SPECIAL EVENT PACKAGE FOR EVENT ORGANIZERS

COVID - 19 INFORMATION:
Effective March 27th, The Chief Medical Officer of Health for Alberta implemented restrictions to decrease transmissions of COVID-19 within the province. A restriction prohibiting gatherings in outdoor places in excess of 15 people was implemented as well as restrictions on all persons gathering in an outdoor location maintaining a minimum of 2 meters between one another. These restrictions will be in effect until provincial health experts are confident the health and public safety risk from COVID-19 is sufficiently reduced and the restrictions are rescinded by the Chief Medical Officer of Health.

For More Information please click here.

APPLICATION FOR ALL EVENTS

The first step for all Event Organizers is to visit the Alberta Parks link to apply for the event. This includes repeat events.
The website address is: https://www.albertaparks.ca/albertaparksca/about-us/working-together/special-events/

Choose the ‘Canmore Nordic Centre Provincial Park’ from the drop down menu and this will take you to an application form where you can enter more details. This application will be sent directly to CNCPP.

CNCPP can only confirm your event booking once this application form has been completed and submitted.
## Facility, Events and Service Fees

*Effective September 10, 2016*

All prices exclude GST

<table>
<thead>
<tr>
<th>Facility, Events and Service Fees</th>
<th>Rates</th>
<th>Not for Profit Rates*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day Lodge</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Room A</td>
<td>Half Day $80.00</td>
<td>Full Day $160.00</td>
</tr>
<tr>
<td>Meeting Room B</td>
<td>Half Day $130.00</td>
<td>Full Day $260.00</td>
</tr>
<tr>
<td>Café South</td>
<td>Half Day $186.00</td>
<td>Full Day $372.00</td>
</tr>
<tr>
<td>Café North</td>
<td>Half Day $160.00</td>
<td>Full Day $320.00</td>
</tr>
<tr>
<td>Pre-Function Room</td>
<td>Half Day $55.00</td>
<td>Full Day $110.00</td>
</tr>
<tr>
<td>Banquet Room</td>
<td>Half Day $260.00</td>
<td>Full Day $520.00</td>
</tr>
<tr>
<td><strong>Biathlon Building</strong></td>
<td>Half Day $250.00</td>
<td>Full Day $500.00</td>
</tr>
</tbody>
</table>

| **Team Rooms**                   |       |                        |
| (Biathlon Team Rooms, Cross Country Team Rooms, Wax Rooms) |       |                        |
| **Team Rooms**                   | Full Day $40.00 | Week $160.00 | Month $528.00 | Full Day $20.00 | Week $80.00 | Month $264.00 |

| **Stadium Areas & Outdoor Facilities** |       |                        |
| (Cross Country Stadium, Biathlon Stadium, Range, Mass Start, Parking Lots) |       |                        |
| **Stadium Areas & Outdoor Facilities** | Half Day $180.00 | Full Day $360.00 | Week $1,440.00 | Half Day $90.00 | Full Day $180.00 | Week $720.00 |

| **Equipment**                    |       |                        |
| Public Announcement System       |       |                        |
| (Cross Country, Biathlon, Portable) | Full Day $120.00 | Full Day $60.00 |
| Outdoor Equipment                | Full Day $30-120.00 | Full Day $30-120.00 |
| Gate House                       | Full Day $240.00 | Full Day $120.00 |

* "Not for Profit" indicates that the facility is rented by a group that is a non-profit organization.*
Special Event Fees

<table>
<thead>
<tr>
<th>Special Event Fee</th>
<th>Per Person Per Day</th>
<th>$2.00</th>
<th>Not for Profit Per Person Per Day</th>
<th>$1.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>(averaged to nearest 10 persons)</td>
<td></td>
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<tr>
<td>Trail Maintenance &amp; Improvement Fee</td>
<td>Per Person Per Day</td>
<td>$3.00</td>
<td>Not for Profit Per Person Per Day</td>
<td>$3.00</td>
</tr>
<tr>
<td>(summer event participants)</td>
<td></td>
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</tr>
<tr>
<td>Standard Facility Rental Fee</td>
<td>Per Day</td>
<td>$240.00</td>
<td>Not for Profit Per Day</td>
<td>$120.00</td>
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<tr>
<td>(where no existing fee is identified)</td>
<td></td>
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</table>

Operational Cost Recovery

Charged per hour to reflect actual costs above non-event operating costs.

Weddings

* The banquet room, as well as an outdoor ceremony site, can be rented for weddings. Please contact Cornerstone Catering at 403-609-0004, email catering@cornerstonecanmore.com, or visit their website at www.cornerstonecanmore.com/nordic-centre-weddings to inquire about wedding rates.

Deposits

* A non-refundable deposit of 25% to 50% of the total estimated booking cost may be required for facility and event bookings. On the use of the facilities, the non-refundable deposit fee will be applied to the fees for the rental of the facilities.
* A refundable key deposit equal to the key replacement cost may be required.

Terms and Conditions

* All rental rates include the use of telephones for local calls, internet, AV equipment, and room cleaning (daily). Room fees do not include catering or service charges.
* Facility rental rates are based on regular hours of operation (9:00 am to 5:00 pm). Rooms booked after hours of operation should be arranged through the caterer.
* Biathlon Stadium Rental includes the use of the Biathlon Range for biathlon events only.
* Banquet Room rental does not include use of the Pre-Function Room.
* Café South is only available for private rental after regular hours of operation (noted above).
* Rental rates do not include technical rehearsal times, set-up times, or labour for technical assistance.
* Half day rates are valid for bookings of 4 hours or less, during regular hours of operation.

Please make all cheques payable to the Government of Alberta.
Event Parking Requirements

Due to the limited number of parking stalls available at CNCPP event organizers with >400 expected participants are required to book parking and manage parking bay usage. The below table outlines when parking is required based on expected competitor numbers.

<table>
<thead>
<tr>
<th>Number of participants</th>
<th>Number of cars estimated based on 2.5 competitors per car formula</th>
<th>Parking Requirements</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;400</td>
<td>160 vehicles</td>
<td>None</td>
<td>Event participants able to self-park and enough parking to cater to public and event participants (estimate of &lt;160 cars for event)</td>
</tr>
<tr>
<td>400 – 500</td>
<td>160 – 200 vehicles</td>
<td>Parking lot 4 to be booked. Parking signage to direct event participants to P4. Recommend parking volunteer at gravel lot to ensure efficient parking and maximize space. When lot is full then the remainder can self-park across other lots.</td>
<td>This will direct 150 vehicles of the potential 160-200 to a lot. Remainder can self-park across remaining lots. Public will be able to have access. ~50 cars to park across lot 1, 2 &amp; 3 (&gt;250 public stalls available to use).</td>
</tr>
<tr>
<td>500 – 600</td>
<td>200 – 240 vehicles</td>
<td>Parking lot 4 and Parking lot 1 to be booked. Parking volunteer directing traffic to P4 first, fill this up then move to P1, when both are full then the remainder can self-park across other lot.</td>
<td>This will direct 195 vehicles of the estimated 200-240 to a lot, the remainder can self-park across remaining lots and public will still be able to have access. ~40 cars to park across lot 2 &amp; 3 (&gt;210 public stalls available to use).</td>
</tr>
<tr>
<td>600 – 700</td>
<td>240 – 280 vehicles</td>
<td>Parking lot 4, 1 and 2 to be booked. Parking volunteer directing traffic to P4 first, fill this up then move to P1 &amp; P2, when all are full then the remainder can self-park across other lot. Recommend parking volunteer at gravel lot to ensure efficient parking and maximize space.</td>
<td>This will direct 260 vehicles of the estimated 240-280 to a lot, the remainder can self-park across the remaining lots and public will still have access. ~20 cars to park in lot 3 public area (&gt;150 public stalls available to use).</td>
</tr>
<tr>
<td>700 – 800</td>
<td>280 – 320 vehicles</td>
<td>Parking lot 4, 1, 2 &amp; 5 to be booked. Parking volunteer directing traffic to P4 &amp; P5 first, fill this up then move to P1 &amp; P2, when all are full then the remainder can self-park across other lot. Recommend parking volunteer at gravel lot to ensure efficient parking and maximize space.</td>
<td>This will direct 296 vehicles of the estimated 240-280 to a lot, the remainder can self-park across the remaining lots and public will still have access. ~34 cars to park in lot 3 public area (&gt;150 public stalls available to use).</td>
</tr>
<tr>
<td>&gt;800</td>
<td>&gt;320 vehicles</td>
<td>Parking lot 4, 5, 1 &amp; 2 to be booked. Parking volunteer directing traffic to P4 &amp; P5 first, then P1 &amp; P2, when full then the remainder can self-park across other lot. Recommend parking volunteer at gravel lot to ensure efficient parking and maximize space. Approval from the town / land owner for a transit stop in town. Plan for drop off zone management at CNCPP.</td>
<td>This will direct 296 vehicles of the estimated 320+ vehicles to a lot. By providing other alternate modes of transport, the event will enable greater chance for public access in the remaining ~150 lots.</td>
</tr>
</tbody>
</table>
**NOTE: WET STADIUM Alternative Planning**

For larger events, in order to reduce turf/trail damage at CNCPP, P1 is an alternative location for event vendors, if space is allowable. P3 will be available in the case of larger events that cannot feasibly use P1. Start/Finish will be relocated to the pavement, if necessary. Notice to change site set up MUST be 72 hours in advance and upon agreement by CNCPP Event Supervisor, in order for staff to be of assistance to close parking lots if necessary. Please be aware of these guidelines and ensure your event has the appropriate communications to event vendors, staff and volunteers in case alternative plans for event set up are necessary.
Canmore Nordic Centre Vehicle Use Policy

Background

The Canmore Nordic Centre Provincial Park (CNCPP) prohibits the use of vehicles and/or off-highway vehicle (OHV) at the CNCPP other than Government of Alberta (GOA) Vehicles or off-highway vehicle (OHV) driven by GOA staff. The CNCPP acknowledges that there are circumstances where it is necessary for non-GOA vehicle use to be permitted on designated trails for the purposes of maintenance, emergency response, security, or special event servicing. There is also a business requirement for non-GOA persons to be given permission to become authorized drivers of GOA Vehicles or off-highway vehicle (OHV). This policy pertains to the granting of permission for operation of a non-GOA vehicle or off-highway vehicle (OHV) on designated roadways within the CNCPP by non-GOA persons. This policy also pertains to granting permission for non-GOA persons to operate a GOA vehicle or off-highway vehicle (OHV).

Note: A “GOA Vehicle” is any vehicle that is owned, rented, or leased by the Government of Alberta. (Policies and Procedures / Government Vehicles Management and Use). “Non-GOA Vehicle” is any other vehicle, which is not a GOA Vehicle.

Policy Statement

The CNCPP will authorize the use of non-GOA owned vehicles and OHV for the purpose of maintenance, emergency response, security or special event servicing on designated trails within the CNCPP according to GOA vehicle use guidelines and this policy.

The CNCPP will authorize non-GOA persons to become authorized drivers for the use of GOA Vehicles and OHV for the purpose of maintenance, emergency response, security or special event servicing on designated trails within the CNCPP according to GOA vehicle use guidelines and this policy.

Authorized Non-GOA Vehicles

The following vehicles may be operated off designated roadways at the CNCPP for the purposes of authorized maintenance, emergency response, security, and special event servicing provided the operator meets the authorized operator requirements for the associated vehicle type and has signed the CNCPP Non-GOA Vehicle or Off Highway Vehicle (OHV) Operations Permit (See Appendices A):

1. Non-GOA vehicles (trucks, 4-wheel drive vehicles or equivalent)
2. Non-GOA OHV (including quads, snowmobiles, rhino’s or equivalent)
The non-GOA vehicle owner is responsible to ensure that their vehicle or OHV is kept in good operating condition at all times.

**Authorized Operators**

The following operators may operate GOA Vehicles on designated trails at the CNCPP for the purposes of authorized maintenance, emergency response, security and special event servicing providing the operator meets the authorized vehicle operator requirements for the associated vehicle type and has signed the appropriate permit (See Appendix B):

1. CNCPP volunteers
2. Staff or volunteers associated with a special event being held at the CNCPP
3. GOA Contractors

*Note: GOA staff are authorized operators and as such are not covered under this policy.*

Authorized Vehicle Operators must meet the following conditions prior to operating GOA Vehicles and OHV on designated trails within the CNCPP (See Chart 1 for summary of requirements):

1. **Operation of GOA vehicles (trucks and 4-wheel drive vehicles) or off-Highway Vehicles (OHV) including quads, snowmobiles, rhino’s or equivalent**
   - Deputy Minister (or equivalent) approval
   - Risk Management & Insurance (RMI) has been notified
   - Operator must have an appropriate driver’s license, with
     1. A minimum of three years driving experience
     2. No more than six demerit points
     3. No criminal code convictions
   - Operator must have valid Defensive Driving Training Documentation; or
   - Operator must have valid training documentation showing that they have participated in CNCPP-approved vehicle-specific training and safety orientation.
   - Operator must sign and abide by the CNCPP Authorized Driver for GOA Vehicle Operations Permit
   - (See Appendix B)
   - Area Manager or designated CNCPP staff person must approve and sign the CNCPP Authorized Driver for GOA Vehicle Operations Permit (See Appendix B)

2. **Operation of Non-GOA Vehicles (trucks and 4-wheel drive vehicles) or Off-Highway Vehicles (OHV) including quads, snowmobiles, rhino’s or equivalent**
   - Operator must have an appropriate driver’s license, with
     1. A minimum of three years driving experience
     2. No more than six demerit points
     3. No criminal code convictions
   - Operator must submit proof of registration and automobile liability insurance (minimum $2,000,000)
   - Operator must undergo a driver’s safety orientation for safe trail use by CNC Staff.
- Operator must sign and abide by the CNCPP Non-GOA Vehicle or Off Highway Vehicle (OHV) Operations Permit (See Appendix A)
- Area Manager or designated CNCPP staff person must approve and sign the CNCPP Non-GOA Vehicle or Off Highway Vehicle (OHV) Operations Permit (See Appendices A)

### Chart 1: Authorized Operator Requirements by Vehicle Type

<table>
<thead>
<tr>
<th>Authorized Operator Requirement</th>
<th>(1) GOA Vehicle</th>
<th>(2) GOA OHV</th>
<th>(3) Non GOA Vehicle</th>
<th>(4) Non GOA OHV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Minister (or Equivalent) Approval</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RMI Notification</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valid Driver’s License</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Minimum of 3 yrs Experience</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>No more than 6 demerit points</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
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<tr>
<td>No Criminal Code Convictions</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Valid Defensive Driving Training Documentation</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Valid Training Documentation or Safety Orientation by CNCPP Staff</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Signed Vehicle or OHV Operations Permit</td>
<td></td>
<td></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Signed Approval to Operate GOA Vehicle</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Area Manager or Designate Approval</td>
<td>✓</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Proof of Registration &amp; Automobile Insurance</td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

The CNCPP will maintain a list of Authorized Operators on an annual basis. In compliance with FOIP, all information obtained will only be used for the purpose of tracking authorized use and will not be used for any other purposes. *(Policies and Procedures / Government Vehicles Management and Use)*

The CNCPP reserves the right to disallow persons from operating vehicles off designated roadways for any reason; including violation of the requirements contained or referred to in this Policy and associated permits.
## Appendix A:

### CNCPP Non-GOA Vehicle or Off Highway Vehicle (OHV) Operations Permit

<table>
<thead>
<tr>
<th>Name of Operator:</th>
<th>Owner</th>
<th>Phone</th>
<th>Vehicle Licence Plate #</th>
<th>Snowmobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Drivers Licence #</th>
<th>Quad</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Period of Use:</th>
<th>Vehicle Make, Model, Colour</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Authorized Vehicle Requirement

<table>
<thead>
<tr>
<th>Operator Agrees: Operator must Initial or indicate N/A</th>
</tr>
</thead>
</table>

1. **The Operator has submitted proof of vehicle registration and $2,000,000 Automobile Liability Insurance.**

2. **The CNCPP will provide designated driving routes and times. Failure to adhere to these routes will result in loss of vehicle use.**

3. **The Operator shall report any accidents to the supervising CNC staff person immediately.**

4. **The Operator shall be responsible for the costs of the repair related to any damage to the turf, trail surfaces or grooming features.**

5. **The Operator has completed mandatory CNCPP-approved OHV-specific training and safety orientation prior to use.**

6. **The Operator must provide or be equipped with appropriate safety equipment for use with the OHV. All persons operating OHV must wear DOT approved helmets.**

7. **The Operator shall check the correct operations of the brake and throttle levers before starting an OHV. Check that the machine is in a forward gear.**
The Operator shall not drive the OHV beyond their ability or terrain limitations. OHV are capable of speeds well in excess of driver’s safe operating abilities.

The Operator shall not exceed the design capacity of the OHV. This relates to towing, carrying passengers and general operation.

The Operator must use a low gear when towing a toboggan or trailer behind the OHV.

**Liability and Insurance**

The Operator shall maintain automobile liability insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than $2,000,000.

The Operator hereby agrees to indemnify and hold harmless the Minister from any and all third party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Operator is legally responsible, including those arising out of negligence or wilful acts. This hold harmless provision shall survive this Agreement.

The Operator hereby waives their right of recourse against the Minister with regard to damage to property, which the Operator owns including the vehicle(s) or OHV permitted to be used at the CNCPP.

**Acceptance**

I hereby agree to carry out my activities in accordance with the requirements of the CNCPP Vehicle Operations Permit outlined above and those contained in the Canmore Nordic Centre Provincial Park Vehicle Use Policy. I further agree to comply with all applicable federal and provincial statutes and regulations and to comply with lawful instructions given by the Parks staff. I hereby agree to comply with the insurance requirements and to be bound by the indemnity and waiver requirements all set out above. I acknowledge that failure to comply with the any of the above-noted rules, guidelines, laws or instructions may result in immediate suspension of all activity and/or charges under applicable law. I agree to repair, replace or reclaim, to the satisfaction of Parks staff, any and all damages that result from my activities.

<table>
<thead>
<tr>
<th>Signature of Vehicle Operator</th>
<th>Name of Vehicle Operator</th>
<th>Date (yyyy/mm/dd)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Event Organizer (if Applicable)</td>
<td>Name of Event Organizer (if applicable) (PRINT)</td>
<td>Date (yyyy/mm/dd)</td>
</tr>
<tr>
<td>Signature of Area Manager or Designate</td>
<td>Name of Area Manager or Designate (PRINT)</td>
<td>Date (yyyy/mm/dd)</td>
</tr>
</tbody>
</table>
EMERGENCY ACTION PLAN (EAP)

EVENT:

Event Information

Location: Canmore Nordic Centre 1988 Olympic Way, Canmore, AB

Date:
Start Time:

Contact Information

Race Organizers

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
</tr>
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<tbody>
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</tbody>
</table>

The Event Medical Team

Event Medical Coordinator
First Aid Certification:
(Minimum 80 Hour Wilderness First Aid
Is required)

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
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</table>

First Aid Room/Station

Location:
Personnel: There will always be a member of the first aid team at the first aid station between _____:______ and _____:_____ on the event day.
Equipment: First Aid Kits (must be provided by Event)

Course Marshalls

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Phone</th>
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Emergency Services:

Emergencies: Call 9-1-1 ask for Kananaskis Dispatch (KES)
Canmore Nordic Centre Trail Evacuation Staff: Name: Will be provided by CNC Phone: Will be provided by CNC
First Aid Meeting

The Canmore Nordic Centre trail evacuation staff and Events Supervisor will meet with the Event Medical Coordinator and First Aid Staff inside the _____________ first aid room to discuss EAP specific to the event on ______________ at ______:______.

Communication Plan

- Medical personnel will be equipped with ______
- The event medical team is onsite to assist any athletes, volunteers or spectators requiring medical or first aid assistance.
- Anyone requiring minor first aid assistance should be directed to the base medical station, located at the _____________.
- Occurrence reports will be filled out for any first aid treatments and given to CNC prior to 5PM on event days.
- Maps for course marshals necessary

Wildlife – SUMMER Events Only

All race participants and volunteers must carry bear spray. The Event Holder is required to have a bear spray demonstration before the event begins. This is not the responsibility of CNCPP. We recommend contacting WildSmart for potential bear spray talks and demonstrations for your event. info@wildsmart.ca

For wildlife sightings call Kananaskis Emergency Services (KES 403-591-7755). Please get the person who encountered the animal (first-hand viewer) to call.

General First Aid Protocols

If you are alerted to a medical emergency: (PLEASE REVIEW / UPDATE THE BELOW BASED ON YOUR EVENT PROTOCOLS – LIAISE WITH YOUR MEDICAL COORDINATOR TO ESTABLISH YOUR PROCESS AND ENSURE IT ALIGNS WITH CNC PROCESSES; CNC WILL REVIEW) – MINIMUM FIRST AID QUALIFICATION FOR ALL EVENTS AT CNCPP IS 80 HOUR WILDERNESS FIRST AID.

Major Injury (trail evacuation required):

- Check for any dangers and a response from the injured participant / spectator
- Assessment by Event Medical First Aid – will decide if 911 is first call. If 911 is not needed, but trail evacuation is necessary...
- Contact CNC Trail Evacuation. Trail Evacuation staff will drive the medical personnel out to the injured participant / spectator
- If Emergency…. Call 9-1-1 ask for Kananaskis Dispatch (KES): Be aware of your location and inform them that you are located at the Canmore Nordic Centre - then call trail evacuation.
- Event medical personal to provide first aid as required
• CNC trail evacuation can support in moving the patient back to the stadium site if safe to move or return to transport EMS to the site when they arrive on site
• Once the casualty has been released into the care of EMS, all further medical decisions will be the responsibility of EMS
• CNCPP Occurrence report must be filled out and left for staff before 5PM. Please be aware these documents are confidential and must be kept in a secure location before handing off to CNC staff

Minor Injury (no trail evacuation required):

• Can the patient make it back to the stadium first aid base on their own? If not, this is considered major first aid
• Support patient back to stadium where first aid is available
• Provide first aid as required
• CNCPP Occurrence report must be filled out and left for staff before 5PM. Please be aware these documents are confidential and must be kept in a secure location before handing off to CNC staff
• Treatment and a decision will be made on further transportation to additional medical facilities by event medical personal

Fire:

• If fire is deemed a risk to participants, volunteers and spectators, evacuate immediate area / those in immediate danger, CNC muster point is the Canada Flag in the parking lot
• Notify CNC staff if on site and they will take over managing the evacuation of the site as needed
• Call 9-1-1 ask for Kananaskis Dispatch (KES)- Be aware of your location and inform them that you are located at the Canmore Nordic Centre
Map From Canmore Nordic Centre To Canmore General Hospital

When leaving the Canmore Nordic Centre:
- Proceed out the parking area and turn left onto Spray Lakes Road.
- Then turn left onto Three Sisters Drive.
- Turn right onto Rundle Drive.
- Turn right onto 8th (Main) Street.
- Turn right onto Railway Avenue.
- Turn left onto Bow Valley Trail.
- Turn right onto Hospital Place.
CNCPP Course Marking Guidelines

- The Event Organizer must notify the Canmore Nordic Center Provincial Park (CNC) Event Supervisor of times and dates for course marking. This can be included in the schedule of events or operations plan submitted to the Event Supervisor. The event period will be set to include the course marking and pack down of the event.

- Course marking should be done one day prior to the event. If the event requires more than one day for course marking, the date will be agreed upon by CNCPP, and will be reflected on the Special Event Permit.

- Official training is defined as course that is completely marked and publicized to participants.

- The Event Organizer must mark the course as close to the events commencement as possible, typically the day before race day, as to allow maximum time of unmarked trails for public users.

- The Event Organizer may not commence marking the course or laying out course marking equipment within CNC site prior to the event period agreed to and indicated on the Event Permit.

- Event Organizers should aim to minimize impact on the public when course marking. Including but not limited to; signage hazards to existing trails; giving right of way to public users when setting course markings; not giving the impression that trails are closed or unavailable for public use.

- Course marking should be clear and easy to follow for racers but not heavy or intrusive to the environment and public users.

- Event Organizers must ensure no damage to the natural environment through course marking, for example nailing signs into trees, or removing live trees or shrubs to make way for signage.

- Event Organizers must obtain a vehicle permit for vehicle access to trails for course marking.

- Event Organizers may use permitted vehicles to drop aid station equipment and event volunteers out on course prior to the event start, ensuring the damage to turf will be minimal.

- Event Organizers must exercise extreme caution when driving out on trails. Yield to public users at all times, slow when approaching trail crossings and do not exceed 30kph (10kph on stadium). Ensure vehicles are not parked blocking trails or creating a safety hazard for public users.
- When possible avoid driving on CNC property for course marking in wet conditions, where driving will result in damage to the terrain out on trails. DO NOT drive on Cross Country or Biathlon Stadium in rainy/wet conditions (see stadium event vehicle procedures on page 4).

- Our recommendation for course marking is that Event uses pin flags and corflute (or similar) directional signs staked at a depth of less than 30cm into the ground. Staking to a depth of >30cm in the facility zone will require a utility locate. V boards can also be used and are available for hire through CNC.

- Caution tape should not be used for course marking. It may only be used in areas of potential danger / hazards ONLY identified when marking the course that require action prior to the event – i.e. a potentially confusing junction isn’t considered a hazard this should be flagged and signed as per normal course marking procedures. If any hazards identified by Event Organizer on trail that need to be removed or attended to, notify the Event Supervisor and the CNC Trails team will action. Event Organizers are not permitted to action these.

- Trail closures for events will only be approved for large scale events with a high profile such as a World Cup or Nationals level competition where safety standards need to be adhered to. The Event Organizer may not give the impression to public users that any trails are closed. For example DO NOT block access to other trails with plastic tape or place closed signs. Make sure marking does not give the impression a trail is closed to other users even if marking is applied on the ground.

- Event Organizers are permitted to use rocks to weight signs on course, but please NOTE: These are a safety hazard if left on trail for public users, and trail crew driving and grooming on trails. The Event Organizer must ensure all materials used for marking courses are removed from the trails upon course pack down on the last day of the Event. Any course markings left out on course post Event, may be subject to a fee.

- Event organizers must adequately sign entrances to the trail network and facility zone to advise the public of an event in progress. The public if notified of an event, can obtain information about courses and event times from the Daylodge to plan their day in the park.

- It is our preference that the event works to enable the roller ski loop and/or biathlon range are to remain open during the race as to enable athletes to train. Event Organizers can adequately sign / flag junctions with the roller loop or range and provide a marshal to manage the crossing and to enable participants in the event to be given right of way at roller ski junctions. The CNC will also post on the trail report trails in use and junctions to be cautious of roller skiers. Be aware the roller skiers do not have brakes so need adequate warning of a junction to safely pull up in time to give way to event participants.

**Course Marshals**

- Event Organizers are required to provide course marshals on course to ensure safety of racers and relay information back to the Organizer or Medical team should any incidents occur. Marking of marshal points is required on course maps for assessment by the Event Supervisor. Any high
risk or technical trails / features included in the event course must be marshalled and have communication available to the medical team at all times.

- Course marshals must be in position 15 minutes prior to the time the first racer is anticipated to be passing by that segment. If course marshals are not on course the segment or race may not commence and CNC reserves the right to postpone the race or segment start until marshals are in place for safety reasons.

- It is required that Events Organizers consider the safety of all users when marking course. i.e. not setting up hard obstacles by the roller paved loop if it remains open during the event period.
Examples of correct and incorrect course marking:

**V**

Signs are not blocking access or hiding CNC signs. Clear marking for racers. The next directional sign is clearly visible for racers to confirm their direction after the split.

**V**

Tape, signs or flags are not blocking access to trail. Marking gives a clear indication to racers with no impact on trail users. Pin flags guide racers around the corner towards the next directional sign.

**X**

Plastic tape gives the impression the trail is closed.

Caution tape isn’t relevant in that situation.
Stadium Event Vehicle Procedure

The Canmore Nordic Centre Provincial Park is committed to providing world class facilities for the public and events. As a part of this, we are currently working to improve the quality of the stadium turf. Major factors that result in poor quality turf in this area include its physical location (wind tunnel area), sun exposure, high foot / bike traffic, the impact of packing down the stadium snow in winter and vehicle traffic. In order to minimize the damage to the turf we are piloting some procedures around vehicle use. The purpose of this guideline is to ensure stadium turf is maintained to a highest possible standard minimizing impact and damage to the surface while enabling safe event practices.

- Vehicle use in the stadium will only be approved for large item drop off where it is deemed unable to be transported from the stadium edge to site position without vehicle use.

- Vehicle access to mark trails will still be allowed but restricted to the access point at the end of flag row to avoid vehicle traffic on the stadium area.

- Access to drop the following items will be assessed and approved as deemed necessary:
  - Large infrastructure
  - Portable outhouses
  - Other items deemed unable to be transported from the loading / unloading area

Specific stadium procedures:

Cross Country Stadium

Driving to be restricted to the outer perimeter of stadium (within 4m of fence line and skating rink as feasible with conditions and set up). See below map to outline access points and perimeter driving zones if access is approved.
Biathlon Stadium

Driving to be restricted to the paved roller loop and gravel track above wax room. Caution must be taken to ensure no interference with roller ski training. Vehicle may be parked in an approved location determined with the Event Supervisor during planning for the event to ensure roller loop is not impacted during set up for event.

Yellow = access to trails for course marking
Orange = perimeter vehicle access if approved for stadium drop offs
Red = drop off / pick up access zones

Yellow = roller paved loop vehicle access and gravel trail above wax room for approved for stadium drop off
Red = drop off / pick up access zones for Biathlon Stadium
For both stadiums:

- Speed limit <10kph
- Accelerate and brake gently / slowly as to not tear up the surface
- Be mindful and careful when turning vehicles as to not tear up the surface
- **Gate must be closed and locked behind you**
- **If stadium is wet or muddy – no vehicle access allowed**, contact CNC for drop off zones or support with appropriate CNC vehicles
- Approval for parking a vehicle in the stadium may be given on a case by case basis depending on event needs.

Access to drop off small equipment such as tables, 10x10 tents etc. is **not allowed**. Access points are provided for close proximity drop off and pick up.

**Access points for drop off / pick up**

**Cross Country Stadium**

- Rear side of XC stadium near XC team room and Parking lot 5
- Day lodge south side (near first aid room) access point can be used as loading and unloading zones
  - access to stadium must be able to be obtained in a quick period in the case of an emergency though so vehicle must not be left unattended for more than 5 minutes nor shall it block access to the first aid room
- North side of day lodge near flag row

**Biathlon Stadium**

- Event may close off a few parking spaces next to the tunnel entry to enable close access for event equipment drop off
- For level 2 access to the biathlon building and drop off of heavy equipment, it is authorize to drive up and over the roller ski loop.

**Please note any stadium damage deemed a result of not following these guidelines will incur a stadium restoration fee included with your event invoice.**
FILMING, PHOTOGRAPHY AND DRONE USE

PLEASE NOTE: An extra permit is necessary in order to have filming or photography that is event related for marketing and promotional purposes. Event organizers MUST apply for a separate permit.

Drones are not permitted in Alberta Provincial Parks. In rare cases, drone use is permitted. Please contact the Canmore Nordic Centre Event Supervisor before proceeding with applying for an application for drone use.

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