



**UNITED STATES SKI AND SNOWBOARD ASSOCIATION**

**ALPINE OFFICIALS' MANUAL**

**CHAPTER IV**

**RACE ORGANIZATION**

**2011-2012**

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## **OVERVIEW**

Race organization is a complex subject. It encompasses everything from bidding for the event(s) to the electronic transmission/submittal of all official documents after the competition. In this Chapter, the subject will be broken into five sections: Introduction to Race Organization, Early Planning Stages, Before the Race, Race Day, and Wrap-Up or Conclusion of the Race.

### **INTRODUCTION TO RACE ORGANIZATION**

The organization that is put together for a ski race and the methods used to attract and to train officials will depend on the particular needs of the event and the availability of personnel. The best way to address this topic is to look at the ideal race organization first. After understanding the “ideal” standards, it will then be easier to consolidate or eliminate the functions and officials that do not apply to your event.

All races, from World Cup to Youth Ski League, have the same basic needs. However, just as a matter of utilizing the number of officials available, the various procedures will probably be different. For example, rather than naming a special committee to obtain prizes and another committee to handle a special awards ceremony, the Race Chairman or Chief of Race may choose to award the prizes in the finish area at the end of the event. Also, rather than assembling a special team just to cover the medical needs, the area ski patrol and a team physician may handle the first aid services. The Chief of Course may also be the Chief of Course Equipment and the Chief of Course Maintenance. In each case, the goal is accomplished, and procedures are followed.

### **THE FRAMEWORK OF A RACE**

There are several groups involved in the organization of a ski race. The Organizing Committee of the club or association consists of those members (physical or legal) who are delegated by the organizer and by the International Ski Federation. It carries the rights, duties and obligations of the organizer and is responsible for the overall conduct and all non-technical matters concerning the competition. When appointed, the Technical Delegate, Referee and Assistant Referee (for speed events only) become members of the Organizing Committee. This Committee should have a Chairman; a Secretary (not necessarily the event’s Race Administrator or Race Secretary); a Chief of Race and, depending on the level of the race, various other subcommittees. If it were a large event there would also be Committees for Finance, Board and Lodging, Traffic Control, Volunteer Housing, Social Events, etc. At a lower-level race, these functions are often handled as a matter of course not as a committee matter. In all cases, each organization must be modified to meet the needs of the competition as well as the number of officials available.

A greatly simplified explanation of the main groupings in a race would be to think of:

- Activities that take place on the racecourse (on-the-hill activities)
- Activities that take place off the racecourse (off-the-hill activities)

### **ORGANIZING COMMITTEE - APPOINTMENTS**

The Organizing Committee appoints officials to handle all technical matters of the competition. Take the time to look briefly at some of the members appointed by the Organizing Committee and see what area(s) each member is responsible for in the overall plan as well as in their race-specific responsibilities. Keep in mind that “being responsible for” does not mean actually doing the job. In

many cases it simply means delegating the required tasks. Many of these officials function in both groups while others, such as the Race Administrator, function mainly in one: off-the-hill.

**Chief of Race** is both a member of the Organizing Committee and the competition Jury. This official directs all preparation for the competition and supervises the activities in the technical area. The Chief of Race summons meetings for consideration of technical questions and leads the Team Captains' Meetings after consultation with the Technical Delegate.

**Chief of Course** must be familiar with local snow conditions on the concerned terrain and is responsible for the preparation of the courses in accordance with the directives and decisions of the Jury. The Chief of Course supervises course maintenance during the race and supervises all clean-up operations.

Due to the rapidly changing nature of the sport, the sport's snow preparation requirements as well as the requirements involved in the choice and placement of on-hill protection/security measures, the duties of Chief of Course are best learned through mentorship and on-hill training with an experienced Chief of Course. After satisfying prerequisites, attendance at a Chief of Course Clinic and satisfactory completion of the written examination are required in order to attain Chief of Course certification; attendance at a bi-annual Continuing Education Clinic is also required.

**Chief Gate Judge** organizes and supervises the work of the Gate Judges. This official must make sure that the numbering and, depending on the decision of the Jury, the marking of the gates' placement is done within the required time. The Chief Gate Judge distributes required materials such as Gate Judge cards, pencils etc. The Chief Gate Judge also instructs the Gate Judges in their duties, designates the gate(s) each Gate Judge will supervise and places each Gate Judge in position. The Chief Gate Judge collects and delivers Gate Judge cards to the Referee at the end of each run and must be prepared to offer assistance either to help keep spectators off the course or to help maintain the course.

**Chief of Timing and Calculations** is responsible for coordinating all timing officials as well as other officials at the start and finish, for deciding the interval between Slalom starts in agreement with the Jury, assuring the synchronization and accuracy of the timing and the accuracy of the Official Results.

The Chief of Timing and Calculations is responsible for supervising, documenting and enforcing the quality control of actual timing and official results. With the exception of lower-level non-scored events, (e.g. YSL), where staffing issues may require it, the Chief of Timing and Calculations should not also be the individual operating the electronic timing equipment or the timing/race result software. The Chief of Timing and Calculations for World Cup, Nor-Am Cup and National Championships should be USSA certified as Level 3 or higher Timing & Calculations.

**Race Administrator** (Race Secretary or Secretariat) is responsible for all secretarial work dealing with the technical aspects of the competition. This official is responsible for preparation of the Draw, whether by "Double Draw" or computer-generated Draw, accuracy of Start Lists, Official Results, preparation of Program For/Team Captains' Minutes and Jury meetings, preparation of forms

required by Timing and Gate Judge crews, receiving official Protests and publishing and duplicating Official Results in a timely manner.

Other official positions might include a Chief Steward who would be responsible for precautions to ensure that spectators are kept off the course. A Chief of Course Equipment would be responsible for providing all equipment and tools needed for the preparation and maintenance of the course and a Press Chief would be responsible for all briefing and information for media personnel in accordance with the instructions of the Organizing Committee.

The Organizing Committee nominates Forerunners (upon appointment, the Forerunners become members of the Organizing Committee), and may also nominate Course Setters\* pending approval of the Team Captains. This Committee also appoints the Start Referee and Finish Referee who are “Jury Advisors” (USSA term). With the exception of Olympic Winter Games and World Championships where they are appointed by FIS, the Start and Finish Referees are not voting members of the Jury.

**NOTE:** Course Setters for all USSA-sanctioned events – both scored and non-scored – *must* be certified Referees.

### **THE COMPETITION JURY**

The competition Jury for *speed events* includes the Technical Delegate, who is appointed by the regional/divisional/state organization in compliance with USSA for USSA non-FIS events or FIS directives for FIS events. The Technical Delegate serves as the Chairman of the Jury. Other Jury members for *speed events* are the Chief of Race, the Referee and the Assistant Referee. The Jury for *technical events* is comprised of the Technical Delegate, the Chief of Race and the Referee.

The Referee and Assistant Referee are appointed by the Technical Delegate from among the appropriately certified (Referee), most qualified individuals present. Inasmuch as these individuals are the competitors’ representatives on the Jury, the Referee and Assistant Referees should be appointed from among the coaches present for the event.

Upon appointment, the Technical Delegate, the Referee and the Assistant Referee become members of the Organizing Committee. Assistant Referees may be appointed for USSA technical events for training purposes only. However, although they do participate with the Jury, they are not members of the Organizing Committee, have neither voice nor vote at Jury meetings, and their names do not appear on the official documentation.

The Jury is responsible for all decisions concerning the race, for decisions on Protests and for upholding rules. Please note that the Chief of Race is also a member of this group and is the individual that provides a liaison between all groups involved in a competition.

At some events (usually upper-level FIS speed events), USSA or FIS can appoint a **Technical Advisor**. The Technical Advisor supports the Jury, has the right to express opinions within the Jury, but has no vote.

Refer to Chapter III - Rules, The Jury and The Technical Delegate, for more Jury information.

## EARLY PLANNING STAGES

Hosting a ski race is a big job - the higher level the competition the bigger the job - and sufficient planning is a must! There is a "Check List for Organizers" located at the end of this chapter. It is not part of the official documentation of a race and is only included as an aid for race organizers.

Prior to a race being awarded to a site the organizers involved must take the time to explore various factors. Most important, they need to know if the ski area operator/management will allow the competition at the site and whether or not they have adequate time to prepare.

If the ski area operator/management is agreeable, and after a race has been awarded to an area, one of the first items that need to be accomplished in a timely manner is proper execution of a Schedule Agreement (Sanction Agreement), along with necessary fees. In addition to other information, the Schedule Agreement must contain the legal name of the race and location as they are to appear on the Transmittal and official documentation. It is also important that the contact person listed on the Schedule Agreement is the individual who will be responsible for receiving further correspondence from USSA concerning the event.

Multi-category events sanctioned and administered as an event for each involved category, e.g. Ladies' and Men's J1, J2, J3 and Youth must have separate results and race codes for each gender and each category: Scored, Non-Scored and Masters. **Youth events that consist of two one-run races must have separate results and separate race transmittal codes for each of the one-run races.**

Along with execution of the Schedule Agreement, the organizers must determine if the available runs/trails are homologated/approved, and if so, if the homologations/approvals are current. This is an absolute must for all USSA-sanctioned FIS events. All USSA sanctioned events, both scored and on-scored, including Masters, must be run on trails that have been approved by USSA or FIS. Trails not meeting the minimum vertical drop requirements will be registered, and an inspection certificate provided. USSA-registered courses are subject to all rules pertaining to homologated trails. FIS-homologated trails are accepted as meeting USSA standards.

Another early consideration would be the snow conditions that can be expected for that time of year. It will also be necessary to verify the availability of adequate resources for snowmaking and/or grooming.

In addition to financial considerations and ongoing communication with the area operator, the organizers must consider availability of food, lodging, transportation and personnel, as well as additional equipment such as poles, flags, radios, fencing, bibs and timing equipment. Availability of supplies for the Race Administrator as well as availability of lift facilities and lift policies for competitors, Team Captains and officials must also be considered.

## BEFORE THE RACE

About six weeks before the actual race date, the "Race Announcement" must be made available, preferably by website posting or e-mail, to potential participant race clubs. This is usually a joint effort of the Chief of Race and the Race Administrator. Refer to Chapter V - The Secretariat, and Chapter VI - Working Papers, for suggestions and format for a "Race Announcement". (Most of the

forms mentioned in this Manual are available in the “Master Packet of Forms” on the USSA website.)

The Chief of Race or the Race Administrator should contact the Technical Delegate assigned to the race as well as all invited officials at this time. If, in the interim, something should happen that the event or race date must be changed - postponed or canceled - USSA and regional/divisional offices as well as the Technical Delegate and other invited officials must be notified of the change as soon as possible.

The Chief of Race is usually responsible for finding the officials needed to staff the competition. The larger the event is, the sooner it will be necessary to start identifying and contacting these people. At high-level races, letters or invitations must be mailed or information dispersed in some way that requests the assistance of volunteer officials and gives them the name of a person to contact. At lower-level races it is often sufficient to spend several hours on the phone contacting officials. Whatever the situation, it is a good idea to plan ahead and not leave the recruitment of officials to the last minute. Refer to the “Race Personnel Assignment Sheet” included at the end of this Chapter and design something that fits your needs.

It is appropriate to take the time to speak briefly here of the different types of official certification. In the United States we have 9 different categories: Chief of Course, Chief of Race, Competition Official\*, Data Management, Jury Advisor (Start and Finish Referee is included in Referee training), Race Administrator, Referee, Technical Delegate and Timing and Calculations. It is not unusual for an official to be “certified” in more than one category. There are Alpine Officials’ Clinics offered around the country (usually in the fall) to both learn the basics and become certified in a specific category or to refresh skills and knowledge. Contact your region/division office or officials’ group for information concerning Alpine Officials' Clinics in your area.

**\*NOTE:** Competition Official certification is required *prior* to certification in the specialty areas.

In each category there are 6 certification designations from I to VI; the novice official will be designated as Level I. Level V designation is reserved for retired officials who, regardless of their previous experience level, maintain USSA Alpine Officials' membership. Level VI designation is reserved for FIS Technical Delegates. USSA publishes a directory/roster on the USSA website with certification levels for member Alpine Officials as provided by regional/divisional offices and/or Alpine Officials' organizations. This directory/roster is current according to data supplied by the respective regions/divisions and can serve as verification of officials' current membership status and can be used to staff a race to the highest possible level.

There are certain requirements the Chief of Race must be aware of before assigning race positions:

1. The Technical Delegate(s) is assigned to an event(s). Technical Delegates for all USSA-sanctioned (scored and non-scored), non-FIS events are entitled to Per Diem of \$50 per travel/inspection/training/competition day plus expenses, including room, board and transportation. Per Diem, including expenses, is the responsibility of the Organizing Committee. (FIS Per Diem is calculated at a higher rate. Refer to “FIS TD Expense Report Form” in the “Master Packet of Forms” found on the USSA website.) *FIS Technical Delegates assigned to USSA non-FIS events are only entitled to USSA Per Diem of \$50 per*

*travel/inspection/training/competition day.* (Refer to “USSA Officials’ Expense Report Form” in the “Master Packet of Forms” found on the USSA website.)

2. The Technical Delegate appoints the Referee and Assistant Referee.
3. The Chief of Course should be knowledgeable about the condition of the course, race course preparation and maintenance. The Chief of Course should have a good knowledge of the rules.
4. With the exception of World Championships and Olympic Winter Games, the Start and Finish Referees are not Jury members; they are “Jury Advisors”. *The term “Jury Advisor” is a term used by USSA to recognize these officials; it is not found in the ICR.*
5. The most qualified, appropriately certified officials should be assigned to key positions, e.g. Chief of Timing and Race Administrator.
6. The Chief of Timing must be a current USSA member and must be knowledgeable concerning the duties of Timing and Calculations.
7. As a key official the Race Administrator must be a current USSA member, have computer skills and must be knowledgeable concerning the duties of Race Administration.
8. The organizer is obliged to provide at least three qualified Forerunners; additional Forerunners should be available for speed events. Forerunners must meet USSA membership requirements and should have the ability to ski the course in racing fashion. Upon appointment, the Forerunners become members of the Organizing Committee.

**NOTE:** For USSA-sanctioned events, Forerunners are required to be participant members of USSA as an Official, Coach or Competitor. Qualified members of foreign federations recognized by FIS must hold a valid USSA membership in order to take part in any capacity at a USSA-sanctioned non-FIS event.

If the Forerunners for a FIS event are not currently FIS inscribed, they must sign the FIS Athletes Declaration. (Parent/guardian signature may be required.)

For a USSA-sanctioned FIS event, if a foreign FIS Federation lists a coach on their entry form, the Federation is certifying that the coach has the knowledge and ability to fulfill the duties of a Team Captain: e.g. serve as a Jury member or set a course. With this certification, the above individuals may also be qualified members of a foreign federation recognized by FIS.

The Chief of Race, keeping certification and membership requirements in mind, should identify their “Chiefs” first and then finish staffing the race. Persons with Timing and Calculations (TC) experience could be positioned as Manual/Hand Timekeepers, Manual/Hand Time Recorders, Electronic Time Operator(s), Electronic Time Recorder(s), Scoreboard Recorders, Starter or Assistant Starter. Those with Referee (RF) experience could be staffed as the Chief Gate Judge, and if properly certified, as Finish or Start Referee. Officials with Chief of Race (CR) experience could be Chief of Course, Chief Gate Judge or assistants to the Chief of Race. Persons with Race Administration (RA) experience can work with the Race Administrator or Data Management person. The close relationship between Timing and Calculations, Race Administration and Data Management allows these officials to be staffed in either area.

It is important that the Chief of Timing and Calculations, Chief of Course, Chief Gate Judge and the Race Administrator be consulted in order to determine how many people they will need for each day of the competition. Available staff should be assigned to the Chief of the particular crew; this Chief

can then determine the actual work position. Only the Chief involved can make the best decision as to who should work in which position, and the Chief of each team may prefer to recruit their crew.

In addition, the Chief of Race must know how officials will access the race course. If lift facilities are utilized, officials will need to know if lift tickets or bibs will be issued, if they can board the lift on foot or if they must have skis. In addition, it is necessary that area personnel know what is going to be used for officials' identification when they are on the hill - a bib, credential or uniform - so they can be distinguished from spectators. Each site has different requirements determined by the ski area operator and the Organizing Committee.

If nourishment is provided for race officials, the Chief of Race will make arrangements for its availability and distribution. One method is making it available for distribution at registration.

### **THE TEAM CAPTAINS' MEETINGS**

The location and conduct of the Team Captains' Meeting has a significant effect upon the success of a race. It gives visiting Team Captains and representatives an impression of the organizer's planning and organization as well as the organizer's attitude towards the race. No matter how small or informal, a Team Captains' Meeting is a valuable tool for a well-organized race. The Meeting must be accessible to the Team Captains, and the time and location must be announced in advance. If the race is part of a multi-area series, the time and location of the next meeting should be announced at the previous site.

For a multi-event competition, the initial Team Captains' Meeting should be scheduled at a time when the Team Captains can reasonably be expected to attend. This is especially true for an extended series when Team Captains and other officials are traveling from site to site on tight schedules.

In the meeting room itself there is a protocol to follow. There should be a head table with chairs for the presiding officials: Chief of Race, Technical Delegate, Referee and Assistant Referee (for speed events). Depending on the level of the race, you may have only the Chief of Race and Technical Delegate seated at the head table. However at higher level races, you might also include the Start and Finish Referees, Chief of Course, an area management representative, Chairman of the Organizing Committee, USSA representative, FIS representative, etc.

Other persons contributing to the success of the race, the Chief of Medical Services/Chief of Ski Patrol, Chief of Timing and Calculations and Chief Gate Judge may also be present at the Team Captains' Meeting; it is not necessary to seat them at the head table.

A very simple rule for the conduct of the Team Captains' Meeting is to be prepared, invite comments, listen and then make decisions. Nothing takes the place of advance planning. If you are well prepared, you will be more at ease and more likely to give the Team Captains and other attendees a good impression of the race organization.

Availability of refreshments is not required and depends on the Organizing Committee. However, if refreshments are provided, it is recommended that the Organizing Committee maintain these meetings as alcohol-free events.

The Chief of Race should know the rules in reference to the event of the race for which the meeting is being held, and the Agenda for the meeting should be determined in advance among the Chief of Race and Technical Delegate. There may be other persons such as the area manager, Chief of Course, etc., who may need to be included in this planning. It's a good idea to make use of the sample USA or FIS "Checklists for Team Captains' Meetings" in the "Master Packet of Forms", when planning the Agenda.

According to USSA and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. An actual meeting, attended in person by Team Captains, Jury, and race officials is an inseparable and mandatory part of the competition and is important for communication of Jury instructions, support of the ROC, as well as conveying ROC requests and information. It is also a critical element for risk management and liability-related matters.

With the approval of the Jury and at a time and place announced to all Team Captains, and where a computer-assisted Draw has been approved or is not required (e.g. YSL where TRS by class and gender is used to determine the start order), an informational meeting is still required but may be held either early in the morning prior to a race or immediately after the completion of a race for the next day's event.

For all Team Captains' Meetings for all USSA-sanctioned events – both scored and non-scored, and regardless of where and when they occur, an Attendance List must be available and signed by everyone attending the meeting. Team Captains' Meeting Minutes must be generated and must be included in the race result packet submitted to USSA.

Paper copies of the daily schedule (Program) must be available for distribution at the Team Captains Meeting. The "Master Packet of Forms" contains the "Program For/Team Captains' Minutes"; there are separate forms for technical events and speed events. Use of these forms is required at FIS events and, since these Minutes are also required for USSA non-FIS events, use of the FIS form is recommended for use at USSA events.

***NOTE:** In cases of force majeure when more than two DH or SG races or more than one GS or SL race, same gender, are conducted in one day and in one place, then the official Program showing inspection times, start times, course reset/redress times and start intervals for both races must be included with the race results packet submitted to USSA. (Program portion of TC Minutes forms.)*

For USSA non-FIS events, the Jury may allow a computer-generated Draw; FIS events require the consent of the Team Captains present as evidenced by their signatures on their entry forms. Regardless of how the Draw is conducted, a Draw/Seed Board with the properly entered competitors should be available and visible to all Team Captains. Refer to Chapter V - The Secretariat, for information concerning the Seed Board and the proper way to conduct a "Double Draw".

Electronic seed/draw boards must have the capability to simultaneously and legibly display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the overall accuracy as well as additions and deletions to the starting order in "real time".

Minutes of the Team Captains' Meeting should be recorded manually as well as digitally. The Chief of Race is encouraged to make personal notes regarding any problems, disagreements, and decisions. Refer to Chapter V - The Secretariat, for information required, in the Minutes. The "Program For" forms in the "Master Packet of Forms" also contain a "Team Captains' Minutes" form; Use of these forms is required at FIS events and, since these Minutes are also required for USSA non-FIS events, use of the FIS form is recommended for use at all USSA events.

A number of items that should be considered at the Team Captains' Meeting are:

1. Inspection of the Seed/Draw Board prior to the Draw
2. Introduction of Referee and Assistant Referee for speed events and the Referee for technical events as appointed by the Technical Delegate
3. Roll call of teams/competitors
4. Introduction of Course Setters as nominated by the Organizing Committee, the Jury or the Team Captains
5. The condition of the course
6. Schedule
7. Manner of inspection by the competitors
8. Helmet requirements: FIS and USSA require helmets that conform to current Competition Equipment Specifications be worn by competitors and Forerunners for all alpine competition events.
9. Event medical plan and emergency procedures
10. Team Captains' concerns
11. Course access control
12. Weather
13. Radio pickup/frequencies
14. Course freeze times, if applicable
15. Location of yellow zones, if applicable
16. Equipment control
17. Rules of Protest

***NOTE:** If an announcer is announcing unofficial times, announcement of DSQ information may replace the actual posting of the Report by the Referee; however, Team Captains must be informed in advance, if announcement of DSQ information will replace actual posting.*

Other considerations include:

1. Bib dispersal and pickup
2. Start List availability.

### **RACE DAY**

On race day, it is the responsibility of the Race Administrator, or assistant, to register all the officials. When setting up the registration areas, it is necessary to take into consideration several items. The most important is to separate the competitors' registration area from the officials' registration area, which will allow for less confusion. Signs that direct individuals to the correct registration area are helpful. It is recommended that officials be advised where they should report at the end of the day in order to return supplies.

Competitors will need a central location to store personal items until the end of the day. Arrangements for this should be made in advance and the location should be announced at the Team Captains' Meeting.

During the race day, the Chief of Race can be found on the course. For technical events, the Chief of Race can circulate and change position on the hill as necessary. For speed events – Downhill, Super G and, due to the speeds being generated, Giant Slalom – all officials are required to stay in an assigned position for the duration of the race. This requirement is called a “course freeze”; course freeze times are noted on the Program as the time when all coaches must be in place.

Race day is an important time for the Chief of Race to be highly visible and, if possible, to circulate freely so that they are easily accessible to competitors, Team Captains or officials. At the end of the race day, the Chief of Race must be available for Jury meetings and the tear down and storing of equipment.

### **SOME KEY ELEMENTS ON RACE DAY**

A clearly defined chain of command must be established so that your officials do not contradict each other and can be mobilized quickly to respond to any problem that may develop.

For all competitions, the Jury members plus Start and Finish Referee must be equipped with radios. The radios must function on a single reserved frequency and must be free of interference. Other key officials, e.g. Chief of Course, Chief Gate Judge, Chief of Timing & Calculations, Starter, Race Administrator, etc., must also have the capability to monitor the Jury channel.

Good course maintenance is vital. It should start early in the race before trouble spots develop and should continue until the last competitor has finished. Sufficient course maintenance equipment and tools such as replacement poles and flags, drills, rakes and shovels should be available on the course.

Interference with the timekeeping team and with the data management team should be avoided.

Ability to electronically transmit Official Results and Penalty in XML format to USSA and FIS – wireless, network or dialup, must be provided for the Data Management/Race Administration team. Connectivity is also required for electronic transmission of FIS race result packets.

### **WRAP-UP OR RECAP OF THE RACE**

At the larger, higher-level races, a “Wrap-up” or “Recap Meeting” is often held to go over problem areas and to make note of what needs to be improved. These meetings are valuable and often lead to a better organization for future events. For this reason, it would be a good idea to also consider this type of meeting for lower-level races. When officials and volunteers see that an effort is being made to make things better - and the suggestions are carried through - cooperation will increase.

**EXAMPLE OF A RACE PERSONNEL ASSIGNMENT SHEET**

Chairman/Race Organizing Committee	_____	Chief Gate Judge*	_____
Chief of Race *	_____	Ass't Chief GJ	_____
Assistant	_____	Gate Judges needed #	_____
Chief of Course *	_____	1.	_____
Assistant #1	_____	2.	_____
Assistant #2	_____	3.	_____
Assistant #3	_____	4.	_____
Assistant #4	_____	5.	_____
Start Referee *	_____	6.	_____
Finish Referee *	_____	7.	_____
Race Administrator *	_____	8.	_____
Registration #1	_____	9.	_____
Registration #2	_____	10.	_____
Registration #3	_____	11.	_____
Registration #4	_____	12.	_____
Computer Person #1	_____	13.	_____
Computer Person #2	_____	14.	_____
Copy Person #1	_____	15.	_____
Copy Person #2	_____	16.	_____
Chief of Timing *	_____	17.	_____
Chief/Calculations *	_____	18.	_____
1. Timing	_____	19.	_____
2. Timing	_____	20.	_____
3. Timing	_____	21.	_____
4. Timing	_____	22.	_____
5. Timing	_____	23.	_____
6. Timing	_____	24.	_____
Posting Board #1	_____	25.	_____
Posting Board #2	_____	26.	_____
Runner #1	_____	27.	_____
Runner #2	_____	28.	_____
Runner #3	_____	29.	_____
Finish Controller	_____	30.	_____
Announcer	_____		
Forerunner #1	_____		<i>FOR LARGER RACES YOU MIGHT ALSO NEED</i>
Forerunner #2	_____		<i>THE FOLLOWING - or more!</i>
Forerunner #3	_____		<i>Chief of Hand Timing</i>
Forerunner #4	_____		<i>Chief of Medical Services</i>
Forerunner #5	_____		<i>Chief of Ski Patrol</i>
Forerunner #6	_____		<i>Chief Steward</i>
Assigned TD *	_____		<i>Chief of Communications</i>
Referee *	_____		<i>Press/Media Chief</i>
(Team Captain)	_____		<i>Food Chairman - On Hill and/or Social</i>
Ass't Referee *	_____		<i>Chairman of Forerunners</i>
(Team Captain - appointed for speed events only)	_____		<i>Chairman of Lodging</i>
			<i>VIP Coordinator</i>
			<i>Sponsors Coordinator</i>

## **CHECK LIST FOR RACE ORGANIZERS**

### **WELL IN ADVANCE:**

- \_\_\_\_\_ Obtain approval from area management.
- \_\_\_\_\_ Contact USSA and Regional Office to place "bid" for advance calendaring and approval.
- \_\_\_\_\_ If required by level of event, contact USSA Marketing and Media Departments.

### **YEAR PREVIOUS TO CALENDARED EVENT:**

- \_\_\_\_\_ Determine specific events to be held and specific dates.
- \_\_\_\_\_ Obtain necessary trail approvals and inspections (homologations).
- \_\_\_\_\_ Develop/begin implementation of local marketing and media plans.

### **EARLY SPRING:**

- \_\_\_\_\_ Determine Race Chairman and Race Administrator.
- \_\_\_\_\_ Make sure terrain/facilities acceptable under ICR/ACR requirements.
- \_\_\_\_\_ Establish/maintain regular contact with ski area management.
- \_\_\_\_\_ Confirm calendaring with USSA/Region/Division.

### **LATE SPRING:**

- \_\_\_\_\_ Make arrangements, in writing, with ski area including course preparation, lift operation, ticketing, officials' incentives, course equipment, and communications.
- \_\_\_\_\_ Complete necessary Schedule Agreements or contracts.
- \_\_\_\_\_ Prepare options if scheduling problems develop.
- \_\_\_\_\_ Confirm plans with U.S. Ski Team if USST is involved.
- \_\_\_\_\_ Continue implementation of marketing and media efforts.
- \_\_\_\_\_ Develop housing and meals plan, if applicable.

### **MID-SUMMER:**

- \_\_\_\_\_ Confirm all arrangements with ski area.
- \_\_\_\_\_ Offer assistance with area preparations, if needed.
- \_\_\_\_\_ Plan/begin installation of timing/communications wiring and equipment.
- \_\_\_\_\_ Evaluate marketing/efforts and develop alternate plans, if necessary.
- \_\_\_\_\_ Contact potential major officials.

### **EARLY FALL:**

- \_\_\_\_\_ Check race calendars for proper listing of events and pay appropriate fees.
- \_\_\_\_\_ Prepare and post or send race announcement.
- \_\_\_\_\_ Contact ski patrol representative and prepare event Medical Plan
- \_\_\_\_\_ Plan for and begin acquiring any needed equipment.
- \_\_\_\_\_ Appoint and confirm major officials (qualified for level of event).
- \_\_\_\_\_ Confirm ski area housing and meals arrangements.
- \_\_\_\_\_ Continue with marketing and media efforts, adjusting as necessary; invite media.
- \_\_\_\_\_ Install and test all communications and timing wiring; verify equipment meets event's requirements.
- \_\_\_\_\_ Prepare Start and Finish areas (houses, posts, ramps, grading).
- \_\_\_\_\_ Check on progress for ALL facilities and equipment.
- \_\_\_\_\_ Invite Technical Delegate for pre-season inspection.
- \_\_\_\_\_ For Downhill, invite Course Setter to review trail layout and on-hill competitor protection/security plans.

### **LATE FALL OR EARLY WINTER:**

- \_\_\_\_\_ Check frequently and thoroughly on Course preparation and grooming.
- \_\_\_\_\_ Confirm all housing and meals arrangements, including officials'.
- \_\_\_\_\_ Confirm sponsorships and media commitments and their needs and issue pre-race media release.
- \_\_\_\_\_ Check with major officials for trained personnel and availability of required materials/equipment
- \_\_\_\_\_ Order prizes and printed materials.
- \_\_\_\_\_ Confirm transportation plans, if necessary.
- \_\_\_\_\_ Check with USSA/USST for any changes in schedule.
- \_\_\_\_\_ Contact TD and any other "outside" officials with housing, meals and transportation arrangements.
- \_\_\_\_\_ Confirm feasibility of event Medical Plan and forward to Technical Delegate
- \_\_\_\_\_ Develop alternate plan if conditions, especially weather and Course conditions, appear difficult.
- \_\_\_\_\_ Inform TD of progress on preparations and any impending and anticipated problems.
- \_\_\_\_\_ Invite Course Setters, if pre-assigned, to inspect (and even to set for practice on the hill).
- \_\_\_\_\_ Confirm sponsor and media representatives have invitations and information and verify delivery of sponsor fulfillment materials.

**MINIMUM OF TWO WEEKS BEFORE THE EVENT:**

- \_\_\_\_\_ Adjust schedule and plans, if necessary.
- \_\_\_\_\_ Recheck on-hill competitor protection/security provisions.
- \_\_\_\_\_ Recheck all housing, meals, transportation, media and sponsor arrangements, including credentials/passes.
- \_\_\_\_\_ Check on crowd control and traffic flow, security, trail closings.
- \_\_\_\_\_ Check course preparations.
- \_\_\_\_\_ Thoroughly test all timing and communications equipment.
- \_\_\_\_\_ Confirm entries and registration procedures with USSA/Region/Division.
- \_\_\_\_\_ Issue additional media information, if any.
- \_\_\_\_\_ Prepare housing and credentials list and confirm.
- \_\_\_\_\_ Distribute schedule of events, etc., to ski area/resort, USSA, media, sponsors.

**ONE WEEK BEFORE THE EVENT:**

- \_\_\_\_\_ Recheck all arrangements; inspect trail preparation.
- \_\_\_\_\_ Bring major equipment to ski area/race site.
- \_\_\_\_\_ Check with ski area/resort for any changes in their arrangements, schedules, planning for the event.
- \_\_\_\_\_ Contact TD with status report.
- \_\_\_\_\_ Contact all major officials.
- \_\_\_\_\_ Verify schedule and location of Team Captains' Meetings and planned inspections are well published.
- \_\_\_\_\_ Verify that course preparation is thorough during week before the race.
- \_\_\_\_\_ Make arrangements for chemical preparation of the race course if possibility exists for its need.
- \_\_\_\_\_ Have information packages, including schedules, maps and necessary credentials available.
- \_\_\_\_\_ Verify event Medical Plan will be operative.
- \_\_\_\_\_ Check on all media and sponsor fulfillment arrangements.
- \_\_\_\_\_ Prepare for Team Captains' Meeting and the Draw.

**AFTERNOON OF DAY PRIOR TO THE EVENT:**

- \_\_\_\_\_ Print and post most current schedules on Official Notice Board.
- \_\_\_\_\_ Check to see that the Secretariat is well equipped and prepared.
- \_\_\_\_\_ Recheck communications systems.
- \_\_\_\_\_ Final grooming; set first Course(s), if possible.
- \_\_\_\_\_ Arrange for Jury inspection.
- \_\_\_\_\_ Obtain weather forecasts and provide copies for Team Captains.
- \_\_\_\_\_ Obtain copy of Medical Plan
- \_\_\_\_\_ Check again on race day alternates if race is in doubt; advise TD, officials, competitors and Team Captains, media (official statement), FIS/USSA of any necessary changes and/or when official announcements are made.
- \_\_\_\_\_ Test all timing equipment.

**EVENING BEFORE THE EVENT:**

- \_\_\_\_\_ Major officials' meeting, possibly with ski area representative.
- \_\_\_\_\_ Jury meeting – Schedule and Medical Plan: (prior to Team Captains' meeting if Referee(s) pre-appointed.)
- \_\_\_\_\_ Team Captains' Meeting - Seeding and Draw; presentation of event Medical Plan.
- \_\_\_\_\_ Adjustments to schedule and program as necessary from these meetings.
- \_\_\_\_\_ Publish Start Lists and other information as needed.

**RACE DAY:**

- \_\_\_\_\_ Verify arrangements necessary for Gate Judges' meetings.
- \_\_\_\_\_ Install and test timing and communications gear at least 2 hours before scheduled start time.
- \_\_\_\_\_ Jury inspection (involves both Chief of Race and Chief of Course).
- \_\_\_\_\_ Major officials in place and ready one hour before Start time.
- \_\_\_\_\_ Officials, including medical/rescue personnel and Gate Judges, in place/ready at least one-half hour in advance.
- \_\_\_\_\_ Forerunners run prior to scheduled Start time and report to the Jury.
- \_\_\_\_\_ First competitor goes at the scheduled Start time.
- \_\_\_\_\_ Inform competitors, Coaches, Officials, media, spectators of all changes.
- \_\_\_\_\_ Arrange place for Jury meetings, preferable easily accessible from Course.
- \_\_\_\_\_ Process and release accurate Results.
- \_\_\_\_\_ Make certain that Chief of Course arranges for proper and thorough clean-up of the Course and security of on-hill equipment and supplies.
- \_\_\_\_\_ Make sure that Race Administrator has collected necessary paperwork from TD before his departure, has completed official documents and has electronically submitted Official Results as required by level of event.