

March 31, 2008

Dear Winter Event Organizers,

What a ski season this has been- And it's not over yet! Many parts of New England are still experiencing mid winter conditions with record snow fall amounts, and the fantastic skiing that goes along with it. NENSA staff hopes that you will continue to enjoy the skiing as long as the trails are white! This spectacular season brought out more racers, ski enthusiasts and folks new to the sport, and will help to build on the momentum as we plan next for the years events. Much thought and many months of planning go into our TD Banknorth Eastern Cup and Championship events, as well as all of the citizen and club events that are in our calendar each year. Now is the time to begin planning for the 2008 -2009 season!

It is the mission of the New England Nordic Ski Association (NENSA) to implement year-round educational, recreational, and competitive programs at all levels of cross-country ski racing. NENSA works to sustain a vital and active skiing community in New England, and to provide the support structure necessary to bring athletes to their highest potential at regional, national, and international events.

With this in mind, we encourage clubs, touring centers, schools, and individuals interested in hosting a race, camp, clinic, or activity to list their event with NENSA. Enclosed in this packet you will find information describing the various levels of events that we support, from low-key events designed to introduce skiers to the sport, to the fast-paced Eastern Cups. There are a few new additions to the bid specifications for next season so please take a moment to familiarize your self with the information in this packet. Please follow the directions carefully when submitting a bid, and feel free to contact me with any questions you might have.

Thank You,

Janice Sibia
NENSA Competitive Program Director
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Hopewell Junction, NY 12533
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2008 – 2009 NENSA Event Solicitation

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Standard Event Listing for the 2008- 2009 NENSA Winter Event Guide

- Citizen races, potential TD Banknorth Club Series events, festivals, tours, expos, demo-days, etc.

Section 1: Introduction to Bidding: Overview of NENSA Series, Events, Deadlines and Fees

Event Descriptions

1. The Eastern Cup

The Eastern Cup is the premier race series for skiers of all ages in New England. These races encompass top-level senior and masters racing alongside junior skiers attempting to qualify for the Junior Olympics. A typical Eastern Cup draws 200 - 350 skiers and is truly a one-day festival of ski racing. We encourage organizers to include a BKL race preceding the main event.

Site Expectations:

It is expected that an Eastern Cup race site is well-versed in the science and art of hosting large races. Sites are expected to work with the NENSA Race Organizers Handbook (available online at: <http://www.nensa.net/organizers/handbook.html>) as a guide and with NENSA staff as consultants to create a professionally managed event from registration to PA system to awards and result production.

Note: Mandatory for bids submitted for the 2008-09 season, Event Organizers are expected to attend the annual NENSA Event Organizers Seminar to ensure that there is a good understanding of the level of quality expected at an Eastern Cup race- Seminar date will be October 26, 2008, site to be determined. Please mark your calendar and have a representative prepared to attend.

Eastern Cup Fees:

Eastern Cup events carry a user fee of \$10 per participant payable to NENSA. This fee acknowledges the fact that NENSA is creating a large race field for this event and providing significant pre-race, on-site, and post-race support of the event. The organizer is also responsible for the TD and Assistant TD's food, lodging and mileage. \$25-\$30 is considered the standard entry fee for an Eastern Cup event.

NENSA's Commitment to Eastern Cup Events:

NENSA is committed to promoting every Eastern Cup event as part of the premier ski racing series in New England. NENSA provides significant pre-event consultation, pre-event media support, on-site presence, and post-race media support to promote every Eastern Cup event and host site. Specifically, NENSA provides:

- Race Organizers Workshop (site attendance is mandatory)
- Pre-event TD consultation by phone and email-- site visits as needed
- A pre-event broad-based press release,
- Post-event press release and results dispersed to press,
- Listing as part of the Eastern Cup Series/ Online Team Meeting information
- Detailed event listing in the NENSA Winter Event Guide and on www.nensa.net
- Listing on NENSA event poster (approx 2500 to be printed in 2009)
- Post-event evaluation and feedback
- Spandex Race bibs.
- Online registration through NENSA.net.

Summary: Experienced race sites are encouraged to bid for an Eastern Cup event

2. Championship Events:

- NENSA J2 Championship
- NENSA Eastern High School Championship
- NENSA Spring Series with potential to be include in USSA Spring Series

These events are described in detail in Section 3.

3. NENSA Club Series Races

NENSA Club Series provide a more relaxed level of competition than found at Eastern Cups. These broad-based events are targeted at NENSA's 40-plus clubs and engage BKL through Masters age groups. The scoring is totaled after each Series event and passed on, culminating at the season-ending NENSA Spring Series aka The BIG Event. These events are heavily promoted and in 2009 we hope to see between 100 – 200 participants at each event. NENSA can provide TD's at Club Series Events for the same criteria as Eastern Cups. Club Series Organizers should contact NENSA to find out more about this.

Summary:

Race sites with strong volunteer bases and some experience in hosting races are encouraged to bid for a Club Series event

If you are interested in hosting a NENSA Club Series event, please enter your event as a standard event, then contact the NENSA office to nominate your event as a Club Event. Each season, at least 6 events will be chosen for the club series.

4. NENSA Standard Event Listing

The designation "Regular Season Event" refers to any event that is not an Eastern Cup, a NENSA Club Series event, a Marathon Series Event, the Ski for Women Day, or a NENSA Championship Event.

These events cover a wide range of skiing related activities, including: instructional clinics, training camps, races, activity days, and equipment demo days.

These events carry a graduated set of fees as follows:

- For events with entry fees of \$10 or less, hosts must only pay the \$25 calendar fee,
- for events with entry fees of \$11 to \$15, hosts pay the \$25 calendar fee plus a \$1 per participant user fee (aka "head tax"),
- for events with entry fees of \$16 or more, hosts pay the \$25 calendar fee plus a \$2 per participant user fee.

Previously, all listings paid the \$25 listing fee and \$2 per participant user fee.

The fees recognize the ability of NENSA's Winter Event Guide and website to attract many participants to these events. NENSA supports these events with insurance, media support, results posting, and pre-event consultation.

Summary: We encourage all groups that organize cross country skiing events to list their event with NENSA.

Section 2: 2008-2009 Eastern Cup Bid Sheet

<u>Eastern Cup Available Dates :</u> December 20 & 21, 2008 (Both NRL) January 17 & 18, 2009 (Both NRL) February 7 & 8, 2009 (Both NRL) February 21-22, 2009 (Both NRL)	<u>FYI: Major Events Already Scheduled:</u> US Nationals –Jan 3-8th- Location TBD White Mtn Classic–January 24, 2009 Craftsbury Marathon – January 31, 2009 Women’s Day – February 1 st , 2009 Rangeley Loppet -March 7, 2009 Sugarloaf Marathon –March 22, 2009 NENSA Eastern Spring Champ.-Mar 27-29, 2009
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Fill in w/ **BOLD** and return as an **email** enclosure to Janice@nensa.net by **April 20th, 2008**.

Event Name: _____

Requested Event Date: First Choice:
Second Choice:
Third Choice:

- Back-up site:
- Would you like to host both days at one site?
- If not, what is your preferred partner site?

Please note that Bids with both days at one site, or a close proximity partner site will be given preference if all other criteria are met.

Host information

Host site:

Host NENSA club (required):

Club contact/Head of volunteers (w/ email address):

Race Organization (a person may only hold one position)

Chief of Race:

Race Secretary:

Chief of Course/Stadium:

Chief of Timing:

Race Checklist. All of the items on this list are not required for consideration, but will be used to weight bids.

Organizer will provide(Mark with an “X”):

___ Indoor space for 100 or a heated tent

___ *Timing and Back-up Timing. Primary timing will be (circle one) Hand or Electric.

___ *A timing crew with a proven track-record or a contracted timing crew.
(NENSA-Approved timing will be required as part of the bid process. We are working to designate an “Official Timer of NENSA” to help organizers with this aspect.)

___ Sufficient Toilets or Porta-potties for 200 – 400 plus competitors (1 per 50 people ratio)

___ An event website with registration information and results posting

___ A course groomed by (circle all that apply) Snowmobile and Drag | Large machine and Drag | Large Machine and Power Tiller

___ A stadium area that can handle a mass start race of 150 or more.

___ Parking for 100 vehicles within easy walk of the start/finish area

___ Snowmaking to cover the course.

___ A high quality sound system and skilled announcer

___ Km Markers throughout course

___ Course marked out and accessible 24 hours prior to race

_____ Entry Fee charged

User Fee (a.k.a. head tax): 10.00 per racer user fee; BKL no charge. Entry fee of \$25-\$30 is the norm. Please provide additional comments to explain a higher entry fee.

_____ Submitting this bid acknowledges that the enclosed Eastern Cup Description/ Agreement has been read and understood.

Section 3: 2008-2009 Championship Events

Championship Event Descriptions

1. TD Banknorth Eastern J2 Championships and National Invitational March 13-15, 2009

The Eastern J2 Championship has a seventeen-year history of being one of the most exciting winter sporting events for youths anywhere. The four New England states and New York each qualify their fastest twenty 14-15 year old boys and girls. Four races ensue over 2 1/2 days. Seeded wave starts ensure match racing at its finest. **This event will once again invite a team of 20 athletes from Intermountain Division (Idaho and Utah) and Canada who will be scored head-to-head w/ New England athletes based on their state of residence. Possibility of European Team to compete as well.**

I. Specifications

Site:

The event will be put out to bid to sites across New England with the following as priorities:

- late-season snow
- proven record in running Championship-level races
- infra-structure capable of handling 200 athletes and coaches and 300 - 600 parents

Team Structure:

- NY, NH, VT, MA, and ME field teams along w/ a visiting team from the Intermountain Division. Age-appropriate Canadians and visiting athletes are welcome
- Each state team consists of 20 boys and 20 girls
- Each state may choose it's own qualifying methods but:
 - each state is obligated to field its best possible team
 - all athletes must be NENSA members (including NY athletes)
- one Team Leader and up to 6 coaches constitute the official J2 staff; all coaches must be NENSA members- membership in NENSA coaches organization and certification as a NENSA coach are strongly encouraged.

Rosters:

- running orders for all three individual events must be the same and seeded **fastest first**
- relay teams are submitted Saturday afternoon or evening before the Banquet (site's choice).

Event times and Formats:

- **Fri 5 km F/S individual race; 3:30 start time preferred; waves of 5 every minute preferred**
- **Sat am- 5km Classic; 10:00 start; waves of 5 every minute preferred**
- **Sat pm- 1.2 km F/S Sprint race; 2:00 start; interval starts every 15 seconds**
- **Sat evening pasta dinner at 6:00 for athletes, coaches and as many parents as can be accommodated**
- **Sunday mixed medley, mixed gender relays, 4 x 2km; 10:00 start 2 CL legs followed by 2 F/S legs ; course length 2.5 - 3.5 K (Note that the relay requires two separate courses for classic and skate legs)**

Results

Results need to be posted in a vertical format for all fields

Place | Bib | Name | NENSA # | Club/School | Time | Points

Scoring

- 1st place receiving 135 points, 2nd place 130, 3rd 126 4th 123, 5th 121, 6th 120 etc.
- relay scoring points shall be awarded 1st 650, 2nd 600, 3rd 560, 4th 530, 5th 510, 6th 500, 7th 490, etc in descending increments of 10
- points shall be awarded for each state to all 20 finishers in the individual events; points will be awarded to all complete relay teams
- men's and women's team scores need to be totaled and listed at the end of each event along with state totals

Awards

- the top 10 finishers in each race and the top 5 relay teams shall be recognized with medals
- the top 3 overall skiers in the three individual events shall be recognized at the Saturday night dinner with special awards (medals or prizes).
- the winning state shall be recognized with the NENSA J2 trophy and with a team prize supplied by NENSA.
- A Saturday night post-dinner raffle of prizes is traditional and encouraged.

II. Division of Responsibilities

NENSA:

- bibs
- banners
- media coverage
- Technical Delegate
- NENSA staff or staff-designate makes site visit well in advance of event to preview stadium and courses.
- * NENSA Staff will work with site to create layout of stadium set up.
- NENSA staff is member of race jury as regional representative
- supply site with names and contact information for each state team leader
- race registration packets
- every year NENSA attempts to work with sponsors to provide prizes for the winning teams. When this does not happen notice will be given to the site well in advance of Championship date

Site:

- Contacts all State Team Leaders plus New York with Championship information in December- early January (earlier the better)
 - 3-day agenda
 - roster forms requesting athlete's age and home school/club
 - any special communications
 - due dates for receiving rosters: ASAP after each state's qualifier
- appoints all race personnel; recruits volunteers-- has meetings and assigns them jobs; marshals, EMT, parking, lodge monitors, food sales, drink sales, clothing sales, stadium crew, scoring/timing specialists, copying folk, etc per NENSA Race Organizer's Handbook and the FIS Manual
- arranges for a ample PA system and announcer
- makes all arrangements for Saturday night dinner
- gathers prize table; gathers local sponsors, industry sponsors that do not conflict with NENSA sponsors
- provides tee-shirts for skiers and official coaches; sponsor logos must appear
- prepares program containing rosters, starting orders, stadium map, courses maps. Etc sponsor's names must appear
- provides complete results to racers and coaches after Sunday relay
- has an Emergency Medical Plan on file and ready to be enacted.

Fees

- Site charges to athletes \$95; any fee higher than this to be negotiated with NENSA based on site hardship and must be agreed upon in writing signed by NENSA Program Director and event director.
- NENSA fee is 20.00 per skier
- *Race organizer is responsible for TD expenses.
 - NENSA pays a per diem of \$50 per day to each TD
 - Race site pays for TD's food, lodging and mileage.

2. TD Banknorth Eastern High School Championships March 20-22, 2009

Please note: title sponsor name MUST appear in any mention of the event

The Eastern High School Championships is the premier event for high school and prep school racers in New England and New York. Competition between states is highly competitive and media attention is significant. The goal of the EHSC is to provide the highest quality competition for high school-aged athletes.

Site:

The event will be put out to bid to sites across New England with the following as priorities:

- late season snow
- proven record in running Championship-level races
- infrastructure capable of handling 220 athletes and coaches and 300 - 600 parents

Team Structure:

- NY, NH, VT, MA, and ME field teams. Age-appropriate Canadians and visiting athletes are welcome
- Each state team consists of 24 men and 24 women; JO athletes do NOT go as additional members. They are integrated into the 24 men and 24 women rosters
- Each state may choose its own qualifying methods but:
 - no junior high school or post-graduate students may ski for any state;
 - each state is obligated to field its best possible team
 - all athletes must be NENSA members (including NY and Canadian athletes)
- one Team Leader and up to 7 coaches constitute the official EHSC staff; all coaches must be NENSA members- membership in NENSA coaches organization and certification as a NENSA coach are strongly encouraged.

Rosters:

- running orders for all three individual events must be the same. Fastest skiers should be seeded first and the remainder of the seed in descending order.
- relay rosters must be submitted with individual orders on Friday afternoon after the first race but may be changed up to a deadline set by the race site (usually Saturday morning).
- Final race rosters must be submitted one week prior to the event.

Seeding:

Mass start races will be arrowhead starts. Seeding determined by each team leader.

Event times and Formats:

- Friday F/S 5K; 3:00 interval start once every 15 seconds; Boys | Girls
- Sat 10:00 F/S sprint prologue. 1K- 1 every 15 seconds; Girls | Boys (alternate each year)
- Saturday 2:30 4 x 2.5K mixed gender, mixed medley relay; 2 CL legs followed by 2 F/S legs. B-G-B-G **(Note that the relay requires two separate courses for classic and skate legs)**
- Saturday evening pasta dinner at 6:00 for athletes, coaches and as many parents as can be accommodated
- Sunday 7.5K CL mass start if at all possible; Boys | Girls

Results

- Results need to be posted in a vertical format for the following fields:
Place | Bib | First Name | Last Name | NENSA # | Club/School | Age | Time | Points | Yr of Graduation

Scoring

- 1st place receiving 135 points, 2nd place 130, 3rd 126 4th 123, 5th 121, 6th 120 etc.
- relay scoring points shall be awarded 1st 650, 2nd 600, 3rd 560, 4th 530, 5th 510, 6th 500, 7th 490, etc in descending increments of 10
- points shall be awarded for each state to their first 20 finishers in the individual events with the last five skiers from each state **NOT** displacing slower skiers; points will be awarded to the top 10 relay teams from each state.

- men's and women's team scores need to be totaled and listed at the end of each event
- overall points scored by individuals in the sprint, cl, and skate races need to be tallied on Sunday

Awards

- the top 10 finishers in each race and the top 5 relay teams shall be recognized with medals
- the top 10 overall skiers in the three individual events shall be recognized on the last day. In the very least, the top three shall receive medals as EHSC champions
- top three overall combined event champions. Men and women
- the top 3 winning men's team's, top 3 winning women's team's and top 3 Combined team's shall be announced
- the winning state (men and women combined) shall be recognized with medals for the entire team.

II. Division of Responsibilities

NENSA:

- bibs
- banners
- media coverage
- Technical Delegate
- NENSA staff or staff-designate makes site visit well in advance of event to preview stadium and courses
- NENSA staff is member of race jury as regional representative
- supply Site with names and contact information for each state team leader
- race registration packets
- Every year NENSA attempts to work with sponsors to provide prizes for the winning teams. When this does not happen notice will be given to the site well in advance of Championship date

Site:

- Contacts all State Team Leaders plus New York with Championship information in early January (earlier the better)
 - 3-day agenda
 - roster forms requesting athlete's age and home school/club
 - any special communications
 - due dates for receiving rosters: 1 week prior to the event.
- appoints all race personnel; recruits volunteers-- has meetings and assigns them jobs; marshals, EMT, parking, lodge monitors, food sales, drink sales, clothing sales, stadium crew, scoring/timing specialists, copying folk, etc per NENSA Race Organizer's Handbook and the FIS Manual
- arranges for ample PA system and announcer
- makes all arrangements for Saturday night dinner
- gathers prize table; gathers local sponsors, industry sponsors that do not conflict with NENSA sponsors
- provides teeshirts for skiers (**new 2009- no T-shirts required for coaches**); sponsor logos must appear
- prepares program containing rosters, starting orders, stadium map, courses maps. Etc sponsor's names must appear
- provides complete results to racers and coaches after Sunday CL race
- has an Emergency Medical Plan on file and ready to be enacted.

Fees

- Site charges to athletes \$95.00; any fee higher than this to be negotiated with NENSA based on site hardship
- Site pays NENSA 20.00 per skier
- *Race organizer is responsible for TD expenses.
 - NENSA pays a per diem of \$50 per day to each TD
 - Race site pays for TD's food, lodging and mileage.

3. TD Banknorth Eastern Spring Championships

March 27- 29, 2009

Sample Format:

Friday afternoon

Sprint Relays

2 person x 1K x 3 laps each

Men and Women race separately

Saturday:

10K/10K Mass Start Continuous Pursuit – Men

7.5K/7.5K Mass Start Continuous Pursuit – Women

Sunday:

10K Individual Start – Men

5K Individual Start – Women

Overall event awards to top 3 men and women provided by NENSA

Individual race awards provided by host site

- top 3 overall per race
- top 3 juniors per race
- the top 3 U23 skiers per race
- the top 3 Masters per race
- top 3 overall relay teams shall be awarded medals

Sites may also bid for the USSA Long Distance Nationals which take place last week in March , first week in April. Interested sites can contact Janice at Janice@nensa.net for a copy of the bid criteria.

2008-2009 NENSA Championship Events Bid Sheet

Please fill in the following in **BOLD** and return as an email enclosure to Janice@nensa.net by **April 20th, 2008**. Feel free to include additional materials to support/enhance your bid.

Available Dates for Championship Bids:

3/6 - 3/8 TD Banknorth Eastern J2 Championships and National Invitational

3/13-3/15 TD Banknorth Eastern High School Championship

3/27-3/29 – NENSA TD Banknorth Eastern Spring Series

Host information

Host site:

Host NENSA

club:

Club contact/Head of volunteers w/ email address- (Required):

Host Hotel and contact person:

Race Organization (a person may only hold one position)

Chief of Race:

Race Secretary:

Chief of Course/Stadium:

Chief of Timing:

Other major events hosted by this organization:

Race Checklist. The items on this list are not required for consideration, but will be used to weight bids.

Organizer will provide (Mark with an "X"):

Indoor space for 100+ or a heated tent

*Timing and Back-up Timing. Primary timing will be (circle one) Hand or Electronic.

(NENSA-Approved timing will be required as part of the bid process. We are working to designate an "Official Timer of NENSA" to help organizers with this aspect.)

Sufficient Toilets or Porta-potties for 200 plus competitors

An event website with registration information and results posting

A course groomed by (circle all that apply) Snowmobile and Drag | Large machine and Drag | Large Machine and Power Tiller

A stadium area that can handle a mass start race of 150 or more.

Parking for 100 vehicles within easy walk of the start/finish area

Snowmaking to cover the course.

A timing crew with a proven track-record

A contracted timing crew.

A high quality sound system and skilled announcer

Appropriate accommodations for participating athletes

Two separate courses for relay- (One classic and one skate course)

Entry Fee (please list the entry fee you will charge).

Preliminary budget outline included with bid

User Fees (a.k.a. Head tax): see each event description below for fee information pertinent to that event.

Submitting this bid acknowledges that the site agrees to the expectations summarized in the event description on the following pages.

Section 4: Standard Event Listing (deadline for inclusion in the Winter Event Guide is July 1, 2008)

2008-2009 Winter Event Listing

Please enter your event directly by going to: www.nensa.net/add_event
You will be asked for a username and password.

Username: add

Password: event

Then carefully follow the instructions... your event will be immediately added to NENSA calendar. Send an email to janice@nensa.net to let me know that you've added an event and I will double-check that it went through properly and email you promptly with a confirmation. **THIS IS THE BEST WAY TO BE SURE THAT YOUR EVENT LISTING IS RECEIVED AND ACCURATE!**

If you cannot use the online system, then:

Please create your listing and return as an email to Janice@nensa.net by **July 1, 2008**. Requests received after that date will still be listed on our website calendar (a great marketing tool alone!) but will not make it into our Winter Event Guide.

Please write an Event Listing for your event. We encourage sites to list all clinics, activity days, races, and training camps with NENSA.

Sample:

12/09/01 Sugarloaf Secrets of Racing Masters (on snow) Clinic with Marty Hall,
Sugarloaf Outdoor Center, Carrabassett Valley, ME

Event Info: A one-day on snow clinic with former Canadian and National team Coach Marty Hall. Focus will be on Unencumbered Technique, alternating skiing and video analysis with lots of personal feed-back. Start time: 9:00 am.

Registration: \$25.00 includes trail pass, coaching, video and coffee break. Limit 40. Checks to Sugarloaf Outdoor Center, RR1 Box 5000, Carrabassett Valley, ME 04947 P: (207) 237-6830 F: (207) 237-6943 E: outdoor@somtel.com

General Format:

(Date) (Event Title), (Event Location)

Event Info:

Registration:

Terms: Entries received before 7/1 will be included in the hard copy of the NENSA Winter Event Guide mailed to all NENSA members and used as New England's primary source for Nordic ski event information. All events will be listed on the NENSA Website schedule as well.

Submitting your event recognizes that NENSA events carry listing fees and user fees outlined in Section 1. You will be billed by the NENSA Administrative Office 207-688-6503 or info@nensa.net