlete assigned the missing bib will incur a fine of \$25.

AWARDS

Medals will be picked up at AOA before the race. Awards should be presented within 30 minutes of race completion.



DATA

Check correct data is being used in all race files and documents

1. Codex
2. Course Homologation
3. FIS TD number if applicable
4. Points List – date and event
5. Penalty calculation constants (F, Z, adder) from 1st Page of FIS points list

RACE DOCUMENTS

Use Race Documents available at [Official Resources](#) section of AOA website (FIS and national points races) or [FIS Alpine Documents](#).

RACE NOTICE

Submit the Race Notice to AOA for approval (word doc format) and posting to AOA Events calendar at least 4 (four) weeks prior to the event, cc: TD for their information.

1. Race Entry Fee as listed (see above)
2. Race Entry Deadline is 5 days prior to Team Captains' Meeting for national points races
3. Race Entry Deadline is 48-24 hours prior to first Team Captains' Meeting for FIS races
4. Team Captains' Meeting should be scheduled with consideration for team captains travelling from other events or their home resort. By Zoom, Team Meet, Google Meet (virtual) are options.
5. Visitors Information e.g. packages for Accommodation, Food and Beverage, resort information such as parking, change area, storage, lift rules, food and beverage service, etc. Visitors' information should be available during virtual Team Captain's meetings.
6. Volunteer contact information should be included.

MEDICAL PLAN

ROCs must have a Medical Plan to present at the Team Captains' Meeting.

RACE PERSONNEL

Race personnel should be active ACA Officials, with the appropriate level where indicated.

ROCs must provide at least three (3) forerunners who have the skiing ability to ski the course in a racing manner. FIS race forerunners must have signed the FIS Athletes Declaration. National points race forerunners must have an active ACA license.

REFEREE ASSIGNMENTS

Referees will be assigned at the Team Captains' Meeting. AOA Referees Assignment for OCUP will apply for national points races.



RESULTS

Results should be processed by upload to [AlpinePoints.ca Results Upload](https://alpinepoints.ca/ResultsUpload/) or by email to AlpineResults@FISski.CH within one (1) hour of race completion.

RACE DOCUMENT PACKET

Create a Race Packet for each codex by scanning all documents into one (1) .pdf file. Check all signatures have been recorded. Name the file using the race codex e.g. <<0567.pdf>>. Email the file to AlpineResultsON@gmail.com, and cc: ROC, Chief of Race, and TD if required.

SPONSORS

SPONSOR CLEARANCE WITH RESORT

ROCs should be in communication with the resort to confirm that AOA sponsor materials can be used at the resort, in the Finish Area and the Podium Area.

ATHLETE SOUVENIRS

Athlete souvenirs for distribution should only be secured through AOA sponsorships. ROCs are encouraged to apply resources toward reduced Race Entry Fee, volunteer recognition, or event development.

ACTIVATION

Confirm activation information with AOA office at least one (1) week prior to the event. ROCs should set up sponsor flags in Finish Area and Podium Area.

2023 – 2024 SPONSORS

Category	Sponsor / Bibs	Flags	Awards
U12	Skiis&Biikes/Mackenzie	Mackenzie & Skiis&Biikes	Top 3
U14	Mackenzie		Top 3
U16	Mackenzie		
U19	Mackenzie		
FIS			Top 3 Overall & U19



RESOURCES

[AOA Officials](#)

[ACA Officials](#)

[SAIP Insurance](#)

[FIS](#)

[ACA National Competition Rules \(NCR\)](#)

[Provincial Competition Rules \(PCR\)](#)

[Technical Data & Course Setting Table](#)