



BIATHLON NORTH AMERICA HOSTING POLICY

**(North American Championships and
North American Cups)**

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****Note regarding changes to this document for the 2016-17 season:**

- Paragraphs containing changes are enclosed in side-borders
- New text appears in *red italics*
- Deleted text appears in *red italics with strikethrough*

1 GENERAL

1.1 Purpose

The purpose of this document is to state the Biathlon North America (BNA) Hosting Policy for the North American Championships, the series of North American Cups, the Summer Biathlon North American Championships and other Biathlon events that are jointly hosted in Canada or the USA. This Policy amplifies the International Biathlon Union (IBU) Rules but is subordinate to the IBU Rules. This Policy is also the documentation of agreements between the United States Biathlon Association (USBA) and Biathlon Canada, the two National Federations (NFs) for Biathlon in North America, on matters of joint interest.

1.2 Governing Organization

This policy has been formulated, authorized and promulgated by BNA which is a joint USBA and Biathlon Canada structure to exercise jurisdiction for all joint USA / Canadian Biathlon activities in North America. The term partner NFs is used to indicate the BNA partners and the term hosting NF is used to indicate the particular BNA partner that has been assigned the responsibility to conduct a specific event.

1.2.1 Within this document the terms “Divisions” and “Regions” are used to refer, respectively, to organizational components of Biathlon Canada and the USBA. Since the North American Championships are often conducted concurrently with national Biathlon Championships, these two terms are used to represent those components of the NFs that will be treated in the same way that “teams” would be in their national context. Therefore, at the North American Championships and the Summer Biathlon North American Championships, it will be the Divisions and the Regions that will be represented as entities at Team Captains Meetings; it is the Divisions and Regions that will enter teams in Relay competitions: and individual athletes will be competing on behalf of, and representing their Divisions/Regions when they compete.

1.2.2 The Divisions of Biathlon Canada are (from East to West, then North):

- Newfoundland and Labrador
- Nova Scotia
- Prince Edward Island
- New Brunswick
- Québec

- Ontario
- Manitoba
- Saskatchewan
- Alberta
- British Columbia
- Yukon Territory
- North-West Territory

1.2.3 The Regions of the USBA, which are aggregations of the biathlon clubs with the stated geographic boundaries are (from East to West, then North):

- Eastern Region (all States East of Michigan)
- Midwest Region (Michigan and then West to and including North Dakota and South Dakota)
- Rocky Mountain Region (to the West of the Dakotas, but not including California, Oregon or Washington)
- Pacific Region (California, Oregon and Washington)
- Alaska Region (the State of Alaska)

1.3 Application of This Policy

This Policy shall apply fully for the hosting of the Summer Biathlon North American Championships, the North American Championships and North American Cup events and shall apply as fully as possible and as a guide, in principle and spirit, for the hosting of other major North American biathlon events. When any organizing body bids for an event to which this Policy applies, it agrees to abide by this Policy.

1.4 Rules

1.4.1 The IBU *Event and Competition Rules* in force during the event in question will apply fully for all aspects of the event unless otherwise stipulated in this Policy. In cases where no specific rule exists for a situation and it is not covered in this Policy, the principle or the intent of the IBU Rules will be used to determine the resolution of the situation.

1.4.2 The IBU rules that require a Competitor to compete only in a single Class for the duration of an event are not applicable to events conducted under this policy.

1.4.3 The IBU rules about advertising (*Event and Competition Rules*, Annex A, Section 4)

are not applicable to events conducted under this Policy.

1.5 Intent and Nature of Events

1.5.1 NACH

The **North American Biathlon Championships** (the NACH) is intended and designed to provide a continental competitive forum to determine the IBU North American Champions in each class and type of competition. Participation in the NACH is open to individual athletes and teams who / that have been entered by their associated Divisions and Regions. The affiliation of individual competitors and teams is to their home Region or Division. The NACH may be held in conjunction with the USA or Canadian Biathlon Championships, but will not be combined with other events of lesser stature.

1.5.2 NAC

The **North American Cup** events (the NAC events) provide a competitive circuit across North America for the span of the competition season and are a forum in which Biathletes of all skill levels can participate. A cumulative point system is in place for NAC events, with related prizes. NAC events may be combined with other lower level (e.g. Divisional) events.

1.5.3 NACC

The **North American Cup Challenge** (the NACC) is a jointly sponsored award that is intended to recognize consistent high-level performance over the competitive season by athletes who compete in the IBU competitor classes in North American events. This award is based on results achieved in the NAC series of competitions as well as the NACH. Further information of the ranking used to determine the winners of this award can be found at Annex C to this Policy.

1.5.4 SBNACH

The **Summer Biathlon North American Championships** (the SBNACH) is intended and designed to provide a continental competitive forum to determine the IBU Summer Biathlon North American Champions in each class and type of competition. Participation in the SBNACH is open to individual athletes and teams who / that have been entered by their associated Divisions or Regions.

1.6 Sanctioning of Events

All SBNACH, NACH and NAC events are jointly sanctioned by the USBA and Biathlon Canada.

1.7 Sanction Fee

If a Sanction Fee is charged to an organizer for the right to host the SBNACH, the NACH or an NAC event, it will set by the hosting NF.

1.8 Eligibility to Host

1.8.1 The eligibility requirements for an organization to host an event are set by the nation which is responsible for the hosting, but all event standards must conform with the IBU rules, unless changes are specifically and jointly authorized by the USBA and Biathlon Canada. In the USA, a Biathlon site must have an USBA Class C Venue License. Canada does not have a system of licensing venues but the requirements here-in must be met in order to be selected to host an event covered by this Policy.

1.8.2 Detailed instructions for bids, bid processing, awarding the right to host, and the conditions for hosting are stipulated later in this Policy.

1.9 Events Frequency and Time Frame

1.9.1 NACH

The NACH shall be held once annually, normally in the month of March, and normally will alternate yearly between Canada and the USA. However, the BNA may direct a different time frame if circumstances warrant. The specific dates shall be set in consultation with the Organizer. Actual dates for the Championships will be confirmed to the Organizer by the USBA or Biathlon Canada as set by national policy but normally no later than one year in advance of the event.

1.9.2 NAC Events

Normally six to ten NAC events will be held each competition season, within the period from November to March. NAC events may be held in conjunction with Regional or Divisional

Events or Championships or as separate events. Normally there will be an even distribution of events between the USA and Canada and between the western and the eastern halves of the continent. Separate eastern and western series on NAC events are possible but not currently planned. Biathlon Canada and the USBA will set the actual dates for each NAC event in consultation with the Organizer. The actual dates of events will be confirmed to the Organizer no later than six months prior to the event.

1.9.3 SBNACH Events

The SBNACH shall be held once annually, normally in the month of August or early in the month of September, and normally will alternate yearly between Canada and the USA. However, the BNA may direct a different time frame if circumstances warrant. The specific dates shall be set in consultation with the Organizer. Actual dates for the Championships will be confirmed to the Organizer by the USBA or Biathlon Canada in accordance with national policy, but normally there will be confirmation of the award of the event at least one year in advance.

1.9.4 Applications to Host Events

Applications to host NAC events, the NACH and the SBNACH must be made at least one (1) year before the Event. The application process will be announced by Biathlon Canada and the USBA each year. Normally calls for Bids will be made in the month of May at least one year prior the event. The deadline for the submission of applications is normally October 15.

2 COMPETITION SPECIFICATIONS

2.1 Classes of Competitors

The Classes of Competitors detailed in Annex A are the only authorized classes for events that are conducted under BNA jurisdiction.

2.2 Types of Competitions

2.2.1. The Types of Competition that may be conducted at the SBNACH, the NACH or NAC events are limited to the following: Individual, Sprint, Relay, Mixed Relay, Pursuit and Mass Start.

2.2.2. Except for competitions comprising the SBNACH, the distances and shooting bouts for each type of competition, for each class of competitor, are detailed in Annex A. It should be noted that the specifications for the *Mixed* Relay competitions therein differ from those in the IBU Event and Competition Rules.

2.2.3 The specifications that apply to the competitions that comprise the SBNACH must recognize any limitations that arise from the facilities being used, and will be determined separately between the Organizer and the host NF.

2.2.4. Pursuit competitions that take place under this Policy are modified versions of the Pursuit Competition that is defined in the IBU Rules. The Biathlon North American Pursuit competition will be conducted with a fixed five-second interval between Competitors, with the start order based on the designated Qualifying Competition from the same event. The cumulative five-second gaps between Competitors in a given class are the handicaps that must be overcome in order to win the competition. Athletes who have not taken part in, or who did not successfully complete, the Qualifying Competition may compete in the Pursuit Competition as Unqualified Entries.

- a. Unqualified Entries will start after all Qualified Entries.
- b. The Unqualified Entries will be grouped together and a random draw will be performed under the supervision of the TD to determine the order in which they will start, and their pursuit start lane assignments.
- c. The Unqualified Entries will be placed in the pursuit start lanes behind the Qualified Entries.
- d. The Unqualified Entries will start, in a modified Simultaneous Start, using the same pursuit start lanes that have been established for the Qualified Entries. This may necessitate 'stacking' the Unqualified Entries within the existing pursuit start lanes.
- e. The Start Time for the Unqualified Entries will be five seconds after the Start Time of the last Qualified Entry.
- f. The Start Time of the Unqualified Entries represents the handicap that they must overcome in order to win the Competition. In order to win, an Unqualified Entry will have to cross the Finish Line ahead of all the other Qualified and Unqualified Entries in the Class.
- g. The Unqualified Entries are individually responsible to start on or after their official Start Time, and are subject to the same rules and penalties as all other Competitors in a Pursuit Competition.

- h. Consistent with the IBU rules, firing points will be assigned to each competitor by the Organizer as she/he enters the Range.

2.2.5. Mixed Relay Rules

The Mixed Relay will be conducted as follows:

- a. Three individual athletes will comprise a team that has been composed from each of the following paired classes: Men/Women, Junior Men/Women, Youth Men/Women.
- b. Official Teams must be comprised of athletes from a single Division or Region.
- c. Each Official team must consist of a minimum of one male and one female athlete. Any combination of the two genders is allowed on an Official Team.
- d. For an Official team, the first leg of the Mixed Relay must be skied by a male athlete.
- e. Only one paired-class team per Division or Region will be eligible for Championship Medals.
- f. Space permitting, Unofficial Teams may be entered.
- g. Unofficial Teams will be placed in the starting grid after Official Teams.
- h. Unofficial teams are not restricted in their composition, and are encouraged to allow maximum participation.
- i. If there are no male competitors on an Un-Official Team, then a female may ski the first leg.
- j. As an exception to the IBU Rules, each paired-class Mixed Relay team will always shoot from the same firing point; that being the same firing point that was assigned for zeroing..

3 INVITATIONS AND EVENT PROGRAMS

3.1 Invitations

The Organizer must send electronic invitations to all Divisions or Regions of the hosting NF and to Biathlon Canada and the USBA for distribution to the visiting NF's Divisions or Regions at least **two months** prior to the NACH and NAC events. The invitations must include the following information:

- a. Event name, dates, location and organizer

- b. Types, dates and timings of competitions
- c. Team Captains' Meeting and Draw locations and times
- d. Location of competition site (including a map)
- e. Stadium plan, course map and profiles
- f. Facility inspection and training information
- g. Registration and entry forms
- h. Available accommodation details and costs
- i. Travel information (with a map if necessary)
- j. Local transport arrangements
- k. Restaurant or meal arrangements/information
- l. Organizing Committee Contact information
- m. Amount of entry fee and methods of accepted payment
- n. Other necessary or special information

3.2 Event Program

The suggested order of activities for various events follows. The suggested programs may be modified with the agreement of the TD.

3.2.1 NACH Program

- Monday – Arrival/Unofficial Training
- Tuesday – Unofficial Training
- Wednesday – Official Training
- Thursday – Competitions
- Friday – Official Training
- Saturday – Competitions
- Sunday – Competitions

3.2.2 NACH Daily Competition Schedule

Unless changed with the approval of the TD, the daily competition schedule at the NACH will be as follows:

- 09:00 hours – Zeroing: Men, Women, Jr Men, Jr Women, Youth Men and Youth Women
- 10:00 hours – Competitions: Men, Women, Jr Men, Jr Women, Youth Men, and Youth Women

3.2.3 NAC Events

Friday – Arrival/Official Training

Saturday – Competitions

Sunday – Competitions

4 PARTICIPATION, REGISTRATION AND ENTRY, AND FEES

4.1 Eligibility to Compete

Competitors from all IBU member NFs are eligible to participate in NAC events, the SBNACH and the NACH. However, only members (for Biathlon Canada that means a *Registered Participant*) of the BNA partner NFs will be eligible to be Continental Champions and receive NACH and SBNACH medals. Participation quotas may be set by the BNA. Competitors must be prepared to show a membership card or otherwise demonstrate proof of such membership in the USBA or Biathlon Canada for the current year as part of the event registration and entry process. Regardless of the location of the event, all athletes who are Biathlon Canada *Registered Participants* must have in their possession, and be prepared to show to the Organizer upon request, their *Possession and Acquisition License (PAL)* or their *Minor's Permit*, which are firearms licenses issued by the Government of Canada.

4.1.1 Citizenship and Residency

The IBU Rules with respect to the Nationality of Athletes will be used to determine any question of eligibility, for reasons of citizenship, of any athlete entered into a competition that is conducted under this Policy. As an additional requirement under this Policy, an athlete may represent only one Division or Region within a single competition season. There are no residency restrictions under this Policy.

4.2 Ability to Compete

Any Division or Region registering a Competitor for any SBNACH, NACH or NAC event tacitly guarantees that the Competitor is fully able to compete at the international level.

4.3 Participation Quotas

4.3.1 NACH

A Division or Region may register and enter any number of competitors provided that the registration and entry deadlines, as specified in the Invitation, are met. Given that there is sufficient space elsewhere in the facility to accommodate Relay competitions, the Organizer may register and enter as many “official” Relay teams for each Competitor Class as can be simultaneously accommodated on the Range. An “official” team must be comprised solely of members of the sponsoring Region or Division who all meet the competitor class requirements. If there is residual Range capacity, “unofficial” teams may participate, but “unofficial” teams will not be eligible for medals. BNA reserves the right to change participation numbers, if necessary. As a matter of principle, should there be a need to limit the number of Relay teams, Biathlon Canada and the USBA should have equal representation, provided sufficient competitors are present from both NFs to have an equal number of teams.

4.3.2 NAC Events

No quota for participation is set for NAC events. However, if an organizer wishes to limit the number of participating competitors or team staff in any way, those limits must be separately approved by BNA and expressly stipulated in the invitation.

4.4 Registration

4.4.1 NACH

Divisions and Regions registering Competitors in the North American Championships must advise the Organizer of their intent, at least one month prior to the Event, including the number of Competitors they wish to enter in each Class and the number of team staff members. This will be done by providing to the Organizer those registration details specified in the invitation. Registration by name must be made no later than fourteen (14) days prior to the start of the Event. Registration by name is not valid unless accompanied by such payments as requested by the Organizer. Registration may be made via Internet, mail or fax. Note that US athlete registrations can be done by the club or by the individual athlete is approved by the USBA.

4.4.2 NAC Events

Registration for NAC events may be made by the Region or Divisions or by individual competitors. Registration by numbers, indicating the number of competitors by class and the number of team staff members, must be made in time for the Organizer to make the necessary plans and arrangements for the event. If the Organizer wishes to set specific deadlines for registrations, those dates must be stipulated in the Invitation.

4.4.3 Identification of Athletes

Athletes shall be identified by last name then first name in all competition-related documents, including registration reports and lists, Start Lists and Results.

4.5 Entries

4.5.1 Entry Fees

The entry fees for the SBNACH, the NACH and NAC events must be approved by BNA.

4.5.2 Control of Entry Fees

A suggested fee structure is detailed in Annex B to this policy, in the table entitled *Recommended Entry Fee Structure for the SBNACH, the NACH, and the NACs*.

5 HOSTING STANDARDS AND REQUIREMENTS

5.1 Organizing Committee

5.1.1 The Organizing Committee should be set up in general conformity with the IBU Rules and the IBU Organizer's Guide and must have sufficient numbers of officials to conduct the event in an efficient and orderly manner.

5.1.2 The Organizing Committee should consist of approximately 100 officials for the NACH. A lesser number may suffice for NAC and SBNACH events but must, in any case, be adequate for the effective conduct of the competitions. In order to guarantee a good standard of technical expertise for the SBNACH and the NACH, the following **minimum** USBA / Biathlon Canada officials qualification levels are *suggested* for key Competition Committee appointments:

Event Chairperson: There is no mandatory qualification level, but the

Competition Chief	<u>Chairperson</u> cannot also be the Competition Chief IBU International Referee (Canadian Leader or TD or USBA equivalent for NACs)
Chief of Course	Canadian Leader or USBA equivalent (Canadian Advanced or USBA equivalent for NACs)
Chief of Range	Canadian Leader or USBA equivalent (Canadian Advanced or USBA equivalent for NACs)
Chief of Timing	Canadian Leader or USBA equivalent (Canadian Advanced or USBA equivalent for NACs)
Chief of Stadium	Canadian Leader or USBA equivalent (Canadian Advanced or USBA equivalent for NACs)
Competition Secretary	Canadian Leader or USBA equivalent (Canadian Advanced or USBA equivalent for NACs)

5.1.3 Some of the Chief appointments for NAC events may be of a lesser qualification level but all Chief appointments must hold at least a Biathlon Canada / USBA Entry or Basic level qualification.

5.2 Competition Facility

The competition facility for all NACH and NAC events should conform to the IBU Rules but, in recognition of the developmental aspects of Biathlon, particularly in new communities, BNA will normally authorize reasonable exceptions. However, the following requirements are the minimum acceptable standards:

5.2.1 Range

24 targets are required for the NACH and 20 for an NAC. The target mechanisms may be mechanical or electronic, placed on a firm and level surface, with firing lanes 2.75 - 3.0 m wide, with lane markers, wind flags, safe access and exit (from left to right) and a penalty loop within 60 m of the range. The shooting ramp must be large enough to accommodate the anticipated number of competitors, coaches and officials.

5.2.2 Course

There must be a sufficient number of loops of appropriate lengths to conduct the required competitions, generally conforming with the specifications in the IBU Rules.

5.2.3 Stadium and Central Area

The Stadium must be well configured to provide good spectator viewing, with adequate space for Start and Finish (preferably together), a Relay Hand-Over Zone (required for the North American Championships if a Relay competition is being held), and a Simultaneous Start area with a minimum of eight start lanes (when required for the event). There should be a scoreboard (posted paper or electronic) to allow teams and spectators to easily view results.

~~5.2.4 Ski Test Area~~

~~A slope of 8 to 12-degree grade, at least 30 meters long, prepared the same as the competition course, with sufficient width to accommodate all participating teams, is required. As an addition or an alternative, a suitable section on the competition trail may be made available for glide testing, if approved by the TD.~~

5.2.5 Warm-up Trail

A separate, approximately 600 m long trail, prepared the same as the competition course, with access from the Stadium area, is needed for this function. The trails used for the competitions cannot be used for warm-up purposes once a competition has started.

5.2.6 Team Shelter and Wax Huts

Shelter for team members, which may be buildings or heated tents, must be available for the NACH, and be equipped with power, lights and ventilation (fresh air source) and be large enough to provide shelter for all competitors and staff. Team wax huts, which are not the same as team shelters, should be allocated on a one per team basis if possible. Preferably the wax huts should be within 300 meters of the Stadium. The *Wax Cabin Safety Notice*, Annex B, must be posted in each team wax cabin and must be adhered to by the teams.

5.2.7 Timing Systems

For NACs either electronic or manual timing systems may be used. For the NACH an electronic timing system (or systems) must be used. The use of a transponder (chip) competitor identification system is encouraged. In addition to the primary system, there must be two independent back-up timing and results systems, which may be manual or electronic throughout, or a mixture of the two. If stopwatches are used as a primary or backup source for the competition time, a minimum of four must be used to maintain competition timing, not including the starters, lap timing or range watches. If electronic

systems are used for timing, they must have independent power sources, or an independent uninterruptable power supply system must be provided. If electronic timing is used, results must be based on timing to the 1/10 of a second.

5.2.8 Parking

There must be sufficient parking space for spectators', competitors' and officials' vehicles within 500 m from the stadium site, or adequate, organized shuttle transport must be provided.

5.2.9 Toilets

At least four (two for men and two for women) indoor or outdoor toilets, within 100 m of the central area must be provided for volunteers, competitors and team staff. Separate comparable facilities should be provided for spectators.

5.2.10 Spectator Services

Services for spectators, such as a refreshment concession area and a warm-up area should be provided if at all possible.

5.3 Medical

A suitable vehicle or snowmobile with a toboggan must be on the competition site for casualty evacuation. If a competition physician is not available, a first aid trained person must be designated as the leading medical expert and be on site during competitions and training. The Organizer must arrange onward evacuation from the stadium to a medical facility by ambulance, designated suitable vehicle or helicopter.

5.4 Doping Control

Space for doping control, which includes a dedicated-to-doping-control toilet, may be required and must be planned for by the Organizer to meet the needs of the doping control authority working at the event.

5.5 Contingency Plan

The Organizer should develop a feasible contingency plan on how to deal with adverse snow and temperature conditions. The plan may include a reserve site, reserve snow

storage or an arrangement for transporting snow to the site

5.6 Transportation and Accommodation Requirements

Local transportation and accommodation conditions are normally not controllable by the Organizer. However, minimum acceptable standards must be available to support the event. BNA will make the adequacy assessment and decision about the facilities that are available.

5.6.1 Transportation

Ideally, the host community would be serviced by major airlines and should be within a short drive of the competition site. Transport between the competition facility and accommodation, and between the airport and accommodation, on a group basis, must be considered by the Organizer. Information about travel to and from the community, arrangements for travel between the competition site and accommodation, and the availability of rental vehicles must be investigated by the Organizer and disseminated in the Invitation.

5.6.2 Accommodation

Sufficient accommodation space must be available within a 30 minute or 30 km distance from the competition facility to house all competitors, team staff, out-of-town officials and official visitors. Standards must be generally acceptable for cleanliness and services; however, multiple occupancy rooms are permitted. Organizers should make every effort to negotiate a reasonable group rate at local accommodations. An eating facility, commercial or otherwise, should be located within 1 km of the accommodation.

5.6.3 Accommodation Reservations for NF Representatives

If requested by the USBA or Biathlon Canada, the Organizer will reserve suitable accommodations for official USBA or Biathlon Canada purposes. Although the Organizer will make the reservations, the USBA or Biathlon Canada, as appropriate, will bear the related expense.

5.7 Bib Sets

Along with regular competition bibs, leg numbers are required for the NACH. In addition, the Organizer must provide a proper set or sets of Relay Bibs should the event include Relay competitions.

6 RESULTS, AWARDS, SOCIAL AND CEREMONIAL FUNCTIONS

6.1 Results

6.1.1 Results for all SBNACH, NACH and NAC events shall conform with the specifications for results contained within the IBU rules. When the NACH or a NAC comprises more than one event, e.g. the United States Championships and the North American Championships, or the Eastern Canadian Championships and a North American Cup series event, separate Results must be produced, posted and distributed for each of the concurrent events.

6.1.2 The Organizer is responsible for the timely posting and distribution of the Results of all the competitions for all events. This includes:

- a. within one hour from the signing of the Final Results, forwarding results to the Press and posting results on (or forwarding results to) the Biathlon Canada and USBA websites or the e-mail addresses so designated, as well as the posting the results on any website that was advertised for that purpose in the Invitation for the event; and
- b. within 10 days of the end of the event, submitting, to the appropriate host NF (the USBA or Biathlon Canada), by postal service or courier, a complete printed set of Final Results for each competition type and class for each of the events that took place, including any concurrent events. These printed Final Results must include the IBU-specified cover sheets bearing the TD's signature, and must indicate each competitor's nationality/divisional or regional affiliation, shooting results, competition time, time behind and NACC points awarded.

6.1.3 For the NACH and all NACs, email to Biathlon Canada and the USBA a **NACC Results Listing**, in MS Excel (.xlsx) spreadsheet format, showing:

- a. the name and date of the event and types of competitions held and,
- b. separated by Class and sorted by Rank, each Competitor's
 - Rank
 - Start Number
 - Last Name
 - First Name
 - Nationality/Regional or Divisional affiliation

- Shooting Results by Bout and Total Misses
- Competition Time
- Time Behind
- NACC Points awarded in the Competition
- NACC Points accumulated to date (e.g. NAC # 3 report will also include points from NAC # 1 & 2).

6.1.4 For the NACH and all NACs, forward by signature-service courier, at least four days prior to the first competition of the next NACC event, **to the host of the next NACC-eligible Event, at the address provided by the host's NF**, the six NACC Leader Bibs, having first laundered them.

6.2 Awards and Prizes

6.2.1 All awards for the SBNACH, NACH and NACs are subject to approval by the USBA or Biathlon Canada. They must include medals and can be supplemented by trophies, plaques or other suitable prizes of a permanent nature. At the NACH and SBNACH, the North American Champions will be recognized for each of the following classes: Men, Women, Junior Men, Junior Women, Youth Men and Youth Women.

6.2.2 IBU Continental Championship Medals, which will be awarded in each event for the North American Champions, are provided by BNA at no cost to the Organizer for the NACH and the SBNACH - however, the IBU may provide these medals only for the Men/Women and Junior Men/Junior Women classes. The Organizer may be able to purchase medals for NAC events from Biathlon Canada, which may maintain, on behalf of BNA, a stock of medals for this purpose. If available these NAC medals will be designed to have attached, adhesively, either a thin metal disc upon which the event particulars are engraved or a paper label which can be printed locally. This has been done to facilitate engraving/marketing and to avoid having engraved medals that cannot be awarded. In all cases any cost of engraving will be borne by the Organizer. Unengraved medals can be returned by the Organizer to Biathlon Canada, which will refund the purchase price.

6.2.3 Any other awards are provided at the cost of the Organizer.

6.2.4 North American Championship Medals, for both the SBNACH and the NACH, will be awarded to the top three places, provided there are four or more athletes entered in the Men/Women and Junior Classes. If the IBU provides medals for the Youth Men/Women classes, they will be awarded on the same basis that applies to the Men/Women classes. If

there are only three athletes entered in the Class, two North American Championship Medals will be presented. If there are only two athletes entered in the Class, one North American Championship Medal will be presented. No North American Championship Medals will be awarded unless there are at least 2 entries in the Class.

6.2.5 SBNACH and NACH medals will be engraved/labeled with the following:

North American Biathlon Championships
< Men's 20 km Individual>, <2nd Place>
<Municipality, State/Province>
<2016>

6.2.6 NAC medals will be awarded to the top three finishers regardless of the number of entries in the class.

6.2.7 NAC medals will be engraved/labeled with the following:

<2015-2016> North American Cup <#3>
<Men's 20 km Individual>, <1st Place>
<Municipality and State/Province>

6.2.8 Plaques recognizing the NACC Points Leader for each eligible class will be presented with the final medal presentation at the NACH or, in the event that the NACH takes place before the final NAC of the season, the Organizer of the final NAC will be responsible for presenting the NACC Plaques. The recognition plaques will be provided at no cost to the Organizer by BNA.

6.2.9 The Plaques will be pre-engraved/labeled by Biathlon Canada, on behalf of BNA, with the following:

<2015-2016> North American Cup Challenge
Overall Winner - <Junior Women>

6.2.10 Prizes (as distinct from Championship or Cup medals) may also be given at the discretion of the Organizer. Awards for various reasons, such as sportsmanship, are also permitted. Useful gifts such as ski equipment can be awarded in addition to official awards.

6.2.11 Competitors from other NFs who are ineligible but would otherwise have received a SBNACH or NACH Medal, or competitors who were entered in Classes with insufficient Competitors to receive medals, must be appropriately recognized for their accomplishment at the awards ceremony. For this purpose the Organizer may give them guest awards or

other suitable tokens.

6.3 Social and Ceremonial

Two functions should take place at the NACH: an opening ceremony, and a banquet. While this section applies primarily to the NACH, it should be used as a guideline for the SBNACH and NAC events. The banquet and the daily medals presentation may be combined into a single event. The following guidelines are presented to assist the Organizer and the TD.

6.3.1 Opening Ceremonies

The opening ceremonies should occur at the competition facility with competitors, officials and spectators gathered. However, they may be held elsewhere as proposed by the Organizer, with the approval of the TD. Included in the ceremonies should be a short opening address by a local or visiting dignitary, a flag rising and the playing of both National Anthems. The ceremony must not interfere with essential competitors' or officials' pre-competition activities.

6.3.2 Medals and Other Awards Presentation

The presentation of the Championship Medals should be formal in nature, as an acknowledgment of the important achievements attained by the athletes. Championship Medals should be presented daily, after the competitions are complete, but medals for any competitions that take place on the day of the banquet may be presented at the banquet.

6.3.3 The Banquet

The banquet will normally be scheduled for Saturday evening as travel requirements usually preclude it from taking place on the Sunday. The banquet must include a healthy, well-balanced meal of good quality and must be held at a time suitable for athletes and may not exceed 3 hours in duration. A sound system must be available.

6.3.4 The Banquet head table must be reserved for:

- Local and visiting dignitaries
- The highest-level official IBU Representative who is present at the event
- The highest-level official representatives of Biathlon Canada and the USBA who are present at the event
- The Technical Delegate
- A male and female athlete from each competing NF as selected by the

USBA and Biathlon Canada.
Chairperson of the Organizing Committee
The Competition Chief, and
Other appropriate persons selected by the Organizer

6.3.5 Banquet Reservations for IBU and NF Officials

If requested by either of the BNA partners, additional seats at the banquet must be reserved by the Organizer for other IBU and NF dignitaries or NF staff members who are attending the NACH in an official capacity.

7 FINANCES, SPONSORSHIPS AND PUBLICITY

7.1 Financial Responsibilities

7.1.1 All costs for conducting the SBNACH, the NACH and NAC events, **except team** travel to and from the host community and accommodation and meals for the teams, must be borne by the Organizer. Funds for these events are normally accrued from sponsorships and entry fees. In rare and special cases for a championship, a grant may be available from Biathlon Canada or the USBA.

7.1.2 TD and IR Accommodation and Meal Costs

The Organizer of the NACH shall pay the costs arising from the accommodation and meals for the TD, for the three International Referees for the event, and for a pre-event inspection visit by the TD if such an inspection is necessary.

7.1.3 TD and IR Travel Costs

The Organizer is responsible for the travel costs of the TD and any International Referees appointed by the host NF, whereas the visiting NF is responsible for the travel costs of the International Referee that it has appointed. Should a pre-inspection visit be necessary, the Organizer is responsible for the associated travel costs of the TD.

7.1.3 For the SBNACH and NAC events, the Organizer shall bear both the travel and living costs for the TD.

7.1.4. In all cases of reimbursing TDs and IRs for costs, the basis for establishing entitlements and financial limits of reimbursement shall be determined by the travel and living reimbursement policy of the BNA partner responsible for the particular reimbursement.

7.2 Sponsorships and Marketing

7.2.1 Sponsorship

All sponsorships and marketing benefits being sought by the Organizer are subject to approval by the USBA or Biathlon Canada, as applicable, prior to finalization. In some cases, sponsorships may be initiated and negotiated by the national body in consultation with the Organizer.

7.2.2 Sales Items

The host NF reserves the right to sell merchandise at a suitable space provided by the Organizer (e.g. at the event headquarters or the competition site). This does not preclude the Organizer from marketing merchandise of its own design.

7.3 Division of Revenues

Division of revenues resulting from an event shall be as stipulated by the national policies of the host nation.

7.4 Reporting and Auditing of Event Finances

The Organizer of a BNA sanctioned event must report the financial performance of the event as set by the policies of the host NF.

7.5 Publicity and Media

7.5.1 Television Coverage

The Organizer must arrange the maximum possible publicity for the Championships. However, any national television coverage will be negotiated under host NF jurisdiction, including any financial arrangements.

7.5.2 Press Support Facilities

Every effort should be made to provide communication facilities – phone, fax and internet access, for the press.

7.5.3. Media Liaison

The Organizer must designate a full-time media liaison person during the event. The responsibilities assigned to that person must include the timely distribution of Results and other information to the media, including the press wire services.

8 REGULATION AND ENFORCEMENT

8.1 Competition Jury

8.1.1 Competition Jury selection and duties shall be in accordance with IBU rules, as applicable and appropriate for North America.

8.1.2 The Competition Juries at all BNA sanctioned events will consist of:

Chairperson	– Technical Delegate
Member	– Competition Chief
Three Other Members	– the IR responsible for the Course (if assigned) and two representatives elected at the first Team Captains' Meeting or , if there is no Course IR, – three representatives duly elected at the first Team Captains' Meeting.

8.1.3 When there are competitions in the morning and in the afternoon, separate Competition Juries may be established for the morning and the afternoon series of competitions.

8.2 Jury of Appeal

8.2.1 NACH and SBNACH

The Jury of Appeal for the two North American Championships will operate in accordance with the IBU Disciplinary Rules with one procedural change – no member of the Jury, including the Chair, will be considered as prejudiced in case their home division/region team is involved in a case before the Jury. The Jury of Appeal for all North American Biathlon Championships will be a standing Jury of Appeal, which will normally meet through teleconference technology. Hence neither the Chair nor any of the Members must be on

site at the Championships. The structure of the Jury of Appeal is a Chairperson and four other members:

Chair: President/Chair of the Board of Directors of the NF of the hosting nation (or a specifically designated Member of the Board of Directors of the hosting NF)

Member: President/Chair of the Board of Directors of the NF of the non-hosting nation (or a specifically designated member of the Board of Directors of the non-hosting NF)

Member: President and CEO of the USBA (or a specifically designated member of the USBA staff)

Member: General Manager of Biathlon Canada (or a specifically designated member of the Biathlon Canada staff)

Member: Designated Member of the Board of Directors of the hosting NF

8.2.2. NAC Events

There will be no Jury of Appeal for North American Cup events.

8.3 Technical Delegate

8.3.1 A Technical Delegate (TD) may be appointed for the SBNACH, the NACH and for NAC events by the IBU based on the joint recommendation by the USBA and Biathlon Canada. The TD's task is to assist the Organizer and to ensure that the competitions are conducted in accordance with North American policies and the IBU rules. The duties of the TD are in accordance with IBU rules, as applicable and appropriate in North America.

8.3.2 When a TD is appointed he/she should make contact with the Organizing Committee as soon as possible. The Organizing Committee must bring any concerns that it may have directly to the TD, who may then consult with others within the USBA and/or Biathlon Canada if additional consultation is necessary.

8.3.3 All TDs who are appointed for events covered by this policy must hold a minimum qualification of TD under the Biathlon Canada or the USBA's Officials Certification Program. Desirably the appointed TD will hold higher qualifications, such as an IBU International Referee or an IBU TD qualification. For the NACH the minimum qualification for the TD is

IBU International Referee.

8.3.4 If the host location has not previously conducted a major event, such as a NACH, National championships, NAC or higher level, the TD should make an inspection visit to the event location prior to September 30th of the year of the event. The costs associated with such an inspection will be paid as agreed between USBA/ Biathlon Canada and the Organizer.

8.4 International Referees

8.4.1 For the NACH, three International Referees (IRs) will be appointed jointly by the USBA and Biathlon Canada to officiate at the Course, Range, Start/Finish and Material Control or as directed by the TD. The IRs report to and work for the TD.

8.4.2 It is not necessary to have IRs for the SBNACH or NAC events, but the Organizing Committee should consider asking to have such appointments made, at no cost to the BNA, as a means to improve the chances for a successful event and to provide valuable experience for qualified national-level Officials. The IRs so appointed may be from the host Region or Division and they must hold a minimum officials' qualification of national TD. IRs assigned to an event may not be a part of the Organizing Committee nor may he/she perform any organizational function during that event.

9 APPLICATIONS TO HOST

9.1 General

9.1.1 The application form and bidding process to host the SBNACH, the NACH or a NAC event is attached as Annex D of this document. A prospective host organization's application must be received at the host NF's national office according to the deadline set by the host NF.

9.1.2 The bid must be submitted under a covering letter signed by the prospective organizing committee's Divisional or Regional / Club President, clearly indicating approval and support.

9.1.3 The application deadline for NAC events is the 1st of June in the year preceding the competition season for which the application is being made.

9.2 Bid Processing

Applications to host that are received by the published deadline will be assessed by the host NF and the selection and award made in consultation with the other NF.

9.3 Agreements

Upon approval, the application to host becomes the Agreement to Host by which the organizing committee and its Division/Region and host NF will conduct the event subject to any modifications indicated by the host NF at the time the bid is approved. The actual dates of the event will be separately agreed upon by the host nation and the host Division/Region.

10 AMENDMENTS AND COMING INTO FORCE

10.1 Amendments

This Policy may be amended by BNA.

10.2 Coming Into Force

The version of this Policy that was in effect at the time of approval of an Agreement to Host governs that particular Event. Otherwise, this version of the Policy comes into force on the date shown in the header of the document and supersedes all other existing BNA policies in this context.

ANNEX A

Classes and Types of Competitions Authorized for the NACH and NACs

Classes and Types of Competitions Authorized for the NACH and NACs

Class	Age	Individual	Sprint	Pursuit (see 2.2.4)	Mass Start	Mixed Relay (see 2.2.5)
Men	21 +	20 km PSPS	10 km PS	12.5 km PPSS	15 km PPSS	3 X 6 km PS
Women	21 +	15 km PSPS	7.5 km PS	10 km PPSS	12.5 km PPSS	
Junior Men	19/20	15 km PSPS	10 km PS	12.5 km PPSS	12.5 km PPSS	3 X 6 km PS
Junior Women	19/20	12.5 km PSPS	7.5 km PS	10 km PPSS	10 km PPSS	
Youth Men (note 2)	15/18	12.5 km PSPS	7.5 km PS	10 km PPSS	10 km PPSS	3 X 6 km PS
Youth Women (note 2)	15/18	10 km PSPS	6 km PS	7.5 km PPSS	7.5 km PPSS	

Notes:

1. Organizers may propose and be selected to run an NAC in conjunction with a local event, which may include classes other than the IBU classes listed above. However, the non-IBU class competitors who may be participating in such an event are not eligible for NAC medals.
2. The SBNACH and the NACH may be run in conjunction with one of the participating nation's National Championships. However, competitors in classes other than the IBU classes are not eligible for SBNACH or NACH medals. IBU Continental Championship (IBU CCH) Medals are awarded to Men, Women, Junior Men and Junior Women, but may not be available for Youth Men and Youth Women. If IBU CCH medals are not available for the Youth classes, then the Organizer will provide other medals but, none-the-less, the medal winners of the Youth classes will still be declared to be North American

Champions.

3. In both these cases the Organizer must follow its host nation policies governing the competition specifications for those classes that are not covered by the IBU Event and Competition Rules 1.2 and 1.3 or by this Policy.

ANNEX B

Wax Cabin Safety Notice

Wax Cabin Safety Notice

For Safety Reasons, the Following Procedures Must be Followed:

- Wear a filter mask and change the filter cartridges at least once a month or as recommended by the manufacturer of your mask.
- Ensure your filter mask has a tight seal against your face.
- Avoid spending any unnecessary time in the cabin.
- Do not keep any food in the wax cabin.
- Do not consume and food or beverage in the Wax Cabin or with any particles on your hands
- Ventilate the room if there is any dust or smoke in the room.
- Keep athletes out of the room except when absolutely necessary.
- Consider whether you need ear protection if you are using noisy power tools.
- Clean the cabin daily, wearing a mask while sweeping the particles.
- Dispose of the swept wax as requested by the Organizer.
- Do not smoke with any wax particles on your hands.

ANNEX C

North American Cup Series Challenge Ranking System And Entry Fees

North American Cup Challenge Ranking System, Awards and Entry Fees

1 North American Cup Challenge Ranking

1.1 North American Cup Challenge (NACC) ranking scores will be established separately for the Women, Men, Junior Women, Junior Men, Youth Women and Youth Men competitor classes.

1.2 To establish the ranking for the NACC, each competitor will accumulate the NACC Points that were awarded in each of the competitions in each of the NACC-eligible events in which she/he successfully competed during that competition season.

1.3 The events that are eligible for the NACC are the NACs and the NACH.

1.4 For each NACC-eligible competition, NACC Points will be awarded based upon the IBU World Cup Discipline Points allocation system (IBU ECR 15.8.2.2).

1.5 No ties will be permitted in the rankings. If there is equality of points anywhere within the ranking order for a Class after the last competition of the season, the ranking of the tied competitors will be decided in favour of the competitor with the most first place finishes or, if there is still a tie, the one who the most second place finishes, etc.

2 Recognition and Awards

2.1 Medals and Points

2.1.1 North American Cup Medals will be awarded to eligible competitors (the IBU classes) at each NAC event. In addition, NACC Points will be earned and accumulated by eligible competitors at each NAC.

2.1.2 The IBU North American Championships Medals will be awarded to eligible competitors at the NACH in the Men/Women and Junior Classes. In addition, NACC Points will be earned and accumulated by eligible competitors at the NACH.

2.2 NACC Plaques

2.2.1 A Plaque recognizing the NACC Points Leader in each IBU Competitor Class will be presented at the last NACC-eligible event of the season.

3 Entry Fees

3.1 The suggested entry fees for NACH and NAC events are detailed in the following chart. The suggested fees are deemed to be reasonable by both the USBA and Biathlon Canada. If an organizer wishes to seek approval of a higher entry fee because of unusual and necessary circumstances, the request for higher fees should be included in the Application to Host, as part of the event bidding process. Regardless, any fees that exceed those suggested in this document must be approved by BNA.

Recommended Entry Fee Structure for the NACH and NAC Events

Event Comprises	USA hosted Events	Canada hosted Events
Two (2) Competitions	USD \$60	CAD \$60
Three (3) Competitions	USD \$100	CAD \$100
Four (4) Competitions	USD \$140	CAD \$140
Banquet Contribution	USD \$40	CAD \$40

3.2 The entry fees that are charged must include any necessary trail and/or waxing hut fees for the period of the event, including all official training and competition days.

3.3 It is recommended that all organizers offer a reduction of \$5 to the event fee for early registration.

4 NACC-Specific Responsibilities

4.1 The Chief of Competition of a NACC-eligible event has specific responsibilities arising from the NACC ranking system. These responsibilities are detailed in paragraphs 6.1.3 and 6.1.4 of the Policy.

ANNEX D

**Application To Host
a North American Championships
or a
North American Cup Event**

Application to Host a North American Championships or a North American Cup Event

Name of Event: _____

Proposed Biathlon Facility: _____

Proposed Dates: _____ (Option #1)

_____ (Option #2)

1. ORGANIZING COMMITTEE

Name: _____

Number of Volunteers Comprising the Committee / Running the Event: _____

2. CHAIRPERSON

Name: _____

Telephone: (W) _____

(H) _____

Address: _____

E-mail: _____

3. HOST COMMUNITY

Name: _____ Province / Region: _____

Population: _____ Distance from event site: _____

Previous sporting events hosted _____

4. LIST CORPORATIONS/AGENCIES SPONSORING THE EVENT

Please list and indicate type of sponsorship

5. PUBLICITY

Provide a brief overview of your publicity plan: TV coverage and other media.

6. OTHER FACTORS

List or describe other positive factors such as numbers of restaurants, hotels and outside communication links.

7. COMPETITION COMMITTEE

Please list names of key officials and their Level of Qualification.

Competition Chief _____ level _____

Chief of Range _____ level _____

Chief of Course _____ level _____

Chief of Timing _____ level _____

Chief of Stadium _____ level _____

Competition Secretary _____ level _____

8. OFFICIALS AND VOLUNTEERS

Indicate dates and levels of officials training clinics to be held.

9. REGISTRATION FEE

What is the planned all inclusive Registration Fee for the event? Please provide details about the included competitions fees, banquet fees, trail fees, wax hut rental fees, or other service fees.

10. FACILITY TECHNICAL DETAILS

It is assumed that, with the submission of this Application To Host, the minimum requirements for the event are already in place. However, the following summarized information about your facility is required.

10.1 Course – Number of Loops, Lengths and Profiles (please attach Profiles)

10.2 Range – Number and Type of Targets

10.3 Results and Timing System Detail

10.4 Number and Types of Trail Grooming Equipment

10.5 Number and Type of Team Wax Huts

10.6 Size and Type of the Athlete Shelter / Lodge

10.7 Size and Type of Volunteer Shelter / Lodge

11. CONFIRMATION OF INFORMATION

The Division / Region, by signing this document, guarantees that the information given in paragraphs 1 to 10 above will be in place for the event if it is awarded.

Date

Signature of the Division President

Signature of Organizing Chairperson
or Regional Representative

Date