

2018



# Cross Country New- Brunswick

**NB Loppet Series Guidelines**

## 1.0 Introduction

The 2018 CCNB Loppet Series is comprised of four (4) events hosted throughout New Brunswick. These events are held between January and March of each year.

A loppet is a great gathering of skiers who ski on a specifically groomed trail either classic (diagonal stride) or free (skating technique) of various distances. The Loppet means different things to participants. For some it's intense competition, for others it's a relaxing way to spend a day outside, taking in the pristine beauty of the country side or wilderness, and enjoying the rest stops along the trail.

The 2018 CCNB Loppet Series includes:

Wostawea Loppet	February 4 <sup>th</sup> , 2018 Fredericton
Ray Thibodeau Loppet	February 11 <sup>th</sup> , 2018 Miramichi
Snow Bears Loppet	February 18 <sup>th</sup> , 2018 Bathurst
Les Aventuriers Marathon Maritimes Loppet	March 4 <sup>th</sup> , 2018 Charlo, NB

The CCNB Loppet Series Guidelines Document will serve as a guide for the organization of a CCNB Loppet events.

Addition, improvements and updating will be ongoing.

## 2.0 Purpose Statement

### 2.1 Goals

- To generate greater publicity and awareness of the sport of cross country skiing, and more specifically, loppet skiing, to the NB public;
- To create a provincial network of high profile/high quality loppet skiing events.

### 2.2 Objectives

- To increase participation in the events of the CCNB Loppet Series, particularly new participants and para-nordic skiers;
- To increase the profile and quality of the Series to a level where sponsorship can be better attracted;
- To encourage clubs to use the loppets as fundraising events for local/provincial charities or organization to engage the local community;

- To provide opportunities for integration of, and thereby interaction between all levels of skiing ability (beginner, intermediate, expert, elite) in loppet skiing events;
- To promote skier travel/mobility to all regions of NB from one event to another;
- To offer a diversity of events, having unique characteristics to the NB skiing public;
- To obtain media coverage of loppet skiing events;
- To promote completion of each event in the Series by skiers;
- To promote skill development of NB Skiers;
- To increase the knowledge base of event organizers by sharing information on varying management techniques.

## 3.0 Technical Information

### 3.1 Membership

Potential candidates seeking to become part of the Provincial Loppet Series must meet the following criteria

- Loppet host club must be a paid member of CCNB;
- Applications shall be made to the CCNB Events Director or Recreation Director at the CCNB Spring AGM.

Failure to meet necessary technical requirements as identified by CCNB can result in approval to host an event in the Provincial Loppet Series being withdrawn.

### 3.2 Event scheduling

Selection of dates for the CCNB Loppet Series events will be determined at the Annual General Meeting (AGM) (spring or fall) by a representative from each host club in conjunction with the CCNB Events Director and the CCNB Recreation Director.

As much as possible the selection dates should avoid conflicts with other cross-country events within the same region.

### 3.3 Public relations / Event promotion

#### Pre-race promotion

To promote an event, brochures/posters should be distributed to ski clubs and sports shops. A digital brochure/poster should be distributed by email and on social medias.

Newspapers, radio and even television will often broadcast press releases as a public service to its clientele. To take advantage of this free publicity, media press releases and Public Service

Announcements (PSA) should be distributed in advance of the event. (Refer to Appendix A for sample press releases).

Information that can be given to the media and press may include any or all of the following:

- CCNB Loppet Series results to date
- Number of participants expected
- History of the event
- Background information
- Charity information

Persistent delivery of timely information will increase the profile of the Loppet Series in New Brunswick and will favourably influence the participation to each Loppet.

### Race summary

A summary of the event should be given to the press as soon as possible at the close of the event. This summary may contain any or all of the following information:

- Number of participants;
- Spectators, officials, etc.
- Official results;
- Overview of the event (how the event unfolded)
- Weather conditions
- Course conditions
- Unusual or human interest stories
- How this event fits into the overall CCNB Loppet Series Season
- Sponsor information (if applicable)
- Outlook for the next CCNB Loppet Series event (s)
- How was the local community affected.
- Funds raised for the designated local charity.

## 3.4 Participation incentives and awards

### Participation incentives

It is left up to the discretion to the host club whether to give participation awards specific to the individual loppet.

### Awards

- As in the participation incentive category, it is left up to the discretion of each loppet whether or not to make individual or team awards specific to their event.

## 3.5 Technical standards for loppet events

The following guidelines are recommended for CCNB Loppet Series events:

### Event Organization Structure

An event Organizing Committee should comprise of the following officials:

- Loppet Coordinator
- Timing Coordinator
  - Marshalls and timers
- First Aid Coordinator
  - First aid volunteers
- Registration Coordinator
  - Registration clerks
- Communication Coordinator
- Feeding Station Coordinator
  - Refreshments station volunteers
- Lunch coordinator if applicable

### Registration

All participants must meet entry deadlines and procedures

All entry fees and schedules for each CCNB Loppet Series event are determined by the host organizing committee.

Entries are non-transferable.

When a registration has been received by the organizing committee, the entrant should receive a confirmation of entry.

### Loppet event notice

A club hosting an event is responsible for sending an electronic copy of a Loppet Event Notice to the CCNB Executive Director, Event Director and Recreation Director for approval at least three weeks prior to the event.

The CCNB Executive Director will be responsible for e-mailing, and posting on the CCNB website and social media every Loppet Event Notice to all club presidents, Events Committee and members who have provided CCNB with an e-mail address. The CCNB Executive Director will help with the Zone4 registration if needed.

The CCNB Executive Director may forward a Loppet Event Notice and Event Registration and Waiver to other Divisions or clubs in other Divisions.

Host clubs that maintain a club website are encouraged to post Loppet Event Notices on the club website.

The Loppet event notice should include the following:

- Date, location and time of the event
- Categories, distance and technique (i.e. free style or classic)
- Organizing committee
- Contact person
- Registration procedure

### Standardized Loppet Results

Up-to-date results should be posted in the finish area or in a nearby shelter where they are visible to both spectators and skiers.

Results shall indicate correct time and age group (class) placement of each participant.

Results should be typed or clearly and neatly written.

Results shall be forwarded to the Events Chair and to the CCNB office:

1482 chemin Saulnier Ouest  
Benoit, NB E1X 2A8  
Telephone: 506-395-0020  
Email: [xcskinb@bellaliant.net](mailto:xcskinb@bellaliant.net)

Please have results in promptly.

### Facilities

Adequate parking facilities should be provided for participants. If this is not possible, it should be mentioned in the race notice or information package and a shuttle service should be available to transport participants from parking areas to the start area.

Some form of public address system should be used in the start and finish areas.

Start and finish areas must provide the minimum facilities necessary to insure skier safety and comfort.

Walkways and steps should be sanded.

### Checkpoints – feed stations

There should be a communications network among key officials along the course. Radios/telephones are required. Radio contact with the start/finish area should be in place.

Checkpoints must be established, on average, at least every ten (10) kilometers along the course.

- First aid services must be available at each checkpoint.
- Checkpoints shall be located so as not to impede skiers or force them to stand in line in order to be served.

- Checkpoints shall be located so that skiers are not approaching at excessive speeds and shall be visible to skiers before they arrive.
- Checkpoints shall have water and some type of juice or electrolyte drink. All drinks should be served warm or lukewarm, not hot or cold.
- A warm shelter should be available with a separate first aid service.
- Toilets should be available, if possible.

## 4.0 Rules for Loppet Events

### 4.1 Insurance procedures

The following procedures are common to the above identified loppets:

Registration of the event for insurance must be completed with the CCNB office 90 days in advance of the event.

To ensure clarity concerning safety procedures, the following minimums are required:

- All courses are to be properly groomed.
- The Chief of course is to inspect the course prior to the event to ensure all parts are safe.
- Safety patrollers (or if possible an ambulance) are stationed at the race start/finish area with appropriate first aid equipment to assist skiers at any time anywhere on the course.
- The course is to be swept (patrolled) after the race.
- Any especially difficult area is to be clearly identified or if necessary, removed from the course.

### 4.2 Skier eligibility

Loppets are open to the general public.

A skier from any country or province/territory may enter a CCNB Loppet Serie event. If a skier is not a CCNB member, he must sign the CROSS-COUNTRY CANADA - INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT.

### 4.3 Seeding procedures and start regulations

It may be necessary to assign starting positions based upon skiing skill and past performance to maintain a smooth and orderly start.

In general, participants will be seeded in three starting waves:

- The first wave shall consist of any provincial team athletes and skiers who have achieved good results in previous events;

- The second wave shall consist of expert and advanced skiers;
- The third wave consists of novice skiers.

All CCNB Loppet Serie event will endeavor to start on time as posted. A warning that the event is to begin in a short time (15 minutes before the start) shall be given. If the event is to be postponed for more than one or two minutes, the delay and expected start time must be announced at the starting and waxing areas.

A clearly audible signal that can be heard by all skiers and officials in the starting area shall be used to start the loppet.

#### 4.4 Categories or Age groupings

A host club can decide if they want to offer categories by distance and/or by age groupings.

The qualification year for determining age is from January 1<sup>st</sup> to December 31<sup>st</sup>. A skier's eligibility age is determined by the age which he/she reaches during that year and that age is used throughout the Loppet Series Season.

#### 4.5 Technique Guidelines

In a free technical event, skating is not permitted in the tracked portion of the start area. Skiers skating in that area may be disqualified. NOTE: Event organizers must ensure that skiers area made aware of such a penalty.

In a free technical event, classic track must be provided.

Skating is not permitted in classic events. Skating in these events may result in disqualification. NOTE: Controllers should be familiar with skating technique to recognize infractions.

In case of a disqualification, the official results shall show "disqualified" next to the name and bib number and no time shall be given.

#### 4.6 Skier etiquette

All skiers must agree to abide by all CCNB Loppet Serie rules and regulations.

Skiers must follow the course from the start and pass through all controls.

Skiers who drops out of an event are required to report to the next control station, an official, or to the finish line.



Sportsmanship is held in the highest regard for all CCNB Loppet Serie events. Skiers who exhibit unsportsmanlike conduct may be disqualified from a CCNB Loppet Serie event and/or barred from further participation in any CCNB Loppet Serie event.

Cut-off time are at the discretion of the host club. Skiers passing a checkpoint after cut-off time will have their bib marked and noted. They will be advised to not continue. No finish time will be recorded if they do continue to complete the course.

## 4.7 The course

### 4.7.1 Design

The course should be designed with considerations to the safety and abilities of the participant skier. Following are specifics:

Width:	The prepared course should have a width of at least 3.5meters
Length:	Loppet courses will be 20km or longer in length. Shorter courses should be offered to provide a variety of opportunities for different ages and abilities of skiers.

All travelled crossings, must be straight, marked, highly visible, safe and manned. The crossing itself must be kept packed with snow when this is compatible with local regulations and is feasible. Skiers must be warned well in advance if there is no snow cover on approaching crossway.

If possible, it is important to avoid a course crossing itself.

Approaches to all trail intersections must be marked with caution signs or barricaded.

Downhill, high speed or blind intersections must be avoided.

Start Area:	The start area should be flat and should lead straight into the course and be wide enough and long enough so that participants will not excessively crowd each other. The start should be gradually narrowed over several hundred meters. The start area should be packed solidly and should be track-set. The start should be located so that it is controllable by loppet officials for purposes of participant identification, participant seeding and crowd control.
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Close to the start area there should be a sufficient number of washrooms, and plenty of parking space.

Finish Area:	The course should enter the finish area on a straight, flat approach. The course should be wide enough to allow several skiers to finish at the same time without impeding each other. The width of the finish will depend on the number of participants in the event; large events should have a minimum 5 meters width.
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The finish area should have easy access to a warm building where chilled, or exhausted skiers can sit or lie down.

Controllers must insure that the skiers are ushered from the finish line to avoid congestion.

#### 4.7.2 Grooming and maintenance

For classic events, the course should be set with two sets of tracks as much as possible. In the case of free technique events, tracks will be set on one side of the trail. If the trail is wide enough, a second track can be set.

During the event, sections of the course that are subject to exceptional wear or deterioration during the race must be maintained by course workers to assure that rocks and other debris do not surface during the event. Special care must be given to road crossings, bridges or areas where participants are making skidding turns. The course must be well marked so that skiers are never in doubt as to where to go. Hazards of all sorts must be marked with caution signs.

Downhill:	Safety of skiers must be kept in mind on downhills. Slopes that are so steep and long as to present excessive speed should be avoided. Downhills should be laid out so that fallen skiers can be avoided by other skiers. Run outs should be straight for a sufficient distance so that a skier can lose speed before negotiating sharp turns.
Course marking:	The course should have identification markers that are easily understood by participants so that they are never in doubt as to where the course goes. If possible, have the distances marked.
Alternate	An alternate course should be planned and available in case of unforeseen circumstances preventing the loppet from being run on the primary course.

## 4.8 Safety procedures

Loppets are required to follow the following safety procedures:

- Clearly visible signs and markers should be placed along the course to advise participants of medical station, refreshment areas, steep downhills, bridge/road crossings or other areas which would required a special consideration by skiers.
- Preventive action such as cut-off time for late slow skiers, shortened tracks for extreme cold conditions, etc.
- Patrollers on course at specified checkpoints.
- In extreme weather conditions, an organizer's meeting shall take place an hour prior to the event to decide whether or not to proceed, cancel or postpone.
- Between -18°C and 22°C the organizers will consider temperature trends before setting the starting time of the event.
- At -22°C and colder, the event could be run at the organizer's discretion, under a modified format which could include the following:
  - A shorter, carefully supervised course;
  - Multiple loop courses, waving criteria to limit the number of times that a skier can ski any one trail;
  - Increase patrolling between checkpoints;
  - Increase the number of warming spots.
- At -30°C, the event must be postponed or cancelled.
- Race course officials have ultimate authority in requesting a skier to withdraw from the event if severe frostbite or hypothermia is suspected.

## 4.9 Cancellation procedures

Considerations prior to event cancellation must include skier safety, inconvenience, re-scheduling possibilities and re-formatting options.

If it appears that an event of the CCNB Loppet Serie must be cancelled or postponed, every effort must be made to consult with the CCNB Loppet Serie Coordinator (i.e. Recreation Director or Event Director).

Communication of the cancelation must include the following action steps:

### 4.9.1 Cancellation (Short notice)

- The organizing committee will meet and discuss all options to provide a ski event including re-scheduling or re-formatting.
- The Loppet Coordinator must inform the CCNB Loppet Serie Coordinator and the Executive Director of CCNB;

- A press release should be made to all local and major provincial media with immediate focus on local radio;
- Representatives of the organizing committee must be present at the registration area during the pre-set time advertised in the information package to advise skiers of the decision and alternate plan.
- If the event is to be re-scheduled or re-formatted, the loppet organizers are not expected to refund registration fees.
- If the event is cancelled completely, it is up to the organizing committee to determine if a full or partial refund is possible.

#### 4.9.2 Cancellation (if 3-5 days prior to event)

- The final decision will be made by the Loppet Coordinator (organizing committee);
- Communication of the cancellation must include the following action steps:
  - Confirm decision with CCNB Loppet Serie Coordinator and the Executive Director of CCNB
  - Press release to all local and major provincial media outlining the circumstances and person to contact;
  - Advise sponsors (if applicable);
  - Notification to out-of-province entrants (this would apply for clubs offering pre-registration)

## Appendix A : Sample Press Release

**(Suitable for newspapers)**

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FOR IMMEDIATE RELEASE

Somewhere, N.-B. – February X, 2018 – The \_\_\_\_\_ Ski club invite you to participate in the \_\_\_\_\_th annual \_\_\_\_\_ Loppet. The Loppet starts at \_\_\_\_\_ a.m., \_\_\_\_\_ day, February \_\_\_\_\_, 2018 at (location) with registration available thru zone4 or beginning at \_\_\_\_\_ a.m.

\_\_\_\_\_ said that in spite of the recent warm spell, there is still one foot or more of snow on the tracks.

The \_\_\_\_\_ Loppet is part of the Cross Country Ski New Brunswick Loppet Series and will accommodate \_\_\_\_\_ style cross-country skiers. Emphasis is on fun and participation and all levels of skiers are welcome.

\_\_\_\_\_ commemorating the event will be awarded to all participants.

Skiers can choose between distances of \_\_\_\_\_. The shorter loops are ideal for beginners and family groups. The longer loops include more challenging terrain and demand a higher level of fitness.

Refreshment stops and first aid stations will be located along the route, as will emergency vehicles in case of injury or exhaustion.

The \_\_\_\_\_ Loppet is an excellent chance to enjoy skiing at \_\_\_\_\_.

After the event, \_\_\_\_\_ will be presented at the ski shelter (OR OTHER LOCATION).

For more information on the Loppet, please contact \_\_\_\_\_, by calling \_\_\_\_\_ or emailing \_\_\_\_\_.

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Name of contact  
Telephone #  
Email

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**(Suitable for radio or television)**

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FOR IMMEDIATE RELEASE

Somewhere, N.-B. – February X, 2018 – The \_\_\_\_\_ Ski club invite you to participate in the \_\_\_\_\_th annual \_\_\_\_\_ Loppet. The Loppet starts at \_\_\_\_\_ a.m., \_\_\_\_\_ day, February \_\_\_\_\_, 2018 at (location) with registration available thru zone4 or beginning at \_\_\_\_\_ a.m.

The \_\_\_\_\_ Loppet is part of the Cross Country Ski New Brunswick Loppet Series and will accommodate \_\_\_\_\_ style cross-country skiers. Emphasis is on fun and participation and all levels of skiers are welcome.

For more information on the Loppet, please contact \_\_\_\_\_, by calling \_\_\_\_\_ or emailing \_\_\_\_\_.

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Name of contact

Telephone #

Email

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