

New England Bill Koch League Festival



Hosting Manual

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Introduction

The New England Bill Koch League Festival is the marquee event of NENSA's Bill Koch Youth Ski League. Once a year, individuals and clubs from all over New England and New York come together at the annual Festival for a weekend of activities centering upon cross country skiing.

Clubs and venues who are interested in hosting the Festival submit their bids to NENSA in early April. The Bill Koch League Committee meets in May to review bids and to hear presentations from those interested in hosting. The site for the next Festival is then determined via a vote. The site rotates through the states of Vermont, New Hampshire, Massachusetts and Maine.

Ok, you've been awarded the bid for the New England Bill Koch League Festival. Now where do you start?

Planning the Festival is a rich and rewarding experience; it is the chance to showcase your club and your venue. Although there are some basic criteria for holding this event, much of it is in your hands to design to best suit your venue and terrain. As we have seen in past years, one venue chose to eliminate the sit down awards ceremony, one decided to have the banquet on site, one venue had the 8th grade graduation ski down the Mount Washington Auto Road! The sky's the limit in terms of giving this event your unique stamp; have fun with the planning and think about what you have to offer that is special!

Planning the BKL Festival can be a bit daunting. There are lots of moving parts to an event of this size. It's important to start with the big pieces (tent rentals, major volunteers, snowmaking plan, budget, etc). This will create a framework that will help you make decisions in the future. (See the enclosed BKL Festival Timeline for a breakdown of what to do when). Find a group of independent, competent, and reliable volunteers and then you have the best possible foundation! One person cannot be in charge of an event of this magnitude so it is important to delegate and divide the work. The best way to do this is create "Chiefs" who will be responsible for various sections of the event and have a crew of volunteers working under them.

Festival Personnel

Festival Chair/Co-Chair: These people will oversee all aspects of the Festival and communicate with all of the other Chiefs to make sure things are on track. This person also communicates with NENSA to make sure timelines are being followed, and information is being posted online in a timely manner.

Volunteer Coordinator: This job is critical. They will recruit and manage all the volunteers. They will be responsible for scheduling shifts and communicating with all volunteers. They will also be responsible for feeding the volunteers and providing their thank you gifts.

Facilities: This job has a lot of parts. They are responsible for site logistics such as tents, chairs, tables, porta potties, trash, and other facility duties. They are also in charge of signage around the venue. They are also in charge of parking and shuttle buses. This job might best be split between two people.

Fun/Non-Competitive Event Manager: This person is in charge of all the activities that happen that are not race related. Past events include—mini marathon, Bear Den Trail, terrain park, ski jumping hill, face painting, snowman making, tandem relays, ski orienteering.

Sponsorship/Silent Auction: This person is responsible for designing a sponsorship document. They are responsible for coordinating with volunteers so there is no overlap on what businesses have been asked for what. This person communicates closely with Tom to make sure that NENSA's major sponsors are recognized and not in conflict with any of the Festival's sponsors.

Chief of Competition: This person is responsible for seeing that all race officials have their respective tasks under control.

Chief of Course: This person is responsible for course layout, grooming, and marking. Chief of course must be aware of distance and terrain guidelines in Appendix B.

Chief of Stadium: This person is responsible for the start, finish, and stadium.

Chief of Lollipop: This person is in charge of all things Lollipop! This includes the actual race, what goes in goodie bags, ordering lollipops, and making sure there are enough volunteers. This is a key position!

Race Secretary: This is a big one! In the weeks before the Festival the race secretary will work with the NENSA rep to organize registration data and communicate with the timer to ensure a trouble free race day. You will need to assign a race secretary who is available on Friday, Saturday, and Sunday to handle bib sorting, scratches, seeding issues, relay team changes, and day of registrations. The race secretary will be in charge of printing results and posting them.

On Site Food: This person manages all the on-site food that will be for sale. Some festivals have hired out this job to a catering company and some have run it in house. It is up to you and the resources you have at your disposal.

Banquet/Awards: This person will be in charge of ordering medals and ribbons. They will design the 8th Grade Graduation ceremony. They will be in charge of Awards ceremonies throughout the weekend. They will organize the banquet.

Volunteers: Volunteers are the backbone of any Festival. Find out what people are good at and give them a job that they are interested in—that will help keep them engaged and you will be able to use their skills to your advantage! Keeping an organized schedule will be key.

Make sure that your volunteers are well taken care of on event weekend by scheduling breaks for them to eat or bringing food to them if they can't leave their posts. Handing out hand warmers is always appreciated if it's a cold day. There should be a designated place for volunteers to check in, pick up their t-shirt (or other gift), and nametag. In the past all Festival volunteers have worn the same hat to identify them.

It's critical to contact folks early and often when you are looking for volunteers. It would be a great idea to send out a "save the date" email to all potential volunteers so they can put the date on their calendars. Keep contact with them in the months before the Festival to confirm their interest and availability.

Some Festivals have held volunteer training sessions. This would be especially helpful for technical or skilled position

Theme, Costumes & Parade

When you're thinking about a theme, pick one that is accessible for kids and also highlights your region. It's great if the theme is relatively broad to encourage creativity with kids for costumes. The past few themes have been: Ski the Wave, Skiing Through the Woods on Snowy Evening, Blast From the Past to the Future, and Boston Ski Party (Revolutionary theme), White Mountain Magic, Protect our Winters, Snowdance, and Glide on the Wild Side.

The parade happens on Saturday morning with the goal of kicking off the festival in a fun and celebratory fashion. Skiers will gather by district, and the NENSA rep or Chief of Fun will come by the tent area and pick districts one by one, eventually forming a long parade of skiers!

To make the parade run smoothly, volunteers will be needed to help districts fall into line and to keep things moving.

Logo

You will use your logo on all Festival materials so it's very important to have this done early! It's great if it's done before you start soliciting sponsorship so that it can be included on this document.

It's useful if someone in your club is handy with design, or if you approach a design firm who might want to sponsor the Festival through the creation of a logo.

Lodging: Host Hotel and Others

The host hotel should be fairly close to the venue, have meeting rooms available, and be able to give you a decent room rate. It's also nice if you have a posting board at the hotel so that information can be displayed.

The festival is responsible for providing hotel rooms for Bill Koch, the timer, TD, announcer and race secretary. Reserve these early! NENSA will take care of hotel rooms for NENSA staff.

It's nice to list additional lodging options on the website incase the Host Hotel sells out.

There will need to be an additional Race Headquarters room at the hotel where we can hold the District Chair meeting on Friday night. This is where pre-race changes are made and where start lists are available. This is the place that District Chairs will pick up bibs and is an information center for them.

Festival Website & Communication

This is where ALL the information will be stored! NENSA hosts the page and the festival organizing committee provides the content, which will include:

- Course Maps
- Time Schedules
- Sponsors
- Theme & costumes
- Host Hotel
- Non-Competitive Events
- Online Registration
- Directions to the venue
- Directions to the Host Hotel

You should also collaborate with the NENSA rep to create social media events, and do frequent posts in the winter to promote the Festival.

NENSA can send emails through SkiReg to all registered participants. Providing updates or news items for the NENSA website is also a helpful way to distribute information. NENSA will send updates through the Snowflakes email list as well.

You can do a printed guidebook if you'd like. In the last few years Festival organizers have moved into doing a PDF download that is available a few days before the event that has helpful information for families: course maps, schedules, directions to the hotel, etc.

The registration page will collect emails and phone numbers for each participant. Emails should be shared with District Chairs for communication purposes, and phone numbers should be used for emergencies.

In the week before the event it will be necessary to send a Participant Email (or Guidebook if that is what you are producing) so that families have answers to FAQs.

District Chairs

District Chairs are a big help at the Festival. They are in charge of their region and hand out goodie bags to their skiers, manage their race logistics (scratches, changes, bibs), and provide information to families and skiers. Any major protest or issue will be filed through the District Chair.

In the Fall all the District Chairs travel to the Festival venue to meet with the Organizing Crew and view the venue. This is a great time to ask them questions or run ideas by them. They are a very friendly and encouraging bunch with lots of experience and are happy to help!

On event weekend there will be a Friday night meeting with all the District Chairs to give you a chance to inform them of any special requests you have. It is also a good time to give them information about the event. You should plan

to have District Chair Information Packets ready for that meeting. It's also nice to provide some light snacks.

Relay Seeding

Seeding teams for the relay race is one of the biggest jobs involved in planning for the festival. It needs to be done quickly and accurately, and requires collaboration from the NENSA rep, district chairs, race secretary, and timers. The relay is not timed, but accurate data management is important in order to create teams.

For the past few years festival hosts have worked with Bullet Timing, who have created an efficient system of seeding the relays:

- Registration closes Sunday night and the NENSA rep and race secretary peruse the registrant data for errors.
- Registrant data is sent to the timer who creates individual Google documents for each district's seeding.
- Seeding documents are sent to district chairs by race secretary.
- District chairs seed their skiers into teams as they wish and return documents to NENSA rep, race secretary, and timer by 5pm on Wednesday.
- Timer creates preliminary start lists, and race secretary distributes them to district chairs to check for errors.
- Any late registrants can be added on Thursday and Friday through continued collaboration between NENSA rep, race secretary, and timer.

Fundraising

It's important to think about what you are offering potential sponsors and how they can be involved in the event. This will help you develop your Sponsorship Document that you will use to approach businesses. This will outline what they receive for the amount that they donate. This will also distinguish between in-kind donations (goods) and cash.

It's helpful to include statistics so companies understand the exposure available to them when they sponsor the event. Make sure to differentiate between the different sponsor levels enough to make it worthwhile for a company to go for the top tier! There are a few samples of this document included.

A silent auction is a great way to raise some extra money. It would be helpful to have a designated person to be the boss of this endeavor. You can have an actual live auction on the event weekend or use an online format. If a "big ticket" item is donated, you could raffle this item off to make a little more cash.

Festival sponsors must not interfere with NENSA's sponsors. Tom will outline these specific restrictions. Although none of NENSA's sponsors will donate cash, they contribute to NENSA's operating budget and in this way provide for the Festival. NENSA will communicate directly with their sponsors to see if they can provide anything additional for the Festival. Thank you in advance for your help in navigating these relationships.

Stadium Area Preparation

There are many things that make up the surrounding stadium area.

Warm Areas for Families: An important part of any Festival set up is identifying where the warm areas will be and how you plan on keeping them warm. There will be 600 kids and their families at this event, you've got to make sure that they have somewhere to get out of the elements if the weather is not ideal. This could be a building, a lodge, or a tent. It's a great idea to make sure there are tables and chairs inside so people can sit and rest and eat. Likely you will also be hosting the on-site food inside one of these structures as well. In the past the tents that have been rented have been 40x100 sq. feet.

Vendor Tents: These are businesses that have sponsored the event and have been invited to be on site.

District Tents: There needs to be a tent site for each District, it's nice if there is power available.

Information Tent: This is the place for families to go when they have questions. This is also the place where late arrivals can pick up their goodie bags if the District Chair does not know how to connect with them.

Two Posting Boards: This is where schedules, maps, and results will be posted. Power: Power is not typically provided for the District Tents.

Porta Potties: 1 for every 50 people. They should be cleaned out Saturday night. There should be one handicap accessible unit.

Trash Cans: They should be located in convenient locations and there should be a plan for emptying them periodically during the day and at night.

Competition Office: This building needs to be in close proximity to the timing building. It is where last minute additions, scratches, relay changes, and anything to do with bibs happens. It is where the timer and volunteers will meet. This space needs to be warm.

Spectator Areas: Places where the parents can watch their kids and be out of the way. A map is a great way to show them where good places to cheer are.

To mark the relay start it's helpful to use BIG signs at the end of the lanes, and a smaller sign on the start line to help them identify their lane.

The timing building should be in the race stadium. This building needs to be warm!

Things to Think About

- Cars vs. kids
- Foot traffic avoids start area (not to destroy tracks)
- Wax testing area
- How much crossing of race trail
- District tents
- Timing shed
- Drop off spot
- Spectator areas identified, marked, encouraged

Bibs

NENSA's lycra bibs are used for the individual race. Paper bibs are used for the relay. NENSA will help you order these. The Festival covers the cost of relay bibs, which is usually around \$1100.

Age Categories

Races happen in the following categories Grade 1 / 2, Grade 3 / 4, Grade 5 / 6, and Grade 7 / 8. There is absolutely no racing up a grade level, and times are not published for Grade 1 / 2.

Radios

You will likely need to rent radios. The trick is to strike a balance so that you have enough communication between the critical people at the event, but not too many people on radios so things get confusing. 10-12 radios is usually enough.

NENSA will provide six radios for the TD, NENSA rep, race secretary, timing crew, and festival chair.

Course Preparation by Chief of Course

It's important to think about spectator access and where the best places are for families to watch. This is a great thing to put on the map so that parents know where to go where they will be out of the way.

Course marking should be very clear and should use something other than colors to identify the courses (some kids are colorblind).

Courses need to adhere to the Distance and Terrain Guidelines that are included.

Parking & Shuttle Buses

There should be parking for 300-350 cars within shuttling distance from the venue. If you do need to use a shuttle system (most venues will) then it's important to think about what a successful schedule would look like: how many buses will you need in the morning vs. during the day? How long does each round trip take? Have you rented enough shuttles to make sure there are enough seats to deal with the heavy traffic in the morning?

All Districts should receive two parking passes. There are a handful of other Race Officials who should also receive passes. Tom can send an updated list closer to the event.

Trail Fees for Families

Make sure to have a place in place for this, as families will want to ski over the course of the weekend. What is the plan with the host site? When should you charge? Who will be responsible for collecting this fee?

First Aid & Emergency Protocol

You will need to design an Emergency Plan. An template has been provided in Appendix E. It's also important to think about what services you will have on site and what services will be provided by a Hospital.

It's also critical to communicate the Emergency Plan to the volunteers and especially the course marshals so that everyone knows the chain of communication if a skier is injured. You will need to plan how to evacuate a

hurt skier who is on the trail and what the course of action will be to deal with the injuries.

Non-Competitive Events

The non-competitive events of any Festival are just as important as the racing! The Festival should be a place where kids of all abilities and interests can have fun, and the non-competitive events go a long way towards making the weekend a success. Sometimes a skier's favorite memory will be the terrain park, ski jump, or paintball biathlon instead of the racing!

The sky's the limit in terms of designing activities that highlight the resources in your area. But, it is also important to remember that a few of these activities will go a long way and you don't need 30 planned activities for these kids to have a good time! Here are some examples from the past Festivals:

Ski Jumping: In the past, New England Ski Jumping Nordic Combined has come, built a mini ski jump and staffed it. NENSA can help put you in touch with them if you are interested!

Mini-Marathon: This works well on Saturday afternoon as a "scheduled" time to ski it (when the hot cocoa stations are staffed). But it will also be open the rest of the weekend for those kids who aren't racing. It's critical to make sure that this is well marked so families don't get lost! It's nice to make a big announcement on Saturday afternoon to get people out skiing the mini-marathon course. It's also nice to have a long option and a shorter option.

Terrain Park: Use your imagination here, but don't go too overboard. A few bumps, rollers, and slalom gates set up in a loop can be a ton of fun for our young skiers!

Bear Den Trail / Fairy Trail: A fun short loop trail for the littlest skiers, set up with some fun signage and elements like fairy houses or wild animal cutouts. Use your imagination!

Other fun ideas include: snowman station, tubing, face painting, paintball biathlon, speed trap, ice cream making, scavenger hunts - the sky's the limit!

Prizes & Awards

Each Festival designs their own ribbons and medals. They should have the event's logo on them, the name of the event, and the year. Below are the outlines of what is required for awards. There should be a person who plans all the award ceremonies, making sure that they are very organized and strike the balance between efficiency and recognition. It should be planned where the kids will stand beforehand, the flow of traffic up to receive their award, and where they will go after. Keep in mind that you should order extra medals and ribbons in case of ties. (There usually are some.)

Individual Race

- Medals 1-10, ribbons 11-20.
- Grades 1 & 2 **all** get awards. (All skiers should be called up, and places 1-10 receive medals, everyone else gets a smaller medal or ribbon)

Relay Race

- Medals 1-3, ribbons 4-10
- All kids should get a participant ribbon. It has worked in the past to have these at a central location at the event and the child stops by the tent to pick up their ribbon. This is also a good strategy for handing out the Festival pin to each participant.

Remember:

- Grades 1 & 2 do not have times for their event.
- The relay is not timed, awards are done by order of finish.

8th Grade Graduation

NENSA will provide the certificates for the 8th Grade Graduation. Typically the host site provides a little token for each graduating participant as well. In the

past it has been some kind of gourmet lollipop to symbolize the transition from lollipopper to graduated 8th grader!

It's important to think about how you want to recognize these skiers; they should feel special! The goal is to celebrate their participation and let them feel pride and ownership for all the years they've spent in BKL. We want them to be leaders for the next generation and we want them to always feel they have a place in this world!

Food at the Venue

It's important to have healthy eating options that are reasonably priced. Most families will buy food at the event—it's very helpful to know that there will be good things to eat and that they don't have to worry about packing lunch. In the past some Festivals have hired out this job to a catering company and some have run it in house. It is up to you and the resources you have at your disposal.

It's also important to think about food that is "hand friendly" and can be eaten on the go!

Registration

Online registration is done through SkiReg, and is hosted by NENSA.

NENSA will provide registration information to the organizing committee leading up to the event, and will send payment for registration fees the week after the festival.

Kids can register for the races or as a non-competitive entrant. The fee is significantly less for those who are not racing. These fee caps will be discussed in the bidding process.

It's a good idea to set up an early registration fee and a late registration fee to encourage people to sign up. Once registration closes, the race secretary will

organize this data and send it to District Chairs. The District Chairs will then put kids into relay teams and seed them. They will return this information to the race secretary and they will work with the timer to create the start lists.

Bag Stuffing

This will take longer than you think! Start early and with a team of people so you don't end up doing this at the last minute. One successful strategy is to stuff the bags and organize them by size of t-shirt. Then you can attach the labels to the bags. Bags will need to be stuffed and organized by district before Friday's District Chair meeting.

Banquet

The Banquet has been the staple of the BKL Festival for a long time. In the last few years the event organizers have moved away from the traditional sit down meal with Awards Ceremony to better suit their venue. In 2016 Great Glen hosted a dinner but did all awards on site during the day. It's nice to do awards this way, so that families who can't attend the banquet are able to be present for the awards ceremony.

Because the Festival has grown so large (600 kids plus their families!) it is often challenging to find a site that will cater to all the needs of this evening. It is up to your Organizing Committee to figure out how best to serve this need. Some questions to keep in mind are:

- How many seatings will you need to do?
- What is a fair price for a meal? (Typically \$10-\$15 is good.)
- Will you rely on volunteers to serve the meal or hire a catering company?

It is typically nice to give free tickets to the Timer, Race Secretary, and TD if possible.

Announcer

It is important to pick someone with some charisma who is used to doing kids events and knows skiing. Make sure you give the announcer a script with sponsor information, schedules, and other pertinent information. Many times the announcer will bring a music mix to play during the day; double check that they are providing this and that the music is age appropriate. If you need suggestions for an announcer, NENSA can put you in touch with several different people who have experience announcing for the Festival.

Weather and Temperature

Make sure to take the weather into account when planning your stadium area and activities. Wind can turn an otherwise mild day into cold and difficult conditions! The BKL Temperature guidelines are included in the appendix for reference.

Role of Bill Koch at the Festival

Bill is very happy to help at the Festival. In the past he has handed out awards, signed autographs, or shaken hands during the 8th grade graduation. NENSA will help you communicate with him to confirm his involvement and what you would like him to help with.

Photographer

It's key have a good photographer and even better if they have a website where they sell photos of each kid! NENSA has used Dave Priganc, Matt Trueheart and Kris Dobie in the past and they are all very good.

Appendix A: Host/NENSA Responsibilities

Host Responsibilities:

- Present bid in the Spring to District Chairs (usually mid May) at the spring District Chair Meeting.
- Important pieces of initial bid:
 - Host Site
 - Host Club
 - Key Organizers
 - Theme
 - Lodging
 - Race Courses
 - Nordic Adventure options
- Secure Hotel Rooms for:
 - Race Secretary
 - Bill Koch
 - Timer
 - TD
- Provide Information for Festival website (on NENSA.net)
- Write press release for local news outlets & invite them to be at event. Coordinate with NENSA to publish to NENSA website, social channels, and press list.
- Work with NENSA rep to navigate event sponsorships that don't conflict with NENSA sponsors
- Hold regular organizer meetings starting in the Fall and have NENSA rep attend virtually or in person
- Secure timer & announcer
- Rent radios
- Order Awards
- Rent Tent and porta potties
- Post event:
 - Pay the Technical Delegate fee of \$100 per day, mileage, room & board
 - Pay \$10 head tax to NENSA per participant

NENSA's responsibilities:

- Go over bid with host site, review handbook, review sponsorship
- Create a SkiReg page for registration **(to be opened no later than December 1st)**
- Advertise event on NENSA.net, social media, Snowflakes newsletter
- Help coordinate paper bib order for relay & lollipop races
- Attend organizing committee meetings
- Provide hat and dinner sales information to organizers leading up to event
- Work with Timer and Race secretary leading up to and during event to create start lists and facilitate data management

Appendix B: Terrain & Distance Guidelines

Lollipop – This race should not be so short that it isn't worth the pre-race bedlam, but not so long that the kids can't get to the finish line. It is recommended a .5 km maximum.

Grades 1&2 – This race is up to 1 kilometer. Remembering that this is a transition category from the Lollipop races to the Grades 3&4.

Grades 3&4 – This race is up to 2 kilometers with no more than 20-25 meters (65-85 feet) of total elevation gain and a maximum single climb of 10 meters (35 feet).

Grades 5&6 – This race is up to 3 kilometers with no more than 30-40 meters (100-135 feet) of total elevation gain and a maximum single climb of 10 meters (35 feet).

Grades 7&8 – This race is up to 4 kilometers with no more than 40-55 meters (135-180 feet) of total elevation gain and a maximum single climb of 15 meters (50 feet).

RELAY RACE GUIDELINES

Typically the race distance has not exceeded 2k for all age categories other than Grades 1&2. Grades 1&2 should not be longer than 1k.

GENERAL RACE GUIDELINE PHILOSOPHY

As with every other guideline put forth by NENSA for the Bill Koch League, the objective here is to make racing fun for as many kids as possible. At this age the goal is to create converts to the sport of cross country skiing; at a later age is when we worry about creating superstars. As more challenge is desired, it is preferable to focus on courses with technical challenge of skiing skills, i.e. compression dips, turns, etc., rather than more climbing.

Conversely, if a club or district has a lot of skiers who have never raced before, a course could be laid out just for them, regardless of age, that might be only a kilometer long with no climbing. When it comes time to put together the courses for the Festival these guidelines are more important than ever.

When all of the districts and clubs come together at the Festival, bringing with them an incredible variety of skiing ability, they should know what to expect. Consistency is important. The less time a skier at the Festival spends worrying about how long or how hard the course is, the more time they can spend focusing on going fast, or having fun, or whatever their particular goal is.

Appendix C: Temperature Guidelines

Temperature	Racing	Training	Easy Skiing
Below 0° F	NO	NO	OK if several short efforts (10 - 15 min) with proper clothing.
0° - 5° F	Not Recommended	Steady, no intervals	OK but keep moving
6° - 10° F	OK (Consider Factors Below)	Intervals with caution	OK but keep moving
Above 10° F	OK	OK	OK

These are guidelines only, be sure to take the following into account!

Factors that make things worse:

- wind chill factors
- long distance from heated space
- lack of shelter from wind
- poorly dressed skiers
- younger and less experienced skiers
- longer race course

Factors that make things better:

- plentiful sunshine
- nearby heated space
- shelter from wind
- warmly dressed skiers
- older or more experienced skiers
- shorter race course

Appendix D: Timeline of Preparation

Summer

Secure host hotel & room rate, publish on NENSA website
Secure meeting rooms at hotel for Festival Headquarters.
Reserve rooms for the TD, Race secretary, Bill Koch, Timer
Assign major volunteer “Chief” positions
Meet with organizing committee
Design sponsorship document
Decide on theme
Logo
Reserve tent (if applicable)
Sent out email to all potential volunteers with a “save the date”
Reserve space for banquet and contact caterers (if applicable)
Announcer
Photographer
Timer
Draft budget
Go over NENSA Sponsorship Guidelines
Start discussing non-competitive events
Secure Technical Delegate

Fall

Make no snow plan/grooming & snowmaking plan
Plan areas for on site Race Headquarters and Timing Building
Solicit sponsors
Sign volunteers up for specific duties
Order awards
Banquet details (if applicable)
Tshirt design and plan for ordering
Develop a plan for the goodie bags
Reserve Porta Potties
Fabricate signage & posting boards
Organize shuttle buses & parking
Plan for food at the venue
Order radios
Emergency Plan
Plan Non-competitive events
Design event schedule
Secure additional rentals as needed (trash cans, sound system, tables, chairs, heaters, etc.)
Host District Chair meeting
Start more regular press on NENSA website & newsletter

Design race courses (that adhere to Distance & Terrain Guidelines)
Communicate with Technical Delegate re: technical aspects of stadium, courses, etc.
Design stadium (tents, District areas, start finish, etc)
Contact local media outlets to cover the event
Meet regularly with committee
Contact Bill Koch about his role at the Festival (NENSA can help with this)
update budget
Collect items for silent auction

December

Order bibs with NENSA's help
Publish course maps
Online registration open (No later than December 1 - work with NENSA rep)
Meet regularly with organizing committee
Make lollipop plan
Promote event through NENSA
Collect items for silent auction
Solicit sponsors
Discuss parade

January

Update website with full schedule of events
Order t-shirts
Meet regularly with organizing committee
Promote event through NENSA
Collect items for silent auction
Solicit sponsors
Finalize parade plan

Week of Event

Sunday Night: close online registration and pull registrant data

-NENSA rep works with race secretary to peruse data for mistakes before sending to timer.

Monday Morning: Reopen SkiReg with fee increase to collect "late registration".

-Send out INFO email, Print goodie bag labels from downloaded skireg document (make sure they are sorted by district)

-NENSA prints out 8th grade graduate certificates.

-Spreadsheet should be sent to District Chairs to create relay teams, with a deadline of 5pm on Wednesday. Timer, NENSA, and race secretary will work on this together.

Wednesday:

-Close relay seeding documents and alert timer. Timer will create preliminary start lists.

Send to district chairs for review when ready.

-Stuff goodie bags (the only bibs that go into goodie bags are lollipop bibs, attached crayons to bib, and mark age groups with different color flagging tape)

Thursday

- Collect additional late registrants in Google Doc.
- Work with timer and district chairs to add any late additions to relay teams and start lists
- Send finalized start lists to District Chairs along with participant contact info

Friday

- Sort Relay Bibs (paper) by District
- District Chair goodie bag pick up starts in evening at host hotel. Bibs stay separate and are given to District Chairs at Meeting.

Saturday:

- Before banquet: Sort Individual race bibs (lycra) by district. District Chairs pick them up during dinner.

Appendix E: Emergency Plan Template

NENSA MEDICAL PLAN TEMPATE	Event Name		Date Prepared:		Date(s) of Event:	
	Venue Name					

MEDICAL AID STAFF & VOLUNTEERS					
Name & Role	Location During Event	Mobile Phone	Radio		Qualification (MD, WFR, WFA, EMT, Other)
			Yes	No	
<i>Chief of Medical:</i> [REDACTED]	[REDACTED]	[REDACTED]	Y		[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	[REDACTED]

MEDICAL TRANSPORT				
Ambulance				
Ambulance Provider	Phone Number	Response Time	Transport Time	Chief of Medical to make the call for an ambulance. If ambulance is called, announce via radio to medical and race staff
[REDACTED]	911	[REDACTED]	[REDACTED]	
Hospital / Clinic				
Hospital / Clinic Name	Phone Number	Hospital Physical Address		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
[REDACTED]	[REDACTED]	[REDACTED]		
Communications				
Venue/Club Medical Staff who will remain in contact with Transport /Ambulance Service and Receiving Provider:	Name	Phone Number	Location at venue	
	[REDACTED]	[REDACTED]	[REDACTED]	

MEDICAL AND FIRST AID EQUIPMENT ON SITE

Medical Headquarters Location:	[REDACTED]		
Equipment	Operator(s)	Location(s)	Response Time
Snowmobile	[REDACTED]	[REDACTED]	[REDACTED]
Snowmobile with Rescue Sled	[REDACTED]	[REDACTED]	[REDACTED]
AED	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Basic First Responder Med Kit(s)	All Med. Staff	[REDACTED]	[REDACTED]

MEDICAL EMERGENCY PROCEDURES

1. Upon report of injury determine:
- Number of skiers injured
 - Exact location of the injured skier(s)
 - Nature of the injury/illness
 - Is the person conscious? Mobile?
 - Age and gender of those injured

Notes:

Printed on 11/15/10

2a. IF THE INJURY IS ANTICIPATED AS SERIOUS OR THE INJURED PERSON IS IN A LOT OF PAIN

- Contact chief of medical immediately and advise ambulance call.
- Call for rescue sled and medical staff.

2b. IF THE INJURY IS ANTICIPATED AS LESS SERIOUS

- Call for rescue sled and medical staff.
- Wait for first-aid staff evaluation before deciding whether or not to advise Chief of Medical to call for an ambulance.
- Notify the Chief of Medical that there is an injured skier/medical emergency on the trail.

3. Once on scene designate one person in charge.

This person will handle radio/phone communications and documentation, but NOT treatment.

- 4. Determine if race needs to be suspended for safety and contact race officials if needed.**
- 5. Treat the patient(s) as your training allows. Use SOAP notes in first aid as a guide.**
- 6. Note bib number of injured skier(s).**

REMAIN IN CONTACT WITH KEY PERSONNEL AND REPORT/DOCUMENT PROGRESS REGULARLY

COMMUNICATIONS PLAN

Radios:

Frequency Info:



Channel:



Communication Plan:



Notes:



Point of contact for family of injured party:	Name	Mobile Phone	Location
Chief of Competition:	Name	Mobile Phone	Location

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MEDICAL PLAN REVIEW		
Medical Plan Prepared by: Name: Date: 	Reviewed by: Name: Date: 	Reviewed by TD: <input type="checkbox"/>