



# BC ATHLETICS CROSS COUNTRY CHAMPIONSHIPS HOSTING MANUAL

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## INTRODUCTION

British Columbia Athletics (BCA) is pleased to provide a Cross Country Championship Event Hosting Manual for the Clubs that are interested in hosting the Cross Country Championships. Please note hosting is typically awarded in two-year commitments.

The event is typically held the second Saturday after Canadian Thanksgiving.

The information provided in this document and other attachments will provide guidance to the host club regarding how to host a Cross Country Championship event in a given region. BC Athletics has the great pleasure of giving eligible clubs the opportunity to host the Championships if desired. The hard work and effort of hosting such an event does not go unnoticed. The Cross Country Championships is an event that brings out fans, community members, and recruiters, this will require a substantial amount of organization and team alignment to make sure everything is ready come race day.

A request for bids will be sent out six months to a year in advance of the next hosting cycle. The Technical Manager will work with the Local Organizing Committee (LOC) to finalize their bids. Consideration will be given to rotating host cycles through the zones of BC Athletics. The final decision will lie with the Cross Country Committee.

Only BC Athletics member clubs shall be eligible to bid for, to be selected, and to host a BC Athletics Championship.

The host organization shall keep in contact with and keep informed the Technical Manager of Road & Cross Country at BC Athletics, of the event progress, grant applications and marketing. The Technical Manager will support the host organization.

The BC Athletics Cross Country Championships serve as major criteria in the selection of the [BC Team](#) to be sent to the [National Cross Country Championships](#). National Cross Country Championships serve as the major criteria for the selection of [National Teams](#) attending International Cross Country Championships.

BC Teams can also factor into [Provincial Athlete Assistance Programs](#).

# FACILITY AND COURSE REQUIREMENTS

Cross Country is a sport that involves mud, tough weather, and rugged paths. Thus, all matters of the event must follow the requirements listed below.

## Hosting Club

1. The LOC is responsible for attaining all permits associated with the area that the event is being hosted.
2. The LOC is responsible for sanctioning of the event with BC Athletics and the costs associated with sanctioning.
3. The BC Athletics Bylaws state that the Cross Country Championship Events may not start before 11:00am to facilitate travel. If the organization is hosting an 'all-comers' event, it may start earlier.
4. The event should end before dusk and allow the volunteers the opportunity to clean up before it is dark.

## Venue

1. The area of the race is of great importance to athletes. The characteristics of the course such as differing surfaces, terrain, landmarks, bodies of water, and forest, all play a role in the success of the race. Pavement should be avoided if possible. The course should accommodate spiked footwear.
2. Courses should be selected with the need for a certain degree of resiliency. The surface areas should include grass, gravel and chips. Ensure that your permit holder is aware of the wear that will take place from the event. Evaluate the course in heavy rain; terrain damage that may occur.
3. If the location of the race is used frequently by the public (e.g. a park), notify the public about the event at least two weeks prior to the event.
4. Venue must have restroom facilities or portaloets brought in (a minimum of 1 toilet per 70 athletes).
5. The parking for athletes and spectators should be free and have enough space for about 100 cars (more for Lower Mainland venues), and possible bus parking areas. There should be enough volunteers or staff to work as parking attendants in the parking lot.
6. A space and tent should be allocated close by to be used for the awards ceremony. A sound system and podium should be used to present the awards.
7. A space in the venue should be set aside to accommodate at least 15 – 10'x10' team tents.
8. Locations for BCA to display 8-12 banners (3'x8'). BCA to supply and hang.
9. BCA will supply 3 BCA branded 10'x10' tents, to be used at the finish line (1) and as where needed determined by the LOC.
10. A minimum of two First Aid Attendants should be on hand and available for the entire event. Recommendation to have more to facilitate on course and start area coverage. An AED should be available and transport to the nearest medical facility.

## Course and Route Information

1. The course should not be laid out like an obstacle course or mountain run. There should be a variety of aspects such as flats, hills, grass, etc. given the location.
2. The course should be accurately measured with a calibrated measuring wheel. A rough map of the course should be provided in the bid package and finalized 60-90 days in advance of the meet. The distances that are required for each age group are provided in [Appendix B](#).
3. The course must accommodate loops to reach the required distances. Longest loop to be approximately 2km.
4. Best efforts to match the course to the distances below must be used. If the course varies from the distance below, it must be approved, and the accurate distance must be published on the maps and in the results.
5. Courses need to be well routed and defined so that athletes can navigate themselves along the course without difficulties.
6. The start line should be 30-50m wide to accommodate athletes onto the course safely. Allowing 60-100 athletes to toe the line in two rows. One row preferred.
7. The start line can be either a straight line or configured as an arc to give runners on either end a fair starting position.
8. Tight turns, especially in the first 300m of the race, should be avoided. Cannot narrow to <5m in the first 200m.
9. The finish line should end in the same general location as the start line. A finishing chute of a minimum 50m should be flagged and accommodated.
10. In any area of the course that requires definition, strips of flags on flexible posts, directional arrows, marshals, as well as natural characteristics of the course such as edging and tall grass, can be combined to keep the athletes on course.
11. Course markings should begin with the existing direction of travel and clearly extend into the new direction when turning.
12. Gaps may exist in the marking of the course, as long as the direction and destination are clearly distinguishable.
13. The safety of the athletes is of great importance. Certain elements such as rotting fences, narrow bridges, rocky pavement, hard packed terrain or other highly uneven surfaces and very steep downhill sections should be avoided.
14. Any hazards that exist must be clearly marked with paint, flour, or flagging.
15. The route should be able to handle approximately 80-100 runners per race and should be wide enough for at least 3 runners' side by side or approximately 3-5 meters, to allow for passing.
16. The race will need spectator opportunities around the course. Fencing or flagging should be used to restrict spectators from the course in high traffic areas. Use marshals to have areas for spectators to cross.

## Timing, Results & Awards

1. Trackie will be used for the registration process and managed by BC Athletics in conjunction with the LOC.

2. The LOC is responsible for securing the service of a reputable company that specializes in timing and results.
3. The LOC is responsible for the distribution of awards during the event and afterwards. Mailing data may be acquired from BCA.
4. The Course Director, finish line volunteers, timing services and BCA Road & Cross Country Manager need to collaborate beforehand on the expectations before, during, and after the event.
5. Timing services will also be responsible for promptly and accurately recording the results, providing both electronic files and printout copies. Results are first given to BCA Officials for ratification, before posting online or given to the Event for distribution of awards and posting onsite.
6. Divisions running within the same race, should be identified separately. By either a different colour bib or a piece of flagging tape pinned to their shoulder. Example being U20 / Senior / Masters event run concurrently and two of the three should be marked.
7. Consultation with the regional Officials coordinator with regards to the number of BC Athletics Officials that may be needed for the event.

## Runner Services

1. When selecting a host hotel, it is important to keep in mind the price, location, number of athletes, quality, and service. The revenue from a hotel contract may be kept by the host organization. At minimum, the LOC should recommend close accommodations and a local bus company, for those coming from out of town.
2. Ensure that there are both water and an electrolyte available for athletes pre/ and post-race.
3. Having food available for athletes post-race is appreciated. Such as a carb and a fruit.
4. Happy volunteers and officials is important in a long day of volunteering. Have food and water available for each. Consider warm beverages for an October event.
5. Contact information for a local bus company that teams may contact is appreciated.
6. Discuss with BCA about the hiring of a reputable photographer. The photographer should be located in various places of the race course to get as many different shots as possible. All digital images are to be considered the property of BCA and should be subsequently provided to BCA for use rights free.
7. Souvenirs may be sold at the cost of the LOC, all souvenir revenues are kept by the LOC.

## SAFETY & MEDICAL

Please view the [BC Athletics Event First Aid/Medical Planning Guidelines](#) to learn about protocols related to event safety and medical procedures.

Appropriate medical care and facilities for participating athletes, officials, media, volunteers, spectators, and all others involved in the event must be provided. Medical care facilities shall be included at all officials' sites, venues, and accommodation areas.

If there is a medical incident, it must be recorded and submitted to BC Athletics through the [Sport Injury / Accident Report Form](#).

Please consult the [BC Athletics Guidelines for Extreme Environmental Conditions](#).

## VOLUNTEERS AND HOSTING COMMITTEE

Volunteers are crucial in the overall success of an event. It is important to treat all volunteers with respect and make them feel appreciated. Before the event, have a meeting with all volunteers to confirm tasks. To help identify volunteers, consider having a specific shirt or hat for them to wear on race day.

Please see below to find volunteer positions and duties that are required for a championship event. The following roles are also supported by other volunteers.

Sample of positions include:

<b>Position</b>	<b>Responsibilities</b>
Host Committee Chairperson	Responsible for arranging the championship event and will be the main points of contact for anything related to the race. Knowing the skills of the volunteer team will be an asset to ensure people can manage their tasks and have it documented in an assignment sheet, so everyone is clear on what job they are doing.
Course Director	Selecting and providing a marked, safe course for participants. The map for the course must be uploaded online 2 months prior to the event date. Taking care of grooming of the course, marshalling, and taking down the course.
Volunteer Coordinator	Recruiting, creating job descriptions, training and assigning volunteers to fill each of the requisite jobs, and thanking volunteers for all their work.
Race Package Manager	Deal with information and provide numbers, pins, programs, maps and instructions. Provide check in services and handing out race packages to athletes and coaches.
Start/Finish Line Coordinator	Create the start and finish areas while also overseeing the finish chutes, backup timing and finish order. Individuals to hold and/or coordinate the holding of a finish line tape for the winners of each race.
Safety and Medical Coordinator	Managing and finding a first aid team and will include a mobile first response team, and a home base team.
Announcer	To keep people informed on what is happening at the event. This can

and/or Awards Announcer	involve commentary on athletes before, during and after each race. Announce the winners of each race to present the awards.
Hospitality & Awards Coordinator	Responsible for selecting a meet hotel, finding food donations, and organizing awards ceremonies.
Parking & Traffic Coordinator	Coordinate parking and traffic for the event (including specifics on the event map on the website).

In addition to these specific roles, approximately 15-30 volunteers may be needed for additional assignments, marshalling and setup/take down.

## OFFICIATING AND RULES

Use of BC Athletics Officials are required for the Championship. Officials volunteer their time, it is appreciated and customary for events to thank them for their time. The following positions should be filled with BCA Officials, contact your regional Officials representative to book them. Officials travel expenses are expensed to BC Athletics through the Officials regular process.

The positions that are recommended include:

- Starter
- Starter's Assistant
- Finish line Umpires (3)
- Back Up Hand Timers (3) w/ Seiko Print Timers (depending on timing system)
- Course Umpires (minimum 3)
- Referee

Of the officials above, 3 should be named to the Jury for review if / when needed.

### **2021 Official Coordinators by Region**

Please consult with BCA for current official contacts.

Name	Region	Email	Phone
John & Carol Cull	Lower Mainland (Zone 3-5)	john@telus.net	604-599-6638
Todd Blumel	Vancouver Island (Zone 6)	toddler@shaw.ca	
Greg Nicol	Okanagan/Kootenays (Zone 1,2)	gregorylnicol136@gmail.com	250-372-7888
Rob Millar	Northern BC (Zone 7,8)	millarob@hotmail.com	778-349-9437



The event has worked with Race Day Timing in 2017-2021. But the organizers are free to work with the timer of their choice. See results requirements in Appendix D.

All rules of Athletics Canada and BC Athletics should be observed, including the BC Athletics Codes of Conduct:

- Athletes, Coaches, Team Athletes, Team Staff, Officials, Volunteers
- Spectator Code of Conduct (BC Athletics)

## FINANCES

- LOC receives 75% of entry fees, BCA to receive 25%. (NEW\*)
  - Submitted for Board Approval.
- BCA Officials receive \$5 per entrant surcharge. Added to entry fee.
- BCA will manage the registration process and setup.
- BCA will provide to the event prize money and awards.
- BCA will provide a hosting grant of \$567.50.
- LOC will receive any money derived from additional sponsors, partner agreements or souvenir sales that the LOC generates.
- LOC will keep any revenue generated by an all-comers event.
- LOC does not receive free entries to the event.
- LOC is responsible for event production costs.

\*The new hosting revenue structure is to match that of Track & Field and to be submitted for approval in 2022. LOC will know final outcome of Board decision, before accepting the awarding of the Championships.

A sample budget is included in [Appendix C](#) and available in an Excel format.

## MARKETING

Work in conjunction with BCA to develop a Championship Marketing Plan to ensure the best possible marketing strategies are being used to promote the Championships. Make sure to always respect the rights granted to BCA's provincial sponsors and to highlight them as appropriate in the marketing of the event.

Ensure prominent promotional recognition of all BCA corporate and sponsorship partners, including the Government of British Columbia, before, during, and after the Championships.

## GRANTS

Hosting Grants are available from [viaSPORT BC](#) and must be submitted with a budget spreadsheet filled out as part of the application process and will be submitted by the Technical Manager. The grant is used by BCA to cover the costs outlined in the budget.

The event may apply for other grants that may apply. Please notify BC Athletics of any grants applied for and BC Athletics will notify of any possible grants.

## SPONSORSHIPS

Seek approval, in writing, from BCA prior to discussing sponsorship opportunities with any potential local sponsor. Do not negotiate with any potential sponsor whose products or services would conflict with those of any existing BCA sponsor or any other sponsors that are in ongoing negotiations.

The current BCA sponsorships for Cross Country are as follows:



## AWARDS & TEAM SCORING

Awards for BCA Cross Country championships shall be supplied by BCA. Awards shall take the form of 1st to 3rd place medals. Note: BC Athletics School Club Members and School Day of Event members are eligible for BC Athletic Cross Country Championship Awards.

Cross Country Championships medals shall be purchased by the host club from BCA. All age groups are split into their own award category. Prize money supplied by BC Athletics.

Age Category	Award
Junior Development (age 9 - 13)	BCA medals for 1st, 2nd and 3rd place (boys and girls) in each year. Ribbons for finishers in 4th to 8th place.
JD Team	Team scoring is based on the top 6 finishers in each year (boys and girls). 6 points for 1st, 5 for 2nd, etc. (highest point wins) In the event of a tie, the Championship will be jointly awarded.
U16 (age 14 & 15)	BCA medals for 1st, 2nd, and 3rd place in each race. 14 and 15 year olds should be scored separately.

<b>U16 Team</b>	Team scores are based on the top 3 finishers for each club in the race. 1 point for 1st, 2 points for 2nd etc. (lowest point wins) In the event of a tie, the lower placed third finisher wins.
U18 (age 16 & 17)	BCA medals for 1st, 2nd, and 3rd place in each race.
<b>U18 Team</b>	Team scores are based on the top 3 finishers for each club in the race. 1 point for 1st, 2 points for 2nd etc. (lowest point wins) In the event of a tie, the lower placed third finisher wins.
U20 (age 17 & 18)	BCA medals for 1st, 2nd, and 3rd place in each race.
Senior (age 19 to 34)	BCA medals for 1st, 2nd, and 3rd place in each race. Prize money (\$500, \$300, \$250, \$200, \$175, \$125) to the top 6 winners.
Master (age 35 and over)	BCA medals for 1st, 2nd, and 3rd place in each race. Ribbons to top 3 finishers in 5-year age groups. Prize money (\$100, \$50, \$25) to the top 3 winners.
<b>Senior and Master Club Team</b>	Team scores based on top 4 finishers for each club in race, regardless of age. 1 point for 1st, 2 points for 2nd etc. (lowest point wins) In the event of a tie, the lower placed fourth finisher wins.

\* U16 through Masters Team Scoring is under review of the Cross Country Committee to simplify and create consistency across the age categories. Subject to Board Approval.

### Proposed Team Scoring Changes

Age Category	Award
U16 Team	Team scores based on top 4 finishers for each club in race, regardless of age. 1 point for 1st, 2 points for 2nd etc. (lowest point wins) In the event of a tie, the lower placed fourth finisher wins.
U18 Team	Team scores based on top 4 finishers for each club in race, regardless of age. 1 point for 1st, 2 points for 2nd etc. (lowest point wins) In the event of a tie, the lower placed fourth finisher wins.
U20, Senior and Master Club Team (Combined)	Team scores based on top 4 finishers for each club in race, regardless of age. 1 point for 1st, 2 points for 2nd etc. (lowest point wins) In the event of a tie, the lower placed fourth finisher wins.

## PREVIOUS HOST CLUBS

Year	Club	Venue	City	Total Reg
2021	Prairie Inn Harriers	Beaver Lake	Saanich	514
2020	BC Athletics	Virtual Challenge		
2019	Prairie Inn Harriers	Beaver Lake	Saanich	393
2018	Valley Royals	Clearbrook Park	Abbotsford	565
2017	Valley Royals	Clearbrook Park	Abbotsford	549
2016	Nanaimo T&F	Third Street Park	Nanaimo	489
2015	Nanaimo T&F	Third Street Park	Nanaimo	368
2014	Valley Royals	Clearbrook Park	Abbotsford	441
2013	Valley Royals	Clearbrook Park	Abbotsford	476
2012	Valley Royals	Clearbrook Park	Abbotsford	463
2011	Ocean Athletics	Aldergrove Lake Park	Aldergrove	409
2010	Ocean Athletics	Aldergrove Lake Park	Aldergrove	395
2009	Hershey Harriers	Stanley Park	Vancouver	477
2008	Hershey Harriers	Stanley Park	Vancouver	538
2007			Victoria	338
2006			Victoria	427
2005			White Rock	528
2004			White Rock	527
2003			Coquitlam	467
2002			Coquitlam	440

## FUTURE CHAMPIONSHIP DATES

Cross Country Championships follow the date mechanism of the second Saturday after Canadian Thanksgiving.

2022 – Saturday, October 22<sup>nd</sup>

2023 – Saturday, October 21<sup>st</sup>

2024 – Saturday, October 26<sup>th</sup> – may conflict with CanWest

2025 – Saturday, October 25<sup>th</sup> – may conflict with CanWest

2026 – Saturday, October 24<sup>th</sup>

2027 – Saturday, October 23<sup>rd</sup>

2028 – Saturday, October 21<sup>st</sup>

2029 – Saturday, October 20<sup>th</sup>

2030 – Saturday, October 26<sup>th</sup>

## APPENDIX A - SCHEDULE OF FEES

BC Athletics uses [TrackieReg](#) to host the Cross Country Championship race registration. The fee schedule below does not include taxes and fees that are additional costs accrued by the participants.

### As of August, 2021:

<b>U16, U18, U20, SR, Masters</b>	<b>Entry Fee</b>	<b>Late Entry Fee</b>
	\$17.00	\$25.00
<b>Junior Development</b>	<b>Entry Fee</b>	<b>Late Entry Fee</b>
	\$12.00	\$20.00

As of the 2020 AGM, a \$5 surcharge per athlete will be charged to the participant to support the Officials Committee and Initiatives, added to the fees above.

Entry fees are set by the Membership and the Board through the Bylaws process.

### Eligibility to Compete in BC Athletics Championships:

- a) Meet the membership and eligibility requirements for entry.
  - a. Competitive Track, Road & Trail Members
    - i. Senior
    - ii. Masters
    - iii. Road & Trail
    - iv. Jr. Road & Trail
    - v. Post-Secondary
    - vi. U10, U12, U14, U16, U18, U20
    - vii. Team Roster
- b) BC Athletics School Club Members and School Day of Event Members are eligible to compete in the Championships and are eligible for Championship Awards, with the payment of a Day of Event Fee.

## APPENDIX B - DAY OF EVENT TIMELINE

**Schedule of Events** (can be changed with BCA / Committee approval)

Race	Time	Age Group	Distance
1	11:00 am	Boys & Girls age 9	1.5 km
2		Boys & Girls age 10	2.0 km
3		Boys & Girls age 11	2.0 km
4		Senior & Masters Women U20* & 70+ Women	8.0 km 6.0 km
5		U20*, Senior & Masters Men 70+ Men	8.0 km 6.0 km
		Age 9, 10, 11 awards	
6		Boys & Girls (age 12 & 13)	3.0 km
7		U16 Girls (age 14 & 15)	3.0 km
8		U16 Boys (age 14 & 15)	3.0 km
		U20, Senior, Master Awards	
9		U18 Girls	4.0 km
10		U18 Boys	5.0 km
		Age 12, 13, U16 & U18 Awards	

Notes:

\* U18 may run up in the U20 event to qualify for the BC Team — must indicate race # when entering. U16 athletes may not run up for the BC Team.

The LOC may adjust the timeline as needed with approval from BCA. Note according to the bylaws the Cross Country Championship events may not start earlier than 11am. An all-comers event may be held earlier.

Please note the following distances are under review.

\* U20 Women's distance is under review and may be 8km.

\* 70+ Women & Men run 6km.

\*\* U16 Girl's and Boy's may move to 4km

\*\* U18 Women's distance is under review and may be 5km.

## APPENDIX C - SAMPLE BUDGET ITEMS

Excel format available

<b>Revenue</b>	
Individual Entry Fees	Variable
BCA Officials Surcharge	In/out
BCA Championship Prize Money	In/out
BCA Championship Hosting Grant	Fixed
BCA Awards In Kind	In/out
BCA Sanctioning	In/out
Grants	Club Control
LOC Sponsorships	Club Control
LOC Partner Agreements	Club Control
LOC Souvenir Revenue	Club Control
<hr/>	
<b>Expenses</b>	
Venue Permit	
Timing	Club Control (SV)
Bib Numbers	Variable
Bib Pins	Variable
Participant Food & Water	Club Control
Medical	Club Control
Tables / Heaters / Tenting	Club Control
Flagging	Club Control
Volunteer Recognition	Club Control
Portolets (if needed)	Club Control
Race Equipment and Signage	Club Control
Sound System / Announcer	Club Control
BCA Officials Recognition (10)	Club Control
Volunteers and Officials Food	Club Control
BCA Sanctioning	In/out
BCA Prize Money	In/out
BCA Awards	In/out
BCA Entry Percentage	Variable
BCA Officials Surcharge	In/out
<hr/>	
<b>Total Expenses</b>	<hr/>
<b>Profit (+) / Loss (-)</b>	<hr/> <hr/>

## APPENDIX D – RESULTS FORMAT

- Results for each event must be separated by Age and Gender
  - IE Age 10 separate from Age 11
  - Boys separate from Girls in combined events.
  - In U20, Senior, Masters & 70+ Masters an overall may be produced, but a by age category should be produced.
- Team Results for each event must be available post event. Should be available day of.

Results should include the minimum of -

<b>Event Place</b>	<b>Name</b>	<b>Club</b>	<b>Age</b>	<b>Time</b>
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CSV or Excel export of results available to BCA on the Monday following the event.



## APPENDIX E – SAMPLE EVENT PRODUCTION TIMELINE / CHECKLIST

### 1 Year Prior to the Event:

- Select Race Chairman, who will be the main organizer and contact for the event.
- Start a communication process by creating a committee with members.

### 6 to 8 Months Prior to the Event:

- Find a location for the event and ensure it coincides with what is needed for the BCA requirements listed above.
- Record the distance for the event.
- Confirm necessary permits and reservations for the event.
- Design souvenir shirt (if creating)

### 4 Months Prior to the Event:

- Find and secure locations for medical, parking, and spectators on the course map.
- Send course map to BCA to post online
- Have a Course Overview/Instructions for BCA website created for posting.
- Start the process of finding sponsorships for the event.
- Have an agreement set in place with the hosting hotel.
- Order supplies as needed.
- Find date and time of Pre-BC Race.

### 3 Months Prior to the Event:

- Recruit and create a volunteer team as needed while keeping in mind the list of duties that are required to host the event.
- Send BCA information about the hosting hotel so it can be posted online and any other website updates.
- Post invite and registration details online.

### 1 Month Prior to the Event:

- Send information to BCA to post online.
- Configure volunteer assignment sheets.
- Confirm that the medical staff will be at the event.
- Make a list of tasks to be completed.
- Send out information to the media.

### 2 Weeks Prior to the Event:

- Ensure all volunteer spots have been filled.
- Make sure all reservations and permits are set in place and are ready for the event.
- Create a document for logistic details for the event day.
- Continue to give information on the event online via social media, the BCA website, etc.
- Confirm all required supplies for the event are accounted for.

#### 1 Week Prior to the Event:

- Create a guide for volunteers which will include an emergency protocol.
- Send out the event timeline and the day of event schedule.
- Make sure all trophies and medals have been allocated for the day of the event.
- Get last minute supplies such as food and water.
- Prepare signage for directions, routes, washrooms, etc.
- Prepare race packages.
- Continue building the event on social media, websites, etc.
- Have a meeting with the committee to confirm what has been done and what is yet to be completed.

#### 2 Days Prior to the Event:

- Online registration closes the Thursday midnight before the event.
- Send a press release to the media about participating clubs, date, location, contact information, and start times.

#### 1 Day Prior to the Event:

- Ensure the course is marked and maps are made available at the event.
- Coordinate the awards to be near the awards location for convenience.
- Have a registration table at the hosting hotel.
- Hand out race packages to club teams.
- Distribute souvenir shirts to coaches.
- Set up the start and finish areas.
- Post signage for all facilities if not already done so.

#### Day of the Event:

- Have volunteers and staff arrive in a timely manner to set up and confirm safety of the grounds.
- Have a quick staff and volunteer meeting to go over plans, procedures, and important information.
- Set up a registration table.
- Set up the Announcer Table with proper equipment and supplies.
- Conduct final set up of the course.
- Make sure the start area is safe and ready for the day.
- Post results and distribute awards.
- Thank all volunteers, sponsors, and others that helped make the event possible.

#### Post Event:

- Disassemble course markings/clean up race venue.
- Ensure race results are available online.
- Send remaining awards.
- Create media release.
- Send thank you cards to volunteers and sponsors.
- Create and circulate a post event survey to all relevant stakeholders of the event for feedback that can be applied to future races.
  - Provide the feedback to BCA.

## APPENDIX F - BID APPLICATION FORM

See the online bid submission process at the following link.

[Bidding Application Form](#)

# APPENDIX G – PAST PARTICIPATION BY AGE CATEGORY

Year	Venue	F9	M9	F10	M10	F11	M11	F12	M12	F13	M13	JD Total	FU16	MU16	FU18	MU18	FU20	MU20	Fsnr	Msnr	FMst	MMst	Non-JD	Total
2002	Coquitlam	17	8	23	20	24	12	26	27	18	15	190	28	16	34	21	7	14	13	41	6	29	209	399
2003	Coquitlam	29	16	24	17	26	14	21	20	18	16	201	29	20	20	19	11	8	44	45	7	32	235	436
2004	White Rock	20	19	24	23	28	21	24	22	21	17	219	29	45	20	20	11	16	33	46	16	46	282	501
2005	White Rock	19	19	33	19	23	30	21	18	19	15	216	39	43	34	28	12	14	21	36	15	39	281	497
2006	Victoria	26	15	20	9	27	15	23	18	20	20	193	32	25	28	28	10	10	20	32	11	33	229	422
2007	Victoria	10	12	12	7	20	8	17	15	11	13	125	24	29	26	26	8	14	19	34	6	20	206	331
2008	Vancouver	26	30	22	20	17	29	20	16	18	17	215	31	32	28	20	27	32	31	35	26	47	309	524
2009	Vancouver	28	28	34	16	32	13	20	16	12	11	210	28	18	25	21	9	21	23	36	16	42	239	449
2010	Aldergrove	31	17	18	16	25	17	22	13	13	9	181	18	22	16	11	16	25	23	22	11	50	214	395
2011	Aldergrove	22	23	26	21	22	23	24	16	14	15	206	20	17	15	18	8	19	25	18	13	50	203	409
2012	Abbotsford	11	23	23	23	27	18	24	19	22	15	205	35	22	12	15	21	12	27	52	16	46	258	463
2013	Abbotsford	26	24	26	24	22	21	19	14	23	16	215	27	31	13	14	11	14	39	37	20	55	261	476
2014	Abbotsford	15	18	24	18	20	16	26	16	14	8	175	28	34	21	22	7	29	41	37	9	38	266	441
2015	Nanaimo	11	7	12	13	9	13	8	10	12	11	106	31	25	19	44	18	26	32	38	7	22	262	368
2016	Nanaimo	24	19	20	18	18	18	14	16	12	17	176	29	32	30	54	23	26	30	42	17	30	313	489
2017	Abbotsford	13	25	28	23	19	29	25	18	12	19	211	35	42	35	50	17	27	48	42	10	32	338	549
2018	Abbotsford	22	15	14	27	21	26	24	22	19	14	204	35	36	39	47	16	1	48	2	9	5	238	442
2019	Saanich	15	11	8	19	7	22	12	20	12	16	142	30	33	37	37	5	8	7	18	10	24	209	351
2020	Virtual																							
2021	Saanich	32	28	20	16	18	18	20	21	13	21	207	29	35	29	39	9	21	25	30	11	32	260	467
	Average	21	19	22	18	21	19	21	18	16	15	189	29	29	25	28	13	18	29	34	12	35	253	443