



FIS FREESTYLE NORAM COMMITTEE

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FIS Freestyle NorAm Cup Standard Operating Procedures

The FIS Freestyle NorAm Cup Tour Standard Operating Procedures (“NAC SOP”) provides information to Organizing Committees (“OC”) on the minimum standards, expectations and operating procedures for hosting a FIS Freestyle NorAm Cup (“NAC”) competition. The Rules for the FIS Freestyle Continental Cups (“CoC Rules”) are an integral part of the NACSOP. Both the CoC Rules and the NACSOP are valid for all NorAm Tour competitions.

Article I. MISSION

The NorAm Tour is a FIS Freestyle "B" Level competition program sanctioned by the FIS Freestyle Committee of the International Ski Federation (FIS).

The mission of the NAC is to aid in the preparation of athletes for World Cup Freestyle competition through the provision of high quality training and competitive opportunities.

To achieve this mission the NAC is guided by the following operational goals:

- Section 1.01 NAC competitions format shall, to the extent possible, be consistent with the Freestyle World Cup competition format. That is, competitions shall feature multiple Freestyle disciplines, and Freestyle World Cup competition rules and scoring procedures shall ordinarily be used.
- Section 1.02 NAC competitions shall only be held at sites which meet F.I.S. homologation standards, and which have a commitment to hosting competitions in order to further the development of the sport of Freestyle Skiing.

- Section 1.03 NAC competitions shall not be scheduled in conflict with other established priorities of the Canadian and U.S. programs (e.g. World Cups, National Championships, or Regional Championships).
- Section 1.04 There shall be a minimum of three (3) events in each FIS Freestyle Discipline each competition year.
- Section 1.05 While it is recognized that the NAC may also play other valuable roles in the development of Freestyle skiing, it is also recognized that these other roles (such as the provision of competitive opportunities to domestic program athletes and the training of judges and technical officials) must be subordinate to the primary purpose of providing training and competitive opportunities to developing elite level athletes.
- Section 1.06 Unused Canadian and U.S. Team quota spots shall be made available, in a controlled manner, to the domestic programs in the two countries in order to: a) ensure the financial viability of the competitions; and b) provide domestic program athletes with exposure to high performance international competition.
- Section 1.07 Unused Canadian or U.S. Team quota spots at the time of on-site registration may be filled by Local Organizing Committee subject to approval by the host country's NSA.
- Section 1.08 The participation of non-North American athletes is a valuable feature of NorAm competitions, as it aids in simulating the environment of the World Cup circuit. Accordingly, quota spots shall be reserved for athletes from other countries.

Article II. GOVERNANCE

FIS Freestyle NorAm Committee ("NorAm Committee") is a working group of the FIS Freestyle Committee and creates guidelines, policies and procedures specific to the NAC. Under the authority granted to it by the FIS Freestyle Committee, the NorAm Committee has the following powers of governance:

- Section 2.01 The NorAm Committee consists of twelve (12) members appointed by the FIS Freestyle Committee upon the recommendation of the Canadian Freestyle Ski Association (CFSA) and the United States Ski and Snowboard Association (USSA).
- Section 2.02 The total number of votes on the NorAm Committee equals eleven (11)
- Section 2.03 NorAm Committee members will serve for two-year terms with no limitation on the number of terms served. NorAm Committee members will be appointed by their respective NSAs with the exception of the Chairperson and Secretary.
- Section 2.04 Elections for Chairperson and Secretary for the NorAm Committee will be held bi-annually no later than May 1st of the election year. The NorAm Committee votes for the Chairperson and Secretary.
- Section 2.05 The Chairperson and the Secretary must be elected from two (2) different NSAs.
- Section 2.06 The NorAm Committee will consist of:
- (a) Chairperson (selected by NorAm Committee) – non-voting unless a tie.
 - (b) Secretary (selected by NorAm Committee) – non voting
 - (c) CFSA Freestyle National Team Coach (1 vote)
 - (d) USSA Freestyle National Team Coach (1 vote)
 - (e) CFSA Provincial Team Coach (1 vote)
 - (f) USSA Freestyle Club Coach (1 vote)
 - (g) Halfpipe / Slopestyle Representative (1 vote)
 - (h) Ski Cross Representative (1 vote)
 - (i) CFSA Rules and Officials Representative (1 vote)
 - (j) USSA Freestyle Rules and Officials Representative (1 vote)
 - (k) CFSA Member-at-Large (1 vote)
 - (l) USSA Member-at-Large (1 vote)
 - (m) FIS NorAm Cup Co-ordinator (non voting)

- Section 2.07 The FIS Freestyle Committee on the recommendation of the NorAm Committee shall appoint the Chairperson and Secretary on a bi-annual basis. There is no limit on the number of times the chairman and secretary may be re-appointed.
- Section 2.08 The NorAm Committee shall conduct its business at bi-annual meetings to be held prior to the spring meeting of the FIS Freestyle Committee and after the fall meeting of the FIS Freestyle Committee. Meetings of the NorAm Committee may be held by telephone conference call, and will be held at the call of the chairman or upon the request of a majority of the members.
- Section 2.09 A quorum at meetings of the NorAm Committee is a majority of the voting members.
- Section 2.10 The meeting of the NorAm Committee shall be held in accordance with recognized rules of parliamentary procedure and minutes of all proceeding shall be maintained. The meeting minutes will be distributed to the NorAm Committee members via email within 10 days of the meeting. Approval, corrections and / or clarifications must be returned to the NorAm Committee within 10 days of distribution. The NorAm Committee must agree with the corrections in order for any change to occur. The NorAm Committee minutes must be final, approval and posted to the FIS ftp site within 21 days of the meeting.
- Section 2.11 The NorAm Committee shall have the power to adopt such other regulations and procedures, of a reasonable and customary nature, as it considers appropriate for the conduct of its affairs.
- Section 2.12 The NorAm Executive Committee deals with urgent issues in a timely manner. For example, event cancellations, potential event reschedules, official assignments and items of force majeure. The executive committee is made up of the NorAm Chairperson, the NorAm Cup Coordinator, a coach representative from the NorAm Committee (assigned for the specific discipline for the season) and the TD of the event.

Article III. JURISDICTION

- Section 3.01 The FIS International Competition Rules (“ICR”) and FIS Rules for the FIS Freestyle Continental Cup (“CoC Rules”) apply to all NorAm Tour competitions. The FIS ICR will apply where CoC Rules do not apply.
- Section 3.02 NorAm Committee, under the jurisdiction granted to it by the FIS Freestyle Committee, shall coordinate the NorAm Cup.
- Section 3.03 The NorAm Committee shall have the authority to resolve matters that are not otherwise addressed by the CoC Rules or the NorAm Cup SOP.
- Section 3.04 The words “FIS Freestyle NorAm Cup” and the NorAm logo shall be identifying marks of the NorAm Cup and shall be incorporated by Organizing Committees (“OC”) on all posters, publicity announcements, press communiqués, programs, start lists and all other official publications related to the OC’s competition.

Article IV. SCHEDULING

- Section 4.01 The NorAm Cup Coordinator will coordinate the development of the NorAm Cup calendar.
- Section 4.02 Prospective OCs must submit applications for NorAm Cup competitions to their respective National Ski Association (“NSA”). The NSAs will work with the NorAm Tour Coordinator to finalize the NorAm Cup calendar.
- Section 4.03 The NorAm Committee will approve the NorAm Cup Calendar.
- Section 4.04 Revisions to the NorAm Cup calendar shall be the responsibility of the NorAm Tour Coordinator and shall be reported to the FIS Office as soon as they are made. The NorAm Committee will be advised of all changes to the NorAm Cup calendar.

- Section 4.05 NorAm Cup competitions shall not conflict with FIS Freestyle Ski North American World Cups, World Championships, Olympic Winter Games or National Championships unless approved by the NorAm Committee and the USA and Canadian NSAs.
- Section 4.06 Each NSA hosting a NorAm Cup competition is responsible for informing the FIS Office of the NorAm Cup competitions within their NSA geographic boundaries. The NSA will ensure the NorAm Cup competitions are uploaded to the FIS Calendar Program and listed on www.fis-ski.com. Changes to any information to a NorAm Cup competition must be communicated to the NorAm Tour Coordinator and the FIS Office in a timely manner.

Article V. OFFICIAL INVITATION

- Section 5.01 The OC must send a draft Official Invitation to the Freestyle FIS NorAm Coordinator at least eighty (80) days prior to the first arrival day. The Freestyle FIS NorAm Coordinator will review and provide final approval for the Official Invitation. The Official Invitation may be distributed after final approval has been provided.
- Section 5.02 Each OC shall issue the final official invitation, by e-mail, to Freestyle NSAs no less than sixty (60) days prior to the scheduled arrival date. A copy of the final approved Official Invitation will be sent to the FIS Office, the NorAm Committee Chairperson and NorAm Tour Coordinator.
- Section 5.03 The Official Invitation must include:
- (a) OC Address, phone number and email contact information.
 - (b) Names of the key members of the OC.
 - (c) The official competition program.
 - (d) Date and place of the first Team Captains' Meeting
 - (e) Entry fees, refund policies and method of payment (according to the FIS CoC rules and the NAC SOP).
 - (f) Final date to receive entries.
 - (g) Detailed information on accommodations including name of hotel, location, costs and any group reservation code, if applicable.
 - (h) Detailed information on meals, if provided.
 - (i) Transportation services
 - (j) Lift ticket costs.

Article VI. FIS OFFICIALS

Section 6.01 Accommodations.

- (a) The OC is responsible for providing accommodations at no cost for all FIS Officials.
- (b) Accommodations shall be provided in a hotel or condominium with a 3-star minimum rating.
- (c) Accommodation must be provided to the FIS Officials beginning on the night of their arrival at the competition venue to the morning after the end of the last day of Competition. If a FIS Official decides to leave on the same day as the last day of competition, then he or she must inform the OC of this prior to his or her arrival so the appropriate arrangements can be made.
- (d) Each FIS Official must have his or her own bed. Pull-out couches are not acceptable.
- (e) No more than 2 FIS Officials of the same gender may share a room.
- (f) Bona fide couples may room together. Both members of the bona fide couple must be event officials. The OC will make its best efforts to accommodate appropriate rooming arrangements for bona fide couples provided the OC receives a request no more than 3 weeks before the official arrival date.
- (g) If the FIS Officials are placed in a condominium, then
 - (i) *No more than one person per bed is permitted..*
 - (ii) *No more than two persons per room is permitted.*
 - (iii) *No more than two persons per bathroom with shower facilities.*
 - (iv) *A separate bathroom with shower facilities must be available for each gender.*
 - (v) *The OC is responsible for paying all regular cleaning charges.*
 - (vi) *If additional cleaning charges in excess of the regular cleaning charge are required, the OC may submit a claim to their NSA to recoup this cost and must provide an explanation why these additional costs were required. The NSA may recoup this cost from the individual FIS Official or the NSA of each FIS Official.*
- (h) Each NSA is responsible for paying property damage caused by its FIS Officials only if proof the damage was caused by its FIS Official is provided. The NSA may recoup this cost from the individual FIS Official or the NSA of each FIS Official.

Section 6.02 Meals.

- (a) The OC is responsible for providing a daily meal allowance of \$45.00 per day per FIS Official. The meal allowance is paid in the currency of the host country. The FIS Officials' meal allowance must be paid to each FIS Official on the day of his or her arrival at the competition. Payment may be made by cheque, cash or similar cash instrument.
- (b) The OC should provide hot drinks to the FIS Officials during the competition.
- (c) If the OC provides meals to the FIS Officials, the OC may reduce the daily meal allowance by the following amounts: breakfast \$10.00, lunch \$15.00, dinner \$20.00.

Section 6.03 Transportation.

- (a) The OC is responsible for picking up or arranging for transportation from the nearest airport to the competition venue for each FIS Official.
- (b) The OC is responsible for picking up or arranging for transportation from the competition venue to the nearest airport for each FIS Official.
- (c) The OC shall arrange transportation for each FIS Official from his or her accommodations to the competition venue if the FIS Officials are unable to transport themselves privately.

Section 6.04 Equipment and On-hill Transportation

- (a) The OC shall make its best efforts to provide ski equipment to a FIS Official if he or she is unable to provide his or her own equipment. Requests for such provisions must be made by the Head Judge or the Technical Delegate 14 days prior to their expected arrival.

Section 6.05 Arrival and Departure.

- (a) The Head Judge is required to arrive at the competition venue 1 day prior to the start of competition. The Head Judge is required to participate in a course inspection(s) with the Jury at least 1 day prior to the start of competition.
- (b) The Technical Delegate is required to arrive at the competition venue the day prior to the first day of official training. The Technical Delegate is required to participate in a course inspection(s) with the Jury at least 1 day prior to the start of competition.
- (c) The Scoring Judges are required to arrive at the competition venue no later than the last training day prior to the start of the Competition and attend the Draw for the first competition day.
- (d) If a training day is scheduled for the judges' panel, then the scoring judges must arrive at the competition venue in time to participate in the training as outlined in Section 6.07.
- (e) Exceptions Section 6.05 must be approved in writing by the NorAm Cup Coordinator.

Section 6.06 Course Inspection

- (a) All FIS Officials, including the Technical Delegate, Head Judge and Scoring Judges, are required to participate in a course inspection of each competition course.

Section 6.07 Honorarium

- (a) The OC is responsible for paying honorarium to the FIS Officials according the FIS ICR art. 3013.3:
 - (i) In addition a fixed daily rate of CHF 100.-- is added for the travel days to and from, as well as each day of the assignment, which includes postage charges for mailing reports, etc. Double charges (e.g. travelling home on the same day as the last race) are not permitted. (FIS ICR, 2008, art. 3013.3)*
- (b) Honorarium is paid in the host country's currency based on the CHF exchange rate as of September 1st of each year.
- (c) The honorarium may be paid by cheque or cash. If the honorarium is paid by cheque, the OC may send the cheque by mail to the FIS Official following the last day of competition but within a minimum of 3 weeks..
- (d) FIS Officials must complete the required FIS Officials Expense Report and submit it to the OC in order to receive their honorarium and expenses.

Section 6.08 Training

- (a) Training days for the FIS Judges may be scheduled for the day immediately before the start of the competition. The training session shall be held during Official Training.
- (b) The FIS Judges shall be present for all of Official Training on the training day in order to receive the honorarium for that day. Failure to attend the training session even if the FIS Judge is at the competition venue will result in the FIS Judge not receiving his or her honorarium for that day.

Article VII. TEAMS

Section 7.01 Accommodations.

- (a) The OC shall arrange for favourable rates at a local hotel for participating Teams. This rate shall be communicated in the Official Invitation. Teams are responsible for paying the hotel.

Section 7.02 Wax Area and Storage

- (a) The OC should make its best efforts to arrange a waxing area for the teams to prepare skis.
- (b) A heated and guarded room for storing skis should be available in the Hotel or at the Competition venue.

Section 7.03 Athlete Waiting Room

- (a) The OC should arrange for a special secure area close to the base of the competition venue or near the competition course where the Team athletes, coaches, officials and FIS Officials may change their clothes and store their gear during training and competition.

Article VIII. REGISTRATION

Section 8.01 OC are encouraged to use on-line registration to register teams for NorAm Cup competition(s).

Section 8.02 On-site Registration

- (a) The dates, times and location of official on-site registration must be included in the Official Invitation.
- (b) The OC must be able to process credit card payments during official on-site registration.
- (c) Teams shall receive, as a minimum, at the time of registration:
 - (i) *Updated Official Program.*
 - (ii) *Map of ski area and location of competition courses.*
 - (iii) *Copy of the Emergency Medical Plan.*
 - (iv) *Date, time and location of the first team captains' meeting.*
 - (v) *Official accreditation for athletes, coaches and team officials.*
 - (vi) *Competitor Bibs.*