

2011-12 Pico Ski Club Race Program ~ Volunteer Information

Many opportunities exist for volunteers, both off and on the hill. All positions require a full race-day commitment; some people will volunteer in more than one position to complete this full-day. Positions will either require:

- No USSA membership
- A USSA membership (alpine official or volunteer membership is applicable)
- USSA Alpine Officials Certification (these requirements will be noted if required)

Some of these definitions are taken directly from the USSA Competition Guide 2012 (page 77), and some from other successful volunteer programs. The descriptions, expectations, information are modified to the Pico Racing Program needs. Descriptions are listed in alphabetical order of the position. While ensuring a smooth race is important, let's also ensure we have fun.

Administrative Support:

Volunteer will arrive at 7:00 a.m. to the ski club and will assist in:

- Compiling registration paperwork, finances, unused tickets... to return to Race Administrator once registration has closed;
- Assist with distribution of start and second run lists as needed;
- Ensure volunteers have all registered and are accounted for;
- Assist Race Officials if needed with paperwork;
- May require on-hill assistance with delivery of items;
- Bring your cape and wings in the event that you are asked to perform heroic duties to help the Race Administrator.

Announcer:

Volunteer reports to the timing tower ½ hour prior to the start of the race, and finishes after the last racer crosses the finish line. Responsibilities include:

- Announcing bib number, name and finish time of each racer as he/she crosses the finish line (this information is read directly from the timing computer screen);
- Ensuring proper and clear pronunciation of each racer's name.

Bib Collector:

Volunteer reports to the finish area at the start of the second run with bib collection bag.

Responsibilities include:

- Ensuring you get the bib from each racer, whether or not he/she crosses the finish line (i.e. DNF); this may require chasing down the racer as he/she exits the finish area and helping him/her to take off the bib;
- Bring all bibs back to club to sort and return to correct storage bin;
- Note any missing bibs on a sheet of paper and return this information to the Race Administrator.

Finish Referee

USSA Alpine Officials Membership is required for certain events. The Finish Referee is a non-voting member of the Jury and is listed in the paperwork as a Jury Advisor. This person arrives 1 hour prior to race start, remains in the finish for the duration of the event and is responsible for:

- Ensuring that the finish corral is properly set;
- Assist and supervise hand timer at finish if needed;
- Having a radio with communication to the start;
- Overall control of the finish area for timing, racer and crowd conduct, and safe operation.

Gate Judges:

All Gate Judges need to arrive approximately 1 hour prior to the start of the race. First time Gate Judges will be instructed on proper gate judging techniques prior to the start of the race. Gate judges will meet in the lower level of the ski club and obtain gate judge bibs, clipboard, pencils and papers, and to meet with the Head Gate Judge to receive assignments. At the end of each run, each Gate Judge will remain in place until the Head Gate Judge collects each individual's card. Second run placement times and locations will be determined by the Head Gate Judge. After the second run, cards will be collected by the Head Gate Judge. Gate judges will return to and remain in the ski club for approximately 15 minutes after the end of the race in the event there are any challenges to the posted disqualifications. All Gate Judges should return materials back to ski club. Skis are required.

Mid-phone Operator:

No USSA membership is required. This volunteer is responsible for communicating to the timing tower when a racer is approaching the sight-line of the timing tower. This position is used during GS (Giant Slalom) races where the start is located further up the course. The purpose is to communicate to the timing tower (via headset) that racer's location prior to the racer coming into view to timing tower staff. This position will check-in ½ prior to race start at the timing tower and will need a start list on-hill work and skis for course access. This position remains on the hill during the duration of each run.

Race Crew:

No USSA membership is required. This position requires the volunteer to be on skis and volunteers should expect to work both genders' races during the day. Race Crew works to ensure the course is ready prior to start; during the race they are directed by the Chief of Course as to what they are to work on, including but not limited to: slipping, shoveling, resetting gates, and shuttling equipment. The purpose of the Race Crew is to help ensure the race fairness through the very last racer to the best of their ability. Race Crew is also responsible for the breakdown of the course/venue at the end of the day.

Race Registration:

Volunteers arrive at 7:00 a.m. on race day, meeting in the basement of the ski club to collect the bibs and transport them to the Pico Mountain base lodge, lower level; this is the location of race registration. Responsibilities include:

- Setting up the tables for registration and posting the start lists;

- When the racers arrive, the registration process involves checking a name against the start list to confirm that the correct bib is going to the correct racer;
- Confirm if racer has paid and collect any unpaid fees;
- Distribute bib and lift ticket to racer (only non-Pico Ski Club and KMS racers receive tickets);
- Once the race has started, bring any extra bibs back to Race Secretary;
- Clean-up registration area, returning tables and bringing back any supplies to club.

Once this is complete, each registration volunteer will move into another volunteer position for the remainder of the race day.

Scoreboard Recorder:

On most race days the scoreboard will be printed in advance, however there may be occasions when the scoreboard will need to be printed or updated prior to race start, which is then the responsibility of this volunteer. The Scoreboard Recorder writes the finish time of each racer as it is announced. Please note that the times on the scoreboard ARE NOT OFFICIAL; any concerns about race times from competitors, coaches, parents... will need to be addressed with officials, not you, at the end of the race (you will be happy about this).

Starter:

USSA Alpine Officials Membership is required for certain events. The Starter helps the Start Referee get the start area organized and ready for the athletes to race as well as breakdown after the race. The starter should arrive at least 15 minutes prior to the first racer (forerunner) on course. He/she is responsible for:

- Helping Timing as needed;
- Giving 'on-deck' calls to racers; giving start commands to racers;
- Ensuring accuracy of intervals between racers.

The Starter wears a headset during the race for constant communication with Timing to help keep the flow of the race going. Skis are required to get to the course.

Start Organizer:

No USSA membership is required however a booming and resounding voice is! The Start Organizer's main job is lining up athletes so they enter the starting ramp in the correct order. Racers will not hear numbers called, will forget bibs,.... you are there to help resolve the issues before the racer is in the start gate. Skis are required.

Start Referee:

USSA Alpine Officials Membership is required for certain events. The Start Referee is a non-voting member of the Jury and is listed in the paperwork as a Jury Advisor. This person remains at the start for the duration of the event and is responsible for:

- Setting up the start area and helping Timing set up the start wand;
- Working with other start staff to control the start area before, during and after the race;
- Determine late and false starts;
- Report any infringements or violations of any rules;
- Report the names of competitors who did not start, false started, late starts.

This person arrives 1 hour prior to race start, and skis are required for course access.

TIMERS

Hand Timers at Start & Finish:

No USSA membership is required. The Hand Timer should plan to be **on course** at least 15 minutes prior to the start of the race. Hand Timers receive paperwork and a stop watch from the Start or Finish Referee depending on whether the timer is at the start or finish. Hand Timers push a button on a start clock for each racer's start or finish. This is a back-up time for any racer who does not receive a time due to the possibility of an error with the hardwired times. It is important for Hand Timers to be consistent with all racers when the time is started/stopped on the stop watch so that all times are consistent. Skis are required for Hand Timer *at Start*.

Primary Timer:

USSA Alpine Officials Membership is required for certain events. Some related experience is necessary for the role of Primary Timer, hence anyone who has performed any timing in the past is eligible to do some primary timing this year. The Primary Timer works in the timing tower and operates the primary timing system known as Split Second software. The Primary Timer wears a headset and is in constant communication with the start and other timing officials. The Primary Timer arrives at least 1 hour in advance.

Secondary Timer:

No experience required, so now is your chance to learn something new. The Secondary Timer will:

- Work with the Primary Timer in the timing tower (the Primary Timer will provide an introduction to specifics and be available to assist the Secondary Timer);
- Wear a headset for communication within timing team;
- Monitor computer screen to be sure that the right time is being assigned to the correct racer.

The Secondary Timer should report to the timing tower 30 minutes prior to the start of the race.