



Alpine Canada Masters

Governance, Policies & Procedures

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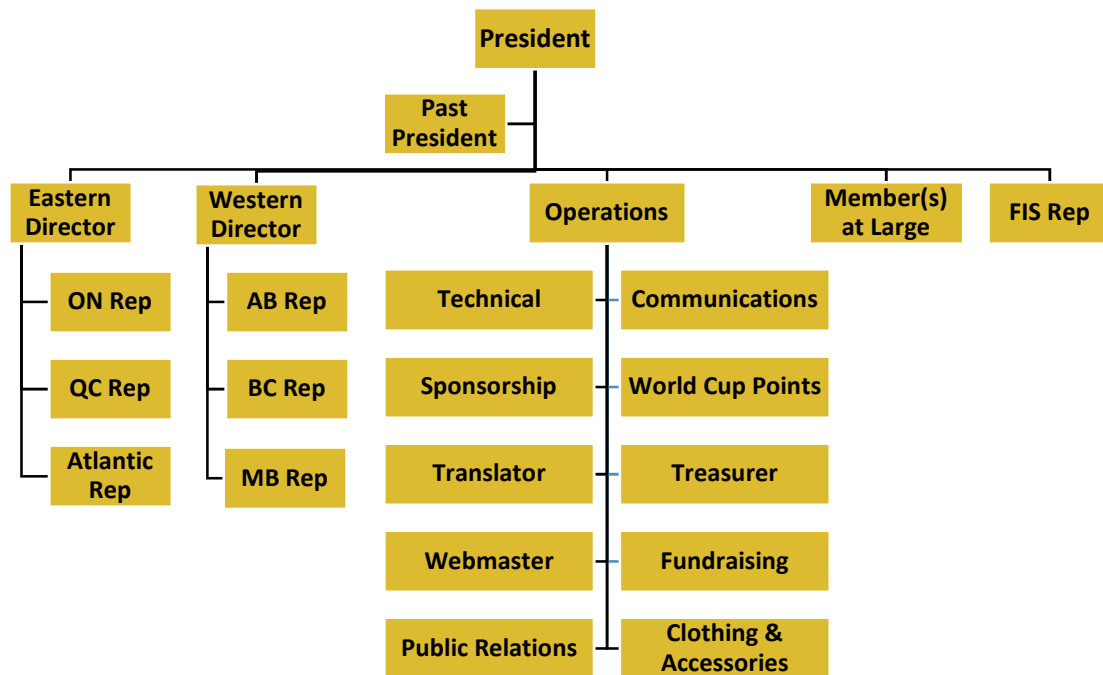
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For purposes of this document, the following abbreviations and names are used:

Abbreviation	Refers to
National Committee or Committee	Alpine Canada Masters' National Committee
ACA	Alpine Canada Alpin
PSO	Provincial Sports Organization
CMAT	Canadian Masters' Alpine Team
CMAC	Canadian Masters' Alpine Championships
WCP	World Cup Points
FIS	Fédération International de Ski
FMC	FIS Masters' Cup races
MAS	FIS Masters' races
ICR	International Ski Competition Rules

1. National Committee

1.1. The National Committee is organized as follows:



1.2. Voting and Non-voting Members

1.2.1. The following seven positions will be voting positions:

- Eastern Director
- Western Director
- Ontario Representative
- Quebec Representative
- Alberta Representative
- British Columbia Representative
- President as a tiebreaker

1.2.2. All remaining National Committee positions will be non-voting positions.

1.2.3. Proxy votes are to be given to the President.

- 1.2.4. In the event the President is not able to attend a meeting, the President can appoint a designate to serve in his/her place.
- 1.2.5. Votes can be held by email, or during a virtual meeting. A record of the motion and vote outcome must be recorded.
- 1.2.6. A quorum is a minimum of three voting members, with at least one voting member from the East, one voting member from the West and the President. It is important to have a balance of representation.
- 1.2.7. It is expected that all non-voting members will share ideas and opinions so that the voting members are fully informed and the vote reflects the ideas and opinions expressed by everyone.
- 1.2.8. The four Provincial Representatives represent roughly 95% of Canadian Masters. It is the responsibility of the Eastern Director to ensure that the Atlantic Representative and Atlantic Masters receive an appropriate voice and their interests are reflected in any vote. It is the responsibility of the Western Director to ensure that Manitoba Masters receive an appropriate voice and their interests are reflected in any vote.
- 1.2.9. Member at Large is a position appointed by the President, after consultation with the National Committee, to fulfill a need identified at the time and is at the discretion of the President.
- 1.2.10. The FIS Representative, together with the President and an additional representative designated by the President from time to time, if necessary, will be the only contacts and liaisons with FIS and ACA for organizing Masters' FIS events, in Canada.
- 1.2.11. The following are the non-voting positions on the National Committee; any new operational positions added would also fall into this category.

Atlantic Representative	Manitoba Representative	Technical
Clothing & Accessories	Member(s) at Large	Translator
Communications	Past President	Treasurer
FIS Representative	Public Relations	Webmaster
Fundraising	Sponsorship	World Cup Points

1.3. Terms of Office

- 1.3.1. Terms of office for VOTING MEMBERS ONLY.
- 1.3.2. Terms of office are three year, with the option to extend for an additional two years; this gives a maximum term of five years for any VOTING MEMBER. The clock starts ticking on 1 September 2021, for this provision.
- 1.3.3. It is the responsibility of the person in their non-voting position to find a replacement should they wish to retire, in consultation with the President.
- 1.3.4. It is the responsibility of the Eastern and Western Directors to initiate the process of finding a replacement for the President, one year prior to the end of the President's term, or upon receiving notice of such (which is requested to be provided not less than one year in advance of receiving such notification). The replacement of the President shall be voted on by the voting members of the National Committee with opinions solicited from the entire National Committee.
- 1.3.5. It is the responsibility of the Western and Eastern Directors to find a replacement for their own position at the end of their term, in consultation with the President.
- 1.3.6. It is the responsibility of the voting Provincial Representatives to find a replacement for their position at the end of their own term, in consultation with their respective Eastern or Western Director and the President.

- 1.3.7. Where possible, new VOTING MEMBERS are to be recruited from existing Committee members to enhance continuity.
- 1.3.8. When 1.3.7 above is not possible, it is hoped that new VOTING MEMBERS would have a minimum of five years of experience of being involved with the Masters' community, in their region, and have an interest in gaining a national perspective with Masters.
- 1.3.9. Removal of VOTING MEMBER from office should only be done when:
 - 1.3.9.1. The individual routinely neglects to offer feedback on issues.
 - 1.3.9.2. The individual does not participate in conversations, either by email or in person.
 - 1.3.9.3. The individual does not participate in at least half of all Committee meetings; Committee meetings include virtual and in person meetings.
 - 1.3.9.4. The individual does anything to undermine the objectives of the Alpine Canada Masters. Immediate resolution through a meeting with the National Committee is recommended, followed by a vote to remove said individual.
- 1.3.10. It is the President's responsibility to have the required diplomatic conversation with any VOTING member that has met the above reasons for removal and to either:
 - 1.3.10.1. Discuss their replacement.
 - 1.3.10.2. Discuss their departure.
 - 1.3.10.3. Discuss ways to fix the issues.
 - 1.3.10.4. A one year grace period might be allowed, if the individual chooses to remedy the issues, after which that individual should gracefully remove themselves from their position after consultation with the President.
 - 1.3.10.5. Unresolved issues should be discussed by the National Committee through a virtual discussion (not email) and be as transparent as possible with the resulting resolution handled by the President.
- 1.3.11. Anyone with a conflict of interest or perceived conflict of interest in an issue being discussed or voted on, is to declare this conflict and allow the committee to determine if a sufficient conflict exists. A person is to recuse themselves from any discussions and voting issues where that person will benefit from a personal gain or loss.

2. Relationship with ACA and FIS Masters

- 2.1. One person holding one of the following positions would be the liaison with ACA in all areas except for technical discussions: President, Eastern Director, Western Director and Past President. This liaison is limited to one person to keep the discussions consistent.
- 2.2. The Technical Representative on the National Committee is the liaison with ACA for all technical matters as they relate to equipment, Technical Delegates and racecourse specifications for sanctioned Canadian Masters' races.
- 2.3. The FIS Representative, and/or the current or past President, would be the liaison with FIS Masters in all areas, including technical matters. In the case of a technical matter, the representative should be well informed on any technical matter(s) being discussed.
- 2.4. The Communications convenor would be the liaison with ACA for updates to the Masters' page on ACA website.

3. Committee Meetings

- 3.1. The National Committee should meet at a minimum of twice a year virtually.
- 3.2. Email discussions, including the entire National Committee, and in person meetings supplement the required meetings in 3 above, but do not replace them.
- 3.3. Structure of the meeting includes:

- 3.3.1. A draft agenda to be sent out three days prior to any virtual meetings.
- 3.3.2. All meeting attendees should review the agenda prior to the meeting and come prepared with their opinions and suggestions for discussion.
- 3.3.3. All National Committee members are required to give the meeting Chair (President), adequate notice if they cannot attend i.e. a courtesy so meeting can begin on time.
- 3.3.4. All meetings will begin after a five minute grace period.
- 3.4. All documents (including this document), along with dated changes, Committee reports, minutes, and any other documents created by the National Committee or Sub-Committees, are to be maintained in a shared repository. The Communications convenor is responsible for assigning documents to their relevant folder.

4. Public Forums (National Forum)

- 4.1. A public forum should be held at the CMAC each year.
- 4.2. This public forum aspires to have all participating racers, at the CMAC, in attendance.
- 4.3. All National Committee members participating in the CMAC should attend.
- 4.4. The object of this forum is to allow the Masters' community at large to voice concerns, ask questions, express ideas, and hear what the National Committee is planning for the immediate future.
- 4.5. Minutes of this forum will be taken and distributed amongst all National Committee members for follow-up.
- 4.6. Minutes of this forum will also be made available to all Masters in the community at large upon request.

5. Sub-Committees

- 5.1. Sub-Committees are formed when there is a focus that requires more than two individuals' attention.
- 5.2. Any current National Committee member and any Master from the community at large, with experience in the Committee's particular focus, can sit on a Sub-Committee.
- 5.3. Sub-Committees include, but are not limited to the following:
 - 5.3.1. Communication Sub-Committee may include the following positions as necessary: Webmaster, Communications, Fundraising, Public Relations, Sponsorship and Master(s) from the broader community.
 - 5.3.2. Fundraising Sub-Committee may include the following positions as necessary: Communications, Sponsorship, Public Relations, Treasurer and Fundraising.
 - 5.3.3. FIS Masters' Cup Sub-Committee may include the following positions as necessary: Past President, at least one current FIS Masters' Cup racer (preferably 2-3), Regional Director from the region where the race is being held, Communications, Public Relations, Sponsorship, Treasurer, and may include the local race organization Chief of Race.
- 5.4. All Sub-Committees are to report to the President; this includes final reports when done and maintaining constant communication of the Sub-Committee's progress with the President.

6. Race Practices

- 6.1. In general, Canadian Masters follow [ICR](#) with some specific differences of dealing with older age athletes.
- 6.2. For any FIS Masters' races (FMC or MAS), in the event of a conflict between FIS rules and any national, provincial or regional rules, FIS rules shall take precedence.

- 6.3. Canadian Masters' races may be sanctioned or non-sanctioned. Sanctioned races in general follow the guidelines and rules as set out by ACA, with exceptions made to allow for Masters' specific race start orders. Canadian Masters' races recommended start order is done with the safety of the racers being the main priority.
- 6.4. Start order for Canadian Masters' races (except for FIS Masters' races held in Canada) is recommended to be as set out in Appendix A.
- 6.5. Start order within each age category can be determined in any way the organizer wishes e.g. alphabetically, random selection, etc. The race notice should include start order information.
- 6.6. Where there is a 2-run event, the second run is started with the same age category order. The organizers can NOT opt out of this start order for the second run.
- 6.7. Where there is a 2-run event, the racers are reversed WITHIN each age category for the second run. The organizers can opt out of this requirement.
- 6.8. Some race organizers prefer to use the "Bibo-Rule" for the start order which is acceptable. The "Bibo-Rule" is where the fastest five competitors from the first run, within in each 5-year age category, start first in reverse order, the other competitors follow in the order of their first run times.
- 6.9. Where there are DSQs or DNFs, the subject racer is permitted to do their second run in the start order where they would have started if such DSQ or DNF did not exist. If the "Bibo-Rule" is used the DSQ and DNF racers would run at the end of their age category.
- 6.10. For Canadian Masters' races, racers must be 18 years old as at 31 December of the current "Competition Year". A "Competition Year" starts on 1 July and ends on 30 June of the following year.
- 6.11. For FIS Masters' races, racer must follow the age requirements laid out by FIS Masters. Currently this age minimum is 30 years old as at 31 December of the current "Competition Year" as defined in 6.10 above.
- 6.12. FIS Masters' Cup and MAS races follow all rules as laid out by FIS Masters. These include race hill specifications, equipment specifications, age requirements, start orders, DSQs, DNFs, DNSs, timing, and any other rules as specified by FIS Masters' rules.
- 6.13. Race costs are to be established by the host venue in consultation with the Eastern or Western Director as necessary. These costs should be kept to a minimum to encourage participation.

7. Naming Conventions

- 7.1. The Canadian Championships are formally named as the Canadian Masters' Alpine Championships (CMAC).
- 7.2. The Canadian Masters' team is formally named as the Canadian Masters' Alpine Team (CMAT).

8. World Cup Points

WCP for Canadian Masters are determined on races designated by the National Committee at the beginning of the race season.

- 8.1. WCP are awarded for the first 30 places WITHIN an age category, in accordance with the FIS World Cup Points convention; 100 points to the winner, 80 for second, 60 for third, winding down to 1 point for 30th place, as well as 1 point for DNF or DSQ.

Position	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	DNF	DSQ	DNS
Points	100	80	60	50	45	40	36	32	29	26	24	22	20	18	16	15	14	13	12	11	10	9	8	7	6	5	4	3	2	1	1	0

- 8.2. It is the responsibility of the individual racer to check their points for any errors. If a racer finds an error in their WCP, they are to inform their Provincial Masters' Representative of the error. The Provincial Masters' Representative will then inform the WCP convenor of the error.

- 8.3. WCP will be published as soon as possible after the WCP convenor receives race results from WCP races in the previous two weeks.
- 8.4. It is the responsibility of the Provincial Masters' Representative to ensure all race results are sent to the WCP convenor in a timely manner. This should be no longer than five days from the end of the race.
- 8.5. It is the responsibility of the Provincial Masters' Representative to ensure all race results are in a format consistent with those required by the WCP convenor.
- 8.6. It is the responsibility of the WCP convenor to ensure all Provincial Masters' Reps understand the race results format required by the WCP.

9. Competitor Cards

There are three types of competitor cards available for most races. The racer is responsible for ensuring they have the correct competitor card prior to competing in any race in Canada or outside Canada.

- 9.1. Master's FIS card:
 - 9.1.1. Purchased through your PSO from Alpine Canada.
 - 9.1.2. Required for any racing outside of Canada, except for some US regional races.
 - 9.1.3. Qualifies the racer for any sanctioned race in Canada.
 - 9.1.4. Qualifies the racer for the CMAT.
- 9.2. Master's National card:
 - 9.2.1. Purchased through your PSO from Alpine Canada.
 - 9.2.2. Required for any sanctioned race in Canada.
 - 9.2.3. Qualifies the racer for the CMAT.
- 9.3. Master's Weekend card or single competition card:
 - 9.3.1. The name of this card may vary between provinces and is generally purchased through the PSO where the race is being held.
 - 9.3.2. It is the racer's responsibility to ensure that this card is sufficient for the event they have registered for.
 - 9.3.3. This card does NOT qualify the racer for the CMAT.

10. National Races and National Calendar

- 10.1. The National Calendar is determined by the National Committee prior to the beginning of the race season.
- 10.2. Any race or event on the National Calendar must have a minimum of 20 Masters registered in order to have World Cup Points awarded.
- 10.3. Any races or events shown on the National calendar that do NOT garner WCP must be clearly marked as such.
- 10.4. Some races on the National Calendar are international races and are displayed to promote these races to the Canadian Masters but do not garner WCP.
- 10.5. Scheduling of races on the Canadian calendar should avoid conflict, where possible, with pre-existing US races in the same region in order to help promote cross-border participation.
- 10.6. The President should work with the US Masters to try, as much as possible, to create race calendars where there are no conflict of dates.
- 10.7. Each Provincial Representative is responsible for bringing forward races for consideration on the National Calendar to the National Committee. The National Committee would then determine which races fit the objectives of Canadian Masters for that season.
- 10.8. Securing the location for the CMAC is the responsibility of the President, with assistance from the relevant Provincial Representative.

- 10.9. It is our aim to alternate every two years between East and West locations for the CMAC and for each venue to host the CMAC for two consecutive years.
- 10.10. New venues should be sought out in order to encourage and expose new racers to our Masters' community.
- 10.11. There are times when races cannot be confirmed before the beginning of the race season. This should be avoided whenever possible.
- 10.12. Any changes to the race calendar must be communicated to the National Committee at least two weeks prior to the affected race. It is imperative that races be cast in stone as early as possible since Canadian Masters need to travel long distances, at times, and have spent time and money planning their race season.
- 10.13. Race substitutions will not be accepted when a race is cancelled due to unforeseen circumstances; it is the nature of the sport that we all are passionate about.
- 10.14. It is the responsibility of the National Committee to strive for an appropriate balance of races within the East between Ontario and Quebec, and in the West between Alberta, BC Interior and BC Coastal.
- 10.15. All races considered for inclusion on the National Calendar must be 2-run races for a single event; they must be a 2-run Giant Slalom or a 2-run Slalom or Alpine Combined. The exceptions are speed events being Super-G and Downhill which are single run races, and FMC GS or MAS GS that may be 1 or 2 runs.
- 10.16. If the second run, of a 2-run event, is cancelled by the TD or Chief of Race for any reason, the race results from the first run will be valid.
- 10.17. If a race is cancelled part way through either run by the TD for whatever reason, the race results for the completed age categories will be valid. If the race is called part way through a second run, the race results for the 2-run completed age categories will stand, and the first run results will stand for those age categories not completed.
- 10.18. If a race is cancelled immediately prior to the start or part way through the race, those racers whose presence at the event can be verified will be awarded one point, for participation, on the WCP standings.
- 10.19. The word of the TD on course safety, for any race on the National Calendar, is FINAL.
- 10.20. There are never to be more than four back-to-back races at one WCP event.
- 10.21. For any WCP race, the race notice should be sent out three weeks prior to the event; also recommended for any non-WCP race.

11. Non-World Cup Points Races

- 11.1. There may be some races on the National Calendar which do not award WCP.
- 11.2. These races will be clearly marked on the National Calendar as NON-WCP races.
- 11.3. There are no criteria for accepting these races on the National Calendar as they are generally entry type races—testing interest or a new format in a region. They could also promote major US Masters' events.
- 11.4. These races may use a different start order format as befits their race format.

12. Canadian Masters' Alpine Team

- 12.1. The criterion for eligibility are the responsibility of the National Committee.
- 12.2. The criterion for CMAT are to be established and clearly communicated to the Masters' community by 01 November, prior to the season in which they apply.
- 12.3. There are selection criterion for [Eastern Masters](#).
- 12.4. There are selection criterion for [Western Masters](#).

- 12.5. The criterion in 12.3 and 12.4 may be the same, but not limited to being the same.
- 12.6. Within each Eastern and Western division, there is to be an appropriate balance of races in a province to give racers within the division an equitable chance of qualifying.
- 12.7. Qualification is determined by the number of races started (participation) and WCP earned (excellence).
- 12.8. Qualification is also available to those Canadian Masters who race in a minimum number of FIS Masters Cup races outside of Canada; refer to [qualification criterion](#).
- 12.9. The successful qualifier will have the highest WCP in their age category; where there is a tie in WCP, both qualifiers are selected.
- 12.10. The successful qualifier must be a Canadian citizen or a Canadian permanent resident during the qualification season.

13. Canadian Masters' Alpine Championships

This annual event should follow the comprehensive guidelines, as set forth in Appendix B, which can be used to guide the organizer.

14. Dave Murray Masters' National Cup

The Dave Murray Masters' National Cup (DMC) was donated by Alpine Canada to promote top participation and performance at the Canadian Masters' Alpine Championships (CMAC).

- 14.1. The DMC is also to create fun competition between regions or provinces, depending on participation numbers at the CMAC, for that year.
- 14.2. Eligible competitors must hold an ACA Master's National card and race for the province in which they were registered.
- 14.3. Scoring Method: Finishers in each age group receive points for their team i.e. 10 points for 1st place, 9 points for 2nd, etc. There are 26 age groups being 13 male and 13 female. Each team may only score one female and one male per age group up to a maximum of 20 racers—the ultimate score is 200 points per event. Points from all 3 or 4 races will be tallied and the team with the highest cumulative score will win.
- 14.4. Tiebreaker: The team with the best score in the last race event will be declared the overall winner.
- 14.5. History of Trophy Winners: The trophy was originally awarded to the top province. Two regional teams (East & West) were formed in 2006. From 2009 to 2020, three regions (West, Central & East) were used in an effort to find a fair balance.

15. Champion of Champions

Awarded to the fastest age-adjusted male and female racers in all events at the Canadian Masters' Alpine Championships (CMAC). This award can only be won once every three years and comes with the prize of complimentary race entry fees for the first subsequent Canadian Masters' Alpine Championships. This award is only valid for the next CMAC and cannot be carried forward to a different year.

Note: From 2021 onwards, only Canadian citizens or Canadian permanent residents can be awarded the Champion of Champions.

16. Treasurer

- 16.1. Treasurer is responsible for:
 - 16.1.1. Banking and communications with the bank.
 - 16.1.2. Collecting money at fundraising events.
 - 16.1.3. Collecting National card and FIS card funds from ACA and reconciling to ensure reasonableness.

- 16.2. Establishing the best method for receiving payment.
- 16.3. Providing the National Committee with an annual update on the health of the finances.
- 16.4. Providing the National Committee recommendations as to how to best spend any funds.
- 16.5. The Treasurer is to be part of the FIS Masters Cup Canadian sub-committee for any races being held in Canada.
- 16.6. Responsible for invoicing and collecting any funds promised by Sponsors in consultation with Sponsorship convenor.

17. Fundraising

- 17.1. Types of fundraising may include:
 - 17.1.1. 50/50 draws at larger events.
 - 17.1.2. Silent auction at larger events.
 - 17.1.3. Sale of Masters' ware and accessories at any Masters' event—even non-calendar events.
- 17.2. Any fundraising done by separate groups within the Canadian Masters' community and maintained within that group are to be used to fund events of that specific group. Any additional funds required to support their events must be cleared with the National Committee on a case-by-case basis.
- 17.3. Local groups fundraising for their events should ensure that sponsors are aware that their donation is being used by the organizers of that event exclusively and that their donation is not necessarily benefitting National Masters.
- 17.4. Payment methods accepted during fundraising are:
 - 17.4.1. Cash
 - 17.4.2. Interac e-Transfer
 - 17.4.3. Any other method that is deemed reasonable and cost effective by the Treasurer.
- 17.5. Fundraising can be done at the following events:
 - 17.5.1. CMAC
 - 17.5.2. Western Championships (Rides of March)
 - 17.5.3. Eastern Championships
 - 17.5.4. Provincial Championships (e.g. Ontario)
 - 17.5.5. Any other event where the numbers are sufficient.
 - 17.5.6. We are opportunistic, however, we cannot fatigue our donors with too many fundraising events.

18. Technical

- 18.1. Technical specifications for races and equipment are the responsibility of the Technical Representative.
- 18.2. In a dispute with the Technical Representative, the Technical Representative has the final word as this is a safety issue.
- 18.3. The Canadian Masters' Technical Representative must have TD experience and or be a licensed ACA Performance Level Coach (formerly level 3) or higher coaching certification.
- 18.4. There are no strict ski equipment requirements for racing in Masters' races in Canada in NON-sanctioned races.
- 18.5. In any SANCTIONED Masters' races, equipment must comply with the specifications as set out in the FIS Masters' Rules and ACA National Competition Rules. Some PSOs have additional equipment requirements which racers should be aware of and may be enforced.
- 18.6. Equipment rules set out by FIS Masters are as stipulated in the [ICR Joint Regulations for Alpine Masters](#).

- 18.7. For FIS Masters and sanctioned races, the helmet requirements for Masters in Canada follow the rules in the [ICR Joint Regulations for Alpine Masters](#).
- 18.8. Helmets must be worn for all slalom events as per the policy of the hosting club. Chin guards are highly recommended. Soft-eared helmets may not be permitted by some hosting clubs.
- 18.9. Back protectors are highly recommended for speed events such as giant slalom, super giant slalom and downhill.
- 18.10. All members are responsible for checking with their province of registration to determine if there are further equipment rules that are specific to them, as part of their provincial membership. Provinces have the right to set standards above the [ACA National Rules and Policies](#), however, they must always at a minimum meet ACA national standards.
- 18.11. For FIS Masters' races held in Canada, all FIS Masters' equipment rules are to be followed as per [ICR Joint Regulations for Alpine Masters](#).
- 18.12. Hill specifications for Masters' races in Canada follow the rules set out by each relevant PSO.
- 18.13. Alpine Canada Masters will not interfere in any dispute on a racer's behalf with regards to equipment rules; the final word comes from the TD at the race.

19. Communications

Communications include the following:

- 19.1. National newsletters to be written by President, proofed by the Communications convenor and translated by Translator.
- 19.2. Provincial newsletters to be written by Provincial Representatives, proofed by the Communications convenor and translated as necessary.
- 19.3. Website to be updated and maintained by an internal or external Webmaster. Content supplied by the President and the Communications convenor and must be translated.
- 19.4. Any updates requested of the website should go to Communications convenor or President only. The Webmaster should only deal with these two people to maintain consistency and avoid duplication of efforts.
- 19.5. Responsibility of the Communications convenor to maintain or cleanse the contacts database annually to maintain relevance.
- 19.6. Communications convenor is the chair of the Communications Committee.
- 19.7. The Communications convenor is responsible for maintaining and assigning documents to the appropriate archival depository folder.
- 19.8. The Communications Committee will be convened when a need arises (e.g. FIS Masters' Criterion).

20. Digital Media

The content of the Canadian Masters' [website](#) includes (but not limited to):

- National Calendar
- World Cup Points
- FAQ
- FIS 101 for Masters
- National Committee
- Membership (card type)
- Hall of Fame
- CMAT criteria & team rosters from 2010 onwards
- Awards
- Newsletter & photo archives

The Canadian Masters' [Facebook Group](#) includes (but not limited to):

- Photos
- Race notices
- On and off-season training tips
- Upcoming events

21. Sponsorship

The Sponsorship convenor is responsible for the following:

- 21.1. Finding sponsors and this includes ensuring there are no conflicts with ACA or any PSO sponsors, as necessary.
- 21.2. Establishing sponsorship levels and the benefits they will receive at each level.
- 21.3. Communicating with the Treasurer the details for the sponsor and the amount promised by the sponsor; the Treasurer will then invoice as needed.
- 21.4. Ensuring the sponsors receive all the benefits they have been promised.
- 21.5. Ensuring the sponsors understand their sponsorship is a national sponsorship or regional sponsorship, as agreed upon.

22. Clothing and Accessories (C&A)

The C&A convenor is responsible for the following:

- 22.1. Sourcing suppliers with a proven track record of quality and reliability.
- 22.2. Designing and establishing cost of items offered to the Canadian Masters' community; this includes selecting fabrics, weights, and colour, as well as any customization required.
- 22.3. Determining cost of delivery and adding that to the cost of any products being shipped.
- 22.4. All designs must be approved by the National Committee prior to committing to any supplier.
- 22.5. Establishing timing of pre-ordering to have products available for the upcoming ski season.
- 22.6. Establishing lag times between clothing orders (i.e. number of years between orders), along with the National Committee.
- 22.7. Setting up the ordering process online and all that the process entails; this includes translation into French.
- 22.8. Writing any communication to the Masters' community with respect to how to order, deadlines and cost; this communication is to be approved by the President.

23. Document Updates

- 23.1. Any Canadian Master may propose changes, additions or deletions.
- 23.2. This proposal is then discussed with the National Committee and should have the following, but not limited to the following characteristics:
 - 23.2.1. Relevance to Masters.
 - 23.2.2. Relevance across the country.
 - 23.2.3. Safety issue for Masters.
- 23.3. The proposal is voted on, after appropriate time and discussion is given to the proposal.
- 23.4. A member of the National Committee is then tasked by the President to make the change which must include the date of the change and a brief reason for the change in a footnote or an appendix. The change is to be posted publicly and archived appropriately.
- 23.5. Any proposed changes should be submitted to the President by 01 September, discussed and voted on after a reasonable time allowed for discussion. If possible, the final decision should be made prior to 01 November and posted by 15 November.

APPENDIX A: Start Order

Except for FIS Masters' races held in Canada, the start order for Canadian Masters' races is recommended as follows:

Start Order	Gender	Age Group
1	F	90+
2	F	85-89
3	F	80-84
4	F	75-79
5	F	70-74
6	M	90+
7	M	85-89
8	M	80-84
9	F	65-69
10	F	60-64
11	M	75-79
12	M	70-74
13	F	55-59
14	F	50-54
15	M	65-69
16	M	60-64
17	F	45-49
18	F	40-44
19	M	55-59
20	M	50-54
21	F	35-39
22	F	30-34
23	F	18-29
24	M	45-49
25	M	40-44
26	M	35-39
27	M	30-34
28	M	18-29

APPENDIX B: Guide for CMAC Organizers

What is Masters Ski Racing?

Masters' ski racing is for athletes over the age of 18; there is no upper age limit e.g. in 2013, Rolf Hauge (Ontario) competed at the young age of 93! Masters' events in Canada cover the four alpine disciplines (Slalom, Giant Slalom, Super G and Downhill) and all competitors race the same course regardless of age or gender, with honours awarded for the fastest men's and women's times in each age group being 5-year increments. These events take place from Atlantic to Pacific and comprise local club programs, inter-club and other race series, as well as provincial and national championships.

Masters' racers come from a variety of backgrounds and experience levels, including some directly out of the U18 programs, some who are returning to competition after a period of time, and others, well into their adult years, who are getting involved in racing for the first time. For example, in the 2015 Masters' racing season, over 650 competitors took part in sanctioned Masters' races in Canada; that is 650 people with a love for winter, an urge to compete and who revel in the resulting camaraderie.

How Masters' Racing is organized in Canada

Masters' ski racing in Canada operates under the large umbrella of Alpine Canada Alpin and the respective smaller umbrellas of the Provincial Ski Associations (PSOs). A Masters' National Committee oversees the selection of event venues, the scheduling and delivery of events with its host ski area partners, and the annual selection of a national Masters' team. With responsibility for the business of Masters' racing, the National Committee draws on the volunteer expertise of local representatives from each ski region.

History and Evolution

Taking place each year, the Canadian Masters' Alpine Championships (CMAC) is the pinnacle on the Masters' race calendar. First established in the late 1980s, under the leadership of ski legend Dave Murray, in Whistler. The Nationals moved from Whistler to Sun Peaks Resort in 2001; hosted by Nancy Greene Raine (Canada's female athlete of the 20th century), her husband Al Raine, the ski area and its racing club, where the event prospered for 11 successive winters. Following expressions of interest from other potential host ski areas and the enthusiasm of Masters' racers to explore new venues, the National Committee announced that the 2012 National Championships would be held outside of BC, for the first time in its history, at the former Olympic venue of Nakiska in Kananaskis AB. The Nakiska Ski Area and the Alberta Masters' Ski Club ably picked up the Nationals torch, hosting both the 2012 and 2013 CMAC. Kimberley Alpine Resort welcomed Masters for the 2014 and 2015 CMAC. The CMAC then went cross country to Stoneham QC for two years, back to the west at Panorama BC for two years, then back to Stoneham QC where it was interrupted in between their 2-year commitment due to COVID-19; CMAC 2021 was cancelled but Stoneham QC is poised to host the CMAC again in 2022.

Pre 2001	Whistler BC	2016-2017 (mid-March)	Stoneham QC
2001-2011 (end March)	Sun Peaks BC	2018-2019 (end March)	Panorama BC
2012-2013 (end March)	Nakiska AB	2020 (mid-February)	Stoneham QC
2014-2015 (end March)	Kimberley BC	2022 (mid-February)	Stoneham QC
Note: CMAC 2021 cancelled due to COVID-19			

The Future

With a number of resorts having hosted the National Championships, the National Committee has established a path forward by rotating the Nationals among interested and qualified Canadian ski resorts. Masters' racing

in Canada is strong and vibrant, so the National Committee looks forward to continuing that momentum with the addition of new resorts which will attract more local Masters, satisfy the desire for Masters to travel and experience different resorts, and return with friends and family for leisure trips.

Event Guidelines

The Canadian Masters' Alpine Championships runs for a period of four days, consisting of the following:

Day 1: Timed SG training on the race hill (recommended for all participants but not mandatory).

Day 2: SG race in the morning with a second SG race in the afternoon.

Day 3: Two run GS race.

Day 4: Two run SL race (this race should start as early in the day as possible, to allow for an early finish).

The hill used for the events should be accredited and used for National or FIS races; while each resort will have different terrain, we have established a general guideline:

SG: Vertical drop ~400 metres, ideal length of 1-kilometre or greater, 60 second running time or greater and 40-45 metre radius set.

GS: Vertical drop ~350 metres, 60 second running time or greater and 25-30 metre radius set.

SL: Vertical drop ~180 metres, 50 second running time or greater and 11-13 metre radius set.

There should be no air features in any of the events. A couple of warm-up slalom courses (~15 gates) should be available on the morning of the SL race, however, this is not mandatory.

The ideal time for the event would coincide with a convenient time for the host resort. For many years, the event has been held on the last weekend of March or the first weekend in April. More recently it has become advantageous to hold this event in February. The timing of the event is up to the host hill. Considerations for timing of the event include:

- Good snow conditions for consistent racing.
- Scheduling to avoid conflict with the US Nationals.
- Scheduling to minimize the impact of Easter.
- Scheduling to avoid other major Masters' events which have no change flexibility.
- Scheduling to include FIS Masters' Cup races before or after the CMAC.

The host venue should provide all elements of the on-hill event, including safety (netting) and crowd control, an appropriately sized start area (for staging racer equipment), electronic timing, race crew and all volunteers to successfully deliver a championship level event. A reasonable warm up run should also be available for athletes to get themselves ready to race each day.

Racer results are to be calculated both by gender (overall) and by age group, within genders. Awards are presented by age group, according to established five year age bands.

Registration

For several years, there have been 75-100 Masters enter the races. A few years have dipped below that due to weather and other mitigating issues. However, not all participants register for all the events. A cost structure should allow for a 'per race fee', as well as a separate fee, per person, for the banquet as there will be several non-racers who attend the banquet with their racing spouse, friend, parent, etc.

Any fees collected related to the races will be kept by the host club in order to cover costs of running the race with any remaining funds to be kept as a profit. If the National Committee is organizing the banquet, the banquet fee will be retained by the National Committee to cover the banquet and other costs built into this fee, but if the host hill is organizing the banquet, they will collect and retain the funds.

The amount of the various fees should be reviewed by the National Committee before being published to ensure reasonableness.

The fee for the banquet should cover the cost of the dinner, the room space rental (if required), and a small take-home token for each Master (racers only). At Sun Peaks and Kimberley this was a shirt emblazoned with the names of the sponsors, the Championship name and the year. At Nakiska, this included a duffle bag or backpack (donated) that included a t-shirt with the names of the sponsors and various other small gifts donated by a local sponsor. The National Committee will endeavour to secure a sponsor to donate or cover the cost of the racer gift. At Stoneham and Panorama, the racers were gifted their racing bibs.

A package of registration forms from prior years will be sent to the host, at their request.

Videos and Photos

A videographer and photographer should be engaged to document the race, runs and events surrounding the Championships. These videos and photos can be sold to the racers and will also be used by the National Committee to further promote this event as an example of the tone and quality of this event.

Social Events

An athletes' banquet should be hosted on the evening after the GS race. During the banquet, awards would be presented for the SG and GS events. A podium should be available during the award presentations. A public address system for announcing the awards is highly recommended. The banquet should be buffet style and a cash bar unless the host obtains a beverage sponsor.

The MC for the evening will be chosen by the National Committee. The medal presentations should include the President of Alpine Canada Masters and the Provincial Masters' Representative of the host hill or other member of the National Committee. Accommodations will be made, in the case of the attendance of an important figure in the ski community, to be part of the medal presentations at the banquet.

To further engage the athletes, draw prizes should be secured for a draw during the banquet. The draw prize tickets can be distributed based on the goals of the host. In previous years, this included providing a single ticket issued to each attendee, in addition a 50/50 draw from purchased tickets that doubled as a fund raiser for Alpine Canada Masters. Fundraising proceeds will be distributed to the National Committee to cover expenses such as medals, etc. An athlete gift(s) should be included and available for each athlete at the banquet (or at registration).

Pre-race/team captain meetings should be scheduled for the end of the day prior to each race event or detailed instructions should be sent to each competing athlete by email. During this time, race rules, bib pickup arrangements, etc. should be reviewed. In prior years, we have assigned one bib to an athlete which they use for all events; this makes the race secretary's job much easier.

After the completion of the slalom races, the slalom and overall combined awards presentation would take place. Again a podium and PA system should be available. Combined awards are to be calculated on the total time of all four races. There are also some additional awards and recognition, which are handled by the National Committee. The awards following the slalom race should be held as early in the day as possible—while allowing time to compile the final results—in consideration of out of province Masters who wish to take an evening or overnight flight home.

Advance Training Option

A popular addition to the event has been the inclusion of a number of training days prior to the Super-G training day; this has included gates as well as free skiing. Each host hill should determine themselves if this is something they would like to offer. This would be an optional extra and has typically drawn 15-25 Masters for the extra days on snow. The cost for this would be the cost of coaching plus any costs associated with on hill training.

Accommodations

Arrangements should be made by the National Committee at a hotel within walking distance of the race hill access point. The facility should include a wax room and ski storage space. Ideally late check out from the hotel on the last day is desirable. A variety of accommodations would be required to satisfy the needs of families, Masters wanting to share, as well as Masters who prefer their own space.

A group rate should be obtained if possible. Typically Masters' racers at the Canadian Masters Championships will require approximately 30+ rooms. If there are a lot of local Masters this number should be adjusted accordingly. In the last 5-8 years we have had roughly 70-100 Masters attend the Canadian Alpine Masters Championships.

Champion of Champions

Each year, the top performing male and female athletes are awarded the title of Champion of Champions. This award includes complimentary entry and lift tickets for the 4-day event. Each year, the host is to honour the Champion of Champions from the previous CMAC and provide them with complimentary entry and lift tickets.

Note: From 2021 onwards, only Canadian citizens or Canadian permanent residents can be awarded the Champion of Champions.

Other

When possible, arranging for a group travel rate on an airline or with a rental car company is a nice touch.

Responsibility of the Host Hill

- All on-hill preparations including safety netting, gates, course safety and maintenance, start area, start racer marshalling area, finish corral, time board, racer results board, etc.
- All volunteers required to run the race including Chief of Race, Chief of Course, Starters, Timers, Gate Keepers, Course Workers, TD, etc.
- Collect all fees for the event including race entry fees, lift tickets, banquet fees, etc.
- Arrange for a group lodging rate at a location very near the hill (preferably ski-in ski-out).
- Arrange for the banquet space, in conjunction with the National Committee.
- Other reasonable miscellaneous items as requested by the National Committee.

Responsibility of the Masters' National Committee

- Event Promotion. Host hill is also invited to do this as well—especially to their local Masters.
- Banquet coordination with host hill.
- Arrange silent auction for the banquet.
- Arrange for medals and medal sponsor.
- Arrange and put together the athlete gift to be handed out at the banquet.
- Registration fees coordination with host hill.
- Consultation on all activities on-hill and off-hill.
- Arrange for airline discounts if possible.
- Arrange for car rental rates if necessary.
- Prepare registration form and forward to host hill; form prepared in conjunction with host hill.
- Arrange banquet menu in conjunction with host hill.
- Determine banquet format and schedule.
- Miscellaneous items as they arise.

Fees using 2015 as a Guideline

Day	Event	Fee
Thursday	SG training day	CAD50 (includes 2 timed training runs)
Friday	SG race #1	CAD50
Friday	SG race #2	CAD30 if registered in race #1; CAD50 if not registered in race #1
Saturday	GS race	CAD50
Saturday evening	Banquet	CAD50 (additional tickets may be purchased)
Sunday	SL race	CAD50

Lift tickets: Offered at a discount from regular priced lift tickets of the host hill; this should be made available to competitors and coaches.

There has typically been a registration deadline date. After such date, the fees can be increased at the discretion of the host hill.

Eligibility

- Competitors must be 18 years of age or older.
- Age for all age categories is determined as of 31 December of the year prior to the CMAC.
- Competitors must hold a valid Master's National competitor card, a Master's FIS competitor card, or a Master's weekend event competitor card if available in the host hill province. Canadians not on the current [National points list](#) must obtain National competitor status from their provincial or divisional organization. Entries will be limited to the first 120 competitors with a US & foreign maximum quota of 25.

Masters' Specific Guidelines:

- There are not enough Masters competitors in Canada to justify having separate courses for men and women as outlined in the FIS Masters' regulations. To overcome the differences in age and gender we have developed a start order which works well and is used across the country. (See Appendix A.)
- In all our competitions across Canada, we flip the start order—within an age category—for the second run of a combined time run. Masters themselves are used to this and are adept at executing this.
- In all our competitions across Canada, where there is a DNF or DSQ in the first run of a combined time race, the competitor does not need to run at the end of the field of competitors in their second run. They also

do not have to run at the end of their age group field of competitors in their second run. They are permitted to race in order as if they had not had a DNF or DSQ in their first run. This is to:

- Maintain the 'fun' in Masters' racing.
- None of us will be moving on to the Canadian Alpine Ski Team (CAST) although sometimes I think some believe they could be!
- All the Masters have paid out of their own pockets to attend the race so let them race.
- MOST IMPORTANTLY it is safer to have older racers race with their age category than at the back of the start order.

Sample Schedule of CMAC

Super G training day:

07:30 – Bib pick up
 08:30 – Chair lift opens
 08:30 – Course set (night before if possible)
 08:45 – Jury inspection
 09:00 – Course inspection by racers
 09:30 – Course closed for entry by racers
 09:45 – Gatekeepers in position for race
 09:55 – First forerunner on course
 10:00 – First racer on course

After the final racer, the Jury inspects the course to determine if the entire course or just key gates require reset. The second run can be run back-to-back with the first run in order to limit sun damage to the course conditions. The Race Organizing Committee (ROC) can determine if they would like to offer more than two training runs.

Super G race day:

07:30 – Bib pick up
 08:30 – Chair lift opens
 08:30 – Course set
 08:45 – Jury inspection
 09:00 – Course inspection by racers
 09:30 – Course closed for entry by racers
 09:45 – Gatekeepers in position for race
 09:55 – First forerunner on course
 10:00 – First racer on course

Course reset during lunch break, followed by Jury inspection. A reset is optional if the course has held up and only a couple of gates need to be moved.

12:00 – Course inspection by racers
 12:30 – Course closed for entry by racers
 12:45 – Gatekeepers in position for race
 12:55 – First forerunner on course
 13:00 – First racer on course

GS race day – same schedule as Super G race day

Slalom race day – earlier start requested with course set prior day if possible

07:00 – Bib pick up

07:30 – Chair lift opens for jury

08:00 – Jury inspection

08:00 – Chair lift opens for competitors, coaches, volunteers

08:30 – Course inspection by racers

09:00 – Course closed for entry by racers

09:15 – Gatekeepers in position for race

09:25 – First forerunner on course

09:30 – First racer on course

Course reset during morning break, followed by Jury inspection.

11:30 – Course inspection by racers

12:00 – Course closed for entry by racers

12:15 – Gatekeepers in position for race

12:25 – First forerunner on course

12:30 – First racer on course

15:00 – Awards presentation: Slalom, Combined, Dave Murray Cup & Champion of Champions*

If weather conditions require back-to-back execution, this is not a problem. Sufficient notice prior to the first run should be given if the day's schedule is amended. An announcement in the finish area, and a notice should be posted in the start area with the new second run inspection and start times.

* From 2021 onwards, only Canadian citizens or Canadian permanent residents can be awarded the Champion of Champions.