

# CROSS COUNTRY ALBERTA PROVINCIAL EVENT BID FORM

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The information in this Bid Form must be submitted by May 30.

All bids must be accompanied with a copy of the Club Executive Minutes containing the approved MOTION on the club's intention to host a CCA Provincial Event and a listing of the Race Committee (Chief of Competition, Race Secretary, Chief of Course, Chief of Timing, and others). Bids will be reviewed by the CCA Technical Committee and be given consideration in accordance with the published Event Selection Procedures.

Fax (780-427-0524) a signed copy with a photocopy of the cheque for the Bid Fee to the CCA Office. Send originals via regular mail to Cross Country Alberta, 11759 Groat Road, Edmonton, Alberta, T5M 3K6.

## **Eligible clubs:**

Only clubs that are currently registered (i.e. club fees paid with a minimum of 10 adult members) and in good standing with CCA are eligible to bid for the running of a provincial event.

## **CCA Levy Fee:**

In budgeting for this event, please note that the CCA Levy Fee is \$5.00/person/competition, but the fee does not apply for the Jackrabbit categories (Atom to Mini-Midget). The Levy Fee for the Alberta Youth Championships is \$3.00/person/competition. These levy fees will be calculated based on the Official Results received by the CCA representative **after** the event. CCA will invoice the Host Club for the appropriate amount. These fees are essential to the operation of the CCA Provincial Event Series.

## **Technical Package:**

Please refer to the Technical Package for Provincial Cross Country Ski Events (November 2009) at [www.xcountryab.net/officials/TechPackage.pdf](http://www.xcountryab.net/officials/TechPackage.pdf). In particular, see Sections F (Bid Submission and Selection), H (Host Club Responsibilities), and G (CCA Responsibilities and Services). Contact the CCA Office at (780) 415-1738 if you have any questions.

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## **General Information:**

Host Club: \_\_\_\_\_  
Event(s): \_\_\_\_\_  
Date(s): \_\_\_\_\_  
Techniques: \_\_\_\_\_  
Distance(s): \_\_\_\_\_

**Contact Information:**

Event Chairperson: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_ (H) \_\_\_\_\_ (B) Fax: \_\_\_\_\_

**Race Committee (with Official Certification Level):**

Chief of Competition: \_\_\_\_\_ ( )

Race Secretary: \_\_\_\_\_ ( )

Chief of Course: \_\_\_\_\_ ( )

Chief of Timing: \_\_\_\_\_ ( )

Others: \_\_\_\_\_ ( ) \_\_\_\_\_ ( )

**Officiating Certification Course:**

Hosting a Provincial Event offers the opportunity to have an Officials Certification Course. Is your Club interested in hosting such a Course for Level 1 and 2 Certification?  No  Yes

When? \_\_\_\_\_

**Contingencies:**

In the event that this event may have to be cancelled due to adverse trail or weather conditions, what contingencies is your Club prepared to take to host the event on another date and perhaps at another venue within your region?

Alternate date(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

Will your Club through your Race Committee host this event on this alternate date at the recommended location?  Yes  No

Will your Club need any assistance to host this event on this alternate date at the recommended location?  Yes  No What type of assistance? \_\_\_\_\_

\_\_\_\_\_

**Equipment Legacy:**

Through the Alberta Centennial World Cup in Canmore in December, 2005, various race equipment items were obtained and will be used as a legacy for cross country ski and biathlon events in Alberta. The items include fencing, v-boards, and radios.

Will your Club be interested to use this equipment for this event?  Yes  No

**Signatures:**

I \_\_\_\_\_ (Print name) am in agreement with the details as submitted and will ensure that the Club will follow all the rules, policies and procedures outlined in the Technical Package and CCC.

\_\_\_\_\_  
(Event Chairperson) (Date)

I, \_\_\_\_\_ (Print name), have reviewed this bid and the Technical Package, and confirm the support of \_\_\_\_\_ Club for this bid to run a CCA sanctioned Provincial Event.

\_\_\_\_\_  
(Club President) (Date)

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**Checklist:**

- Club Minutes with Motion to approve the Bid to Host this event.
- Cheque of \$ \_\_.00 (payable to Cross Country Alberta) for Bid Fee (\$25.00 per Race Event Day)

**Office Use Only**

Date Received: \_\_\_\_\_

Referred to CCA Technical Committee: \_\_\_\_\_

Decision by CCA Technical Committee: \_\_\_\_\_

Date of Decision: \_\_\_\_\_

Equipment Legacy Package Requested: \_\_\_\_\_

Officiating Clinic Requested: \_\_ No; \_\_ Yes; Date / Location \_\_\_\_\_

Course Conductor: \_\_\_\_\_

Technical Delegate Assigned: \_\_\_\_\_

## Cross Country Alberta Event Sanction Form

The information in this Sanction Form must be submitted at the time of Club Registration and / or Event Confirmation to ensure appropriate insurance for the event.

Club Name:	
Contact Person:	
Event Contact Mailing Address:	
Event Contact Phone Number: (home)	(other)
Event Contact Fax Number:	E mail:
Name of Event:	
Date Of Event:	Expected #'s:
Event Site:	
Social or Banquet?      Yes      No	Alcohol to be Served?    Yes    No
Location of Banquet:	
Sponsors/Landowners to be named as additional named insurance (name, contact, and address) must be provided on separate page attached to this form. Any landowners and/or sponsors that do not have their contact name and address submitted will not be considered under the insurance coverage for your event. Please indicate whether these land owners will require a formal insurance certificate for their records on the separate page attached.	
On behalf of the Event Organizing Committee, I have read the Cross Country Canada User Insurance Manual, the Cross Country Alberta Invitational Event Policy & Procedures, and agree to follow the outlined guidelines as well as to ensure that every participant will sign an appropriate event waiver. I sign below confirming these facts to be true.	
Event Chairperson (or Club Chairperson):	Date:
<b>NOTES: Event must be registered using this form to be eligible for provincial insurance coverage. Additionally, the event's official results must be submitted to the CCA Office within 1 week of the completion of the event.</b>	
<b>Submit to:</b> <b>Cross Country Alberta, 11759 Groat Road – Edmonton, AB – T5M 3K6</b> Fax to: 780-427-0524	

Please sign and fax (780-427-0524) this page back to CCA as soon as you have the date set for your event and then send original via regular mail. This confirms the date, basic event info and contact information.