



CCC OFFICIALS LEVEL 3 CERTIFICATION COURSE

March 21-25, 2012

Mont Ste Anne, Québec

Join fellow cross country ski officials from across Canada for this exciting opportunity to learn from a variety of our sport's top officials, to share event management experiences and to network with other club, division and national officials. Offered in conjunction with the 2012 Haywood Ski Nationals at Mont Ste-Anne and Quebec City it represents an ideal opportunity to review a number of interesting event formats under the direction of an experienced Organizing Committee. This facilitated course will combine a series of expert-led seminars with on-site event observation assignments and participant presentations on pre-course assigned topics. French to English and English to French translation support will be available to ensure that everyone gets the necessary understanding from the presentations and discussions.

A LEVEL 3 OFFICIALS COURSE is designed to prepare officials to:

1. effectively structure, staff and manage a Competition Committee at Division through National level events,
2. perform any "major official" role at the National Championship level,
3. lead an event organizing committee for a major event,
4. perform the role of a Divisional TD,
5. be familiar with CCC technical packages, CCC/FIS rules and make appropriate rule interpretations as they apply to CCC Tier 1 and Tier 2 level competitions

TARGET PARTICIPANTS:

- Qualified Level 2 Officials seeking Level 3 certification (requires your Division recommendation which confirms your completion of Level 3 prerequisites as recorded in your experience log in the CCC Officials Registry. **See attached reference from the Officials' Manual**)
- existing Level 3 and 4 officials/TDs who have not been recertified since 2007 (i.e. have not taken a Level 3 Officials Course or CCC/FIS TD Update Course.)
- Guest participants who belong to OCs that will be hosting Tier 2 level competitions in the near future. (Guests should email Janet at janet.gates@sympatico.ca for approval)

MEETING HEADQUARTERS:

Chateau Mont Ste. Anne, Quebec

COURSE SCHEDULE:

9 am - 7 pm	Wednesday, March 21, 2012
8 am – 9 pm	Thurs.-Sat., March 22-24, 2012
9 am – 12 noon	Sunday, March 25, 2012

These represent blocks of time that will be filled with presentations, discussions, site visits, on skis course inspections and observation activities along with sufficient breaks. The course schedule includes attendance at Team Captains' Meetings, races, etc.

COURSE MATERIALS:

Bring your copy (on paper or on a laptop) of the

- CCC/FIS Rules & Regulations (with annual updates) (<http://www.cccski.com/Events/Rules-and-Regulations.aspx>)
- 2011-12 Cross Country National Championships Technical Package, and the 2011-12 NorAm Canada Cup Technical Package (<http://cccski.com/Events/Technical-Packages.aspx>)
- CCC Officials Manual V3.4. and Guidelines for Jury Work - <http://cccski.com/Events/Officiating.aspx>

Copies of other relevant handouts will be provided on site.

CLOTHING & EQUIPMENT:

Bring clothing suitable for outdoor assignments during the competition. Include your ski equipment (skate and classic) so that you may take part in the on-course inspections and also get in some recreational skiing before or after the course.

TRAIL FEES, MEALS:

Trail passes will be made available through the event OC when using the trails for course work. Participants will be responsible for paying for their own meals. Daily transportation between the hotel and the race site will be provided. We will endeavour to provide group transportation from the airport to Mont Ste. Anne, this will be dependent on arrival times and whether some participants rent cars.

ACCOMMODATION:

Chateau Mont-Sainte-Anne
Mention Officials Special course rate: \$119 for double with Kitchenette
For information contact:
http://skinationals2012.com/skinationals2012/Spectateurs_en.aspx

Please let Dave Dyer know if you wish to share a room and he will try to hook up interested pairs. (ddyer@cccski.com)

REGISTRATION DEADLINE:

March 1, 2012

REGISTRATION PROCESS:

- 1) Acquire your Division's approval and email to Dave Dyer. (**See attached form.**)
- 2) Pay the registration fee for this course via the CCC Office (see "REGISTRATION FEE" section)
- 3) Once payment has been completed you will receive your course access code (**enrollment key**). This permits you to register into the Level 3 course at the CCC Officials E-Learning site (<http://learn.cccski.com/>). (If you have not previously registered at this CCC E-learning site, you must first create a log-in. Once you have logged-in, you will be able to use your 'enrollment key' to register yourself into this Level 3 course.)

REGISTRATION FEE:

\$150.00 - Payment must be completed by phone (or in person) at the CCC office. Call toll free - 1 877 609 3215 and speak with Martine Grenon-Lafontaine at ext 31. She will accept only credit card payment over the phone. There may be a small additional cost for the banquet; this detail will be available after registration.

FACILITATORS:

Janet Gates
FIS Licensed TD: TD experience includes WC Asst.TD – Falun 2010, and WSC 2009 Jury member. Chief of Competition experience includes: World Cup, National Championship, Canada Cup and NorAm events.

Co-facilitator - TBD

PRESENTERS:

Dave Dyer – CCC Race Director
Al Maddox - FIS Lic. TD: TD for 2012 Ski Nationals
Richard Lemoine - FIS Lic. TD: Asst. TD for 2012 Ski Nationals
Alain Vachon - FIS TD: Ch. Of Competition for 2012 Ski Nationals
+ other Organizing/Competition Committee members - TBD

Once you have completed registration at the CCC E-learning site for this course, a detailed course outline, a list of pre-reading and a pre-course assignment will be made available to you at the E-learning site tailored to this course. Additional administrative details will also be updated via this online course forum.

LEVEL 3 OFFICIALS CERTIFICATION

(From CCC Officials Manual, Version 3.4, pg. 1-5)

Level 3 - Official

A Level 3 official will be able to:

- perform any "major official" role at the national championship level
- effectively structure, staff, and manage a competition and event organizing committee at the division through to the national level.
- be familiar with the CCC and FIS rule book and make appropriate rule interpretations as they apply to division level competitions.
- be able to provide a risk management assessment for a race site and develop an effective Risk Management plan.
- teach the Level 1 and 2 Officials clinics after having achieved Certification.

Prerequisites:

The course participant must:

- be recommended by his/her division
- have performed at least two different "major official" duties and at least three different "secondary official" duties at the division cup or national championships (or equivalent) level events (log book documentation may be required).
- hold Level 2 officials certification.

To maintain certification:

- maintain active interest by working as an official and/or as a TD in club and divisional or provincial events every year.
- certification will be reviewed and re-assessed every five years by the CCC Event Committee.

Level 3 Technical Delegate – CCC Divisional TD

A Level 3 TD will be able to:

- perform the role of a Divisional Technical Delegate for events which require the overseeing and performing of all aspects of officiating at the division level for division cup and popular cross-country ski (loppet) competitions
- perform any "major official" role at the national championship level
- effectively structure, staff, and manage a competition and event organizing committee at the division through to the national level.
- be familiar with the CCC and FIS rule book and make appropriate rule interpretations as they apply to division level competitions.
- be able to provide a risk management assessment for a race site and develop an effective Risk Management plan.
- teach the Level 1 and 2 Officials clinics after having achieved Certification.

Certification:

- meet the prerequisite requirements of the Level 3 Officials Course (see above)
- complete a Level 3 Officials Course
- successfully complete one (1) divisional apprenticeship TD assignment
- must be an active skier, able to ski courses in both techniques and in a reasonable timeframe in order to inspect and assess the quality of the course preparation and tracksetting

To maintain TD certification:

- maintain active interest by working as an official and/or as a TD in club and divisional or provincial events two of every three years.
- must attend a CCC TD, FIS TD or Division Level 3/TD update once every two years
- must be an active skier, able to ski courses in both techniques and in a reasonable timeframe in order to inspect and assess the quality of the course preparation and tracksetting.



LEVEL 3 OFFICIAL - CANDIDATE PREREQUISITE FORM

CCC OFFICIALS COURSE – LEVEL 3 Mont Ste Anne, Quebec City, Quebec March 21-25, 2012

Complete and send as an email attachment to

Dave Dyer - Email: ddyer@cccski.com

Ph: (613) 445-3527 (613) 297-9504 (Cell)

Candidate's Name: _____ Candidate's Email: _____

Candidate's Division: _____

Division Rep. Authorization provided by: _____ (Please provide full name)

Division Reps. Phone #: _____ Division Reps. Email: _____

A short summary of your most recent officiating experiences involving a major role (include the year).
(This list should fulfill the prerequisite requirement outlined below.)

1. _____
2. _____
3. _____
4. _____

Quick Reference:

PREREQUISITES of Level 2 candidates for Level 3 Certification:

- be recommended by his/her division
- have performed at least two different "major official" duties and at least three different "secondary official" duties at the division cup or national championships (or equivalent) level events (*Your 'Experience Log' on the CCC Officials Registry site should also be updated accordingly*).
- hold Level 2 officials certification.

Note: Space permitting - Level 2 officials who have not yet completed their prerequisites can still attend as a candidate but their eventual Level 3 certification is withheld until the completion of their prerequisites.