



EVENT AFFILIATION APPLICATION

A professional framework for sanctioned snowshoe events

World Snowshoe Federation (WSSF)

WSSF is the world governing body for the sport of Snowshoeing. Our mission is to grow the sport by providing a safe, positive and inclusive environment for athletes, event organizers, venue operators, sponsors and related stakeholders.

Please complete this application as thoroughly as possible. The information provided will help WSSF support, promote and deliver a high-quality event.

1. WSSF Affiliation

WSSF will encourage fitness, competition and fair play and promote and mentor the growth and development of snowshoeing at recreational and competitive levels. WSSF will continue to seek funding and support to grow as a non-profit organization.

Benefits of WSSF Affiliation

- Technical advice and guidance in staging your event through the entire process, working closely with your team and local municipality.
- Assurance to participants, government, sponsors and stakeholders that the event has met standards set by a governing body.
- A second set of eyes to help organizers every step of the way toward a successful event.
- Use of the WSSF logo on event materials to help attract participants, media outlets and corporate partners.
- Promotion through WSSF website, newsletter and social media channels.
- Access to WSSF's growing participant email list for event notifications.
- Press releases and articles through WSSF's media contacts.
- Assistance with prize money, awards and swag items for sanctioned events.

Affiliation Fees

These fees are paid by the race director as the cost of affiliating with WSSF. Please choose the level of affiliation you would like.

World Championship Title	\$4,000 USD
Deposit	\$750 USD due with application
Balance	\$3,250 USD due 60 days prior

Continental Championship Title	\$2,500 USD
Deposit	\$400 USD due with application
Balance	\$2,100 USD due 60 days prior

All affiliation fees are stated in U.S. Dollars (USD).

2. WSSF Athlete Membership

In order for racers to participate in a WSSF-affiliated event, they must be members in good standing. Membership is paid by participants, not the race organizer, as a separate item through the online registration process.

Participant membership is mandatory for WSSF affiliation. Membership fees support WSSF programs that benefit participants and help sustain the Federation's non-profit operations.

Reduced Athlete Membership Fees

Category	WSSF Membership Fee
Adult	\$15 USD
Senior 60+	\$10 USD
Junior 13-19	\$5 USD
Kids 12 & under	\$2 USD

Participants who are already members of a WSSF NSO receive 10% off the above rates.

Race Registration Page Requirement

The Race Director is responsible for setting up a professional, well-laid-out and easy-to-follow race registration page incorporated into the race website. In addition to race registration, participants must pay the applicable WSSF membership fee.

The WSSF home page <https://worldsnowshoe.in> must be provided on the race registration page so participants can access information about WSSF and proceed to membership registration.

3. Application Instructions & Primary Contacts

Application Instructions

- Complete the application as thoroughly as possible. Be specific and accurate in your responses.
- The information provided will help WSSF do a better job of supporting your event. Some information may be distributed in press releases and/or event information.
- Additional materials and documentation describing your event may be included to enhance the application.

When completed, please submit this Application with supporting materials to:

WSSF Event Affiliation Office

Email: worldsnowshoefederation@gmail.com

Part I - Primary Contacts

Submission Date:	
Local Event Hosting Organization:	
Contact Name:	
Work Phone:	
Address:	
Home Phone:	
Fax:	
Cell:	
Website:	
Email:	
Event/Race Director (if different):	

4. Event Details

Event/Race Director Contact Name:	_____
Work Phone:	_____
Address:	_____
Home Phone:	_____
Fax:	_____
Cell:	_____
Website:	_____
Email:	_____

Part 2 - Event Details

A) Event Site(s) – Facility and/or Park name and location

B) Proposed Event Title

C) Preferred Event Date(s)

First Choice:	_____
Second Choice:	_____

D) Proposed Start Time(s)

Mission & Goals

A successful event starts with a strong mission, values and measurable goals that will guide you through the process.

Clearly state your mission and reason for organizing this event.

What goals do you have to gauge the success of this event?

Prior Event Experience

Please list other similar events that your group has conducted at these sites and whether this event is being conducted in conjunction with another event such as a winter festival.

5. Marketing & Sales

Racer participation is of high importance to WSSF. A strong race marketing program is critical to the success of the event.

Please check all that apply:

☐ Website	☐ Facebook	☐ Twitter / Instagram
☐ Newsletter	☐ Email blast	☐ Phone calls
☐ Media buys	☐ Posters	☐ Mail outs
☐ Pre-event talks	☐ Other	☐

Getting your marketing program started early can capture interest from participants before they book something else on race day. Ideally, beginning 4-6 months in advance can positively affect turnout.

What date will you begin your marketing and open registration?

Race Registration Page

A clean, professional and easy-to-complete registration form is important to a successful race. The Race Director is responsible for the registration page and must incorporate the WSSF membership fee.

What is your fee schedule for this event?

Will there be any user fees, participant or spectator charges (e.g. parking fees)?

Sponsorships, Donations & Grants

Additional revenue over and above registration fees is important in order to have enough budget to put on a good event. Corporate sponsorships, donations and government grants are typical ways to raise additional funds.

What plans do you have to seek additional funds?

Do you plan to contact government and/or tourism authorities regarding possible grants?

6. Event Organization & Financial Planning

Volunteering

Local volunteers will support your event and fill critical jobs.

Explain how you will recruit, train and assign volunteers for your event?

Name other organizations, if any, that will conduct or assist in the event. Explain the relationships and responsibilities.

Organizational Team

Event management is a team concept. Please list the key members of your event team and their positions.

Community Charity

WSSF is committed to giving back to the community. Creating a legacy by partnering with a local charity can help create increased awareness of your event. Participants, sponsors and other stakeholders are more likely to connect with an event that supports a local charity.

What charity have you selected and how will you partner with them?

Part 4 - Financial

A strong financial plan is important to having a successful event. Please provide a budget draft for your event.

As an aid to your budget preparation, a sample budget can be provided separately.

Budget notes / additional information:

7. Course Venue, Layout & Design

The venue should have winter access via cleared roads, adequate parking, indoor heated facilities for up to 300 people and convenient access to a nearby trail system.

The trail should be a mix of open flat, double and single track, hilly and winding sections with moderate to challenging terrain.

The course should be free of dangerous ground obstructions protruding through the snow, overhead branches and steep slopes not navigable on snowshoes, and should generally be passable in winter.

Trail maintenance should be completed in the fall before the first snowfall.

Please include a Course Map showing the course layout, start/finish lines, elevations, parking, registration center, aid and medical stations, course marshals, toilet facilities, awards and lunch area, etc. (Submit as a separate document.)

Course Composition

Uphill:	_____ %
Downhill:	_____ %
Flat:	_____ %
Groomed Trail:	_____ %
Single Track:	_____ %
Untracked Powder:	_____ %

These percentages need only be estimates. Grooming is preferred because it makes it easier for participants to run the course. Weather can change the morning of the event.

Is course grooming available? What grooming equipment do you have?

How will you deal with snow depth and ice depth if operating an event on a lake or river?

Distances

Standard distances set out by the World Snowshoe Federation are 5K and 10K. A short sprint distance of 500 meters to 1K is also recommended for children.

Distances can be more or less than the standard depending on existing trail networks, but every effort should be made to remain close to the standard distances. Distances should be measured as accurately as possible using available measuring equipment.

What distances will you offer? How will you measure the course?

8. Course Markings, Timing & Aid Stations

Course Markings

Marking the course is very important, particularly to lead athletes. Markings should be frequent enough that participants can see the marking immediately ahead and immediately behind at any point on the course. Side trails and exits not part of the course should also be clearly taped off.

Please briefly explain how you will mark the course.

Loop Courses

Loop courses are an ideal way to gain distance while keeping volunteer requirements to a minimum. Loops should be clearly marked and mapped for easy reading. Extensions of the main loop must be accurate and in the same condition as the main loop. Loops that circle back through the start/finish should continue through or around the area without stoppages or unnecessary diversions.

If your course has loops, indicate how they will be laid out to avoid confusion.

Timing

Provide the name and full contact information of the individual(s) and/or company providing timing and results. You should book your timing company well ahead of race day.

WSSF has contacts with timing companies and can assist with recommendations.

Marshals

Volunteer marshals at all major intersections will help participants navigate the course. Indicate where marshals will be placed on the course map.

How many course marshals do you plan to have?

Aid Stations

We recommend at least one aid station for the 5K event and two aid stations for the 10K. Stations should have water, an electrolyte drink and, where possible, one hot drink option. Walkie-talkie communication with the finish line is also recommended.

How many aid stations will you have?

9. Medical & Safety

Part 6 - Medical

Please outline your medical plan for this event.

Nearest Hospital Name:	_____
Location:	_____
Distance from Event Venue:	_____
Phone Number:	_____
Ambulance / Emergency Transport Available:	Yes ☐ No ☐
Medical Staff On Site:	_____
Radios / Cell Phones:	_____
Snowmobiles Available for Course Management:	Yes ☐ No ☐

How will you get an injured person off the course?

How will you deal with hypothermia among race participants?

Temperature Monitoring

Race-day temperatures must be monitored carefully to avoid exposure. A general guideline is -20°C including wind chill as the cut-off. Race-morning temperature should be carefully monitored and discussed between the WSSF race official and race director to determine whether it is safe to proceed.

If the temperature is too cold 60 minutes before race time, the race official may delay the start or shorten the course. If weather is severe, the race may be cancelled. The race official and race director have the final say.

How will you monitor temperature on race morning?

10. Officiating, Race Rules & Athlete Services

Part 7 - Officiating & Race Rules

Snowshoeing is a simple sport with relatively few rules. WSSF race rules provide the framework for fair and safe competition.

- WSSF will provide online training to a local volunteer on your team to act as the designated WSSF race official on race day.
- The race official will work with the race director to execute race rules and serve as a referee for athlete appeals or complaints.
- The race official will work with the timing/results company to ensure accurate and timely results suitable for awards and online publication.
- The official will serve as a resource for athletes regarding rules, supervise race preparation and race-day execution, and report back to WSSF on event success.
- WSSF will liaise with the timing/results provider to ensure timing is conducted in accordance with WSSF Official Rules.

Who will you designate as your race official?

Part 8 - Athlete Services

Race-event experience is a major part of participant satisfaction and repeat attendance.

Please check all that apply:

☐ Race-morning package pickup	☐ Hospitality for athletes/volunteers	☐ Event T-shirt / souvenir
☐ Finishers medal	☐ Post-race lunch	☐ Awards ceremony
☐ Prize money	☐ Draw prizes	☐ Race pictures
☐ Race announcer / music	☐ Vendor booths	☐ Washroom facilities
☐ Massage	☐ Other	☐

11. Awards, Transportation & Rights & Responsibilities

Prize Money & Athlete Expenses

WSSF encourages open and equitable fairness for all participants. As an incentive to attract strong athletes and provide the highest level of competition possible, a prize purse is strongly recommended. WSSF discourages paying select athletes' expenses such as registration fees, airfare and hotel.

Award Ceremonies

A professionally run awards presentation is important to the racer experience. The award ceremony should be inside a heated building and commence no later than one hour after the last person finishes. Results should be posted online as soon as possible.

Recommended award categories:

- Open top 3 male and female in the 5K and 10K.
- Open-category awards and/or prize money are separate from age-group awards.
- Age groups: 19 & under, 20-29, 30-39, 40-49, 50-59, 60-69, 70+.
- Kids race (12 & under) receives a finishers medal only; these events emphasize participation.

Part 9 - Transportation

Travel from nearest major airport to host city/race site:	_____
Local public transportation systems:	_____
Adequate parking near race site:	Yes ☐ No ☐

Part 10 - Rights & Responsibilities

WSSF is responsible for:

- Issuing an official affiliation letter and providing guidance on event planning through race day.
- Marketing support including website, newsletter, social media, articles and press releases.
- Providing access to WSSF registration support where applicable.
- Editorial coverage on the WSSF website, subject to information supplied by organizers.
- Assistance with marketing programs, event operations and sponsorship partnerships where appropriate.
- Providing banners for the start/finish area on race day.
- Providing a trophy for championship events.
- Assisting with prize money for top 3 finishers, as well as awards and swag.
- Providing training to certify a WSSF-recognized race official.

Event Organizers are financially responsible for:

- Completing and returning the affiliation application with the appropriate fees on schedule.
- Event production and technical operations, course design and management.
- Race event website and online registration, unless WSSF manages the registration process.
- Keeping the website and registration page ready at least four months prior to race day.
- Timing, staffing, results, media, sound, public address, post-race food and water.
- Race and sponsor banners, pre-race parade of nations where customary, athlete hospitality and a meeting room for the annual WSSF congress.

- Awards presentation and post-event banquet, prize money, awards, swag, finisher medals and participant gifts.
- Local, regional and national advertising appropriate to the level of race.
- Providing WSSF with an electronic race flyer for website and social media use.
- Insurance coverage of a minimum \$2,000,000 and listing WSSF as an additional insured.

Submission: Please return the completed application and supporting documents to worldsnowshoefederation@gmail.com.

Website: <https://worldsnowshoe.in>

Thank you for taking the time to complete this application. Your event is important to us. We look forward to working with you.