

CANADIAN LUGE ASSOCIATION – OFFICIALS MANUAL



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1. INTRODUCTION

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1.1. PURPOSE OF THIS MANUAL

This manual is intended to be used as:

- An up-to-date reference on all aspects of the Canadian Luge Association Officials Certification Program
- A working guide for the course conductors and administrators involved in the program.

1.2 DEFINITIONS

1.2.1. PROGRAMS AND ORGANIZATIONS

- CLA is the Canadian Luge Association
- CLA-OC, the Canadian Luge Association Officials Committee, is the committee of the Canadian Luge Association responsible for the policies of CLA-OCP. The committee is responsible for the overall programming and direction of Officials in Canada for Luge.
- CLA-OCP is the Canadian Luge Association Officials Certification Program
- FIL, Federation Internationale de Luge, is the International Governing Body for Luge
- NSO is National Sport Organization. Canadian Luge Association is the NSO for Luge
- PSO is the Provincial/Territorial Sport Organization

1.2.2. PEOPLE

- Officials Chairperson - maintains up-to-date information on IRO, coordinates CLA-OCP nationally, represents CLA internationally and selects Master Course Conductors.
- Certified Official - (at a particular level) is an official who has successfully completed the requirements of a CLA-OCP course.
- Course Conductor (CC) - is a person who instructs at recognized courses.
- Master Course Conductor (MCC) - is a person who instructs Course Conductor courses.
- FIL Proctor - is a person recognized by the FIL as qualified to instruct at the International certification level.
- Officials - are the individuals taking a CLA-OCP course.
- PSO-OC - is the Provincial Officials Chairman/Coordinator for their respective Provinces. They coordinate in the CLA-OCP in their Province.



1.2.3. Miscellaneous

- IRO - Internationale Rennregelordnung, are the International Race Rules published by the FIL for both Luge and Natural Luge
- CLA Officials Certificate - is the certificate awarded to Officials upon successful completion of a course. Awarded by CLA or the Provinces depending upon the level.
- Forms - ensure the proper registration and information flow.
- Log Book - is the Official's individual record of the courses completed and races officiated.
- National Officials Database - is the computerized record keeping of the CLA-OCP.
- Official's Pin - pin-identifying level of certification held by an official.

1.3 PHILOSOPHY OF THE CLA OFFICIALS PROGRAM

The philosophy of the CLA-OCP is to provide consistent delivery of officials programs keeping in mind the true spirit and highest standards of professionalism, sportsmanship and safety.



2. THE CANADIAN LUGE ASSOCIATION OFFICIALS CERTIFICATION PROGRAM (CLA-OCP)

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The CLA-OCP is a national education and training program for Officials of Luge, Natural Luge and Luge-sledding. It is based on the belief that officials who receive education in the principles of officiating, who receive education in the rules for each luge discipline and who are able to apply that knowledge in practice will be better able to do their jobs as officials.

The CLA-OCP is developed and implemented through the combined efforts of CLA and Provincial/Territorial Sport Organizations.

Its purposes are two-fold:

- To promote and develop excellence in Officials in Canada.
- To provide Officials at all levels with a systematic way to improve their knowledge and skill.

2.1. THE CERTIFICATION PROCESS

Certification at any level is based upon successful completion of the CLA-OCP approved requirements of that level.

National Levels of the program are awarded by CLA in cooperation with the Provincial Sport Organization. The International Level of the program is awarded by the FIL in cooperation with the CLA.

The officially recognized award for certification is the booklet termed the CLA-OCP "Log Book". The Log Book is first issued to an Official on successful completion of a Provincial Course and serves as an ongoing record of progress and practical experience.



2.2. RESPONSIBILITIES

In general terms, it is the responsibility of the CLA-OC to develop the policies for the CLA-OCP and to develop the course content and materials for certification.

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2.2.1 DELIVERY OF COURSES

Courses

It is the responsibility of the PSO to deliver the Provincial and National courses. The PSO-OC should work closely with the CLA-OC on such items as the securing of funding to host courses, the procurement of the necessary forms, and the updating of Official records.

NOTE: PSO-OC's should ALWAYS explore the possibility of securing funding when hosting a course.

The Canadian Luge Association is responsible for the delivery of the International Level certification course. CLA will approach the FIL as to funding of the implementation of the program.

Practical

It is the responsibility of the individual Official to maintain and update their CLA-OCP Log Book, to demonstrate experience for qualification for higher levels of position.

Course Conductor

Course Conductors courses are jointly organized by the PSO and CLA. The PSO hosts the course and assumes the local responsibilities. Course Conductor candidates are nominated by the PSO for selection by CLA and selected Course Conductors are subsidized through PSO funds.



2.3. THE OVERALL PROGRAM

2.3.1. PROGRAM GOALS

The goals of the Canadian Luge Association Officials Certification Program are:

- To train competent Luge Officials
- To leave a legacy of materials, resources, and expertise to assist in the development of local, national and international competitions.
- To reflect the overall philosophy of the Bimodal Model.
- To train and maintain a corps of course conductors, allowing the Provincial Sport Organization to administer the CLA-OCP.
- To keep Officials current through regular updates and by providing International experiences.
- To promote fairplay and safety in luge.
- Encourage athletes and coaches to be aware of the rules.

2.3.2. LUGE DISCIPLINES

The Sport of Luge can be divided into three distinct disciplines:

Luge - Sledding

NOTE:

Natural Luge

Artificial Luge

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Is the basic fundamental activity of driving a steerable sled down a snow covered area or track. It is the base of all sliding activity. Essentially the same as the Sledding and tobogganing done throughout Canada, only with a sled that steers according to the principles of Luge.

Is the discipline within the sport of Luge where participants travel in the confines of a flat, un-banked Natural track or course. The sport is raced on ice.

Is the sliding discipline where participants travel in the confines of an artificially banked track. At all levels it is on a surface of ice. Racers progress in Artificial Luge when they work their way up a track therefore dealing with increased speeds.

Throughout this manual the term Luge will be used to refer the sport in general, meaning it is applicable to all three disciplines. The three disciplines being: Artificial Luge, Natural Luge and Luge - Sledding. The phrase the "Sport of Luge" always refers to all three disciplines.

LUGE-SLEDDING AND NATURAL LUGE ARE SIMILAR IN THE APPLICATION OF RULES AND THROUGHOUT THIS
Date: 5/1/2008

MANUAL THEY WILL BE CONSIDERED ONE DISCIPLINE.



2.3.3. PROGRAM MODEL

LUGE OFFICIALS CERTIFICATION MODEL

OFFICIALS COURSES

LEVEL	OFFICIATING LEVEL	COURSE DESCRIPTION	LENGTH(min)
PROVINCIAL	Race leadership for club races and assistant leadership positions at Provincial Luge and Natural Luge races.	A ½ day course. Covers the basics for events with a focus on Luge-Sledding. Includes timing, course safety, results, start and finish procedures, race organization and official's roles.	4 hours
NATIONAL	Race leadership at nationally sanctioned competitions (Canada Cup & Canadian Championships) and assistant leadership at International competitions.	A weekend course covering the IRO and providing practical examples and rehearsals. The course is focused to either Luge or Natural Luge depending on the focus of the participants.	14 hours
INTERNATIONAL	Race leadership at internationally sanctioned competitions (World Cup and Championships).	A weekend course detailing the IRO and its application at International level competitions.	17 hours

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2.3.4 OFFICIATING ELIGIBILITY

Required Certification Level

Competition Level	Club	Provincial		National		International		
		LS	NL	L	NL	L	NL	L
Officiating Positions								
Jury Chairman >	P	N	N	I	I	I	I	
Jury >	P	N	N	N	N	I	I	
Technical Delegates >	P	N	N	I	I	I	I	
Race Director >	P	N	N	I	I	I	I	
Start Leader >	P	N	N	N	N	I	I	
Finish Leader >	P	N	N	N	N	I	I	
Timing/Results Chief >	P	N	N	N	N	I	I	
Assistant Race Director >	P	P	P	P	P	N	N	
Assistant Start Leader >	P	P	P	P	P	N	N	
Assistant Finish Leader >	P	P	P	P	P	N	N	
Start Assistants >	P	P	P	P	P	P	P	
Finish Assistants >	P	P	P	P	P	P	P	
Timing Assistants >	P	P	P	P	P	P	P	
Results Assistants >	P	P	P	P	P	P	P	
Track Marshals >	P	P	P	P	P	P	P	

Legend:

LS = Luge Sledding; L = Luge; NL = Natural Luge; P = Provincial Level; N=National Level; I = International Level

Practical Experience:

Eligibility for race leadership and assistant race leadership positions at National and International events is based on past practical experience specific to the discipline of that event, and within 2 years prior to the event.

An official must be successfully evaluated in a secondary position at a minimum of two events in that discipline to be eligible for a race leadership or assistant leadership position

For example: to be eligible to be assistant finish leader at a Canada Cup of Natural Luge, the official must have successfully officiated as an assistant (start, finish, etc.) in at least two Natural Luge events (provincial or national).

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2.3.5. FLOW THROUGH THE PROGRAM

Certification is attained only through successful completion of a course. Progression from National to International level is based on successful completion of a National course and practical experience at the National events.

2.3.6. OFFICIALS COMMITTEE

The policies of the CLA-OCP are established by the Canadian Luge Association's Official's Committee. Members of this committee are appointed annually by the Director of Officials. The Director is elected annually at the annual general meeting of the association.

2.3.7. RESPONSIBILITIES

National

It is the responsibility of CLA to:

- Develop and revise the educational program for Officials certification and development.
- Develop and publish the materials for the CLA-OCP Including:
 - Course manuals
 - Course conductor manuals
 - Visual resources
 - Evaluation tools
 - Certificate of Completion
- Promote the program on a National Level
- Secure funding for the program
- Implement the international level course
- Design the course content and structure
- Prepare and approve the annual Officials budget, and submissions to Sport Canada
- Co-host course conductor courses
- Select course conductor candidates
- Recommend candidates to positions at National and International events
- Enforce eligibility standards
- Set the certification fees and selling prices of materials

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Provincial It is the responsibility of the PSO to:

- Deliver only those courses approved by the CLA
- Maintain the high standards of the courses
- Schedule courses within their Province
- Fulfill the administrative responsibilities of the courses
- Keep the practical records for Officials within their Province
- Promote the program and courses, and recruit and support candidates
- Recommend suitable candidates to the CLA for the higher levels
- Support CLA in completion of responsibilities
- Co-host course conductor courses
- Submit Officials course schedules to CLA
- Cost share on regional and national courses
- Enforce eligibility standards

2.3.8. MINIMUM AGE

The minimum age for National certification is 16 years. The minimum age for Provincial certification is the jurisdiction of each province.

2.3.9. PSO MEMBERSHIP

Membership with the PSO is not a necessary prerequisite to participating in any Provincial Officials course, BUT is strongly encouraged.

Membership with the PSO is a necessary prerequisite to participating in any National or International Level Officials course.

2.3.10. PROVINCIAL APPROVAL

Provinces should consider the level of activity of the Official and the duration of involvement before approving and financially supporting candidates.



2.4. PROVINCIAL LEVEL PROGRAM

2.4.1. OBJECTIVES

This introductory level is a four-hour course. It is designed to certify those interested in officiating races at the club and provincial level.

Provincial Level Officials are Officials Who:

- Provide successful and safe competitions in the sport.
- Behave in a manner that promotes and enhances the awareness of the sport.
- Are able to support in organizing and running races.
- Are part of a cooperative officiating effort to maintain standards of safety and proficiency for competitions throughout Canada.

The objectives of the course are:

- To provide a brief outline of the nature and history of the sport,
- To teach the rules, roles and responsibilities that are fundamental to officiating and organizing luge-sledding races at the club level,
- To provide a brief overview of luge and natural luge race rules,
- To motivate and then direct the participants as to how they may become involved in the programs of the CLA and its members,
- To introduce the resource materials available through CLA. In particular the general objective as the blueprint from which the other development programs receive their general direction,
- To teach participants the safeness and the safety aspects of the sport,
- To provide clubs with self-sufficiency in race organization.

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2.4.2. THE COURSE - PROVINCIAL LEVEL TASKS

1. Understand the Canadian Luge Association organizational structure
2. Understand reasons for officiating
3. Understand the historical background of Luge
4. Understand the basics of event organization structures
5. Understand the safety aspects of Luge - Sledding facilities
6. Understand the rules
 - a. Start procedure
 - b. Sleds Equipment
 - c. Timing and Results
 - d. Classes of competitors and types of races
 - e. Draw and start order
 - f. Protest and penalties

This course is 4-hours in length, normally held over one day.

Evaluation of the Candidates

To be successful in the course the candidates must:

- Have 100% attendance
- Pass (80%) the open book exam
- Have practical hands on experience with the measuring equipment.



2.4.3. PRACTICAL EXPERIENCE

Complete and update CLA-OCP Log Book

The Official is responsible for filling out the CLA-OCP Log Book and having it signed by the Race Director of each event officiated. The Official then keeps the Log Book.

The Log Book will indicate:

- The profile of the Official
- Competitions and positions Officiated
- Places for signature by the Race Director/Technical Director.

2.4.4. CERTIFICATION FEE

The certification fee is payable to the organization responsible for each Official taking the course is as per the yearly Fee Sheet. This fee is a 'package price'. Even if a candidate already has parts of the package, the full fee must be collected.

The course package includes:

- The Race Organization Guide
- Luge-sledding rules
- The costs of registration with CLA-OPC Date Base
- Update packages for one year
- Log Book
- Pin
- IRO Rules

Provincial fees and charges are extra.



2.5. NATIONAL LEVEL

2.5.1. OBJECTIVES

This National Level course is a fourteen-hour course. Its focus is on the IRO and it is designed to certify those interested in officiating at the nationally sanctioned level and is focused on either the discipline of Luge or Natural Luge, depending on the focus of the participants.

National Level Officials are Officials Who:

- Provide successful and safe competitions in the sport.
- Behave in a manner that promotes and enhances the awareness of the sport.
- Are able to support their club and PSO in organizing and running races.
- Are part of a cooperative officiating effort to maintain standards of safety and proficiency for competitions throughout Canada.
- Develop a fraternity for Officials.
- Improve their officiating ability.

The objectives of the course are:

- To teach the rules, roles and responsibilities as outlined in the IRO and are fundamental to officiating races at the national level
- To motivate and then direct the participants as to how they may become involved in the programs of the CLA and its members;
- To teach participants the safeness and the safety aspects of the sport.



2.5.2. THE COURSE - NATIONAL LEVEL LUGE TASK

1. Understand the rules of the IRO pertaining to National Competitions
 - a. Disciplines and Qualifying Regulations (Section 4)
 - b. Sports Equipment and preparation (Section 5)
 - c. Design and Construction of Race Course (Section 6)
 - d. Entries and Draw (Section 7)
 - e. Start Order (Section 9)
 - f. The Start (Section 10)
 - g. Sliding Rules (Section 11)
 - h. Timing (Section 12)
 - i. Training (Section 13)
 - j. Race Administration (Section 14)
 - k. Protest (Section 17)
 - l. Weight Allowances (Supplement 3)
 - m. Results List (Supplement 8)
 - n. Safety and Fairness

2. Understand the rules of CLA pertaining to National Competitions
 - a. Disciplines and Qualifying Regulations
 - b. Entry Fees
 - c. Protests
 - d. Medical Services
 - e. Insurance
 - f. Tiles and Awards

3. Understand the basics of event organization at the National Level
 - a. ROC (race organizing committee)
 - b. Budgeting and grants
 - c. Authority, roles and responsibilities
 - d. Timelines and schedule
 - e. Marketing, Public relations and sponsorships

This course is 14-hours in length, normally held over one weekend.

Evaluation of the Candidates

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To be successful in the course the candidates must:

- Have 100% attendance
- Complete the course assignments
- Pass (80%) the open book exam



2.5.3. PRACTICAL Complete and update CLA-OCP Log Book.

The Official is responsible for filling out the CLA-OCP Log Book and having it signed by the Race Director of each event officiated. The official then keeps the Log Book.

The Log Book will indicate:

- The profile of the Official
- Competitions and position officiated
- Places for signature by the Race Director

2.5.4. CERTIFICATION FEE

The certification fee is payable to the Canadian Luge Association for each Official taking the course is as per the yearly Fee Sheet. This fee is a 'package price'. Even if a candidate already has parts of the package, the full fee must be collected.

The course package includes:

- The CLA competitions rules and regulations the IRO
- The costs of registration with CLA-OCP Date Base
- Update packages for one year
- Log book and pin

2.5.5. PREREQUISITES

Qualification of candidates to attend the course:

To try and create a somewhat homogeneous group at the tightly scheduled and intense courses the candidates must have as prerequisites:

- Must hold valid membership in their respective PSO
- Be certified at the Provincial Level
- Must have officiated at 3 events at the Provincial level

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2.6. INTERNATIONAL LEVEL

2.6.1. OBJECTIVES

The International Level course is a 17-hour course. It is designed to certify those interested in officiating at the internationally sanctioned level and is focused on either the discipline of Luge or Natural Luge, depending on the focus of the participants.

International Level Officials are Officials Who:

- Provide successful and safe competitions in the sport.
- Behave in a manner that promotes and enhances the awareness of the sport.
- Are able to support their PSO and CLA in organizing and running races.
- Are part of a cooperative officiating effort to maintain standards of safety and proficiency for competitions Internationally.
- Is part of an international fraternity for Officials.
- Improve their officiating ability.

The objectives of the course are:

- Interpretation and application of rules, roles and responsibilities as outlined in the IRO
- To motivate and then direct the participants as to how they may become involved in the programs of the FIL.
- To introduce the resource materials available from the FIL.

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2.6.2. THE COURSE - INTERNATIONAL LEVEL LUGE TASK

1. Understand and demonstrate the application of all the rules of the IRO

This course is 17-hours in length, normally held over one weekend.

Evaluation of the Candidates

To be successful in the course the candidates must:

- Have 100% attendance
- Complete the course assignments
- Pass (80%) the open book exam

2.6.3. PRACTICAL

Complete and update CLA-OCP Log Book.

The Official is responsible for filling out the CLA-OCP Log Book and having it signed by the Race Director or Technical Director of each event officiated. The official then keeps the Log Book.

The Log Book will indicate:

- Profile of Official
- Competitions and position officiated
- Places for signature by the Race Director

2.6.4. CERTIFICATION FEE

The certification fee is payable to the Canadian Luge Association for each Official taking the course is as per the yearly Fee Sheet. This fee is a 'package price'. Even if a candidate already has parts of the package, the full fee must be collected.

The course package includes:

- The IRO
- Registration with CLA-OCP Date Base
- Update packages while active
- Log book and pin



2.6.5. PREREQUISITES

Qualification of candidates to attend the course:

To try and create a somewhat homogeneous group at the tightly scheduled and intense courses the candidates must have as prerequisites:

- Hold valid membership in their respective PSO
- Be certified at National Level
- Successful evaluation at six events with a minimum of two at the National level.
- Experience in leadership positions in 4 provincial races within 2 years of being certified at the National Level.



2.7. COURSE CONDUCTORS COURSE

2.7.1. OBJECTIVES

The objectives of the Course Conductor Courses are to train and develop a core of course conductors to facilitate self-sufficiency for PSOs to administer Provincial and National Levels of the CLA-OCP.

Objectives of a Course Conductor

- Provide prospective officials with a solid foundation for successful officiating of Artificial Luge, Luge-Sledding and Natural Luge competitions
- Provide Officials with teaching and instructional skills.
- Train Officials according to the unified and national standards as set forth by the CLA-OCP.
- Encourage self-sufficiency in the Officials.
- Behave in a manner that encourages the Officials to ask questions and consciously pursue further education and advancement.
- Is part of a cooperative officials effort to improve officiating nationally.
- Promote CLA-OCP to Officials.
- Present and represent the principles of safety and sportsmanship

The Objectives of the Course Conductor Course:

- Motivate Course Conductors to be active in Certification Program
- Teach the Course Conductors teaching and instructional skills.
- Instruct the Course Conductors on the logistics, administrative and organizational requirements for running a Course.
- Develop a fraternity for Course Conductors.
- Improve the Course Conductor's own ability.



2.7.2. PROGRAM

This course is 14 hours in length, normally held over one weekend

Evaluation of the candidates:

To be successful in the course the candidates must:

- 100% attendance
- Complete the course assignments
- Be successful in the teaching skills evaluation
- Pass (90%) the course exam

2.7.3. REGISTRATION FEE

The certification fee payable to the Canadian Luge Association for each Course Conductor taking the course is as per the yearly Fee Sheet. This fee is a 'package price'. Even if a candidate already has parts of the package, the full fee must be collected.

The course package includes:

- The Course Conductor Manual
- IRO manual
- The costs of registration update packages

2.7.4. PREREQUISITES

Course Conductors Levels must be FIL certified and have experience as an assistant at previous Officials courses.



2.8. MASTER COURSE CONDUCTOR

2.8.1. OBJECTIVES

The objectives of the Course Conductor Courses are to train and develop a core of course conductors to facilitate self-sufficiency for PSOs to administer Provincial and National Levels of the CLA-OCP.

Objectives of a Course Conductor:

- Provide prospective officials with a solid foundation for successful officiating of Artificial Luge, Luge-Sledding and Natural Luge competitions
- Provide Officials with teaching and instructional skills.
- Train Officials according to the unified and national standards as set forth by the CLA-OCP.
- Encourage self-sufficiency in the Officials.
- Behave in a manner that encourages the Officials to ask questions and consciously pursue further education and advancement.
- Is part of a cooperative officials effort to improve officiating nationally.
- Promote CLA-OCP to Officials.
- Present and represent the principles of Fair Play and Sportsmanship

The Objectives of the Course Conductor Course:

- Motivate Course Conductors to be active in Certification Program
- Teach the Course Conductors teaching and instructional skills.
- Instruct the Course Conductors on the logistics, administrative and organizational requirements for running a Course.
- Develop a fraternity for Course Conductors.
- Improve the Course Conductor's own ability.

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3. COURSE DELIVERY

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3.1. DUTIES – OFFICIAL’S COURSES

3.1.1. OF THE COURSE CONDUCTOR

The duties of the Course Conductor are to:

- Ensure that arrangements have been made so that the proper forms and course materials will be at the course.
- Give the course according to the standards of the CLA-OCP.
- Perform administrative duties.
- Return the appropriate forms and reports to the PSO-OC immediately upon completion of the course.
- Complete a course evaluation form.
- Ensure that each course participant is a member of their respective PSO (for National and International courses)
- Ensure that Official's profile forms are accurately filled out

Course Conductor Checklists

Pre Course

Confirm the date and location, booking of an adequate facility, that necessary equipment will be there and the necessary course materials will be there, including:

- a. Manuals
- b. Supplementary materials
- c. Audio visual aids
- d. Certificate of Completion

During the Course

- a. Ensure all forms are filled correctly
- b. Issue Certificate of Completion and Log Book to successful Officials

Post Course

- a. Complete the Course Register C
- b. Forward to the PSO-OC:
 1. Parts 1 -3 of the Course Register

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2. Your expense claim
 3. Course evaluation forms
- c. Retain for your records:
1. Part 4 of the Course Register
 2. The Course Register - working copy
 3. Expense sheet claim

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3.1.2. OF THE PROVINCIAL OFFICIALS CHAIRMAN/COORDINATOR

The duties of the PSO-OC are to:

- Arrange provincial and national courses in their Provinces. This involves arranging for:
 - a. Officials to take the course.
 - b. Course conductor(s) to give the course.
 - c. Securing a location with adequate facilities.
 - d. Securing the necessary course materials and course forms.
- Ensure that each course participant is a member of their respective PSO (not required for provincial level),
- Upon completion of the course to receive the course forms from the course conductor and forward the appropriate copies to the Canadian Luge Association.
- Keep up-to-date files on Officials, and courses held in the Province,
- Receive information from the Canadian Luge Association.

Files to be kept:

It is recommended that the PSO-OC keep the following files:

1. Courses held (by year)
2. Course registers
3. Computer Data Base printouts (from CLA)
4. Course Conductor list.

Checklist for Provinces

You should notify Course Conductors of the person in your organization designated to receive all forms and to deal with any queries regarding your Provincial and National courses.

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PSO-QC Checklist:

Pre Course (1 month prior to course)

- a. Arrange location and dates
- b. Arrange course conductor(s)
- c. Arrange equipment according to the needs of the course conductor
- d. Arrange for course material:
 1. Manuals - one per Official, available from CLA
 2. Forms

All forms are available through the office of the PSO-OC. Ensure that the Course Conductor is provided with all the forms necessary for the course as follows:

- Sufficient Log Books for all participating Officials
 - Course Register - one per course
 - Course Register - Working Copy - one per course
 - Course Conductor Evaluation Forms - one per Official
 - PSO membership forms
3. Supplementary course material
 - IRO rule books (provincial)
 - Newsletters, tabloids
 - Books of interest
 4. Audiovisual aids
 - According to the requests of the Course Conductor

Post Course

- a. Upon completion of the course, you will receive from the Course Conductor the following:
 - Course Register, Parts 1 to 3 (white, yellow & pink).
 - Course Conductor evaluation forms.
 - His/her expense claim.
- b. The following checklist should be used before forwarding forms.
 1. COURSE REGISTER
 - Are complete addresses given for all Officials and conductors on the Course Register? Is all general course information given? Is it readable? Is the Pass/Fail status of each Official given? Is the attendance for each Official marked on the Course Register?

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2. Log Book
Are all addresses complete? Is the level indicated for each Official? Is the completion date indicated for each Official?

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The above-mentioned forms are distributed as follows:

- The 4 Part Course Register is completed and forwarded to the PSO-OCs.
- Course Register, Part 2 (yellow) and 3 (pink) is retained for the records of the PSO-OC with Part 1 (white) being forwarded to the CLA.

3.1.3. OF THE CANADIAN LUGE ASSOCIATION

The duties of the Canadian Luge Association in relation to the administration of the CLA-OCP are to:

- Ensure that the manual needs of the Province are filled.
- Receive from the PSO-OC, the appropriate copies of the course forms.
- Forward to the PSO-OC copies of the computer printouts from the database.

Checklist for the Canadian Luge Association

- For Provincial and National courses in CLA-OCP, CLA will receive from the PSO-OC Part 1 (white) of the Course Register for all courses held. These will serve as the CLA record of course activity and amendments to them will be made directly to the database.



3.2. DUTIES - COURSE CONDUCTOR COURSE

3.2.1 OF THE MASTER COURSE CONDUCTOR

The duties of the Master Course Conductor are to:

- Ensure that arrangements have been made so that the proper
- Forms and course materials will be at the course.
- Give the course according to the standards of the CLA-OCP.
- Perform administrative duties.
- Return the appropriate forms to the CLA and PSO-OC
- Immediately upon completion of the course.
- Complete a course report.
- Ensure that each course participant is a member of their
- Respective PSO and meets the pre-requisites.

Master Course Conductor Checklists:

Pre Course

- a. Confirm the dates and location
- b. Confirm the facilities are adequate
- c. Confirm that all necessary equipment will be there
- d. Confirm the course materials will be there
 - Manuals
 - Supplementary materials
 - Audio visual aids
 - Certificate of Completion

During the Course

- a. Ensure all forms are filled correctly

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- b. Issue Certificate of Completion to successful Officials

Post Course

- a. Complete the Course Register
- b. Forward to the CLA:
 - Parts 1 & 2 of the Course Register
 - Your expense claim
- c. Forward to the PSO-OC:
 - Part 3 of the Course Register
- d. Retain for your records:
 - Part 4 of the Course Register
 - The Course Register - working copy
 - Expense claim sheet



3.2.2. OF THE PROVINCIAL OFFICIALS CHAIRMAN/COORDINATOR

The duties of the PSO-OC are to:

- Arrange Course Conductor courses in their Provinces. This involves arranging for:
 - a. Course Conductors to take the course.
 - b. Master Course Conductor to give the course.
 - c. Securing a location with adequate facilities.
 - d. Securing the necessary course materials and course forms.
- Ensure that each course participant is a member of their respective PSO
- Upon completion of the course to receive the course forms from the Master Course Conductor
- Keep up-to-date files on course conductors, and courses held in the Province.
- Receive information from the Canadian Luge Association.

Files to be kept:

It is recommended that the PSO-OC keep the following files:

1. Courses held (by year)
2. Computer printouts (from CLA)
3. Course Conductor list.
4. List of courses taught by each course conductor.

PSO-OC Checklist:

You should notify the Master Course Conductor and the CLA of the name of the person in your organization designated to receive all forms and to deal with any queries regarding your Course Conductor courses.

Pre Course (2 months prior to course)

- a. Arrange location and dates
- b. Arrange Master Course Conductor(s)
- c. Arrange equipment according to the needs of the master course conductor (e.g. audiovisual aids)

Post Course

- a. Upon completion of the course, you will receive from the Master Course Conductor the following:
 - Course Register, Part 3.
- b. The following checklist should be used before forwarding forms.



Course Register

Are complete addresses (minimum: street, city, province and postal code, and phone number) given for all course conductors on the Course Register? Is all general course information given (date, level, type, place, etc.)? Is it readable? Is the Pass/Fail status of each Official given? Is the attendance for each Official marked on the Course Register?

The above-mentioned forms are distributed as follows:

In all provinces/territories, Part 3 of the Course Register is forwarded to the PSO-OCs by the MCC.

3.2.3. OF THE CANADIAN LUGE ASSOCIATION

The duties of the CLA in relation to the administration of the CLA-OCP are to:

- Ensure that the manual and material needs for the course are filled.
 - a. Arrange for course material:
 - 1. Manuals - one per Official, available from CLA
 - 2. Forms - all forms are available through the offices of CLA. Ensure that the Master Course Conductor is provided with all the forms necessary for the course as follows:
 - Course Register - one per course
 - Working Copy Course Register - one per course
 - Master Course Conductor Evaluation Forms
 - PSO membership forms
 - b. Supplementary course material
 - IRO rule books
 - Newsletters, tabloids
 - Books of interest
 - c. Master Course Conductor expense claims.
 - Receive from the Master Course Conductor, the appropriate
 - Copies of the course forms.
 - Pay the Master Course Conductor's honoraria and expenses.

Checklist for the Canadian Luge Association

- For Course Conductor courses, CLA will receive from the Master Course Conductor Parts 1 & 2 of the Course Register. These will serve as the CLA record of course activity.



3.3. PAPER FLOW

3.3.1. THE FORMS

Forms are distributed free-of-charge to the PSOs upon request. Forms required for each CLA-OCP course are:

- Course Register Form
- Course Register - working copy
- Course Conductor Evaluation Forms
- Course Evaluation forms
- CLA Officials Log Book

The same Forms are used for each CLA-OCP Course Conductor course.

A description of each form follows. All individuals involved in completing, receiving or forwarding the forms should become familiar with the forms and their use.

Each course-sponsoring body is responsible for providing the Course Conductor with a supply of forms and for ensuring that the proper methods of completing the forms are understood.

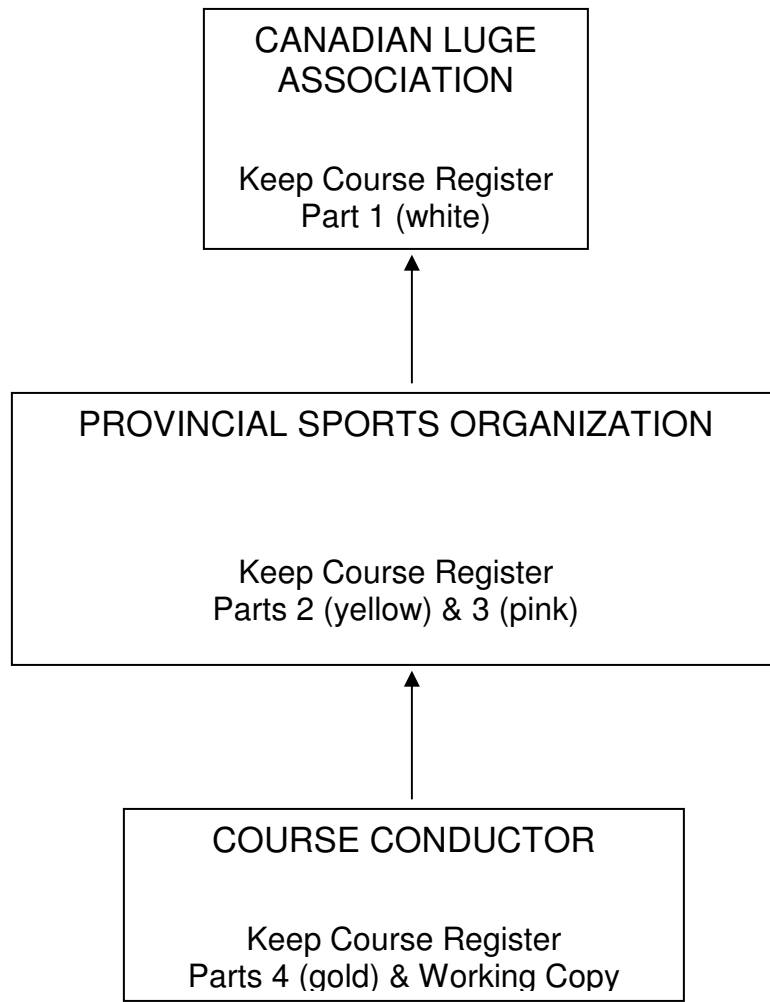
- **Course Register - Working Copy:**
This form should be used as a working copy by the Course Conductor to register the participants and record their attendance.
- **Course Register:**
Represents the official record of all courses given under the CLA-OCP. It is filled out at the end of the course by the Course Conductor and should contain all general course information of all course conductors. All participants should be indicated as to PASS/Fail status and their attendance recorded from the working copy.
- **Course Conductor Evaluation Form:**
Is used in the evaluation of the course conductor by the Officials in the course concerned. Each course conductor is evaluated at every course.
- **Course Evaluation:**
Is used in the evaluation of the course by the Officials.
- **Log Book**
Is a practical experience record of an Official and issued by the course conductor upon successful completion of an Officials course and signed by the T.D./Jury/Race Director after

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officiating a competition. He/she will keep the Log Book for presentation at future courses and competitions.

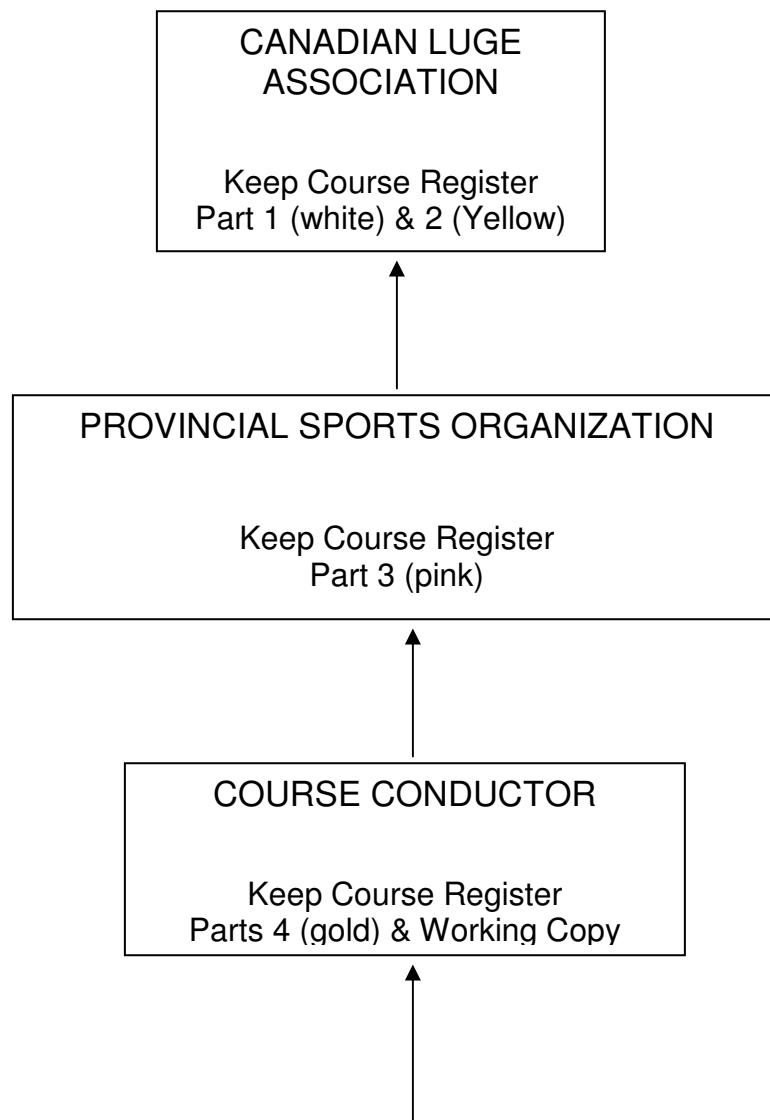
3.3.2. PAPER FLOW FOR OFFICIALS COURSES



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3.3.3. PAPER FLOW FOR THE COURSE CONDUCTOR COURSE





COURSE CONDUCTOR

3.4. MONEY AND MATERIALS FLOW

Money Flow:

To make for efficient flow of material and money, one material package = one certification fee

The Process is:

- The PSO-OC orders the required number of material packages for a particular course
- The CLA sends the material packages and an invoice for that number of certification fees
- The PSO-OC returns any unused material packages and enough money to cover the certification fees of those who took the course within 30 days of completion of the entire course. The combination of money and returned materials must clear the invoice.
- No additional materials will be sent if any portion of a previous invoice is outstanding.

3.4.1 CERTIFICATION FEE

Certification Fee:

Is the fee each Official taking a CLA-OCP course must pay to the Canadian Luge Association. It goes to offset the cost incurred by the CLA to produce the course materials and administer the program. The fee covers:

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- Manual production costs
- Program administration costs
- Data base entry costs
- Certificate and interim award costs
- Course conductor training and material costs

The Officials Committee in conjunction with the Executive Director sets the fee. The fee varies from level to level and changes from time to time as necessary. Contact the CLA office for a current Fee Sheet.

The fee is collected by the PSO at the time of registration for the course. The PSO then passes those fees on to the CLA in exchange for the course materials packages.



3.4.2. COURSE FEE

Is the fee each Official must pay to take a CLA-OCP course. It is set by the PSO and includes the Certification Fee.

The actual fee will depend upon the amount of provincial subsidy of Technical courses. The following guidelines apply:

- The fee should be set so as not to be in conflict with the goal of encouraging a large number of participants
- The rationale for setting of course fees be available and justifiable, showing that any "profits" to the PSO are being utilized for the benefit of the program
- That any residency costs, meal costs or the like, due to
- Circumstances of a particular course are clearly stated as being in addition to the regular course fee.

Determining the course fee:

Course fee equals:

- The certification fee plus
- The Course expenses (course conductors honoraria, expenses, travel, facility rental, equipment rental, administrative costs)
- Less the amount of provincial/territorial government subsidy.

3.4.3. SALE OF MATERIALS

The CLA produced materials are available individually from the CLA. The Officials Certification Committee in conjunction with the Executive Director determines prices. The selling price is the same available to everyone including PSOs. Contact the CLA office for current prices.



3.5. COURSE CONDUCTOR HONORARIA, AND EXPENSES

Course Conductor Honorarium:

It is up to the PSO-OC and Course Conductor to agree upon an honorarium. Some provinces have their own honorarium guidelines as well.

Course Conductor Expenses:

The reasonable expenses of the Course Conductor should be met. Some provinces have expenses guidelines. See the Fee Sheet guidelines of the Canadian Luge Association for the following expenses:

- Travel by car paid per km (should not exceed economy airfare)
- Air travel - economy airfare (original receipt required).
- Meals and Accommodation at a per day rate



3.6. ARRANGING COURSES

3.6.1 OFFICIALS COURSE

Courses are the responsibility of the Provincial/Territorial Sports Organization.

Arranging Courses:

In order to hold a course you will require:

- a. Officials to take the course
- b. Course conductor(s) to give the course (maximum 15 Officials per conductor)
- c. A location with adequate facilities
- d. The necessary course materials and forms

Promoting the Course to Officials:

- a. Advertise the course about six weeks before and again at about three weeks before it is to be held.

Advertise in:

1. Your PSO Newsletter
2. Provincial School Sports Federation Newsletter
3. The community news section, and amateur sports section of the local newspapers

Contact Directly:

1. Direct mail to athletes, clubs and membership
 2. Follow up with phone call to prospective participants
- b. Require that the Officials pre-register with the registration deadline being about 10 days before the course is to begin.
 - c. Confirm the registrants (by telephone if necessary) no later than one week before the course. Make sure they know:
 1. The basic schedule
 2. The exact location (is a map necessary?)
 3. What they should bring in the way of equipment
 4. If they are from out of town, suggest some accommodation
 5. If there is a chance the course will be cancelled, how and when the Official will be notified?

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- d. Issue receipts to all for the successful registrants.

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Arranging for Course Conductors:

It is the PSO-OC's responsibility to arrange for course conductors. If there is not a course conductor in your area, the CLA will suggest a course conductor from another area. You should be looking for a course conductor early.

- a. Phone the potential course conductor and see if he/she is available for the dates you want, or if not, if a suitable alternative can be arranged. You should also discuss and/or inform the course conductor about:
 1. The dates of the course
 2. The exact location(s)
 3. The facilities available
 4. The honoraria offered
 5. The expense guidelines that will apply to the course conductor and the method of payment
 6. Who is making accommodation arrangements for the course conductor
 7. The minimum number of Officials necessary to hold the course
 8. The registration deadline
 9. How and when the course conductor will receive confirmation that the course is on as scheduled
 10. How the course materials and equipment will get to the course site
 11. A contact name and phone number of the PSO-OC, and of a person who controls access to the course facility
 12. The names of the other course conductors.
- b. Follow up the phone call with a letter confirming all of the above.

Arranging for Course Material:

The course materials break down into five categories:

1. Manuals
 2. Course forms
 3. Supplementary course material
 4. Audiovisual aids
 5. Certificate of Completion
1. Manuals are ordered from the CLA. Order at least one month prior to the course. It is a good idea to order all the manuals you may need for the entire season in the

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autumn. Unused manuals can be returned to the CLA for credit.

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2. The following course forms are obtained from the PSO-OC
 - Course Register (1 per course)
 - Course Register - working copy (minimum of 1 per course)
 - Course Conductor Evaluation Forms - one per Official
3. Supplementary course material are items such as:
 - Books on Luge and Natural Luge
 - The CLA and PSO newsletter
 - FIL publications
 - Any special handouts the course conductor may have prepared
 - CLA and PSO saleable (t-shirts, pins, etc.)
 - PSO and CLA calendar
 - PSO and CLA brochure
 - PSO Membership forms
4. Audiovisual aids
5. Certificate of Completion and Log Book

There should be enough Certificates of Completion and Log Books supplied by the PSO so that every Official, if successful, will receive one.

Follow-up:

Follow up the course by following the paper flow and checklists outlined earlier.

3.6.2. COURSE CONDUCTOR COURSES

Course Conductor courses are the responsibility of the Provincial/Territorial Sports Organization and CLA.

Arranging Course Conductor Courses:

In order to hold a Course Conductor course you will require:

- a. Course Conductor to take the course
- b. Master Course Conductor to give the course (maximum 15 per conductor)
- c. A location with adequate facilities
- d. The necessary course materials and forms

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Arranging for Course Conductors:

- a. The PSO will nominate candidates for selection by the CLA Officials Committee. Nominations should be based on technical qualifications and teaching abilities and nominated candidates must meet minimum prerequisites.
- b. Require that the Course Conductors pre-register with the registration deadline being about 30 days before the course is to begin.
- c. Confirm the registrants (by telephone if necessary) no later than one week before the course. Make sure they know:
 1. The basic schedule
 2. The exact location (is a map necessary?)
 3. What they should bring in the way of equipment
 4. If they are from out of town, suggest some accommodation
 5. If there is a chance the course will be cancelled, how and when the Official will be notified?
- d. Issue receipts to all for the successful registrants.

Arranging for Master Course Conductors:

Upon application and acceptance thereof by CLA for a course conductors course, CLA will provide a Master Course Conductor.

- a. You should also discuss and/or inform the master course conductor about:
 - The dates of the course
 - The exact location(s)
 - The facilities available
 - Who is making accommodation arrangements for the master course conductor
 - The minimum number of course conductors necessary to hold the course
 - The registration deadline
 - How and when the master course conductor will receive confirmation that the course is on as scheduled
 - How the course materials and equipment will get to the course site
 - A contact name and phone number of the PSO-OC, and of a person who controls access to the course facility

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- b. Follow up the phone call with a letter confirming all of the above.

Arranging for Course Material:

The course materials break down into five categories:

1. Manuals
 2. Course forms
 3. Supplementary course material
 4. Audiovisual aids
 5. Certificate of Completion
1. Course Conductor manuals are obtained from the CLA. Order at least one month prior to the course.
 2. The following course forms are obtained from CLA
 - Course Register
 - Course Register - working copy
 - Master Course Conductor Evaluation Forms
 3. Supplementary course material are items such as:
 - Books on Artificial Luge and Natural Luge
 - The CLA and PSO newsletter
 - FIL publications
 - Any special handouts the course conductor may have prepared
 - CLA and PSO saleable (t-shirts, pins, etc.)
 - PSO and CLA calendar
 - PSO and CLA brochure
 - PSO Membership forms
 4. Audiovisual aids
 5. Certificate of Completion

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There should be enough Certificates of Completion supplied by the PSO so that every Course Conductor, if successful, will receive one.

Follow – up: Follow up the course by following the paper flow and checklists outlined earlier.



4. INFORMATION

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4.1. FORMS

4.1.1 COURSE FORMS



4.1.2 SAMPLES

- Log Book
- Certificate of Completion
- Sample Registration



4.2. DATE BASE

4.2.1. NATIONAL ORGANIZATION

Canadian Luge Association

88 Canada Olympic Rd. SW
Calgary, Alberta
T3B 5R5
Tel.: (403) 247-9884
Fax.: (403) 247-8820

Ed Moffat – President
Tim Farstad – Executive Director

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4.2.2. PROVINCIAL LUGE ORGANIZATIONS

Alberta Luge Association

2nd Floor, 818-16 Ave.
Calgary AB, T2M 0K1
Phone: (403) 297-2726
Fax: (403) 297-2702
Email: abluge@shaw.ca

Steve Jepson – President

British Columbia Luge Association

Julie Paterson - President

Ontario Luge Association

RR#1
Haliburton ON K0M 1S0
Phone: (705) 754-4097
email: swissacres@halhinet.on.ca

Kurt Hurzog - President

North West Territories Luge Association

4 GLOWACH COURT
YELLOWKNIFE, NWT
X1A 3M9
PHONE: 867-669-7357
EMAIL: ALLENR@DFO-MPO.GC.CA

Ron Allen - President

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APPENDIX #1

CANADIAN LUGE ASSOCIATION

CANADIAN LUGE ASSOCIATION ORGANIZATIONAL STRUCTURE

