

## Volunteer Alpine Race Worker Information

### Race Day Positions & Explanation of Duties

Hosting a USSA sanctioned race is a huge undertaking for our club, requiring the help of more than thirty (30) qualified and dedicated individuals. It is the responsibility of the host club to fill most if not all of these positions. Long before the day of an event, the race organizing committee meets to discuss and plan every aspect of the race and make arrangements with Whaleback for use of their facilities. The behind the scenes pre-race planning and post-race analysis is instrumental in our ability to uphold and maintain the high standards we have established for running a successful event. Our ultimate goal is to provide a race day atmosphere where the participants can focus on the race and perform to the best of their ability. We also want the workday experience of the race workers to be as rewarding and enjoyable as possible so that they will be eager to work again. It is a requirement and responsibility of all members to volunteer their time as needed to ensure that these positions are filled with competent individuals from within our own club. The rules that govern Alpine Ski Racing are found in the USSA Alpine Competition Guide and the FIS ICR (International Ski Competition Rules). Both are available at [www.ussa.org](http://www.ussa.org).

When you sign-up to work a race, it is a full day commitment. We will provide you lunch at the Rental shop between the two races.

The position you will be assigned to could include Race Registration; Scoreboard; Announcer; Hand Timing at the Finish; and Gatekeeping; Race Administration, Finish Referee and Timing & Calculations. However most jobs will involve Gate Judging. Race Registration does not guarantee a reprieve from the cold as registrars will frequently double as outdoor scoreboard keepers. The only position guaranteed out of the cold is a timer. If you are interested in this you must attend special timing courses. We do need good timers, so if you interested please contact us.

**Dress appropriately for the weather.** Most jobs are outside and may require standing in the same location for the duration of the run. Come prepared for any kind of weather; rain, snow, wind, sun or extreme cold. Dress warm and wear multiple layers. Sunglasses and sunscreen is recommended on clear days. If rain or snow is in the forecast, bring extra socks and gloves. Be sure **to check-in** and **sign the volunteer sign-in sheet, and disclaimer** at the **Rental Shop** when you arrive on the morning of the race. This will insure that you get proper credit for working the race. You will be given further instructions regarding where, what time, and to whom you are to report for duty. If you do not have a USSA Officials license, you will also be required to fill out a USSA Volunteer Race Worker Registration Form.

On the day of the race, the TD (Technical Delegate) is charged with the duty of overseeing the operation of the race to ensure that it is conducted in a safe and secure manner for the athletes and that the race results are fair and accurate. The TD is

assigned by USSA, and is from another club and has the final word on all matters. The TD appoints a Referee to work with him. We appoint a Chief of Race to work with the TD and Referee. These three (3) officials constitute the Jury and make all decisions concerning the race. All other positions are under the direct supervision and control of the Jury.

The following is a brief description of responsibilities of each volunteer position. Please remember that all of these positions are extremely important and the race cannot go on without the position being properly manned. To prevent delays to the timely operation of the race, please be at your post on time, prepared and ready to perform your designated duty. **Please don't be late, as the timely and efficient operation of the race depends on you!!**

### **Gate Judge or Gatekeeper: (Most Volunteers will be assigned this position)**

Check in at the Race Registration Desk by 8 am and sign-in. You will be directed to meet with the Chief Gate Judge at a specific time and location for instructions and to receive your materials. You will be given instructions on how to perform your job and times when you must be in position on the hill. The race cannot begin until all gatekeepers are in position at their assigned gates and ready to begin recording information on the fault card, please don't be late! You will be given a clipboard with pencils and fault cards and an identification bib. Please return these items to the Race Registration Desk at the end of the day. You will be instructed on how to fill out your fault card and how to properly document a fault. You will be assigned a few gates on the hill to watch and you will be judging as to whether the racer has passed through each gate correctly. You must record the bib # of each racer who enters the area of your assigned gates. If you believe that a fault may have occurred, you must also record it on your card by drawing a diagram. If necessary, also write a brief description of what you observed. Do not record the bib # of a racer unless they are within sight of your assigned gates. You must also record information on your card if you are witness to a fault or other abnormal situation that may have occurred near your position on the course, in support of or in opposition to another gatekeeper's record. If you have recorded a fault, you must remain at the finish area after the run until the Jury releases you.

For warmth it's a good idea to have a small piece of carpet to stand on. If you cannot bring one please ask and we may have one available.

Remember a racer is in the race until they quit or one or more of their skis come off. When a racer has stopped racing, encourage them to leave the course but you must **stay off the course**. There will likely be another racer coming from behind and you will only add to the disruption. Racers are very good at missing each other, so continue to judge the next racer through the gates.

Finally, realize that the gates you are assigned to are yours. Our philosophy is for you to affirmatively take control of your part of the race course. We want to provide every racer the full legal opportunity to complete the race. If spectators are disrupting your view or are in a dangerous fall line ask them to relocate. When a racer misses a gate and begins to hike up loudly shout, “**BACK!**” until the racer has broken the plane of gates. Make sure the racer knows you are the judge as parents may also be talking or shouting to them. You should feel free to run up or down the hill to get a better angle, on the hiking skier. When the racer’s two feet break the plane of the gates shout, “**GO!**”.

Before Race you should View 2 USSA Videos at [www.uvssa.org/Gatekeeper](http://www.uvssa.org/Gatekeeper)

### **To wear Skis or not?**

**Whaleback has a relatively smaller race course, which ends at the base, so it is an advantage to wear warm comfortable boots as opposed to ski boots and do a little hiking. Just be prepared to start up earlier and shorten your lunch to take the hiking into account.**

If you are not skiing, you will be assigned gates near the bottom of the course so you can walk up from the finish. If you are skiing, a lift ticket will be provided (unless you have a season pass) so that you can ski to your assigned gates from the start. Dress warm!!! You will be standing in one area throughout the duration of each run.

Special Note: If you are approached by a racer or the racer’s coach for a re-run, please direct them to speak with Finish Referee or a member of the Jury. The only people who are entitled to see your fault card and/or discuss a situation that you may have been witness to during the race are the Head Gate Judge and the members of the Jury. If a coach, parent or athlete approached you for information or an opinion, please direct them to see a Jury member.

### **Race Registration:**

This group of four (4) to six (6) people is responsible for checking in and registering all racers, coaches and race workers during a specific period of time on the morning before the race begins. Registration workers should report to the Registration area by 6:30 am the day of the race to set-up tables and organize the registration area before the racers arrive. You will be assigned a station and duties to perform during the registration period. You may be assigned another duty to perform, after registration closes, during the race such as Bib Collection, Scoreboard or Race Announcer.

**Bib Collection:** All racers must return their bibs to receive their USSA card back

**Scoreboard:** Report to the Timing Building 30 minutes before the start of the race. You will be given an official Start List. Dri-erase pens and an eraser will be found near the scoreboard. The scoreboard is normally filled out ahead of time but you should check it to clean and repair any smudged or illegible names and numbers, and check for any missing names or incorrect listings. Write in the name and bib number of any missing or late entries from the start list in an open space on the scoreboard. You will be placing

the times on the board for all competitors; first run, second run and total time (if announced) . You will receive times from the Timing Building via announcer PA or runners with score sheets to review and check. After the first run is completed the second run start time will be announced, you will need to return to the scoreboard 10 minutes before the start of the second run. For the second run, you will receive the run time plus a combined time. Besides times you may hear; did not finish, write “DNF”, or did not start, write “DNS”. If a time for a racer is not immediately available, leave the space blank. The timing crew will provide a time for this racer later. Near the end of the run, feel free to question the availability of any missing times via runners. After the race is completed, return the pens and eraser to the Timing Building.

### **Hand Timing; Start and Finish:**

Check-in at the Race Registration Desk by 8 am and sign-in. Report to the Timing Building and Head of Timing as soon possible. Two (2) people man each position, one person operates the stopwatch and the other person records the times. You will be given a clipboard with hand timing report forms and two (2) stopwatches. The Chief of Timing will instruct you on the operation of the stopwatches and how to record the times. Return the stopwatches and the clipboard with the reports to the Timing Building at the completion of the first run. The stopwatches must be synchronized in the timing building before the second run begins. You will be notified when to return to pick up the stopwatches and clipboard with fresh hand timing report forms for the second run. If you are at the Start, you need to be on skis to get to your position. For the Finish, you may walk. At the conclusion of the race, return the stopwatches and clipboard with the timing forms to the Timing Building. The stopwatch operator should be positioned next to and in line with the start gate or finish line. At the start, a time is taken and recorded for each racer as they trip the start wand. The start timer will be given one primary watch and one secondary in case the primary fails. At the finish, a time is taken and read to the hand time recorder for each racer as they cross the finish line. Give your secondary watch to the hand time recorder. In the event of two competitors approaching the finish line in close proximity, the hand timer should get the time of the first finisher, the hand time recorder should get the time of the second finisher (there might not be enough time to record the time of the first finisher and get the second finisher’s time if there is only one watch in use). In the case of a fall by a racer at the finish, the time is taken when any part of the racer or his equipment break the plane of the finish line.

### **Starter:**

Check in at the Race Registration Desk by 7:30 am and sign-in. Report to the Timing Building for instructions from the Chief of Timing.

**You may need to pickup up the headsets and starting equipment if not already in place. You are a backup hardware person for all start equipment. Please if possible contact Chief of timing in days prior to race to review equipment.**

There are different procedures for SL and GS. The Chief of Timing will instruct you on the specifics procedures and start intervals that will apply for this race. Upon arriving at the Start, check out the start platform and if necessary assist with the set-up and

adjustment of the timing and communications equipment. Be sure the start platform is level and smooth so a racer can stand there in a relaxed position. Also check the ramp and see that it is smooth and packed, if not, sideslip with your skis. Be sure there is a firm spot for the racers to plant their poles in front of the wand so that they can get a push-off. Maintain the start area as needed during the race. **Keep your headset on throughout you are the eyes for the timer (if you need to step away have a assistant put on the headset)** , as the timing crew will want to talk with you to do a test of the start wand. Forerunners should be lined-up and ready to go approximately 5 minute before the official race start time. Give names of forerunners to the timer. Convey start hand times to the timing crew as requested to confirm and check timing results. Give bib number to timing of each competitor as they enter the start gate. Notify the timing crew whenever you have a competitor out of order or if a competitor has missed his/her start. You may not touch the competitor or assist in their start. The jury will approve all requests for re-run and notify the Starter and timing crew where to insert the racer into the line-up. The jury must also approve missed or late starts. **Any competitor who is taking a provisional rerun must be verbally reminded that the run is provisional and they must run immediately BEFORE the last RUNNER.** This is for safety reasons as the last posted runner indicates the course is no longer in use. At the completion of the first run, the Jury will notify the Starter, the timing crew and course setter when the course is clear for a reset. The Starter should be back in position 30 minutes before the start of the second run. At the completion of the race, assist with tear down of the start area, wrap up and secure the timing wires and return the timing equipment to the Start Building.

#### **Start Round-up or Assistant Starter:**

Check in at the Race Registration Desk by 8 am and sign-in. Report to the Starter at least 30 minutes before each run begins. Pick-up Start Lists from the Start Referee and distribute them to the Coaches in the start area. Call forerunners and racers when directed by the Starter and line them up in Start List order. Keep the start area clear and the line-up of racers organized and moving so that they are ready when the Starter calls their number. If a racers reports late for their start, notify the Start Referee and Starter and obtain instructions on where to insert the racer into the line-up.

#### **Any competitor who is taking a provisional rerun must be verbally reminded that the run is provisional and they must run immediately BEFORE the last RUNNER.**

This is for safety reasons as the last posted runner indicates the course is no longer in use. We normally run J5 girls, then J5 boys, J4 Girls then J4 Boys etc. so a girl who missed her run would go at the next to last girls position, although the Start Referee can start her anywhere, **except** the very last run of the race.

If a racer checks in for or requests a rerun, notify the Start Referee and Starter to confirm that the jury has authorized it. You will then be given instructions on where to insert the racer into the line-up. If a racer reports to the start without a bib, notify the Start Referee and Starter to obtain an alternate bib for the racer to wear. Cheer on and encourage the racers, and smile!

NOTE: For childrens races at Whaleback we will order the second run in reverse order within each class. You may not receive a new start order for second run so please hold on to it after the first.

### **Start and Finish Referee:**

Check in at the Race Registration Desk by 7:30 am and sign-in. A USSA Officials license is required with a minimum classification of Jury Advisors. Please familiarize yourself with the duties of this position ahead of time by reading the USSA Alpine Competition Rules. The Start and Finish Referee are responsible to supervise and support all worker activities in and around your assigned area. Report to the Timing Building 10 minutes before inspection begins and check-in with the Chief of Timing. You will be given a clipboard with pencils and the necessary forms. You must be at your station during the inspection and the race. After each run is complete, the Start and Finish Referees must report to the finish area and remain until released by the Jury. All forms must be given to the Referee after each run. Please return your clipboard to the Timing Building after the race is complete.

### **The Start Referee**

**You must be a USSA alpine Official or Coach Card holder**

### **Major things needed at the Top**

**Headset (test in timing shack)**

**Headset cables**

**Regular Screw Driver**

**Start Wand (remember polarity counts so try it both ways)**

**Start Wand Cables (two pair or a 4 wire plug)**

**Shovel**

**Extra crowd fencings with polls**

**Extra AA and 6 volt batteries**

**Extra BIBS**

**You must be at the Start from the moment the course is open to inspection by races until each race is finish. You cannot leave the start..**

The **Start Referee** will be given a knapsack with forerunner bibs and a few extra bibs to be used in case a racers reports to the Start without their assigned bib. Return the knapsack to the Timing Building after the race is complete. The Start Referee will also be given Start Lists prior to the beginning of each run, which are to be distributed to the Coaches at the Start. The Start Referee records the bib # of each racer who leaves the start gate, in order, and also documents any faults by the racer at the start. If you believe that a fault may have occurred, you must record it on your form with a diagram or a brief written description of what you observed, and immediately inform timing and the Referee. Ask the jury what they would like you to do about competitors who show up

late for their start and when to insert competitors who are taking reruns. You must also record information if you are witness to a fault or other abnormal situation that may have occurred elsewhere on the course, in support of or in opposition to a gatekeeper's record. The Start Referee must also see that the start area is kept clear and orderly. The Start Referee communicates through the Starter who has direct communications with the timing crew via headset or radio. You must verbally remind any competitor who is taking a provisional rerun that the run is provisional and may be disallowed by the jury. Visually inspect each racer as they enter the start to make sure that their equipment is proper and secure. It is appropriate to inform a racer if you notice that their equipment is out of adjustment or not secure. (i.e., boot buckles, goggles, pole straps, etc.) Be sure you are clear about the USSA equipment rules and equipment protest procedures.

## **The Finish Referee**

### **You must be a USSA alpine Official or Coach Card holder**

The **Finish Referee** records the bib # of each racer who crosses the finish line, in order, and also documents any faults by the racer at or near the finish. If you believe that a fault may have occurred, you must record it on your form with a diagram or a brief written description of what you observed. You must also record information on your form if you are witness to a fault or other abnormal situation that may have occurred elsewhere on the course, in support of or in opposition to a gatekeeper's record. The Finish Referee must also see that the finish area is kept clear and assist any racer who has fallen in the finish and/or usher racers from the finish before the next racer approaches. The Finish Referee may be requested by the Timing Crew to adjust or align the finish beams before or during the race if a problem develops.

The Finish Referee may be requested by the TD to interview each forerunner after they cross the finish line to confirm that the conditions of the course are appropriate to begin the race. The Finish Referee communicates with the timing crew via headset or radio at the finish.

**Do NOT take the headset off, you are the eyes of timing. Give the headset to an assistant to wear if you need to step way.** Special Note: If you are approached by a racer or a racer's coach for a re-run, contact a member of the jury (Referee, Chief of Race or Technical Delegate) immediately for instructions. Do not grant the racer a provisional rerun unless a member of the jury has authorized it.

### **Course Maintenance:**

Check in at the Race Registration Desk by 8 am and sign-in. You will be directed to meet with the Chief Of Course at a specific time and location for a job assignment or duties and to pick up necessary tools (i.e. rack, shovel, drill, gate key, etc.) as needed for the job. You will need to know how to screw in gates, replace broken gates, put up safety fencing, slip the course, remove loose snow, maintain ruts, etc. Assist

with tear down of the course after the race is complete. This includes safety fencing, spectator fencing and barriers. While on course, do not interfere with the racer. Stay alert and keep an eye up the hill for oncoming racers!!! When a racer approaches, please stand clear of the course.

**Pre Course Setup** - We usually group our races together so we can set up B-net days before the first of several races. Please check in as you can get a free day pass at Whaleback for helping set up B-net usually on a Thurs or Fri before a race.

Also to save time on race day, we usually set our course the night before after the groomer is complete on the trail at about 8:30 PM. Again volunteering for this will earn you a day pass.