



HANDBOOK
PTSA SERIES EVENTS

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INTRODUCTION

This Handbook provides all the information needed to organize Train to Train – stage 4 events. If needed, Canada Snowboard can provide more information regarding any area listed on this document.

PTSA Series Events’ Local Organizing Committee (LOC) shall follow the requirements provided by Canada Snowboard and shall organize the event up to the events’ standards.

Event organizers must also familiarize themselves and refer to the the Canada Snowboard Guidelines for Events & Competitions and the International Ski and Snowboard Federation (FIS) [ICR](#) Rulebook & [PARA ICR Rulebook](#), the World Snowboard Federation ([WSF](#)) and the World Snowboarding Points List ([WSPL](#)) as needed.

WORKING STRUCTURE

Provincial and Territorial Snowboard Associations (PTSA's) are responsible for the PTSA Series Events in their province. Canada Snowboard (CS) is accountable for all the events sanctioned by the PTSA's. These Events shall be organized and managed by a Local Organizing Committee (LOC). The LOC's mandate of any PTSA event is to assist in the coordination of planning and implementation of the event.

The Canada Snowboard (CS) Sport System Development (SSD) department will be the main point of contact for the PTSA. For all event related questions please email events@canadasnowboard.ca

EVENTS COORDINATORS

Each PTSA will designate an Events Coordinator who'll be responsible for the execution and/or manage of all the Events under their Series. The event must be in accordance with the [FIS ICR](#), this Handbook and the CS Guidelines.

- is responsible for managing on-hill event execution of all scheduled training and competition logistics, registration, quotas, age categories, course design, prizing (money) and the schedule for the event to ensure proper alignment between the CS LTAD (long-term athlete development), competition alignment program and current National policies.
- are responsible for preparation and maintenance of all competition sites
- any activities that are not part of the mandatory activities mentioned in this Collaboration Agreement that they wish to integrate with the event.
- is responsible for providing facilities and equipment necessary for the operation of the competition. Such facilities and equipment shall include, but not limited to, safety equipment (fences), sport specific equipment (stubbies, flags, gate, gate keys, drills), maintenance equipment, electronic scoring equipment, sound system, snowmobiles and all-terrain vehicles, office equipment, event office, drug testing facilities, media centre, and telecommunications equipment.

SANCTIONING BODIES

Provincial & Territorial Snowboard Association (PTSA)

All the PTSA Series Events MUST be approved by the Provincial or Territorial Snowboard Association and Sanctioned by Canada Snowboard Federation.

Canada Snowboard Federation (CS)

All the PTSA Series Events MUST be sanctioned and approved by Canada Snowboard.

International Ski and Snowboard Federation (FIS)

All FIS events part of the PTSA Series will need to be submitted by CS and approved by FIS.

World Snowboard Federation (WSF)

For all Slope, Half Pipe, Big Air and Banked Slaloms MUST be in accordance with the World Snowboard Federation ([WSF](#)) and the World Snowboarding Points List ([WSPL](#)).

ABOUT THE PTSA SERIES

The PTSA Series Events are held at the local grassroots level hosting various age groups and disciplines, there can be a maximum of four (4) events in a discipline per day and a maximum of 12 events in a season. Split disciplines events will count as a single event. PTSA Series Events can also be sanctioned by FIS.

Disciplines eligible:

- Alpine - Parallel Giant Slalom | Para-Parallel Slalom
- Alpine - Parallel Slalom
- Snowboard cross | Para-Snowboard cross
- Freestyle - Halfpipe
- Freestyle - Slopestyle
- Freestyle - Big Air
- Rail Jam*
- Banked Slalom | Para-Banked Slalom
- Multi-discipline**
- PARA

**Exhibition Event - All Rail Jams part of the Provincial Series will need to be approved by Canada Snowboard's Events & Competition Senior Coordinator*

***GROM Series Events – LTAD Stage 3*

Categories Eligible:

The PTSA, in meeting their local needs, will determine the number of age groups used at an event.

Note: categories can be changed or combined at the discretion of the LOC but must be discussed and agreed upon at the Coaches meeting before the event starts.

Speed Categories – Snowboard cross and Alpine Snowboard

AGE CATEGORY	AGE	LTAD Stage
U9*	7 – 8 years old	3 / 4

U11*	9 – 10 years old	3 / 4 / 5
U13*	11 – 12 years old	3 / 4 / 5
U15*	13 – 14 years old	4 / 5
U20*	15 – 19 years old	4 / 5
20+*	20+ years old	4 / 5
Junior FIS**	15 – 19 years old	4 / 5 / 6 / 7
Senior FIS**	15+ years old	4 / 5 / 6 / 7

Park & Pipe Categories – Slopestyle, Halfpipe, Big Air ***

AGE CATEGORY	AGE	LTAD Stage
U9*	7 – 8 years old	3 / 4
U11*	9 – 10 years old	3 / 4 / 5
U13*	11 – 12 years old	3 / 4 / 5
U15*	13-14 years old	3 / 4
U18*	13 – 17 years old	4 / 5
18+*	18+ years old	4 / 5
Junior FIS**	13 – 17 years old	4 / 5 / 6 / 7
FIS**	13+ years old	4 / 5 / 6 / 7

*The organizer may combine age groups depending on the number of participants registered per age group. *Note that if an athlete because of the combining of categories is “forced” to ride up, he can continue competing in his regular age category at the following competitions vs. an athletes/coach’s personal choice to ride up at a competition. This athlete is riding in that higher category the rest of the season.*

**The organizer cannot make any changes to these categories.

*** Air Nation Tour: In the NorAM stops or events with a National Championship Status only athletes with a FIS License are allowed to compete. For Junior Nationals (13-17 years old) however a FIS License is recommended. U13 (11 – 12 years old) and U11 (9-10 years old) athletes will also be considered to be eligible for Junior National Competitions.

**** Numbers in finals stay the same, regardless of the amount of FIS vs. Non-FIS riders, when Non-FIS riders make the finals the numbers are not being increased to accommodate more FIS riders in the finals.

*****All competitor ages for the purpose of determining eligibility to participate in FIS competitions shall be expressed in terms of the anniversary of birthday that the competitor will reach during the calendar year (January 1 to December 31) that includes the start of the FIS Competition Year in which the competition is scheduled. The FIS competition year begins on the first day of July and ends on the last day of June of the following calendar year.

PARA Snowboard Division

LTAD Stage	AGE	SPEED	PARK & PIPE
3*	No restrictions**	YES	YES
4*	No restrictions**	YES	YES
5	No restrictions**	YES	NO
6	As per IPC rules***	YES	NO
7	As per IPC rules***	YES	NO

*Athletes will be ranked with all other athletes (overall ranking) and in separate rankings with other adaptive athletes if applicable

**Athletes must come with a CADS instructor and/or CS Coach

***Athletes must be part of Canada Snowboard High Performance structure

PTSA ORGANIZER RESPONSIBILITIES

The organizer shall be responsible for the preparation of all competition documentation (in both official languages *as needed). This shall include, but not limited to, website content, press releases, emails to athletes, on-site signage and printed documentation for coaches and athletes.

Event Guide

The organizer shall share all competition dates by November 1st.

All relevant information for the event, such as but not limited to: (must be made available no later than 5 weeks prior to the Event)

Resort and event Information, registration, eligibility, entry Fees, lift tickets, coach lift tickets, Canadian coaches, prize money, sanction and rules, major officials information, volunteers information, refund policy, event schedule, accommodation information, transport information.

Lift Tickets

The organizer shall provide a discounted lift ticket for competition days and official training days.

Schedule Requirements

This is a basic schedule structure by discipline. If it's a multi-discipline event, the organizer shall follow this schedule structure for all the disciplines.

The organizer can decide, depending on the number of athletes, if they want to run Qualifications and Finals the same day or on separate days.

- Option 1:
 - Day 1 – Official Training
 - Day 2 – Qualifications
 - Day 3 – Finals
- Option 2:
 - Day 1 – Official Training
 - Day 2 – Qualifications + Finals
 - Day 3 – Qualifications + Finals
- Option 3 - Open Slopestyle:
 - Day 1 – Official Training
 - Day 2 – Qualification
 - Day 3 – Semi-finals
 - Day 4 - Finals

Prizing

Will be at the discretion of the LOC.

Awards

The organizer is responsible for the awards ceremony and shall provide the following:

- Medals
- Backdrop
- Backdrop Frame
- Sponsor Patches

SAFETY

Competition Medical Plan

All competition organizers in conjunction with the resort and local medical facilities are responsible to establish a specific Competition Medical Plan for each event and MUST share it with all coaches before the competition (typically during the Coaches meeting). The health and safety of all those involved in a competition is a primary concern. This includes the competitors

as well as volunteers, officials, course workers and spectators. The events organizers shall follow the FIS Medical Guide [HERE](#) and the FIS Medical Checklist [HERE](#). There should be a minimum of two (2) rescue/ first aid personnel at the start area at all times during practice and competition.

Risk Management Policy

Organizers must share the [Risk Management Policy](#) with the rest of the Organizer Committee, Officials, Coaches, Canada Snowboard Events staff and the Resort Staff prior to the competition.

Helmet during Competitions

All Athletes, Coaches, Judges, Officials and Volunteers shall follow the [Canada Snowboard Helmet policy](#).

Accident, Incident & Medical Reporting and/or Clearance

When a Canada Snowboard member is injured and requires medical attention during a sanctioned activity a report found [HERE](#), must be submitted to Canada Snowboard and the [Provincial/ Territorial Snowboard Association](#) no later than 24h after the accident or incident.

Should an athlete need to provide medical clearance before taking part in sanctioned Canada Snowboard Activities, the athlete can submit the documentation [HERE](#).

REGISTRATION AND MEMBERSHIP

All Registrations will need to go through the Membership Platform - [Snow Reg](#).

All athletes, coaches, officials and judges will need to have an active [membership](#) in order to compete, work or [volunteer](#) at a Canada Snowboard sanctioned event.

All registration refunds will need to be performed in accordance with Canada Snowboard [Refund Policy](#).

Entry Fee

The organizer shall provide online pre-registration rates and shall encourage athletes to register online to benefit from the online pre-registration rates.

The online pre-registration rates shall not exceed a 15% discount of the regular entry fee.

The online pre-registration shall close no later than twenty (20) days before the event.

All the Air Nation organizers shall follow the registration fee guidelines:

	Air Nation	Air Nation Nationals	
	Open	Open	Junior
SlopeStyle	\$100/competition	\$120/competition	\$120/competition

Halfpipe	\$100/competition	\$120/competition	\$120/competition
Big Air	\$100/competition	\$120/competition	\$120/competition

Note*: This is the minimum entry fee – each organizer has the right to change the entry fee by 15%.

Note**: Fee combinations will need to be approved by Events & Competitions Manager

Note ***: It's recommended to discount the Lift Ticket for competition days, if possible

Registration fees are non-refundable, unless a medical note is provided prior the start of the event (24h minimum) for injury or illness. Refer to Refund Policy [HERE](#)

Athletes Requirements

All athletes shall follow the following requirements:

- Athletes must be members of their respective PTSA
- Athletes who wish to be listed as a FIS competitor, need to have a valid FIS license and extended medical coverage; a Sport Accident Insurance Policy (SAIP)
- A FIS license is required by any athlete participating in FIS sanctioned events. The License must be active before registering for a FIS event and can be purchased during your [membership](#) renewal / registration at the start of the season. The FIS licence year begins on July 1st and finishes on June 30th of the following year. If you require SAIP or FIS later in the season, they can be purchased by upgrading your membership. The FIS requires that all athletes participating in FIS sanctioned events also obtain SAIP coverage.
- Athletes who wish to compete in the OPEN category must be thirteen (13) years old by December 31st of the competition year.
- Athletes who wish to compete in the junior category must be between thirteen (13) years old and sixteen (16) years old by December 31st of the competition year.
- Athletes competing at an Air Nation event must be represented at the Coaches Meeting by a certified coach.

Note*: All athletes MUST follow the Canada Snowboard Helmet Policy – [HERE](#)

Note**: All athletes MUST follow the Canada Snowboard Concussion Protocol and Guidelines – [HERE](#)

Coaches Requirements

All Canadian coaches shall follow the following requirements:

- All Canadian coaches at events must register and meet the Canadian Minimum Coach Certification Standards
 - Minimum of Comp Intro Advanced Certified
 - Coaches not at this level can contact coach@canadasnowboard.ca and develop a plan to meet the requirements or receive an exemption

- All coaches shall represent their athletes at the Coaches Meeting; athletes without a coach can be represented by another coach

Note*: All athletes MUST follow the Canada Snowboard Helmet Policy – [HERE](#)

Note**: All athletes MUST follow the Canada Snowboard Concussion Protocol and Guidelines – [HERE](#)

Officials/ Judges Memberships

ALL Officials, volunteers and Judges on-site at any event are required to have a current [membership](#) with Canada Snowboard through their respective PTSA or they will not be permitted on-course.

By sanctioning an event or competition, Canada Snowboard assumes all liability risk for the event in question and all individuals involved. In order for Canada Snowboard to protect themselves, the PTSA, and all other parties, they must ensure that everyone on course (athletes, coaches, officials, judges, etc.) have a current membership as to make sure they fall under the provided liability coverage. There is no opt-out option and Canada Snowboard cannot assume risk for uninsured individuals directly involved.

Officials and Judges will have to register for events they intend to work through the Membership Platform - [Race Roster](#).

Officials and Judges are considered to be at risk since they are working in the elements, working in close proximity to event activity, climbing scaffolding, standing in dangerous areas, etc.

By purchasing your membership and paying the related fees to CS you will receive liability coverage in any sanctioned activity for the season, access to register for courses or further professional development, and access to the CS Shred Hookups deals.

Please be sure to purchase/renew your [membership](#) early on every season to avoid any gaps in coverage or arriving at an event without one.

[Level 1 officials](#) who are helping out at events in a non-paid capacity require a VOLUNTEER Membership (\$0.00 Membership Fee) with BASIC Shred Hookups

FIS Canadian Technical Delegates, Level 2 certified and Level 3 certified officials at events require an OFFICIALS Membership (\$5.00 Membership Fee) with FULL Shred Hookups

All certified and active judges require a JUDGES Membership (\$5.00 Membership Fee_ with FULL Shred Hookups

EVENT KEY PERSONNEL, STAFF AND VOLUNTEERS

- Technical Delegate - Jury member
- Chief Of Competition - Jury member
- The Referee (PSL | PGS) - Jury member
- Chief of Finish (Snowboard Cross) - Jury member
- Head Judge (Halfpipe, Slopestyle, Big Air) - Jury member
- Judges
- Chief of Course (Snowboard cross and Alpine Snowboard) - Jury member

- Chief of Pipe/Slopestyle/ Big Air (Halfpipe, Slopestyle, Big Air)
- The Course Designer
- Start & Finish Personnel
- Connection Coach
- Local Organizing Committee (LOC) - Event Coordinator / Competition Administrator
- Officials & Volunteers
- Announcer

Technical Delegate

Canadian FIS Technical Delegate Coordinator – shall designate the Technical Delegate for events. Any problems or concerns regarding the Technical Delegate must be addressed to the Canadian FIS Technical Delegate Coordinator and CS Events & Competition Senior Coordinator.

Chief of Competition

The Chief of Competition supervises the work of all course officials, summons the meetings of the competition committee for consideration of technical questions and generally acts as chairman of the Coaches meetings after consultation with the CS Representative, the FIS Technical Delegate and/or the Canada Snowboard Technical Delegate.

The Referee

The Referee will record the reports from the Chief of Gate Judges about infractions of the rules and gate faults at the end of each run or phase and at the end of the competition - checking, signing and posting referee minutes immediately after each run or phase on the official notice board.

The referees minutes shall include a list with the names of the competitors disqualified, the gate numbers where the faults occurred, the rule number leading to the disqualifications and the exact time the disqualifications were posted with the exact limit time for protests.

Chief of Finish (Snowboard Cross)

The Chief of Finish is responsible for the organisation and supervision of the finish area and the finish line Judges. The Chief of Finish will accept protests in the finish area. The Chief of Finish must report all protests immediately to the other jury members.

Head Judge / Judges (Halfpipe, Slopestyle, Big Air)

The Canadian Judges Committee, for the level of the competition he or she is controlling, must certify the Head Judge. The head Judge is responsible for managing the panel of judges.

The Head Judges duties are:

- To police the judges stand
- To conduct a judge meeting prior to the first day of competition
- To select which judge will be judging each category/ feature
- To communicate and coordinate between the judges
- To provide the judges with necessary materials and supplies
- To organize the work for the judges

- To approve the construction of the freestyle competition area
- To act as a judge, when necessary
- To serve as part of the jury
- To check the time schedule and format with the Chief Of Competition, Technical Delegate and organizer
- Communicate with the starter regarding the riders start
- Prior to the event, check the visibility of the judges stand and any possible disturbances of the judges view caused by media
- Control judges scores, give advice for changes, and oversee the end result (certify the results)
- To call the safety patrol when necessary

It is required to have a minimum of four (4) certified judges and one (1) certified Head of Judges; if for “x” reason we need to split the judges panel, an additional judge (five judges and one Head of judges). In the case of a split panel the rails and the jumps should be separated and judged as two sections.

Canadian Judges Coordinator, shall designate the judges for Events. Any problem or concern regarding the judges must be addressed to the [Canadian Judges Coordinator](#).

Connection Coach

The connection coach will be designated by the Chief of Competition or the CS Representative for Air Nation & Speed Nation) during the first Coaches meeting. The Connection Coach will be the direct line of communication between the Jury and the Coaches.

Local Organizing Committee (LOC) - Event Coordinator / Competition Administrator

Each PTSA will designate an Events Coordinator who’ll be responsible for the execution and/or manage of all the Events under their PTSA Series. The event must be in accordance with FIS regulations, this Handbook and the CS Guidelines.

The organizer shall have a detailed staffing plan fifteen (15) days before the start of the event. The organizer is responsible for the honorarium, travel, meals, and accommodation of all staff and volunteers excluding.

The organizer shall consult with The Canada Snowboard (CS) Sport System Development (SSD) department for the appointment of Chief of Competition, Judges and Technical Delegate for the events.

Officials & Volunteers

The organizer is responsible to secure skilled volunteers for the training and competition days according to the Canada Snowboard [Officials’ Program \(CSOP\)](#) For more details about the Officials Program, visit the [Canada Snowboard Website](#)

Note: All staff, volunteers and Officials MUST follow the Canada Snowboard Safe Sport Guidelines as well as the Canada Snowboard Helmet Policy and be a member of their local PTSA.

Announcer

The organizer shall provide an announcer (bilingual, if possible) for the event. The announcer shall have great knowledge of snowboarding and the snowboard freestyle disciplines. A detailed list of all the event partners and relevant event information and athlete bios are to be provided to the announcer.

EVENT ADMINISTRATION

Event Office

The Event Office must be located at or near the venue and must have the following:

- Wi-Fi locked for staff/ officials/ media
- Tables and chairs

It must be a closed space where staff, officials and volunteers can leave their personal belongings and can host the Coaches meetings.

Coaches Meetings

The coaches meeting shall be held before each competition and shall include information about the organizational aspects of the competition; including, but not limited to, the weather forecast, the members of the Jury, the time of competition, the location of the competition, the format, and the start order. Official rule changes from the printed handbook shall also be disseminated.

Start List

The Start List must contain all the information generated by the Membership Platform, and the required information for the level of the competition. An unofficial Start List must be made available to all Coaches immediately following the Draw. If there are errors the Jury must be informed within 15 minutes. If it is confirmed that there is an error in the Start List, there must be a redraw. After 15 minutes, the Start List becomes official and must be distributed immediately to all officials, coaches, competitors, television, media personnel and VIPs where applicable.

Results and Distribution

Official results must be approved by the FIS Technical Delegate, Head Judge, and the PTSA Series Coordinator overseeing the event. Submission guideline and instruction can be found [HERE](#)

The official results must be transmitted to the Canada Snowboard Representative, under the responsibility of the PTSA Events Coordinator or Major Official responsible.

All Provincial and Provincial FIS competitions will be submitted as a Regional WSF Event. Results MUST be submitted as one overall submission, at no point can results split out into separate categories, this will not be accepted.

The World Snowboarding Points List will follow the guidelines set out [HERE](#). Results are to be emailed to events@canadasnowboard.ca and will be submitted by the Canada Snowboard Representative.

Communication of Official Information

Technical Delegate

Official information or communication MUST be reviewed by the Technical Delegate and include his or her signature.

Information Boards

There can be two (2) official announcements and communications boards at each competition. One will be placed in the Event Office for posting of official communications; official changes from the printed handbook and announcement from the Coaches Meetings. The other, for official competition announcements, shall be placed in the arrival area.

PENALTIES, DISQUALIFICATION, PROTEST & SANCTIONS

For complete and most recent Rules refer to the FIS [ICR](#) section rules listed:

2029 - 2030 Penalties/Sanctions & Disqualifications/Sanctions

2032 - 2037 Protests: Types, Submission, Deadlines, Forms, Authorization, Settlement, and the Right of Appeal

6608 Penalties, Sanctions & Disqualifications

Cost to protest

A	The Start list	\$100	Before the end of the TC Meeting	Jury	Posted on the official notice board
B	The Course	\$100	30 minutes after the start of the inspection or before training	Jury	Announced and posted on the official notice board
C	Disqualification	\$100	15 minutes after the official posting*	Jury	Announced and posted on the official notice board
D	Timing & Calculation	\$100	15 minutes after the official posting*	Jury	Announced and posted on the official notice board

E & F	Results Lists/Jury Decisions	\$100	24 hours after the competition	CS Representative	Communicated by email
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The deposit will be returned to the coach if the protest is upheld, otherwise it will be forfeited to the sanctioning body.

Forms of Protests

In Person (A, B, C, D)

Protest shall be directed to any of the Jury Members during the Competition and during the Protest Competition timelines. Jury Members shall share the protest process during the Coaches meeting the day before.

In Writing (E, F)

Protests shall be submitted in writing via email to events@canadasnowboard.ca

Invalid

A protest that is not submitted within the required period of time or without a deposit shall be invalid when received. Any protest against another Athlete shall be invalid. An exception exists in Snowboard cross

Authorization

Only Canada Snowboard current certified coaches with current memberships are authorized to present a protest (A, B, C, D).

Recipient

During the event, all protests (A, B, C, D) shall be directed to the competition Jury. After the event, all protests (E, F) shall be directed to the Canada Snowboard Representative

Settlement of Protests

Responsibility

The Jury has the responsibility to issue a ruling on protests. They shall announce at the Coaches Meeting the time and place for such determinations.

Evidence

In making its determination, the Jury shall include statements from officials who worked at the competition and others whom it considers it have pertinent information.

Final Decision – A, B, C, D

Only members of the jury will be present when they make a final decision on a protest. The

National Technical Delegate, the FIS Technical Delegate or the Major Canadian Official will act as chairperson of these meetings. Minutes shall be kept of all Jury decisions throughout each competition phase and sent to the Canada Snowboard as part of the event report (TD report when applicable). The decision requires a majority of all voting members of the Jury. Whether or not they are present.

TERRAIN REQUIREMENTS

All PTSA courses will need to follow the Terrain Guidelines:

SlopeStyle

A slopestyle course must have a minimum of two (2) jump sections and two (2) rail sections.

Jump size:

- Between 35ft and 40ft – small side
- Between 40ft and 45ft – big side

The organizer shall provide two different take-offs (Both take-offs shall have the same landing, if possible).

Ideally the full course should be viewable from one standpoint. If this is not possible the rails and the jumps should be separated into sections that can be viewed from one vantage point for appropriate judging.

Halfpipe

A halfpipe course must have 18ft or 22ft wall heights.

Big Air

A big air event can only be organized on a 55ft Jump (same jump for women and men)

Alpine Disciplines (PGS & PSL)

Recommended slope: 40m wide, 120-200m vertical drop, 550m long. Detailed Terrain Guidelines can be found [HERE](#)

SBX

Detailed Terrain Guidelines can be found [HERE](#)

CONTACT INFORMATION

Canada Snowboard (CS) Sport System Development (SSD) department will be the main point of contact for all PTSA Series related questions - email events@canadasnowboard.ca

