

World Para
Nordic Skiing
CHAMPIONSHIPS

**PRINCE GEORGE
2019**

TEAM LEADER MANUAL

FEBRUARY 15–24, 2019



Photo Credit: pamdoylephoto.com

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WELCOME

PRINCE GEORGE 2019 TEAM LEADER'S GUIDE WELCOME MESSAGE



Dear Team Leader,

Welcome to the Prince George 2019 World Para Nordic Skiing Championships.

Canada has a rich heritage of hosting winter Para sport events. Vancouver staged the 2010 Paralympic Winter Games, Panorama hosted the 2015 Para Alpine Skiing World Championships, while Big White held the 2017 Para Snowboard equivalent. Having successfully staged the 2015 Canada Winter Games, we are hugely excited about what Prince George 2019 can offer to the Para athletes and the Paralympic Movement in February.

In this guide you will find all the information you need to know about the competition, the venue, classification, transport, accommodation and other important areas.

Prince George 2019 will feature around 140 athletes from nearly 25 countries who will compete in biathlon and cross-country skiing at the Caledonia Nordic Ski Club.

As the first major Para Nordic skiing competition after the PyeongChang 2018 Paralympic Winter Games it will be fascinating to see many Paralympic and world champion athletes in action. No doubt they will line-up against a number of new athletes starting out this fresh Paralympic cycle towards Beijing 2022. The Local Organizing Committee, with the support of Cross Country Canada and the Canadian Paralympic Committee, have worked fantastically together with World Para Nordic Skiing to deliver this event.

We look forward to an exciting event which may act as a catalyst to a successful Canadian bid for the 2026 Olympic and Paralympic Winter Games.

Best of luck to all the competing athletes and teams.

Thank you,
Andrew Parsons
President
International Paralympic Committee



Dear Team Leader,

On behalf of Prince George City Council, I would like to extend our welcome to the 2019 World Para Nordic Skiing Championships. We look forward to hosting competitors from nearly 25 countries at the Caledonia Nordic Ski Club, for world class competition in biathlon and cross-country skiing in February 2019.

The Local Organizing Committee has developed this Team Leaders Manual, to assist you in planning your time in Prince George, and includes important information about the event, venues, transportation, accommodation, and our city.

Prince George is a city with tremendous community spirit and our citizens, venues and local businesses are eager to welcome you. I invite you to get out and explore our city and meet the amazing ambassadors that you will find in our cafes, restaurants, art galleries, museums, shops and other businesses. I am confident that you will find welcoming people eager to assist and share all that Prince George has to offer.

I wish you best of luck in your competitions, and hope you enjoy your experience in Prince George.

*Lyn Hall, Mayor
City of Prince George*



2 ORGANIZATION & CONTACT

2.1 ORGANIZING COMMITTEE

The LOC of the Prince George 2019 World Para Nordic Skiing Championships is a committee of the Caledonia Nordic Ski Club located in Prince George, BC

Address: Caledonia Nordic Ski Club, Box 1243, Prince George, BC, V2L 4V3

Phone: +1.250.564.3809

Email: manager@caledonianordic.com

Website: <https://www.paralympic.org/prince-george-2019>

Main Contact Person for Teams:

Name: Jennifer Nasset (Competition Secretary)

E-mail: raceoffice@caledonianordic.com

2.2 IPC AND WORLD PARA NORDIC SKIING

The IPC is situated in Bonn, Germany

Address: Adenauerallee 212-214

53113 Bonn Germany

Phone: +49.228.2097.200

Fax: +49.228.2097.209

President: Andrew Parsons (BRA)

CEO: Xavier Gonzalez (ESP)

World Para Nordic Skiing (WPNS) – Main Contact Person

Name: Dimitrije Lazarovski

Email: dimitrije.lazarovski@paralympic.org

Phone: +49.228.2097.270

Fax: +49.228.2097.209

WPNS Race Director

Name: Len Apedaile (CAN)

Email: apedaile@uniserve.com

WPNS Coordinator

Name: Elke Gundermann

Email: elke.gundermann@paralympic.org

Technical Delegate

Name: Geir Colbjornsen

email: geir@bardum.no



3 LOGISTICS

3.1 TRAVEL TO AND FROM PRINCE GEORGE

Travelling to Prince George is easily accessible via Prince George International Airport (YXS) which is just 15 minutes away from the downtown area (hotels). There are many direct flights from international destinations to Vancouver International Airport (YVR) and plenty of daily connections from Vancouver to Prince George Airport provided primarily by Air Canada (Star Alliance) and WestJet. The Prince George Airport (YXS) and the airlines have been notified regarding the world championships and will be working together to ensure that our needs are accommodated as best possible.

Ground transportation from the airport to the hotels and the venue will be provided to athletes, coaches and support staff.

3.1.1 Passport and Visas

- All visitors of Canada need a valid passport. A Visa is necessary for some countries.
- If a Visa is required, teams are responsible to arrange Visas in a timely manner for all accredited team members.
- Everyone who requires a Visa must have this before boarding the plane or crossing the border into Canada.

3.1.2 Recommended Vaccines

There are no special vaccines recommended for Canada.

3.2 ACCOMMODATION PACKAGES

All athletes, coaches, family and friends will stay at the Championship hotels located in close proximity to the Prince George Conference and Civic Centre/Canada Games Plaza (i.e. evening ceremonies, TC meetings, etc.) and downtown (i.e. shopping, restaurants, etc.). An accommodation package including accommodations, meal plan, and other benefits will be shared with the Teams.

Athletes and Coaches: Courtyard Marriott Hotel Prince George

Athletes and Coaches: Coast Inn of the North

Media: Ramada Hotel Prince George

Friends and Family: Ramada Prince George

3.3 TAX REFUND AND ACCOMMODATIONS REBATE

International tourists are eligible for a tax refund on the GST paid on hotel and merchandise bought to take back home.

For more information, go to: <http://www.visitorstocanada.com/visitortaxrefund.html>

Teams are responsible to download and complete the application form.



3.4 ACCREDITATION

Accreditation will be available upon arrival to the Prince George Conference and Civic Center for athletes, coaches, and their supporting staff.

Link to IPC Accreditation online system for NPC's: <https://db.ipc-services.org/accreditation>.

The Accreditation documentation will be provided to the Team Leader upon arrival. All teams are required to sign the IPC Acceptance of Risk and Release of Claims and the Caledonia Nordic Ski Club Special Events Waiver.

Everyone is required to wear their Accreditation card at all times. The Accreditation card is a personal belonging, transferring it to another person is prohibited. All athletes, coaches and support staff will have to present their Accreditation card when required at the hotels and venues (i.e. PGCCC and CNSC)

Lost Accreditation cards must be reported immediately to the Event Office. For a replacement card, the athlete and the Team Leader must provide a valid passport or identity card for the individual having to replace the Accreditation card.

Prior to the first Team Captains Meeting, the following key information must be confirmed with each Team Leader individually:

- Accreditation information
- Transportation arrangements for departure
- Training Arrangements
- Sign off of the national anthem and national flag

3.5 TEAM CAPTAIN (TC) MEETINGS

A Team Captains Meeting will be scheduled prior to each day of competition. The TC Meetings will take place in Room #208 of the Prince George Civic and Convention Centre. A detailed schedule for the following day will be presented by the Chief of Competition and LOC.

During the TC Meetings, the following key information will be confirmed with each Team Leader:

- Confirm that all competitor entries have been finalized prior to start of meeting
- Welcome and introductions
- Attendance list (each Team Leader must sign)
- Jury Appointments (Race Director, Technical Delegate, Chief of Competition, Chief of Course, Chief of Stadium, Anti-Doping)
- Grooming
- Forerunners
- Medical Plan review
- Report from Chief of Competition
- Comments by Technical Delegate
- Report from Jury Members
- Weather Forecast

3.5 TEAM CAPTAIN (TC) MEETINGS CON'T

- Awards (location and time)
- Protests (protocol, amount, location) process
- Schedule review:
 - ◆ Race office open
 - ◆ Training courses open
 - ◆ Race courses
 - ◆ Course grooming
 - ◆ Jury radios
 - ◆ Jury Inspection
 - ◆ Course open for inspection, course closed
 - ◆ Forerunners
 - ◆ Start interval
 - ◆ Creation of Final start list
- Course Tear down (if required)
- Equipment storage/ venue comments/competitor etiquette and safety
- Draw
- Next TC Meeting



4 COMPETITION INFORMATION

4.1 CALEDONIA NORDIC SKI CLUB/OTWAY NORDIC CENTRE

The 2019 World Para Nordic Skiing Championships will take place at the Caledonia Nordic Ski Club/Otway Center.

The Caledonia Nordic Ski Club is one of Canada's largest Nordic clubs and one of Prince George's most popular family-oriented year round outdoor playgrounds. In addition to Nordic skiing and biathlon other fun winter activities including snowshoeing, winter fat biking, while in the summer, the facility is home to Nordic dryland training, mountain biking (including kids programs), hiking, trail running and hosts events such as the Mad Moose Marathon (trail running), Mudd Sweat and Tears (obstacle race), Cross cycle and mountain biking events.

4.2 CHAMPIONSHIP DATES

13 February 2019	Team Arrivals Begin
15 February 2019	Opening Ceremonies
16 February 2019	Biathlon Sprint
17 February 2019	Cross Country Middle (Free)
18 February 2019	Athlete Meeting
19 February 2019	Biathlon Individual
20 February 2019	Cross Country Sprint (Free)
21 February 2019	WPNS Meeting / CAG Meeting / Athlete Meeting
22 February 2019	Biathlon Middle
23 February 2019	Cross Country Relay (Mix/Open)
24 February 2019	Cross Country Long (Classic) / Closing Ceremonies

4.3 TRAINING

Official Cross Country Skiing and Biathlon training will take place on the competition courses. The training will be controlled and organized by the LOC. Details will be provided at the first Team Captains meeting. All other training requests must be made through the LOC.

4.4 COMPETITION PROCEDURES

4.4.1 Official Training

Competitors are required to participate in scheduled training. Only qualified competitors entered over SDMS online system for the competition may participate in the scheduled training.

4.4.2 Wax Rooms

The LOC along with Caledonia Nordic Ski Club is committed to providing waxing rooms for all Nations. Details will be provided with Accreditation package.

4.4.3 Awards

Medals will be awarded at the Victory Ceremonies to the first three (3) placed male and female competitors in each event category for the competition day.

Podium diplomas will be distributed at the TC Meetings, as well as participation certificates for all athletes.

4.4.4 Media

The scope of the broadcast and media will include:

- **Live HD Production** – Ready for broadcast live streaming with English commentary
- **Highlights** – Daily highlights showcasing the best and most exciting moments
- **News clips** – available for download worldwide
- **Social Media** – Interviews, features, profiles and WOW moments for all events

The Mixed Zones will be positioned at the point where the athletes exit the FOP. The exact location of the Mixed Zones will be finalized with the construction of the competition venue. All athletes are required to pass through the mixed zone to ensure that adequate access is given to the media.

4.5 OPENING AND CLOSING CEREMONIES

The Opening Ceremony will be held on **Friday February 15, 2019** at the Canada Games Plaza (adjacent to the Prince George Conference and Civic Centre) between **6:00 pm and 8:00 pm** local time.

The Closing Ceremony and Banquet will be held on **February 24, 2019** at Prince George Conference and Civic Centre.

As the Team hotels are adjacent to the Prince George Conference and Civic and Centre (i.e. ~100m) transportation isn't required to get to the Opening and Closing Ceremonies.

Further information on the ceremonies will be provided in the Accreditation Package and at the TC Meetings.





4.6 SPORT ENTRIES

4.6.1 Entry Timelines

1	Each NPC must submit to WPNS per email confirmation of participation. Document will be send to NPCs by email on this date:	10 July 2018
2	Each NPC must return document “NPC Confirmation of participation“ by email to info@WorldParaNordicSkiing.org	23 August 2018
3	Opening of online registration system for Entry (by Number)	28 August 2018
4	Closing of online registration system for Entry (by Number) NOTE : <ul style="list-style-type: none"> • World Championships fee will be charged based on Entry by Number; • Pre-Booking of accommodation for teams will be done based on Entry by Number. 	04 October 2018
5	Opening of online accreditation (incl. accommodation and arrivals & departures)	11 October 2018
6	Closing of online accreditation (incl. accommodation and arrivals & departures)	13 February 2019
7	Opening of online registration system for Entry (by Name)	30 January 2019
8	Closing of online registration system for Entry (by Name)	13 February 2019
9	Opening of online system for Blpartite request	07 January 2019
10	Closing of online system for Blpartite requests	06 February 2019
11	WPNS will publish Ranking and Point list	29 January 2019

4.6.2 Athlete Eligibility

Athletes must:

- Hold a valid WPNS License for the 2018/2019 season and have achieved race points in one race of the 2018/2019 season.
- Be at least (15) years old by February 2019
- Be internationally classified with either a **‘Confirmed’** sport class status or a **‘Review 2019’** sport class status or later.

4.6.3 NPC Delegation Quota Formula

NPC's will be allowed to enter the following number of staff per athletes:

For 2 athletes	1 Staff
From 3 to 5 athletes	4 Staff
From 6 to 10 athletes	8 Staff
Above 10 athletes 1 additional staff to every 2 athletes (rounded up)	
04 October 2018	
Extra Staff: Chef de Mission and one (1) Team Doctor	

4.6.4 Competition Format and Classification

Medal Events (38)

Cross Country Skiing	
Men	Women
XC Sprint 1KM (F) <ul style="list-style-type: none"> • Standing • Visually impaired • Sitting 	XC Sprint 1KM (F) <ul style="list-style-type: none"> • Standing • Visually impaired • Sitting
XC Middle Distance (F) 10km <ul style="list-style-type: none"> • Standing • Visually impaired 7.5km <ul style="list-style-type: none"> • Sitting 	XC Middle Distance (F) 7.5km <ul style="list-style-type: none"> • Standing • Visually impaired 5km <ul style="list-style-type: none"> • Sitting
XC Long Distance © 15km <ul style="list-style-type: none"> • Sitting 20km <ul style="list-style-type: none"> • Standing • Visually impaired 	XC Long Distance © 12km <ul style="list-style-type: none"> • Sitting 15km <ul style="list-style-type: none"> • Standing • Visually impaired
XC Relay (C/F) 2x(2.5kmC/2.5kmF) Mixed Relay <ul style="list-style-type: none"> • mixed classes and gender 	XC Relay (C/F) 2x(2.5kmC/2.5kmF) Open Relay <ul style="list-style-type: none"> • mixed classes and gender



Biathlon	
Men	Women
7.5km <ul style="list-style-type: none"> • Standing • Visually Impaired • Sitting 	6km <ul style="list-style-type: none"> • Standing • Visually Impaired • Sitting
Middle Distance 12.5km <ul style="list-style-type: none"> • Standing • Visually impaired • Sitting 	Middle Distance 10km <ul style="list-style-type: none"> • Standing • Visually impaired • Sitting
Individual 15km <ul style="list-style-type: none"> • Standing • Visually impaired • Sitting 	Individual 12.5km <ul style="list-style-type: none"> • Standing • Visually impaired • Sitting

4.6.5 Rules and Regulations

The **World Para Nordic Skiing Rules and Regulations** will apply to the 2019 Prince George World Para Nordic Skiing Championships.

5 MEDICAL & ANTI-DOPING INFORMATION

5.1 ANTI-DOPING

Doping control will be conducted in accordance to the IPC Anti-Doping Code (2018 IPC Anti-Doping Code).

All competitors and guides must comply with and are subject to the rules and regulations outlined in the IPC Anti-Doping Code and as per WPNS rule 223.2.

All athletes may be subject to Doping Control sample collection and testing throughout the Championships in accordance with IPC Anti-Doping Rules. Both in and out of competition testing will be conducted.

If an athlete is selected for testing in competition, a chaperone will be in a possession of the athlete's accreditation card and escort the athlete until the testing has been completed.

5.2 MEDICAL SERVICE AT THE VENUE

Medical services will be provided at the Competition Venue through the CNSC Ski Patrol and BC Ambulance Services. A dedicated ambulance with an advanced life support team will be onsite during all competition and training days. Chief of Medical, Dr. Jacqueline Pettersen, will be responsible for medical arrangements for the competition.

The University Hospital of Northern British Columbia is within 15 minutes of the Competition Venue and includes comprehensive medical services.

It is important to have a Team representative accompany all injured athletes (to identify medical history, allergies, etc).

NPC's that have medical personnel travelling with them are reminded to ensure that all of the NPC's medical staff has appropriate medical insurance and are able to conduct medical treatment within Canada.

5.3 INSURANCE

The NPC delegation members are obliged to have their own travel and medical insurance for the duration of their stay in Canada.

6 ABOUT CANADA, PRINCE GEORGE AND THE VENUE

6.1 FACTS AND FIGURES

Canada has a total of ten Provinces and three territories. Prince George is a city in the central interior of the province of British Columbia. With a population of approximately 80,000, Prince George is the largest city in Northern British Columbia. Situated at the junction of two major rivers and along western foothills of the Rocky Mountains, Prince George is well known for its surrounding natural attractions (rivers, lakes, forests, mountain, wildlife) and associated year-round activities (Nordic/alpine/backcountry & Heli skiing, mountain biking, hiking, canoeing, fishing). Prince George boasts all the amenities of a major city: contemporary and locally inspired dining, unique shops, craft breweries, winery, farmers market and a vibrant culture.

The Caledonia Nordic Ski Club is one of Canada's largest Nordic clubs and one of Prince George's most popular family-oriented year round outdoor playgrounds. In addition to Nordic skiing and biathlon other fun winter activities include snowshoeing and winter fat biking. In the summer, the facility is home to Nordic dry-land training, mountain biking (including kids programs), hiking, trail running and hosts events such as the Mad Moose Marathon (trail running), Mudd Sweat and Tears (obstacle race), Cross cycle and mountain biking events.

6.2 COMING TO PRINCE GEORGE

The following information will assist your stay in Prince George:

6.2.1 Electricity

The voltage use in Canada is 100-120 volts only.

6.2.2 Emergency Call

911 is the emergency telephone number for Canada.

6.2.3 Venue Medical Services

Venue medical services will include the CNSC Ski Patrol supported by a dedicated onsite ambulance with an advanced lifesaving team provided by BC Ambulance Services.

6.2.4 Hospital

The nearest hospital is the **University Hospital of Northern British Columbia (UHNBC)** located in downtown Prince George. Located 20 minutes from the Competition Venue and less than 5 minutes from the Hotels and Ceremonies Venue, UHNBC offers high-level, specialty medical care including 24-hour emergency, ambulatory and outpatient clients and diagnostic/paramedical services.

6.2.5 Currency

Canadian Dollar is the official currency used throughout Canada. Exchange rates can be found at: <http://www.x-rates.com>

6.2.6 Bank Machines

ATMs are readily available at the Prince George International Airport, the Coast Inn of the North and Ramada Prince George hotels and at the Ceremonies Venue. There are also several national banks located within a short distance of the hotels and Ceremonies venue (in the downtown area). There are no ATMs located at the Courtyard by Marriott hotel or the competition venue, though debit and credit cards are accepted at the CNSC ski rental office (for purchase of merchandise).

6.2.7 Credit cards

Credit cards and debit cards are widely accepted in hotels, car rental, shops, restaurants, gas stations, etc. It is extremely rare for businesses not to accept credit or debit cards. Likewise, it is extremely rare for an extra fee to be charged for using a credit card.

6.2.8 Weather

The average temperatures during February for Prince George are between -1C (33F) and -8.0C (17F). It is quite common for the Competition Venue to be several degrees colder than downtown Prince George.

Weather forecasts will be provided at each TC Meeting. Current conditions for the Competition Venue are available from the Caledonia Nordic Ski Club weather station website.

<https://www.wunderground.com/personal-weather-station/dashboard?ID=IBCPRINC3>

6.2.9 Smoking

Smoking is not allowed in public buildings anywhere in Canada, this includes airports, railway stations, hotel lobbies, shops and the Competition Venue. Smoking is also prohibited in restaurants and bars. In some cases, public area dedicated outside smoking zones may be available at certain locations (e.g. airports, hotels, etc.).



6.2.10 Phone Calls

To make a phone call to a location in the local area, it is necessary to dial the area code before the seven-digit number.

To make a phone call to another city or area in Canada, you will have to dial (1) and then the area code and the seven-digit phone number.

To make an international call from Canada, you must dial the country code and the city code followed by the direct number.^a

Public payphones are available only in certain locations (airport, Ceremonies Venue) and can be used either by prepaid phone cards, Canadian coins or credit cards. There are no public payphones at the hotels or Competition Venue.

6.2.11 Tap Water

Prince George's tap water is some of the best in the world and is therefore drinkable throughout the City and at the Competition Venue.

6.2.12 Shopping

Prince George's downtown provides a unique and eclectic shopping experience. From men's and women's fashion to local artisan products to furniture, hardware and more, downtown has it all. And the personalized service and attention of downtown shops will astound you. If you have time to indulge, there are also a variety of spas, salons and wellness centres that can cater to your every whim. Stroll the downtown avenues and streets to your delight or go to **downtownpg.com** and **lovedowntownpg.com** to discover your 'place' in Downtown Prince George.

6.2.13 Restaurants and Bars

The many local eateries are well known for preparing enticing offerings. Whether its breakfast, brunch, lunch, dinner, drinks or something in between, you are bound to find something delicious. For a complete list of the many casual/fine dining restaurants, cafes, pubs and local brewhouses please visit the Tourism Prince George website. **<http://tourismpg.com/restaurants>**



7 LINKS OF HOST CITY & COMPETITION VENUE

Photos of Downtown
(Hotels, Ceremonies, TC Meetings, Shopping, Restaurants)

<https://drive.google.com/file/d/10kG1TML8Gu7YXm74oTmSjx1Fmu4QYJQ9/view?usp=sharing>

Competition Venue (Caledonia Nordic Ski Club)

<https://www.caledonianordic.com/>

https://drive.google.com/file/d/1SxwT_lfhD15WhU9Yja9nelxdjw17kmyM/view?usp=drive_web





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