

# **Race-Day Volunteer Responsibilities**

## **Chief of Course:**

The chief of course is responsible for the outdoor elements of the race such as course quality, safety and maintenance.

- Make sure the race course is as safe as possible. Inspect the course prior to the race and fix any problems.
- Make sure the race is as fair as possible.
- Oversee all race positions (starter, maintenance, gatekeepers)
- Make sure the race starts on time.
- Circulate race course frequently to monitor conditions, safety, etc.
- Always Err on the side of safety and err on the side of the racer.
- Make sure all post-race tear down is complete.

## **Course Maintenance:**

Course Maintenance workers must either have experience in the ski racing arena or be willing to learn quickly and above all, be good skiers able to carry equipment, slip a course and complete other on-hill tasks.

- Report to Chief of Course 10 minutes prior to start of race.
- Chief of course will direct as necessary to maintain race course.
- Must be released by starter prior to entering course.

## Gate Judge:

Gate judges stand on the hill and are responsible for judging each racer's correct passage through their series of gates. Attention to detail is important. Be on the hill & in position 10 minutes prior to race start.

- Observe legal passes and DQ racers as necessary.
- Fill out gate cards completely, including sketch (not used at middle school level – use the “honor system” with athletes)
- Gate judges must inform the racer of any fault that could cause a disqualification. Respond in one of two ways:
  1. “Back Red” or “Back Blue” if the racer missed a gate, or
  2. “GO” when the racer has passed a gate legally.
- Gate judges must reset any dislodged gates. Course maintenance workers will help also.
- Communicate if course maintenance is needed. Visual Messaging:
  - *Poles crossed overhead: DQ*
  - *Poles held straight up overhead: Course on hold for repair/send course maintenance.*
  - *One pole circled overhead: Course clear, resume race.*
- Gate judge may not touch a racer or his/her equipment unless the racer has been disqualified.
- When in doubt, err on the side of the racer. Checking the racers track might be helpful.
- If a racer was interfered with near your station, he/she must leave the course at the point where he/she was obstructed and may not pass through any further gates. Be sure of the circumstances as you will be questioned about the incident.
- These are common DQ's:
  1. Racer misses a gate and does not hike back to make it.
  2. A racer who loses a ski prior to the last gate is an automatic DQ. Loss of poles is not a DQ.

### **Head Starter:**

The head starter is responsible for keeping the race on time and instructing racers when to leave the starting gate.

- Arrive at the top of the race course and establish contact with the computer scorer at least 15 minutes before race time.
- Establish a consistent vocabulary with the computer scorer so the race flows without unnecessary delay.
- Chief of course will close course for inspection 10 minutes before race time. Once course is clear, send forerunners.
- Starting race on time is critical.
- Once computer scorer has given the OK, instruct racer to “go when ready”.
- When racer leaves the start, have the next racer in the running order move into the starting gate and get ready. Continue in this manner treating all racers exactly the same. Comments to each racer must be consistent.
- The first run follows the printed running order. The second run will be in reverse order.
- When the race is complete, check with computer scorer for any reruns. If there are none, let chief of course know so that he/she can close and take down the course.

### **Assistant Starter:**

The assistant starters line up the racers at the start according to the running order/start sheets. One assistant starter for each course.

- Goal is to keep each course running continually. Keep 6-10 racers lined up at all times.
- Keep racers informed of any delays, course closures, etc.
- Inform starter of any errors in bib numbers, DNS, etc.

### **Computer Timer:**

The timer is responsible for running the primary timing computer.

- Prior to race day, enter the starting order into computer and print necessary copies.
- Set up Computer, Monitors, Live Timing on Computer in Timing Shack on race day.
- Communicate and coordinate with the head starter to maintain proper race intervals and call for the start of each racer.
- Print and Distribute Running Orders to:
  - Start Shack – 4 copies (head starter, assistant starters, 1 extra copy)
  - Timing Shack – 4 copies (announcer, scribe, timer, 1 extra copy)
  - Coaching Crew at Top and Bottom of Course

### **Recorder/Scribe:**

The timer/scribe is the backup to computer scoring in the timing shack at the bottom of the race course.

- Record times of each racer by hand on timing sheet.
- Help facilitate communication between timing shack officials and coaches/volunteers/etc.
- Keep unnecessary traffic out of the timing shack.

## **Announcer:**

The announcer is responsible for relaying information from the timing shack to the racers, volunteers, coaches and spectators via the PA.

- Arrive at the timing shack 20 minutes before race time. Welcome racers and spectators to today's race. Thank volunteers and Nubs Nob.
- At 20 minutes to race time, announce that the course will be closed for inspection in 10 minutes. Also give a five-minute warning.
- Chief of course will close the course for inspection about 10 minutes before race time, make announcement once you receive word that the course is closed.
- Announce forerunners, but not their time.
- Once race begins, announce what racer is on the course and what racer is in the starting gate. Once a racer crosses the finish, announce the racer's name and their time.