



NEW YORK STATE
SKI RACING ASSOCIATION - NORDIC, Inc.

Race Organizer Event Sanctioning Packet

Forms included:

1. This cover page
2. Sanctioning fee structure
3. Cross Country Sanction Agreement
4. Request for certificate of insurance
5. Race officials list

Race Organizer,

Please complete all forms contained in this packet. Complete one form each day's event that you are hosting. Return completed forms with your sanction fee (determined by the date that you submit, see fee structure) payable to **NYSSRA Nordic Inc.** This is a must for your events to be covered under the NYSSRA Liability insurance policy. Please find a copy of the NYSSRA event sanctioning fees attached.

Note: Only NYSSRA nordic members may sanction events, their respective clubs must also be NYSSRA nordic members.

NYSSRA nordic membership can be purchased online at skireg.com

Club sanctioning membership applications are available at
http://nyssranordic.com/word_press/?page_id=161

Return all forms and sanctioning fee to:

Ed Luban
701 DeMong Dr.
Syracuse, NY 13214

Email: eluban@verizon.net

Website: www.nyssranordic.com

Phone: 315-391-0802

In addition to the necessary forms please include:

- 1) A proposed course map and stadium map showing start, finish, warmup area, parking and direction of travel
- 2) Primary official list - a race official list has been included but only include the officials listed at the top of the form.

NYSSRA Nordic Event Sanctioning Fee Structure

-Membership: All event organizers and their clubs must be active members of NYSSRA for the calendar year (July 1 - July 1) in which they plan to hold the event. Volunteers, sponsors, property owners and competitors do not need to be members. Non-member competitors are charged and additional \$5.00 insurance fee.

-Sanctioning Deadlines: NYSSRA's goal is to have a complete and active calendar established for the winter race season by November 1st. To this end, all sanctioned races should have their race sanctioning packet mailed to Ed Luban by October 30th. If you wish to sanction an event after this date, you will have a more expensive sanctioning fee. This is a necessary change to the sanctioning structure so that we have a complete, active NYSSRA calendar with a full slate of races available to our members who wish to plan their winter weekends. Please see the new pay structure below:

event 1/2 price) by November 1st

(Full price for first event, each additional

-Races that are sanctioned prior to Nov.1 will cost **\$40.00** (this is a \$10.00 reduction from years past.) and it will be **REFUNDABLE** (also a change) if your race is unable to be held due to poor snow conditions.

-Races that are sanctioned after Nov. 1 but before Nov. 15th will cost **\$55.00** and this too will be **REFUNDABLE** if your race is unable to be held due to poor snow conditions.

-Races that are sanctioned between November 15th and December 1st will cost **\$75.00** and this fee will be **NON-REFUNDABLE**.

-Any races that are sanctioned after December 15th will cost **\$100.00** and this fee will be **NON-REFUNDABLE**.

-Forms To Use: Race organizers should fill out and sign the "sanction agreement" and the "request for certificate of insurance" and mail them to Ed Luban. He must have a hardcopy of your agreement.

-All NYSSRA Nordic sanctioned races must be sanctioned separately. 1) The sanctioning fee (calendar dependent amount) must be paid at the time of scheduling the race.

2) \$4.00/per competitor NYSSRA head tax should be paid at the completion of the event. Fee is sent to Lee Mahood, NYSSRA Treasurer.

3) Mid-A JNQ designated races require an additional \$2/per competitor head tax due at the completion of the event.

4) \$5.00/non-NYSSRA/NENSA member should be submitted after the race.

CHECKS PAYABLE to: NYSSRA NORDIC INC.

-NRL races are sanctioned through USSA and do not require NYSSRA sanctioning. However these should be sanctioned as NYSSRA races if they are on the NYSSRA calendar.

For Mid-A JNQ events then:

\$2.00/per competitor head tax is due at the completion of event.

-Ski Camps and Clinics:

Liability Insurance for ski training programs, camps and clinics is provided to all sanctioned NYSSRA Nordic clubs at no charge as a club membership benefit. If the member club is charging a fee for the camp or clinic, then the event must be fully sanctioned with NYSSRA with the appropriate sanctioning forms submitted with the sanctioning fee. There is a \$5.00/day non-member fee for any participant that is not a NYSSRA member. Clubs need to the treasurer (see below).

collect that fee and send it to Lee Mahood, NYSSRA Nordic Treasurer (see below).

-Bill Koch Youth Ski League Events

The sanctioning fee and head tax is waived for all NYSSRA Nordic BKYSL races. sanctioned forms still must be submitted prior to event to receive liability insurance.

-IMPORTANT FOR ALL NYSSRA RACES/CAMPS/EVENTS:

All participants of any club training program, ski race, camp or clinic must sign the approved NYSSRA Nordic waiver form before being allowed to participate. A copy of those forms must be kept on file with the local club for 3 years or an electronic copy should be emailed to NYSSRA Nordic. If there are any accident or incidents at the camp, the original waiver form for that particular person should be sent to NYSSRA Nordic as well. These documents can be sent to the NYSSRA Nordic Sanctioning officer (Ed Luban) or the head of the NYSSRA Nordic Insurance Committee (Sean Halligan, PO Box 2220, Wilton, NY 12831, Sean@HalliganCI.com.)

-Sanctioning fees and forms should be sent to:

**Ed Luban
701 DeMong Drive
Syracuse, NY 13214**

Head Tax fees and non-member participant fees due at the completion of your event are sent to:

**Darwin Roosa
115 Bozenkill Rd
Altamont, NY, 12009-6003**

AGREEMENT

This agreement is made and entered into by and between the New York State Ski Racing Association - Nordic, Inc. (hereinafter referred to as NYSSRA) and the event organizer shown below (hereinafter referred to as the Organizer). For the purposes of this agreement and the rights and obligations of NYSSRA and the Organizer under this agreement, Competition shall be defined as the specific events listed in the Schedule Agreement and such official training and other activities as specifically outlined by the rules and regulations referenced and in effect at the time of the competition. The consideration of this Agreement shall be the payment of the fees and performance by the parties, as well as their mutual undertakings under the terms of this Agreement.

1. The Organizer agrees that it shall be bound by and shall conform to current requirements for competition as established by the International Ski Federation, International Competition Regulations and to such additional tournament regulations as it may be advised about and which may be in force at the time. Such regulations are incorporated herein by reference.

2. The Organizers shall pay all costs and expenses of the events, including standard competition awards as approved by NYSSRA for such championship events as may be incorporated in the Competition.

3. NYSSRA agrees that the Competition shall be known and listed as an official NYSSRA Competition, and NYSSRA agrees to place the Competition on the appropriate Calendar of Events upon receipt of the specified fees from the Organizer, subject to approval of the NYSSRA Board of Directors, and the consent of any other necessary party. These fees shall accompany the Schedule Agreement (or Agreements) and shall be paid in full prior to listing as an official Competition. Competitions will not be sanctioned until fees are paid in full. Fees not submitted in full with the Schedule Agreement are subject to penalty upon invoicing.

4. The terms of the Schedule Agreement shall apply only to those events listed in the Competition at the time the original Agreement was executed. A separate Schedule Agreement shall be executed for any additional events.

5. Notice of postponement, change, or cancellation, shall be made as required by NYSSRA and the Empire State Games office as stated in the NYSSRA Competition Manual. Concurrent notice shall be made in writing and by telephone and by electronic mail to the Chairman of the Cross Country Ski Committee and to the Technical Delegate(TD). In the case of canceled competitions or events, the Organizer remains responsible for all listing fees due NYSSRA.

6. NYSSRA and the Organizer agree that a duly constituted competition jury shall be properly named and empowered. All jury members and all officials shall be members of NYSSRA. As appropriate to the discipline and type of competition, the referees, coursesetters, judges, and chief of timing and calculations and other senior officials shall be appropriately licensed and certified. NYSSRA reserves the right to nominate referees, judges, and coursesetters for these events, according to annual policy of the NYSSRA Board of Directors. For all Competitions, the referee, assistant referee, and one-half of the coursesetters and or judges shall be individuals from outside the Organizer, if qualified individuals are available.

7. A Technical Delegate (TD) may be appointed by NYSSRA. The TD is the representative of NYSSRA in regard to the Competition. The TD's functions include reviewing with the Organizer the terms of this Agreement, as well as the rules or regulations which are referenced or incorporated herein and applicable to the Competition in question. The Organizer shall be responsible for the cost of travel, room and board for the TD, and shall promptly reimburse the TD upon presentation of legitimate receipts for travel, room and board not arranged by the Organizer. In the event that a TD is not appointed by NYSSRA, or the named TD cannot fill the assignment, then a substitute TD may be selected in accord with applicable rules. The substitute TD must be a member of NYSSRA, or otherwise approved by NYSSRA, but may not be a member of the Organizer.

8. The portion of the facilities which are to be used in the actual competitive events must conform with applicable rules and the requirements of the TD and competition jury. The selection of these facilities and their preparation in conformity with such rules or requirements, is the responsibility of the Organizer. The Organizer is responsible for compliance with homologation and/or facility approval requirements according to discipline and type of competition.

9. The Organizer agrees that entries for the Competition shall be accepted only according to NYSSRA rules then in effect.

10. It is understood and agreed by the parties that NYSSRA retains all radio, film, videotape, or television, and photography rights arising out of and from the conduct of the Competition, except the use of photographs and/or radio, film, videotape, or television segments of sixty seconds or less in duration and only then for local news coverage and/or area promotion. It is understood and agreed that NYSSRA may assign such radio, film, videotape, television, and photographic rights to other parties, including the Organizer, and that the assignment of such rights then becomes binding upon the Organizer as if such rights continued to be held by NYSSRA.

11. It is understood and agreed by the parties hereto that NYSSRA retains all commercial sponsorship rights arising out of and from the conduct of the Competition. NYSSRA may assign these commercial sponsorship rights, wholly or in part. In event a contract between NYSSRA or the Organizer and a commercial sponsor exists or is eventually obtained for this competition, then a specific Supplemental Agreement regarding commercial activities will be negotiated.

12. The Organizer may enter into an agreement with the national governing body or others regarding entry fees for teams, coaches and officials, if applicable, and for room and board for teams, coaches and officials. Such agreement shall be executed in advance and is incorporated herein by reference.

13. The Organizer shall process and submit proper results, as verified by the original signature of the TD, and applicable NYSSRA head taxes and sanction fees according to NYSSRA rules in effect. Results will not be accepted by NYSSRA until any outstanding financial obligations of the Organizer to NYSSRA have been met in full.

14. Competition Organizers and officials are additionally insured under NYSSRA's general liability and umbrella policies in effect as of the date of the execution of the Agreement, and the date of the events held under it, subject to the conditions described in paragraphs 15 and 16 below, for claims arising out of their conduct at the Competition, solely as it respects activities on behalf of NYSSRA in accord with the terms of this Agreement. Coverage of this insurance shall be primary coverage to the extent that the claim arises solely from acts or omissions in their capacity as Organizer or competition official. This coverage does not apply to entities or individuals conducting commercial promotional activities on their own behalf, beyond the actual Competition.

15. Liability insurance coverage provided to Organizers and competition officials by NYSSRA policies as aforesaid is contingent upon the Organizer controlling participation by limiting entry to those competitors complying with NYSSRA requirements as set forth by discipline (cross country, biathlon, jumping, Nordic combined, ski orienteering, telemark) and by program type (youth, adult, citizen, master, recreational scored, not-scored, collegiate/scholastic, etc.) according to annual policy of the NYSSRA Board of Directors. Such NYSSRA requirements may include presentation to the Organizer of an official NYSSRA or other approved form with "Waiver and Release of Liability" wording, signed by the competitor, and parent or guardian in case of minors, prior to participation in the Competition. Requirements on the Organizer also may include payment of additional fees to NYSSRA as determined by participation of non-members of NYSSRA, and other conditions according to policy of the NYSSRA Board of Directors. Such requirements and conditions are set forth in additional materials provided to the Organizer and are incorporated herein by reference.

16. Liability insurance coverage of Organizers by NYSSRA policies is contingent on the proper execution of a (this) Schedule Agreement for specific events detailed as to date, location, discipline, type of event, and class(es) of participants.

17. Once witnessed by the signatures on the Schedule Agreement, this Agreement may be altered only by such Supplemental Agreements and other supplemental materials incorporated thereto as are witnessed by these same parties or their agents. This agreement shall extend to and be binding upon the successors and assignees of the parties hereto. It shall be subject to conditions previously contracted between NYSSRA and other parties only to the extent such other agreements are attached hereto and therefore specifically incorporated herein by reference and available for review prior to the execution of this agreement. This Agreement may be executed in counterparts and all such counterparts taken together shall constitute one Agreement.

EVENT ORGANIZER:

The Organizer acknowledges receipt of a copy of the current Waiver and Release of Liability referenced herein, and we agree to the terms of this NYSSRA Sanction Agreement.

Organizer Name: _____ By: (signature) _____
 Title or Position: _____ Date: _____

NYSSRA - Nordic, Inc.

By: _____

Title: _____

Date: _____



NEW YORK STATE
SKI RACING ASSOCIATION - NORDIC, Inc.

! CROSS COUNTRY SANCTION AGREEMENT

Please type or print all information:

Date of Event _____ One form should be completed for each day's NYSSRA Event.

Title of Event _____

Event Location _____

The ski-reg link (or equivalent) for registration is:

Telephone _____

Host Club/Ski Center _____

Entry Fees: _____

Entry Deadline Date _____ Late Penalty _____

For esgq and joq entry deadline is defined as the Wednesday before the race.

Will day of race entries be accepted? ☐ Yes ☐ No.

Make Checks Payable to: _____

Event Description: ☐ Individual ☐ Relay(s) ☐ Other Team Event ☐ Clinic

Age Group: _____ Technique: _____ Male Distance: _____ Female Distance: _____

BKYSL (under 14) _____

U16/ U18 _____

Open _____

Masters (30 or over) _____

Start Times: _____ Method of Start: ☐ Interval ☐ Pursuit ☐ Wave ☐ Mass ☐ Relay

Miscellaneous (qualifier, race series, awards, sponsors, etc.) _____

Alternate Date &/or Location _____

[illegible]

Instructions for NYSSRA-Nordic Certificates of Insurance/Additional Insureds

Dear Race Organizers,

There is often confusion regarding the need and use of certificates of insurance and also about additional insureds on the NYSSRA-Nordic insurance policy. These instructions will hopefully clarify some of your questions and what needs to be accomplished.

First, here are some quick definitions.

- Certificate of Insurance - is just proof of insurance for NYSSRA-Nordic. It is just a piece of paper and does not create any coverage.
- Additional Insured - is when an entity is named as an insured interest on the NYSSRA-Nordic insurance policy.

These two things are mutually exclusive! A certificate of insurance does not make someone an additional insured, and someone can be an additional insured on our policy without ever getting a certificate of insurance saying it!

In some of our past insurance policies any landowners or sponsors automatically qualified as additional insureds by definition. Unfortunately, our policy language has changed so you must specifically ask for an entity to be named as an additional insured.

The following is a flowchart to help you navigate the insurance issues with your event landowners:

1. Is the landowner requesting a certificate of insurance or to be named as an additional insured?
 - If **NO**, do nothing and you are finished!
2. If **YES**, and the landowner is only requesting proof of insurance, submit a request for a certificate of insurance with your sanctioning package or to the Insurance Committee. (See form below or use the online request)

OR...

3. If **YES, and** the land owner also wants to be named as an additional insured on our policy, then you will need to specifically request that on the same form. Most times the certificate will just list a property owner as an additional insured. However, sometimes those entities will require specific language to be on the certificate. This is especially true when you are dealing with New York State, so please make sure you find out & then tell us **exactly** what they want to see on it **before** you submit your request!

Lastly, as a reminder it is extremely important that you print out and use the race waiver forms that your participants can sign on the date of the event. That form is available on the race organizers page. Please print out several of them in case you have a large turnout on race day! Those forms need to be returned to the NYSSRA-Nordic Insurance Committee Chairperson after your event.

New York State Ski Racing Association-Nordic, Inc.

Request for Certificate of Insurance

Sanctioned NYSSRA-Nordic Clubs and Events may request certificates of liability insurance using this form. Please type or neatly print all requested information:

Your name: _____

Club name: _____

Name of entity to receive certificate: _____

Full Address of entity: _____

Entity is: ☐ land owner ☐ sponsor ☐ advertiser ☐ property manager ☐ other (*give details)

Event Property Location: _____

Type of certificate entity is requesting: ☐ Proof of Insurance or ☐ Additional Insured

****If entity is an additional insured, please include exact verbiage below if any special language is required by the additional insured. This is common for NYS agencies so please ask first before requesting the certificate**

Signature of requester

Date

Phone: (____) _____

Email: _____

****If more than one certificate of insurance is required, please include the same information for all other entities and attached to this form.**

Please mail this form with the club sanctioning packet or e-mail to:

Ed Luban, 701 DeMong Drive, Syracuse, NY 13214 - eluban@Verizon.net