



Officials' Program

Job Descriptions And More Information

Version 8/9 R_1.0

1	<u>INTRODUCTION</u>	1-1
2	<u>JOB DESCRIPTIONS & MORE INFORMATION</u>	2-1
2.1	RACE CHAIRMAN	2-1
2.2	CHIEF OF RACE	2-2
2.2.1	JOB DESCRIPTION - CHIEF OF RACE.....	2-3
2.2.2	CHIEF OF RACE/TECHNICAL DELEGATE PRE-RACE EXPECTATIONS	2-12
2.2.3	LOCAL RACE RULES	2-13
2.3	CHIEF OF ADMINISTRATION (RACE SECRETARY)	2-14
2.3.1	JOB DESCRIPTION – CHIEF OF ADMINISTRATION	2-15
2.4	THE CHIEF OF COURSE	2-21
2.4.1	JOB DESCRIPTION – CHIEF OF COURSE.....	2-21
2.4.2	GATE MAINTENANCE.....	2-23
2.5	CHIEF OF GATES & GATE JUDGE RESPONSIBILITIES	2-25
2.5.1	JOB DESCRIPTION – CHIEF GATE JUDGE.....	2-25
2.5.2	GUIDELINES FOR GATE JUDGES	2-31
2.5.3	ACA GATE JUDGE CARD	2-35
2.6	CHIEF OF TIMING & CALCULATIONS	2-36
2.6.1	OVERVIEW OF TIMING & CALCULATIONS	2-36
2.6.2	TIMING PROCEDURES.....	2-37
2.6.3	ICR RULES FOR TIMING.....	2-37
2.6.4	HAZARDS IN TIMING, CALCULATION & COMMUNICATION SITUATIONS.....	2-38
2.6.5	GENERAL TIMING COMMENTS.....	2-39
2.7	THE IMPORTANCE OF POINTS	2-41
2.7.1	ACA RACE PENALTY CALCULATION PROCEDURE	2-41
2.7.2	FIS RACE PENALTY CALCULATION PROCEDURE.....	2-42
2.8	THE START REFEREE	2-44
2.8.1	JOB DESCRIPTION – START REFEREE.....	2-44
2.9	FINISH REFEREE	2-50
2.9.1	JOB DESCRIPTION – FINISH REFEREE	2-50
2.10	COURSE CLEARANCE	2-55
2.11	RACER DOWN PROTOCOL	2-57

1 INTRODUCTION

This manual is a collection of information including job descriptions for Chief positions, Start Referee, Finish Referee and information regarding rules, TD/ROC expectations, course maintenance, duties of Gate Judge and new ACA GJ card, timing and points.

The job descriptions were written by Officials who have “done” the job and want to share their knowledge/experiences and tips to help you organize your race.

Please read and if it works for you and your ROC use this resource material to plan, organize and deliver the best race event possible. Copy and provide the job descriptions to your Chiefs and other Officials. Add on to the information as you deem necessary for your event.

Don't forget to utilize the Officials course manuals for added and most up-to-date information. The Level 1, 2 and 3 course manuals have been up-dated with new diagrams and the most current rules.

Use the current ICR and PSO rule book as resources.

Officials manuals, race forms are available on the ACA web site
www.canski.org.

ICR and related FIS books and information are available on the FIS web site
www.fis-ski.com

The secret to running a good race is knowledge and planning.

Have fun at the RACES

2 JOB DESCRIPTIONS & MORE INFORMATION

2.1 Race Chairman

ICR 601.3 The chairman represents the organizing committee in public, leads the meetings and makes decisions concerning all matters that are not made by other persons or groups. Before, during and after the competition he works closely with the governing body or FIS and their appointed officials. He takes on all other duties that are necessary for carrying out the competition and delegates specific responsibilities. He oversees the non-technical areas of the race event. Eg: Finance, Accommodation, Traffic Control, Social Events to name a few.

Race Chairman is the person that staffs a race. He is chairman of the organizing committee, the group of people concerned with the off hill activities related to the race event i.e. socials, lodging, transportation. This committee is most visible at high level races. The Race Chairman oversees the work of the Chief of Event Quality.

Chief of Event Quality oversees the non-technical race items that are vital to the success of not only a specific race but also to the whole racing program. He directs the activity of the Chief of Ski Area Relations and Chief of Awards and Media Relations.

Chief of Ski Area Relations works on calendaring of the race in conjunction with the ski area; directs the set-up logistics – the when, how and by whom; communicates to the ski area, the local rules and race schedule involved with the race eg: areas and times required for free skiing, lift privileges and required opening times; monitors the racers activities and makes arrangements for lift tickets.

Chief of Awards and Media Relations handles advance promotion of the race event with media, distributes ski area information, distributes interest stories to media, handles public relations at the race site, ensures results are distributed to media, arranges awards ceremony, invites presenters, arranges photo coverage, is in contact with race sponsors and arranges sponsor material such as banners to be properly displayed.

Qualifications for Race Chair

- Minimum Level 2 Official
- Display a strong working relationship with club/zone/provincial or national organizations
- Be highly motivated and visible individual with excellent communication skills and strong ties to the community.
- Must be dependable, have good time management skills and be able to delegate.
- Have a strong financial background and marketing knowledge/experience.
- Display strong leadership skills and a proven Team Leader and team player.

2.2 Chief of Race

CR 601.3.1 The Chief of Race directs all preparations of the competition and supervises the activities in the technical area. He/she summons meetings for consideration of technical questions and leads the team captains' meeting after consultation with the Technical Delegate.

The Chief of Race is “the” chairman of the Race Committee and calls all meetings of the race committee. He is responsible for staffing the race officials and directs/controls the work of all officials. He generally acts as chairman of the Team Captain’s meeting after consultation with the TD (if a FIS race also with appointed FIS officials). He deals with all technical aspects of the race. The Chief of Race is the only member of the Race Organizing Committee to be on the race Jury. It is important for the Chief of Race to choose the most qualified person’s available for each of the race positions. In smaller level races, the Chief of Race may also take on the job as Race Chairman.

Early Planning:

Questions for Chief of Race to ask:

- What runs are available?
- Are the runs homologated?
- What lift facilities are available to the race?
- What snow conditions could be expected?
- Can the race hill be closed to recreational skiers? – How many crossings ?
- Can courses be prepared by machines?
- Will area provide the grooming?
- Is there good communication/co-operation between ski area and ROC?
- Are trained Officials and other personnel available?
- What are the financial considerations?
- Is the necessary equipment available? (poles, panels, fencing, bibs, timing equipment, radios, etc.
- Has race software been updated?
- Does timing equipment meet specifications?
- Is there adequate time for planning?

2.2.1 Job Description - Chief of Race

Guideline for Preparing and Hosting a PSO K1/2 Race.

There are two keys to being a really excellent Chief of Race: 1st one must pick excellent people to help such as Chief of Course, Chief of Gates, the Start and Finish Referees, Chief of Timing and the Chief of Administration (Race Secretary). A Race Chairperson is also extremely helpful for they take on the responsibility of all the jobs that are “outside the ropes of the race course”. By delegating responsibilities to these people from well before race day to after the last racer goes down the course will make the position of Chief of Race extremely satisfying and a heck of a lot easier. The 2nd key to being a great Chief of Race is to be organized and if you have picked the right team to work with you then three-quarters of that part of the job is already covered. It is then a matter of checking and coordinating the work of your key people. There is a third thing that will always make things easier and that is if the weather cooperates. Some times race days do have some very adverse weather, and the challenge is on. Remain calm, rely on advice from the Jury, your chiefs and often the coaches and it is amazing what can be pulled off in bad weather or poor course conditions when you arrive on top of the course at day break.

If one of your Chiefs has not got that much experience at their position, then find a shadow that has the experience. Quite often enthusiasm and a little guidance from you or a shadow will help make an inexperienced person do an excellent job. It is also extremely satisfying for you, the Chief of Race to help some of these new people gain experience and confidence on the race course.

So encouragement and praise are a big part of your position. Do it every chance you can.

As you go through the following list, a lot of the things listed should be delegated.

If the following symbol is following the number on the checklist then that is the person who should be responsible for that task.

+ Race Chairperson & Chief of Course = Chief of Timing

Preparations leading up to Team Captains meeting;

1. Volunteer early in the season for the position. The more time you have prior to race, the better the planning.
2. Meet with the Race Chair to plan out the race. Prepare a time line, and “who to do” to prevent duplications.
3. If your club does not have a Race Chair position, I strongly suggest you create one. This person is “invaluable” for all the behind the scenes work that needs to be done prior and during the race. This person should hold the position for all the races in same season.
4. +Race Chair to meet with Mountain Event Coordinator to ensure we are aware of each other’s needs.
5. +Be familiar with the Certificate requirement of Race Officials for the event that you are hosting. Does your club have enough qualified officials or do you have to schedule a level II course early in the season?

6. +Check with Race Chair or Alpine Chair that your club has planned a Level I course for first or second week of January. Since most of the new Level I officials are the Nancy Greene parents, it is important that we schedule the courses once the NG program starts early in the New Year.
7. Check that the "homologation" is current. (only needed for FIS races)
8. Review TD's reports and look at all the positive things first. See if we can even do "better" in the next race. Look for "room for improvements", how do we eliminate these on the next report?
9. Look over any notes from previous ROC, what worked well, and what suggestions were made for the "next time". Are any pictures taken of fencing set-up, video available?
10. Review the Technical Delegate & Race Organizing Committee's Expectations for a Race Event ** to ensure most items of concern are covered. (** TD & ROC Expectations at end of job description)
11. Ensure the Chief of Administration (Race Secretary) and Race Office positions are covered at least 5 weeks prior to the race day.
12. Review the radio requirements with Race Chair and arrange for rental. Will need to know the radio frequency so rental place can match. For Coast Zone finals we had 15 radios, and we were still short! Ensure course workers are on separate frequency of that of Jury. Jury radios should have both channels on it. Extra radios and batteries are always needed.
13. +Decide how much money we would like to spend on purchasing random draw prices. Also, are we planning on soliciting local businesses for prizes?
14. +Do we want announcer for the race? See if your Race Chair or SAM coordinator can find someone knowledgeable and suitable. What equipment i.e. generator, amplifier do we have to borrow?
15. +Discuss the race with your SAM coordinator. Where do we want to advertise? How do we give exposure to our sponsors? Invite the Sponsors to the race and awards! Who will MC the awards?
16. Arrange for supplier of lunches for your volunteers! Make sure you also take care of the needs of your vegetarian volunteers. Don't forget to arrange for hot liquids to be served on the hill, they will be greatly appreciated!
17. Contact Officials and TD Coordinator to find out the TD assignment for your race. (could be done by the Chief of Administration)
18. Contact the TD and introduce yourself. Find out his or her needs and expectations. Would the TD like us to find the accommodations on the Mountain or in town? Is he coming a day earlier? If so a lift ticket will be needed. Does he have a cell number? (if accommodations etc are needed, pass this duty on to the Race Chairperson)
19. +Prepare the Race Notice 4-5 weeks prior to the race. The Team Captains' meeting location needs to have been finalized at this time as well as cost of lift tickets. Both of these items are normally taken care of by the Race Chair.
20. Contact your Program Director (Head Coach) and go over the Race Notice with him/her. Ask him/her to post it on BC Alpine Web Site. At some clubs the Chief of administration might be the person posting the notice.

21. Contact the TD and let him know the Race Notice is posted.
22. + Have the Race Chair check that the Mountain Event hosting form has been filled out. This form lets the mountain know where the awards will be held, the needs for extra staff people, and most important, the extra needs of First aid patrol.
23. Post the Volunteer sign up sheet in your club cabin at least 4 weeks prior to the race. If you have a "planner" available to you, print the sign up sheet on a large drafting paper (It gives it that professional look). Ensure sign up sheet also has a spot for phone numbers in case you have to switch people around.
24. **The key positions to be filled are the Chief of Course, Chief of Timing, Start Referee, Finish Referee, and Chief of Gates. The Chief of Race should ensure these positions are either shadowed by the less experienced officials, or even better have the less experienced officials placed in these positions and assign the more experienced Officials as mentors.**
25. Post signs through out the club cabin encouraging parents to sign up, also sent out e-mail to the membership explaining the need for volunteers, especially the position of the gate-judges. Sometimes the local High School has a grade 12 course that involves community involvement. Great place to get extra volunteers.
26. Re-familiarize yourself with the ICR. Review the PSO Technical Specifications for the current season.
27. Contact all the key race position people and check that their concerns/needs are met. Make sure they are aware that most of job descriptions are available on the Officials Web site. Encourage they read these over as well as go over their ICR.
28. With the Race Chairs and Chief of Course assistance, prepare a proposed race schedule as well as groomer schedule. Make sure your local race rules ** are still current.
29. Race Chair and Chief of Course to meet with mountain management regarding grooming needs, early and or late chair lift openings.
30. E-mail the proposed race schedule, groomer schedule and local race rules to the TD for comments. He will also be interested as to who your Start and Finish Referees are and the radio protocol. The BC Alpine web site has the course clearance protocol.
31. Check with Chief of administration that all the office supplies are available or have been ordered. Have the Chief of Timing check his timing gear week's prior to the race. Make sure he has spare batteries for the race day.
32. +When are the bibs and medals arriving? Do medals need engraving? Normally the Race Chair looks after these.
33. +Do we have the Sponsor banners?
34. Check with program director/head coach that we have sufficient number of gates for the slalom courses. (could have the Chief of Course do this) If not, see if he can arrange for visiting clubs to bring some. Also are there any clubs coming over earlier for training and do they require for us to arrange for discounted tickets.

35. Check with program director/head coach if he has suggestions as to which club coaches he would like to see set the different courses. Either the head coach of your club, or the Chief of Course should have the responsibility of finding the forerunners?
36. Discuss the status of supplies with Chief of Course. Does he have enough tools, bamboos, fencing, and fertilizer? What do we have to order? Do we want to set up “tents” for warm up for the course workers? How do we control the entry of course workers into the start area?
 ** Example of “Local race rules” at end of job description
37. =Check the status of stopwatches. Do we have enough? I recommend minimum of 8 watches. Replace all the batteries, and test watches. Synchronize and let run for few hours. Check for accuracy/drift.
38. =If short of stopwatches, contact some of the visiting clubs and ask if they could bring what is needed.
39. Check with Chief of Gates if he is holding a training course for the gatekeeper’s a week or two prior to the race. Does he need a table, TV/VCR for the race day, just in case there are some brand new gatekeepers?
40. Check with your registrar as to number of racers entries. Are some club entries that you were expecting still missing? If so have your program director/head coach contact the clubs coaches to see if they are still coming to the race.
41. Send the TD the latest number of expected athletes
42. Do we have enough computers for the race day? It doesn’t hurt to have at least 2 laptops as back up. Do printer and copier need servicing?
43. Update the Volunteer sign up sheet with the names from visiting club volunteers (these visitors normally contact the Chief of Administration, stating they are available for the race). Ensure they have the required certification for the duties that they are assigned.
44. +Have the Race Chair check with First Aid office that they have the required man power for the race day. Request for ambulance to be present if possible. Toboggan to be located at top of race course. Confirm the phone numbers and that the phone is manned at all times. Ensure they understand that at least one of their first aid patrollers is stationed at the start hut. If the event is such that an onsite doctor is used, make the arrangements and create a schedule to indicate which doctor is scheduled on which day. Notify the ski patrol that a doctor will be on-site and have the appropriate radios available.
45. Week prior to the race hold a meeting with your ROC. Go over the groomer schedule, race rules, and race schedule. Discuss the volunteer sign up list and see if all the key people have the required help they are looking for.
46. Go over the radio protocol. Make sure everyone has a copy of “Course Clearances”. Practice a few “stop start” and “course clearances” on race day.

47. Compile list of all the key Officials cell numbers. Ensure these individuals carry the cell phones with them on the race day. This list should also include First Aid phone number as well as the TD's. I found these very handy especially if you like to talk to someone privately or you do not want to tie up the jury channel. The Race Secretary should put this list together.
48. Have the cell phone list forwarded to the key Officials especially the TD.
49. Decide the times you like all your key officials to be in the race cabin on the race days. Find out who is available to attend the team captains meeting.
50. +Who is going to pick-up the lunches in town and bring them up the hill in the morning?
51. Pick up rental radios at least 3 days prior to the race. This will give you an opportunity to test the radios during course set up, and avoid glitches on test day. Ensure there are enough chargers for all the radios.
52. Control the radios! Assign the best radios for the jury and on different frequency from course workers. Label radios with numbers and have a sign out sheet for them. Course worker radios should be given directly to the "Chief of Course" for distribution. This way the onus is on him to ensure he gives out the radios to the appropriate course workers.
53. & Give yourself plenty of time to set up safety fencing, timing cable and finish coral. If race is starting Saturday morning, suggest loading gear on Wednesday night and having work party on the hill Thursday and Friday for set-up.
54. & Discuss the grooming requirements with Chief of Course and program director/head coach. Have the Chief of Course contact the mountain-grooming supervisor and discuss your needs.
55. & Arrange for the timing hut to be moved into position at finish area.
56. Have a clear picture in your mind where you want the safety fencing. Better to plan well than move fencing later. Refresh your memory by going over pictures and or video from previously hosted races to see what worked. The head coach should be able to help in this area.
57. Thursday afternoon or earlier as needed the grooming crew and or their supervisor should meet you on the hill. Mark out where you would like starting ramp to be built. Have your club coaches and race officials present.
58. & Plan on installing most of safety fencing on the first day in case the weather turns. Install most of the crowd control and finish fencing, leaving out only the sections that the groomers require for access.
59. Friday, the second day of the work party should consist of just putting the finishing touches on the course. Make sure the timing has been checked out, and the start hut frame should be in place. Leave the start hut cover off until Saturday morning, just in case winds pick up overnight. (We had a start hut blow off few years ago) Is there a coco mat under the start area where the racers will be placing their poles to push off?
60. Meet with the TD. Introduce him to your ROC. Inspect the course and the safety fencing. Address any concerns.
61. Discuss with TD the protocol during the Team Captains meeting. Put forth the name of course setters recommended by your program director/head coach. Go over possible candidates for referee and assistant referee.

62. Meet with the groomers, race officials and club coaches to discuss conditions and grooming requirements.
63. Get names of forerunners from your program director/head coach. (Chief of Administration should do this)
64. Check with Race Chair that the racer and volunteer lift tickets have been picked up. The bibs have been checked for missing numbers and temporary replacement bibs in place. (Chief of Administration should do this)
65. Confirm that the key people will be present at the Team Captains meeting.

Team Captains meeting;

1. Be prepared!!
2. It starts by having a large enough room to accommodate everyone. For larger size groups setup theatre style seating. Set head table for 6 people and arrange for at least 2-8' tables for registration desk.
3. For smaller size group arrange tables in square configuration.
4. Arrange for refreshments- fruit and ice water jugs are always welcomed.
5. Come with a prepared Coaches meeting agenda **.
6. Have a prepared package for each coach/official in attendance. The package should include the Coaches meeting agenda, Race schedule for each day, and local race rules.
7. Prior to the start of meeting, the TD and you should approach the candidates for the referee and assistant referee positions.
8. Start meeting on time. Follow your agenda. Remember you are the chair!
9. & Provide the most current weather forecast as well as phone number of the weather station.
10. & Make sure clubs understand the tear down responsibilities.
11. Draw snow seeds if required.
12. If possible issue lift tickets during registration. (Chief of Administration)
13. Assist with BIB toss.

The race day (This is where it all comes together);

1. Be early! Everyone appreciates when the "boss" is the first one there and makes the coffee. Bring 3-4 dozen donuts and muffins, as your early bird crew probably had no time for breakfast.
2. Stay calm, trust your race committee. Try to see the "big picture".
3. The early morning focus should be that the course setters have arrived and are transported to the top first with a dedicated number of course crew. Make sure the Chief of Course has received his package of radios and has the rest of his crew out next (have him sign for the radios).
4. Check that the Chief of Administration has the Start Referee, Finish Referee, TD, Referee, Chief of Timing, Chief of Race, and Chief of Gates packages ready for distribution. Identification for Jury members and Gate Judges is a key element.
5. As each of these Officials arrives, have them sign for the radios. The Race Chair usually takes on looking after this.
6. If required assist Start Referee in synchronizing the stopwatches.

7. Check that the TD, Referee and Assistant Referee have lunches given to them. Don't forget yourself, as it will be a long day. Take extra start lists with you. The bulk of the start lists should be with the Start Referee.
8. +Leave Race Chair in charge of overseeing the background issues (i.e. assigning extra volunteers, finding replacements for no show, issuing volunteer tickets).
9. Ensure Chief of Gates has the required assistance to get his/her group organized.
10. Once the "main rush" is over, it's time to head out.
11. If your time permits, assist the Chief of Timing with any gear he is bringing up.
12. Give words of encouragement to the finish area crew. Check with Finish Referee if he has any concerns or questions. Encourage development of your key people by answering some of their questions with a question. They normally have the right answer, just need to be coached through the "decision making" process. Inspect the finish area for size of coral; is it large enough for the racers to stop safely? Are the sponsor's banners on? Crowd control in place? Are the finish posts far enough apart?
13. Take a ride to top. Check the condition of racecourse from the chair. Is there fresh snow on the course that will need scraping, are the safety nets covered by snowdrifts?
14. Inspect for crowd control above the racecourse, are the signs up "racers only". Look for separate entrance for worker crews, should avoid having course workers with equipment passing through crowds of athletes.
15. Check that there is controlled entrance to the start hut, and fencing to prevent athletes getting too close to the course on either side of start hut.
16. Give words of encouragement to the start area crew. Find out if Start Referee has any concerns or questions. Inspect start ramp area for snow firmness, height of start posts and position of wand. Find out if communication with finish area has been confirmed and status of testing the timing circuit.
17. & Assess the conditions on the course. Will slipping or packing be required? Contact the course setter or his assistant to see what the conditions are lower down. The Jury will be involved in these decisions.
18. & Do we need to do "test patch" with salt/ fertilizer?
19. & Check with Chief of Course on any concerns or issues. Are they ready for panels to go on, and dying of the gates? Check that the outside gates are being numbered.
20. & Check that the panels are put on with sponsor's names facing down the slope. On warm days ensure the workers "dying" the gates use dye sparingly to prevent "softening" around the gates.
21. Check with course setter as to number of gates. Someone on the jury should be assigned the "gate" count.
22. Jury course inspection as per the race schedule. Address any issues right away by contacting Chief of Course and having crews dispatched to the areas of concern. Really ideal if the Chief of Course or an experience assistant joins you on the Jury Inspection.

23. Have Start Referee open the course for inspection once Jury is satisfied with the course. Close racer inspection at agreed time.
24. & Ask for course slip right after the course inspection has been closed. Does any of the loose snow around the gates need scraping? Are chemicals needed?
25. Check that the Chief of Gates has all his workers in place. Ensure he has his most knowledgeable people at the toughest section of the course. This is where most of DSQ may happen as well as most of gate repair work. Also, it is ideal to have an experienced person beside a rookie.
26. Assistant Referee and the Referee should be positioned at sections of the course that will give the greatest challenge to the racers. They usually like to pick their spots so that they can see a good section of the course. Discuss this ahead of time with them. It is recommended that you should appoint an Assistant Referee for Slalom and GS races. It is possible to have a Level 2 or Level 3 official, who is not a member of the Jury do course clearance. This will free up the TD and you to roam around and assist others.
27. Check that the Ski Patrol is in place.
28. Once all the Officials are in place, ask for course clearance. Usually initiated by the Start Referee.
29. Once the forerunners have skied down, please ensure their report is communicated to the Jury.
30. Start the race at the designated time.
31. Circulate, do not stay stationary! Move around the hill. Check with your race officials and let them make the decisions. Guide them only if needed.
32. Stop and talk to as many worker as possible. Simple positive feedback will not only assist in developing them as Officials, but will also ensure they are back for the next race.
33. Check how the course is holding up. Are majority of racers completing the run?
34. Anticipate any problem areas and deal with them in advance. Assist wherever required.
35. Take notes for improvements, and what worked well!
36. Make sure you are available at the end of the race for a Jury meeting if needed.
37. Make sure hand timer recorder sheets are collected and taken to finish. The finish will collect theirs as well as timing hut tapes and have them delivered to the race office. Any delay of delivery will cause delays to the afternoon start list!
38. The afternoon race and next day's race - follow the same approach.

You are in charge of the race and should be running it with the aid of all your volunteers. Some TDs become too involved, and if this happens, politely get them to back off. They are really there as a consultant and should be looking mainly at safety and technical matters along with the Referee.

39. At a larger, higher level race, when the race event has been completed and everyone is able to return to their "normal" home/work life functions, plan a Re-cap meeting to review how the race functioned, any problems and to make note of what needs to be improved. These meetings are valuable and often lead to better organization for future events.

Remember treat everyone with respect, encourage development of race officials, and only give positive feedback.

Thank the athletes after they assist with tear down or anytime they show true sportsmanship.

Also don't forget to thank your race officials and the Mountain management and its employees.

Don't forget the pocket full of hard candies as you roam around encouraging and helping the different volunteers.

** Thanks to Paul Francicity ~ Level 2 Official - Mt. Washington Ski Club*

2.2.2 Chief of Race/Technical Delegate Pre-Race Expectations

Technical Delegate's expectations of the ROC

- Make early contact with the TD.
- Advise TD of - the whom and what of the race event.
- Send the TD a race notice.
- Inform the TD of:
 - the proposed program
 - the course preparation schedule.
 - the equipment and tools available.
 - the number and kind of radios that will be used.
 - the Race Secretaries preparations.
 - the information about the race office and the set up for the draw
 - how the ROC plans to meet the schedules.
 - the course preparation readiness prior to the TD's arrival.
 - the basic safety requirements readiness.
- The TD expects that personnel will know their jobs.
- The ROC will have a slip plan thought out.
- That volunteers are aware of the program.
- Wants the ROC to be in-charge.
- Wants to know systems have been checked.
- The ROC has a contingency plan.

ROC's Expectations of the TD

- TD should make early contact with the Chief of Race and assist to review plans.
- TD expected to arrive early.
- TD is to advise, assist and consult with the ROC, not control.
- TD will work through the Chief of Race.
- TD should instruct only the Chief of Race.
- TD will allow the Jury to function.

Notes from presentation

By D. Pym FIS TD 11/00

2.2.3 Local Race Rules

The ROC can take the opportunity to use “local” race rules at their event. In many cases, the information is a written version of FIS, National and/or PSO rules used to remind coaches, athletes and Officials of proper race etiquette at the Team Captain’s meeting.

The following is an example of “local” race rules that can be presented at the Team Captain’s meeting and copies made available on race day.

1. Bibs must be worn in a prescribed manner.
2. Ski Brakes, unaltered & a suitable helmet are mandatory.
3. Start signal for both Giant Slalom will be "10 seconds,.....5-4-3-2-1 Go"
4. Start signal for Slalom will be “10 seconds.....Ready Go”
5. Disqualifications will be posted on the results board at the Finish and in the Race Office. Verbal protest must be lodged within 20 minutes of the postings to be followed by a Written Protest at the end of the race.
Fee: \$20
6. Racers who lose a ski on course cannot replace it.
7. Bibs to be collected at the Finish Area after the end of each race day.
8. Racers must not cut into lift lines or ski at excessive speeds to the course.
9. Any racers entering the lift loading area at excessive speeds or acting in a manner contrary to normal loading etiquette will be sanctioned.
10. Only racers asked to re-run have permission to load the lift without waiting in line. All others will load regularly.
11. Any racers that swear or use abusive language may be sanctioned.
12. Coaches are responsible for the racers participating in the course clean-up, both days.
13. Racers are expected to participate in SLIPS as decided at the Captain's Meeting. Jacket carriers are restricted to small loads and are not permitted to slip.
14. If time permits, DNF’/DSQ’s from 1st run, can ski 2nd run after all qualifying athletes.

HAVE A GREAT RACE!

2.3 Chief of Administration (Race Secretary)

601.3.7 The Race secretary is responsible for all secretarial work for the technical aspects of the competition and amongst others for the preparation of the draw. He ensures that official results contain the information required by art. 617.3.4. He is responsible for the minutes of the technical officials, the Jury and team captains' meeting. He ensures that all forms for start, finish, timing, calculations and gate judging are well prepared and handed over to the officials concerned in good order at the proper time. He receives official protests and gives them to those who are concerned. He facilitates the calculation of results by appropriate preparation and ensures that they are duplicated and published as quickly as possible after the completion of the competition.

The Race Secretary, know as the Chief of Administration (CA) in Canada should be appointed well in advance of the event as should possess the following:

- Organizational skills
- Note taking skills
- Computer/Typing skills
- Duplication equipment skills
- People skills

The Race Secretariat is the race communications center and it requires adequate staff. The individual in charge, the Chief of Administration (CA) should be willing to delegate tasks in order to assist the Chief of Race and Technical Delegate.

The Chief of Administration is the race official who has more contact with the competitors, the Team Captains, the Jury, other race officials, the public and the media than any other race personnel.

The CA is responsible for preparing all race related technical documents and needs to prepare necessary supplies and forms in advance of the race. On race day, systems need to be in place for orderly and timely preparation of accurate documentation.

The CA needs to have current copies of the National Domestic Memo, the ICR and its Precisions and other pertinent rule books, eg: World Cup or NorAm rule books available at all times. The publications contain rules that a CA must know and understand.

The CA should be provided with necessary materials, equipment and space and should be willing to devote the necessary time before, during and after the race to prepare and complete all documentation.

2.3.1 Job Description – Chief of Administration

FOR FIS &/or PSO RACE EVENTS

3-4 WEEKS BEFORE THE RACE

1. Four weeks before the race, check with the Race Chairman or the Chief of Race on the details that you will need for the race notice. This includes: the names of the Technical Delegate and race committee personnel, the type of race, the run the race will be held on and the date, time and place of the coaches meeting

Check with the ski area on the lift prices and how they want to handle lift passes for the athletes. Try to have the passes available for distribution at the coaches meeting. Also check how the ski area wants to handle Canada West All Area passes and complimentary passes for volunteers.

Decide on the deadline for entries and whose fax or email will be used to receive entries. Race entry fees for zone &/or FIS races are found in the PSO Green Book.

2. Prepare the race notice. Email or go on-line to your PSO, and e-mail to those indicated on the distribution chart available on the PSO web site about 6 weeks before the race. The FIS race notice distribution list and race form are available on the FIS web site. The address of the T.D. comes with the forms from either the PSO Officials Chair or FIS

3. Check with the Race Chairman and/or Chief of Race that they have contacted the T.D. regarding accommodation.

4. Check on gatekeeper cards. You will need about 60 per race day. A copy of the Gate Judge card is available on the ACA web site Officials section.

5. Check the race supplies: - 2 boxes of sharpened pencils, 2-3 erasers, electric pencil sharpener, 1 box of black ballpoint pens, 1 box of black Pilot Fine liner pens for timer recorders, 4-5 red fine liner pens, 6 black and 6 blue fine tipped permanent markers for draw cards and posting board sheets (Paper mate M15 markers recommended), 1 black and 1 blue large tipped felt pen, 2 staplers and 1 box of staples, staple remover, paper clips (1 box each of large and regular), fold back binder clips (1 box each of 1" and 3/4"), 1 box push pines, glue stick, 2 rolls scotch tape, 3 rolls electrical tape, 1 roll duct tape, elastics, scissors, dry erase pens (2) and brush, correction liquid and tape, ruler, small self-stick labels for medals, larger self stick labels, yellow post-it notes, large garbage bags, 2 large lined pads for taking notes, copier paper, 6 packages of white, extra toner for copier, computer paper (300 pages minimum), extra ribbon for computer printer, file folders for results and data (4 per race day) colored files are recommended, hanging files to sort reports for race pictures, 10-20 manila envelopes (9x12), calculator, columnar pad for accounting, clipboards (7), green arm bands for jury, Chief of Course, Chief of Gates armbands, Draw: - plastic covered single cards (about 150), 2 sets of 15 ping-pong balls each in a plastic ice cream bucket, fun tack.

Posting Board: - 6 plasticized sheets of cards, 3 Paper mate M15 markers (blue cleans off better), 8 large black fold-back clips, acetone, paper towel and rubber gloves for cleaning sheets

6. Confirm who is operating the computer for the race. Borrow a laptop for backup.

7. Check the location of the stop watches and that they are in running order. Change batteries seasonally with the first race.

8. Check with Race Chairman regarding staffing for coaches meeting and race office.

Following is a list of the personnel needed:

Team Captains Meeting:

- a) race secretary to supervise and prepare first draw
- b) assistant to race secretary to collect race fees
- c) assistant to take minutes of meeting and later help photocopy
- d) computer operator
- e) assistant to computer operator
- f) 2 assistants to sort bibs, prepare posting board sheets, help with second draw, and to collate photocopies

Race Office:

- a) race secretary
- b) assistant to race secretary
- c) computer operator
- d) assistant to computer operator
- e) photocopier
- f) two persons for posting board
- g) one person to collect bibs and sort for the next day
- h) responsible adolescent to act as a runner from timing hut to race office

9. Check on the location of the bibs, and how they are getting to your club. Have person assigned to bibs, check the bibs for missing numbers and be responsible for bringing them to draw.

10. Ensure the medals and ribbons have arrived and that the S.A.M. volunteer has arranged for engraving of medals and has ordered the J1 medals.

11. Forms: You will need the following:

- a) Registration form for each club's payment of race fees and lift tickets.
- b) Team captains' meeting "Sign in sheet"
- c) Team captains' meeting "Assignment of referee/course setters/ etc" from
- d) "List of Volunteers" form
- e) Start/Finish Referee Recording Sheet
- f) Start/Finish Timing Record Sheet
- g) Package from BC Officials Chair - TD Expenses/BC Alpine Assessment Form
Race Officials Record Distribution of Results
- h) FIS forms for FIS races (mailed by Alpine Canada)

WEEK BEFORE RACE

1. Race entries usually arrive the day of the entry deadline or the day after. All clubs now email or fax their entries.
2. On receipt of entries, get together with the computer operator and download the names. And points from the ACA web site. Check all entries against the appropriate valid point's list for age and points. Print up a list of competitors by seeding or points and a list of competitors by club.
3. *For FIS Races:* Make a draw card for each racer. Enter racer's name, nation, and points on card. Sort cards in order of points, keeping male and female separate. Ties must be marked to be drawn later. Those without points are put at the end, also to be drawn later.

For PSO or regional races: Have copies of all competitors entered in the races available for the coaches. The coaches check their entries on the list of competitors by club that the computer operator generates before the meeting. The draw is usually done by computer. If using draw cards for a zone race, you would put the racer's name, club and discipline points on the card.

4. Make a cover sheet for each race if race packages are mailed out.
5. Update the registration form so it has the proper lift ticket and race entry prices.
6. Prepare manila envelopes for race result packages as per distribution list supplied from Officials Chair. This has been reduced to one package.

TEAM CAPTAIN'S MEETING AND DRAW

1. Arrive 45 minutes early and if using the draw boards set them up. Post all draw cards on the boards in order of points (lowest to highest). Put the racers' cards that have no points at the end. Mark any other ties so they can be drawn later.
2. If not already done, bib volunteer needs to be checking bibs for missing numbers. Inform computer operator of missing bib numbers.
3. As coaches start arriving, give them a list of the competitors by seeding or points and by club. If not using the board, have the coaches check their lists. If using the board, have coaches remove cards of any racers not racing. Coaches should then go to registration desk with scratches and additions, and removed cards, where they will pay for all racers' fees and lift tickets. Cards should be made for any additional racers at that time and posted on board in order of points. Then remove the top 15 racers (lowest points) from both men's and women's races and place in order on a separate board (lowest to highest).
4. Inform the computer operator of deletions and additions. At this time if a computer draw is being done, once the operator has updated the entries, they can perform the draw for the first race.

- 5.** Circulate attendance sheet to coaches to sign. For FIS races, use proper FIS forms for attendance, minutes, etc.
- 6.** For a manual draw, if all agree, it speeds things up if the draw can be done at the beginning of the meeting. This will depend on the coaches and the TD.
- 7.** Help the Referee and Chief of Race performs the manual draw for the first race. Use a double draw with ping pong balls for the top 15 racers and a manual draw using the cards for the no point holders. Also do a manual draw for the ties using their cards.
- 8.** Have an assistant take the minutes of the meeting. While the meeting is on, the computer operator can be updating the entries and then assigning bibs and producing a start list. The posting board volunteer can start entering names on posting board sheets and an assistant can start photocopying the start list as soon as available. Start with 80 copies (depending on the size of the race).
- 9.** If you are using the draw board and a manual draw for a Zone race, usually a computer draw is done for the second day instead of a second manual draw. If this is the case, leave cards on board until end of meeting. If they want a manual draw for the second day, once the start list is produced the draw cards can be changed for that draw. Add any additions and remove and deletions. Remove top 15 racer's cards and place on the separate board. Mark other ties again. For a FIS race, there is usually a race meeting held the night before each race and the draw is done each night. You can prepare the cards for the next night's meeting in the morning.
- 10.** If performed, Referee and Chief of Race with the draw for the second day.
- 11.** Once the start list for the first race is ready a "bib toss" can be performed. The bibs are tossed to each club's coach according to the start list. If there are delays and the coaches are anxious to leave the bibs can be sorted and packaged by club once the start list is ready and the bib packages distributed to the coaches in the morning.
- 12.** Depending on how your club wants to handle payment for lift tickets you may need to have the checkbook there at the meeting and someone with signing authority.
- 13.** Attach a start list to TD's, Chief of Race's, Referee's, and Chief of Course's armband.

Prepare clipboards:

- a) Start Referee and Finish Referee - start lists (men and women), 4 start and finish referee recording sheets, pencil and armbands
- b) Starter and assistant starter - start lists and pencil
- c) Timer recorder - 4 start lists for each race and pencil
- d) Hand timers - stop watch (to be synchronized by Chief of Timing or assistant, in the morning), start lists, 12 time of day record sheets and pencil

FIRST RACE DAY

- 1.** Arrive at race office at 7:00 a.m. with assistant. **TURN ON PHOTOCOPIER**
- 2.** Distribute all clipboards to appropriate persons. Radios for the jury should be ready and given out with the armbands. Have copies of start lists for coaches and send 20 copies to top and 10 to bottom for extras.
- 3.** Have assistant sign in all volunteers and distribute their lift passes and lunches.
- 4.** While waiting for race to start obtain as much of technical data as you can for the top of the reports. For a Zone race, the computer operator can perform the next day's draw and start list. Finish preparing envelopes for results and reconcile all accounting sheets from registration. Fill in list of volunteers for Officials Chair.
- 5.** Results now come in on a computer disk from timing hut (Detris/Measures program) or by radio or runner if using the other programs. At the end of the first run the print out from the timer will be brought to the office and the results entered can be verified. It is the referee's responsibility to post the DSQ's at the posting board. The Chief of Gates will bring down the DSQ cards and the DSQ's and DNF's. For the women's race the referee may radio the DSQ's as the men's race will be starting. The Chief of Timing may also have entered the DSQ's onto the disk before he sends it. If there are no protests, a results first run and a second run start list can be produced. Make 50 copies of the second run start list. Send 35 of these copies to the top of the course for the jury, starter, assistant starter, hand timers, gate keepers and coaches, and 15 copies to the bottom for timers, timer recorder, finish referee and posting board.
- 6.** Results of the second run will come in on a computer disk or by radio or runner. If manually inputting times, again, verify times with the print out from timer. Wait for DSQ's. The photocopier could start copying some of the pages that are ready, for the packages, but don't copy anything until the technical data is all entered. Color coding is a thing of the past ~use white paper. Use a hanging file for each of packages as listed on results distribution chart.
- 7.** Print out unofficial results and give copy to TD to do his/her calculations. Give copy of unofficial results to S.A.M. person to prepare medals and ribbons. Once TD gives the okay, you can print out official results for TD's signature. Make sure all technical data is on top of results before he signs. He must also sign the Penalty Calculations. Place all originals and signed reports in a file labeled with the date, ready for photocopying. If time allows some of the photocopying should be done that day.
- 8.** E-mail results to BC Alpine.
- 9.** For a FIS race, e-mail results to FIS, Alpine Canada and United States Ski Association as per FIS information.

10. If you are pretty sure unofficial results are correct (no protests or hand times etc.) you can copy some unofficial results for distribution to coaches before the official results are done if the TD agrees.
11. Give bib volunteer next day's start list for sorting of bibs. For FIS races the draw and start lists are prepared after the team captains' meeting each evening and the bib volunteer must attend those meetings.
12. Collect all data from race (timing sheets, gatekeeper cards, start and finish referee sheets, etc.) and place in a file.
13. Once the start lists are available, make up new clipboards for the next day's race.
14. Give posting board volunteer acetone, gloves, and paper towel to clean sheets. Give him/her next day's start list to prepare sheets for that race. Again for FIS races this will be done each evening after the team captain's meeting and draw.

SECOND AND SUBSEQUENT DAY'S RACE

1. Arrive at race office at 7:00 am. TURN ON PHOTOCOPIER.
2. Distribute clipboards, arm bands, and start lists as on first day.
3. Have photocopier start copying pervious day's official reports and preparing race package when they arrive.
4. Follow first day's procedures. Make sure that you get technical information as soon as possible so you can start working on this day's results packages as well.
5. Once the second day's official reports are done and signed, finish packages. Prepare packages for mailing.
6. Email results to ACA points and yourPSO.
7. For a FIS race, e-mail results to FIS, Alpine Canada and United States Ski Association as per FIS request.
8. Ask posting board volunteer to clean sheets.
9. File away all data and results. I suggest that you take a paper copy of data and results and a copy of the disks to town as people may be calling for information.

Thank you to Audrey Newhouse~ Level 3 Official – Kamloops Alpine Ski Club

2.4 The Chief of Course

ICR – 601.3.2 The Chief of Course is responsible for the preparation of the courses in accordance with the directives and decisions of the Jury. He must be familiar with local snow conditions and the terrain concerned.

The Chief of Course is the Official in charge of preparing the courses, making certain that the courses are properly prepared in accordance with the decisions of the Race Committee and the Jury. He must be familiar with local snow conditions on the course, works with the Course setters, supervises course maintenance during the race and all post race cleanup immediately following the event. Successful completion of these responsibilities requires leadership, organization, personnel and equipment.

The Chief of Course will need to establish advance communication with the ski area management. He/she needs to know course preparation and should be able to evaluate the courses set under their jurisdiction. Their responsibilities include the start and finish areas as well as the actual race track itself. In addition to responsibilities to the race organization, a Chief of Course should know and understand the rules, participate in Jury inspection and attend Jury meetings if at all possible.

2.4.1 Job Description – Chief of Course

Outline of Work Prior and During Zone Races for SL, GS, SG

One Month prior to Race:

1. Determine which run will be used for the race. Consult the homologation report. Determine where safety systems will be located and plan crowd control.
2. Recruit course crew. Let them know that work will be needed prior to the race date. Definitely the weekend before the event.
3. Do equipment inventory.
4. Develop a plan to have all required equipment, poles, bamboo, panels, drills, rakes, shovels, gate keys, rope, wedges, fertilizers etc on hill before race day.
5. Arrange for radios. Count out the number of radios required. Confirm with Chief of Race. Make sure radios have 2 channel capabilities, one for Jury, one for course crew. Make arrangements for drills and gate keys.
6. Recruit course crew.
7. Make arrangements for lift passes for course workers who do not have them. Include all work days as well as race days.
8. Coordinate with Chief of Race regarding arrangements with Mountain management and the use of the run. Ask about lift access, equipment on lifts and procedures for early morning access and recruit even more course crew.

Weekend Prior to Race ~ or Earlier If Necessary

9. Setup safety systems and crowd control. Leave crowd control open so that the public and groomers may access the runs. Since it may snow before race day, stand all crowd control nets up and leave safety systems 1 foot above snow line.
10. Arrange with the Mountain for the packing and grooming of the run and building of the start ramp.
11. Arrange for Ski Patrol to be in attendance during the race and in available at the top of the course 20 minutes before the start time.
12. With the Chief of Race, develop a slip schedule and course take down schedule. Also, review plan for deployment of course workers on race day.

Day Prior to Race Event

13. Setup start area and finish area. Finalize safety systems and crowd control. Assist with timing installation requirements.
14. Ensure all the required equipment is available on the hill.
15. Reconfirm grooming requirements and early lift access.
16. Make sure drills and radio are charged.
17. Attend the Team Captain's meeting. Have most up-to-date weather report available to read out at meeting.

Some Key Elements on Race Day

18. Course maintenance is particularly vital. The Jury approved slip plan should be started early in the race before trouble spots develop and should continue until the last racer has finished.
19. Have adequate slippers and course crew available throughout the race.
20. Be certain to provide sufficient equipment on the course ~ poles, panels, rakes, drills, shovels and gate keys.
21. Following the race ~ put take down plan into action. On Saturday, sideline the gates and open crowd control so groomers can access. On Sunday, with the planned tear down have a load transporter available.
22. **Be sure to thank everyone.**
23. After race day, contact the Mountain and make sure equipment is correctly returned.

** Thanks to the Whistler Mountain Ski Club for the above information.*

2.4.2 Gate Maintenance

Introduction - Gate maintenance is critical to ensure the course remains as consistent as possible from the first racer to the last. It is important that maintenance be constantly and consistency performed by both course crew and gate judges. Maintenance should commence immediately following the close of course inspection.

Start Interval – It is critical to be fully aware of the start intervals during the event for safety reasons and so that maintenance can be performed during the interval. Generally intervals are between 40 and 60 seconds during which time considerable good can be done to maintain gates. Be aware of the interval at all times.

Responsibility -

- Making sure the course is CLEAR.
- Resetting the poles in a vertical position. A leaning pole can aid or hinder a racer.
- Replacing poles that have been knocked down in their exact spot. A colored spot in the snow indicated the correct location.
- Replacing or re-attaching panels that have been knocked off...
- Replacing poles that have been broken, making sure to use the same color as the broken one (red or blue). The broken pieces of pole must be removed so they cause no harm to racers and spectators.
- Repairing the sections of the course under their control.

Positioning – Course workers and gate judges should be close enough to the gates to expedite repair and clear debris in a safe manner. They should ensure that they aren't in the racers way or they aren't the obstacles/hazards for racers who fall or leave the course.

Course Damage -.It is critical for the safe and fair conduct of races that gates be maintained such that every competitor races on relatively the same course conditions. Course crew and gate judges must augment the work of slip crews to maintain the course in good repair. Gate judges are in the best position to execute regular touch ups that minimize the need for major repairs and stoppages. Several types of snow disturbances are encountered on race courses, usually in combinations at any given gate. While diligent course preparation and slipping will minimize course damage, specific repairs will be necessary.

Gate Maintenance ~ Snow Damage Types and Repair Techniques
 to Alpine Ontario ~ see web site - Officials section

* Thanks

	What	Cause	Where	Effect	Tools	Repair
Hole	Similar to a pothole. Very dangerous	Break through of weak layer where racers pressure ski in same place	Racing line below the gate	Disrupted race line possibly for several gates. Binding pre-release	Steel shovel	1 st – Lengthen hole along race line by shoveling downhill hole edge, blending depth equal to surrounding snow (never deeper) over several feet. 2 nd Repeat along up-hill race line. 3 rd Repeat along the gate side edge being sure to blend with surrounding snow
Chatters	Ripple similar to washboard	Ski edges gripping and releasing as racers slide sideways	Above and below gate	Usually minimal. Possible binding pre-release	Rakes	Work toothed side of rake parallel along chatter mark to smooth whole area. Sufficient pressure without breaking through the layer. Do not break through layers and cause hole.
Ruts	Long groove	Softer snow yielding to ski pressure	Along race line above and below next gate	Deep/steep downhill end of rut make launching the racer or causing ski to loose contact with snow	Steel shovel	If not getting worse, leave it alone. Same as for holes, special attention to eliminating launching effect. Under melting conditions, gate pole may need to be tightened further into the base during race maintenance.
Double Ruts	Two short parallel ruts likely across race line	Double pumping to pressure ski	Beside / below gate	Possible pre-release. Racer thrown off balance, possible tail hooking	Steel shovel	Lengthen the up-hill and downhill ends of the ruts; merge the ruts by removing the bump/ridge between the ruts
Berm	Built up snow from slipping on the outside of the race line	Insufficient widening of the slip area by slip crew to blend excess with surrounding snow.	Beginning opposite gate, continuing below gate outside and low of the racing line	Unbalanced, sudden deceleration leading to a tumbling fall. Lateral launching	Steel shovel and rake	Excess snow spread out, packed down and blended into surrounding snow for entire length of the berm.
Snow Piles at Gates	Snow build up at the base of turning pole	Slipped snow from inspection and racing	At the base of turning pole	Ramping Invisible dye mark, Impaired GJ quality, Pole rebound	Grain scoops Steel shovel	Remove loose snow from wide area around pole base, down to firm layer. Critical to perform this action after inspection closes. Under melting conditions, gate pole may need tightening.

2.5 Chief of Gates & Gate Judge Responsibilities

601.3.5 The chief gate judge organizes and supervises the work of the gate judges. He designates the gates each will supervise and places them in position. At the end of the first run and the end of the race he will collect the gate judge control cards for delivery to the Referee. He distributes, in good time, to each gate judge the material that he needs (control cards, pencil, start list etc.) and be prepared to offer assistance either to help the spectators off the course or to help maintain the course etc. He makes sure that the numbering and the marking of the gates is done within the required time.

Chief of Gates – organizes and supervises the work of the Gate Judges. This Official makes sure the numbering and marking of the gates is done within the required timeframe. He/she also distributes needed GJ material eg: pencils and cards etc. The Chief Gate Judge also instructs the Gate Judges in their duties, designates the gates each judge will supervise and places the gate judges in position, collects the gate judge cards after each run and delivers to the Referee.

Gate Judge – is responsible for supervision of one or more gates; must observe whether passage of competitor is correct through area of observation; must fulfill a number of different functions as in ICR 660.

2.5.1 Job Description – Chief Gate Judge

What are Your Responsibilities?

The Chief of Gates is responsible for recruiting, training, organizing and controlling the Gate Judges for an alpine ski race.

The Chief of Gates should know the applicable FIS rules (found at rules 660 to 670 inclusive of the FIS ICR blue book). S/he should also be familiar with the gate judging information in the National Officials Program Course Manuals and had the practical experience of working as a Gate Judge on previous occasions.

Pre Race Preparation:

Find out the type and level of the race and course vertical drop. This will help you determine the number of gates and therefore the number of gate judges you will need to recruit. All SL races the number of gates is 30-35% +/- 3 of the vertical drop. In slalom the general rule of thumb is 1 gate judge for every 3 gates.

Refer to the ICR for each discipline's min/max # of gates so you can plan the number of Gate Judges you will require.

Start recruiting at least 3 weeks before race day. Personal phone calls are the most effective means. For a race event (multiple days requiring GJ's) you may want to use a phone committee; it makes your job easier. Most will come from your own club, but contact the race chairs or alpine chairs from other clubs. They will usually have a list of

parents who will be coming to the race and will be happy to help out. It is wise to have at least 2 extra judges

recruited ahead of time. The extras can fill in for a no show, possible shadow you, or spell off judges that need to use the washrooms etc.

Obtain the e-mail address &/or phone number of each volunteer so you can inform them of where and when to meet, race particulars, and to have the clothing so they will be prepared for any type of weather. E-mailing "Guidelines for the Gate Judge" to your respective GJ's so they can review the information prior to your race morning education session would be helpful.

Equipment check and collection of the same. Gate Judge outfits – identification vests, gate judge cards (at least 4 per judge for a 2 run slalom), pencils and clip boards to write on (should have light plastic shielding on them because of snow or rain), extra cards and pencils, gate judge instructions for all the judges, note book for reminders and notes, knife, FIS blue rule book, and pieces of carpet for judges to stand on re warmth. Race day you will hopefully be given a radio. If you are new to the job, ask the Chief of race as to its usage.

On a cold wet day, ink either freeze or runs but pencil lead writes. Always have pencils!

Refreshments – make sure that both lunches and drinks have been organized and will be handed out to your judges preferably at the GJ meeting before the race starts each day or delivered to the Gate Judge during the race.

Day before the Race:

Go to the Team Captain's meeting if possible. It will give you a feel for and introduction to the race organizing committee, and it could give you an opportunity to recruit some extra judges from other mountains. The head coach of the home team will be able to give you an idea of the number of gates that will be on the course.

Confirm the number of judges and make sure they know the **time and place** to meet. One hour to one ½ hours is usually enough time before the start of the race, it depends on the chair lift time required to get to the race course. Remind them to go to the race office 1st thing in the morning, or direct them to the alternate location set up for race days, where the ROC will give them volley lunches and complementary lift tickets. Remind them to dress warmly and to bring along extra liquids to drink.

If there are inexperienced Gate Judges, plan on taking the time to show them the Gate Judge CD &/or review the Gate Judge's job using the Guidelines for Gate Judges.

Have a copy of the guidelines for all the GJ's, even for the experienced as it will be an excellent review.

Organize the cards etc for the gate judges. Have a few extras available.

Race Day: Have a check list and continually refer to it.

Pick up start lists for all the Gate Judges, plus the packages that you have already put together for them. Make sure you bring a back pack along to carry everything in. Find

out who will be delivering the start lists to you for the second run if this is a two-run race. Also pick up a race schedule if you didn't get one at the coaches meeting.

If time permits, if early lift loading is available, go up to the start in time to ski down with the course inspection or just after it occurs, and sketch a rough diagram of the course and gate locations. **Why?** You will now know the number of gates and more importantly you will know the layout of the course. This will allow you to plan ahead a more accurate number and placement of GJ's as well as locations to place the more athletic and/or experienced judges in the tougher spots.

If the Chief of Course wants you to number the gates, suggest that it would be better if a course worker did this duty or number the gates if you check the course immediately following the Jury inspection or if necessary, have one of your GJ assistant Chief do it.

Before you head out to the hill - Ascertain whether the Chief of Course would like Gate Judges to repair and maintain the course. If he does, ask him to ensure Gate Judges have rakes and shovels. You must know correct raking and shoveling technique, so you can demonstrate to the gate judges during the training session. If you are not familiar with these tasks, invite the assistant C of Course to your meeting.

For a two run race event, depending on the hill location of the race, race schedule and proximity to off-hill amenities (eating areas and bathrooms) decide if there will be enough time for GJ's to leave their on-hill location between the first and second run.

If the GJ's can not be in place a minimum of 20 minutes before the start of the 2nd run inform them they should not leave the race course area until the race is finished.

Gate judges should meet at the designated location and the designated time before the race starts, and at that time you should hold a training session outlining the schedule, their responsibilities, the GJ card and reviewing what will constitute a DSQ. Remind the judges that a diagram and correct documentation is necessary in the case of a DSQ.

Set your radio (if you have one) on the Jury channel. Remember that you may only listen and not speak on that channel once the race begins as this channel is reserved solely for the Jury. Know the Chief of Course and Race Secretary channel so that you can communicate with them if necessary. (Example – you are part way down the course and a gate needs repair) It is very helpful to have the cell phone number in case you wish to reach the Chief of Race that way.

On hill - Allow yourself plenty of time to take Gate Judges down the race course in a "herd" to allocate gates. Call out gate numbers in "sets" and designate Gate Judges for each set. Match up Gate Judges with sets of gates according to experience, athletic ability, weather conditions, gate combinations and other relevant factors. Remember that experienced judges should be placed beside the less experienced. This allows for a little on hill training, and possibly for some redundancy when noting DSQ's. Let them know where the best place to stand would be for safety and being able to observe the

passage of racers through their gates. Also, the GJ should be aware of the correct and best location to locate their skis while they do their GJ duties.

Remind the Gate Judges that it is their perception of correct passage that is to be recorded, and that they must NOT allow the opinions of the public or coaches to influence their decision. Pace yourself, as Gate Judges should be in position 20 minutes before the start of each run of the race or in the case of speed events well before the time for "course freeze".

If a 2 run race, confirm with the Referee what his post run plans are. e.g. if the women run before the men, and the Referee is planning to review both the women's and the men's gate cards together, then the cards can be collected after the men's run.

If you decide to collect the cards after the women's run, if the men are running directly after them, you will probably have to give your cards to the Finish Referee, who will later give them to the Referee.

Tell the Gate Judges when you will be collecting their card so they will be looking for you and in most cases they will be easier to locate as you collect the cards.

Try to keep at least 2 surplus judges with you. If one is fairly experienced you may have that person shadow you for part of the race and/or also assist some of the less experienced people on the course. They will also be able to temporarily replace judges who need to use the washroom etc. If you are short judges, you could ask the Start and Finish Referees to take a couple of gates each.

If there is time during the race, it is best to cycle down the course, to educate and encourage your Gate Judges.

Is everything OK?

Any questions?

Bathroom relief?

Great to offer wrapped candies to those who want them.

Time your cycles carefully so you will be at the start before the last racer leaves the start and you will be ready when it's time to collect gate cards.

In a two run race, distribute Bibbo start lists for the second run as soon as they are available from the race office. Know and make Gate Judges aware of the 2nd run race schedule, including updates and revisions.

Before you collect the cards always check with the Start Referee to make sure there are no reruns. If it works for your race, check with timing if they want you to take the recorded start manual times down to the finish line along with the gate judge cards.

In accordance with the instructions given by the Jury or the Chief Gate Judge (&/or assistant) collects all the GJ cards.

Try to be quick collecting gate judge cards. The Finish Referee and Referee are usually waiting for the cards in the finish area. If you have a shadow or a senior gate judge, have that person collect half of them starting at the middle of the course while you start at the top of the course. A recommended way to deal quickly with GJ card collecting is to ask the GJ:

Have they filled in all the front page information?

Did they ✓ the Fault/DSQ or the No Fault ☐ box?

Any DSQs? If so, have they drawn a diagram? Recorded the bib # and gate # ensuring the information is clear and correct.

Check the cards for completeness!

Review any DSQ diagrams to ensure you understand them (you may have to explain them to the Referee). Remind Gate Judges with recorded DSQ's, they must report to the finish area.

Be sure to thank each GJ for their officiating duties.

Ask the Gate Judges to return their GJ identification and GJ package to the Race office or designated GJ meeting location.

At the finish line - Deliver the GJ cards to the Referee or give to the Finish Referee if the Referee is not yet there.

Have the cards in the order of the gate numbers so they can easily be reviewed by the Referee and Finish Referee.

If the Referee has any questions regarding a DSQ, introduce the GJ responsible for documenting the DSQ to the Referee and remain with the GJ until they are no longer required at the Finish.

Remind GJ's with a DSQ they must be available until after the 15 minute protest period.

Know where you can find the GJ if required for a Jury meeting regarding a protest.

At the end of the day.....

If a Gate Judge DSQ's a racer and the Jury rules against his or her decision, make sure you explain the reason thoroughly to the Gate Judge. If need be, have the TD or Chief of Race give the explanation to the Gate Judge. Nothing is worse than a having a Gate Judge wondering why the DSQ did not stand up.

When all GJ's are off the hill and any DSQ proceedings are completed collect the GJ identification and equipment, check and prepare GJ packages for the next day race or race series. Do the same with Chief of Gates equipment.

Prepare any GJ comments you may have for the following day's race.

Make a list of gate judges on duty each race day for the Officials records and for insurance purposes.

Be sure to give the GJ list to the Chief of Administration at the end of the race event.

Thanks to Norm Leduc – Mt. Washington Ski Club & Doug McLean - Whistler Ski Club Updated 09/06

2.5.2 Guidelines for Gate Judges

Gate Judges are the most important Officials once the race has started and only through efficient gate judging can a race be successful.

The Chief Gate Judge will specify a time and location for all Gate Judges to meet for gate judge training, assignment of gates and information pertinent to the race event. It is imperative that all Gate Judges attend and arrive on time for this meeting even if they are an experienced GJ. The Chief Gate Judge needs to confirm the number of GJ available at this meeting to plan assigned locations as well as discuss race-specific information and distribute GJ supplies at this time.

At the meeting, if there are items you are not sure of, ask questions so you are fully informed about your GJ job.

Each Gate Judge will be supplied with a start list and gate judge card for each run and gender, a pencil and Gate Judge identification so they are readily identifiable. Additional GJ supplies can also include a clipboard, a lunch including a beverage/water, and hand warmers if available.




On the hill, the GJ must choose an isolated location and must be placed so s/he can properly observe the terrain, the gates and course sections which s/he is to oversee. S/he should have a clear view of the line between the turning gate and the outside gate for all the assigned gates. The GJ should be close enough to run to the gate(s) quickly in case it requires fixing or needs to look at the tracks that the racer made, before the next racer comes along. The GJ must also ensure that they aren't in the racer's way and they aren't positioned that if the racer falls, the competitor won't slide into the GJ (for safety and to avoid interference).

Once a Gate Judge is in position s/he will mark the card as follows:

Fill in all information on the front of the card including race name, date, gender, run #, discipline, assigned gate #'s, Gate Judge's name and signature.

Before the race begins make 4 sketches of the pattern of assigned gates, indicating your GJ location while gate judging.

You can either mark the diagram as if you are looking up the course or down - always be consistent. This will avoid any questions or confusion if there is a protest or jury meeting.

The poles are to be drawn as follows: Circle - red turning gate 
Diamond – blue turning gate 
Period – outside turning gate 

A quick way to remember this is that a circle is round, and round and red both start with "R".

Your location is drawn as: A circle with an X inside 

A gate has been correctly passed when both the competitor's ski tips and both feet have passed across the gate line. If a competitor loses a ski, without committing a fault then the tip of the remaining ski and both feet must have passed the gate line The racer may do this from any direction and in any manner including when a competitor has to climb back up to a gate. But as long as both feet and both ski tips cross the line and are inside the poles it is a legal passage.

It may be helpful to scribe a line in the snow across the fall line on the outside of the turning pole in order to check the tracks after the racer has passed by.

The decision handed down by the Gate Judge must be clear and non-partisan. His/her conduct must be calm, watchful and prudent. In case of doubt, the Gate Judge should hold to the principle "it is better that a fault goes unpunished than unfairly punished".

The Gate Judge should declare a fault only when s/he is clearly convinced that a fault has been committed. In the case of a protest, s/he must be able to explain clearly how the fault was committed.

With each fault, the GJ must draw a diagram of the DSQ/Fault committed on one of the four sketches of the assigned gates then document the Racers bib # and gate number where the DSQ/fault occurred on the GJ cards inside page. If more than one racer commits the same DSQ/Fault on a gate, the same diagram can be used but the GJ must also record the Racers bib # and gate number and reference the 2nd competitors error on the same gate.

The opinions of the public can not be allowed to influence his/her judgment. Likewise, s/he may not accept the opinions of witnesses, even though they may be experienced ones.

A competitor in case of an error or a fall is permitted to ask the gate judge if a fault was committed. The gate judge if asked must inform a competitor if he has committed a fault that would lead to disqualification.

The competitor himself is fully responsible for his actions and, in this respect, he cannot hold the gate judge responsible.

If a competitor is hindered during his/her run, the competitor must immediately leave the race course and report this to the nearest Gate Judge. The Gate Judge must record the circumstances of the incident on the GJ card and have available for the Jury. The Gate Judge must request the competitor affected by the incident to report immediately to the Finish Referee or another Jury member.

The GJ must also watch that the competitor accepts no outside help (e.g. in the case of a fall). Assistance of any nature must likewise be entered on the GJ card. A racer cannot accept assistance in any form. Assistance may result in a DSQ.

If a racer falls and appears to be injured a GJ MUST NOT go out on the track to tend to a racer. This is especially important at a speed event. A GJ must remain on the side of the track until a member of the Jury or ski patrol arrives to assess the situation. Only after that – and only under the direction of the ski patrol or Jury member – is the GJ allowed to assist.

There is a protocol for attending racers who require assistance when down ~ “the Racer Down Protocol”. For a speed event, the Chief Gate Judge should review this protocol with the Gate Judges at the training session.

Other duties: **ONLY AFTER ALL OTHER GJ DUTIES ARE FULFILLED**

Replace gate poles vertically (a leaning pole can aid or hinder a competitor)

Replace knocked out poles in their exact positions ~ location is marked by dye.

Replace torn away panels.

Replace broken gate poles according to colour (blue or red). The pieces of broken poles must be stored in a way that will not endanger racers or spectators.

Maintain and repair the course in the section under your control.

Keep the course free of other racers, equipment, spectators, recreational skiers or any form of distraction and hazard.

Often many of these duties will be done by a member of the course crew. Any GJ who is not confident to walk out on the track to perform any of these duties must inform the Chief GJ before the race begins, so the Chief of Course will know to send crew to assist in the GJ location.

At most races, it is essential that a GJ shouts “COURSE” down the hill as a racer approaches from *above*, so that any course workers/slippers etc *below* are warned in sufficient time to clear the course.

At the end of each race, tick off the box on the front of the card that indicates DSQ/Faults or No Faults for the assigned gates.

In accordance with the instructions given by the Jury, the Chief Gate Judge (or his/her assistant) collects all the GJ cards. S/he may collect after each race (Men’s and Women’s) or after both genders have completed their respective race. Always stay in place until the Chief of Gates comes to see if you have any Disqualifications/Faults (DSQ’s) and collects your card(s). To make it easier for the Chief GJ, announce if you have No Faults or a/some DSQ/Faults when they pick up the card.

Every GJ with a Fault/DSQ marked on his/her card will be required to go to the Finish until the Referee's report has been completed. The GJ must be available until the 15-minute posting period is over. In the case of a protest the GJ may be asked to explain the DSQ. There is no need to be nervous. If the GJ has a plain correct diagram, can explain what the racer did and state the facts the Jury will release the GJ following the information session.

Thank you for your commitment to this most important officiating job.

2.6 Chief of Timing & Calculations

601.3.6 The chief of timing and calculations is responsible for the coordination of officials at the start and finish, including timing and calculations. In Slalom, he or a special assistant will decide the interval between starts. The following officials are under his direction: starter, assistant starter, start recorder, chief timekeeper, assistant timekeepers, finish controller, chief of calculations and his assistants.

Chief of Timing and Calculations is responsible for coordinating all timing and calculation officials at the start and finish. In slalom, he or a designated person will decide the interval between starts.

Chief of Calculations is responsible for quick and accurate calculation of results and supervises the immediate duplication of unofficial results and publication of official results after expiration of the protest interval or after any protests have been dealt with.

Chief Timekeeper is responsible for accuracy of timing, synchronizing watches with the starter as shortly before and after the race as is possible, must publish unofficial times as quickly as possible (onscoreboard etc.). If timing fails, must communicate immediately with the start referee and the Technical Delegate.

2.6.1 Overview of Timing & Calculations

From the beginning of ski racing, timing officials were expected to provide accurate times and post them quickly. Timing still has the same objectives but today's times even Equivalent Electric Times are more accurate due to the use of more sophisticated equipment. All ACA races are required to have electric timing equipment, however FIS and National scored races are required to have two timing systems with printed strips. Hand timing is mandatory for all ACA and FIS races.

It is essential that the competitor's time be recorded accurately and posted promptly regardless to the personnel, the machinery or the procedures utilized. Checking and re-checking is paramount to a fair and accurate race for all competitors. A competition that is accurate and fair for all competitors is the primary goal of all alpine officials. As equipment has become more sophisticated so have the timing officials. Timekeepers need to know more today than they did before and are required to be true professionals in their approach to their duties. This "professional" approach keeps standards high and timekeeping accurate.

Modern equipment has made our lives much easier, but has also caused bigger and more complex problems. Competitors may pass each other, times can be lost in the computer, computers can malfunction or a power outage can occur. It is the timing officials' duty to be able to handle these problems in a professional manner.

2.6.2 Timing Procedures

The degree of accuracy provided by electric timing is an essential requirement for separating competitors in this highly competitive sport. In order to time a ski competition, we must determine exactly when a competitor starts, when they finish and the elapsed time between the two events. Electric timing, which allows measurements of times to 1/1000th of a second and backed up by hand timing is required. FIS and scored National events require two timers with printers and it is the Technical Delegates responsibility to verify synchronization of the timing and to check the differential between the two systems.

For races where two electric timing systems are used, if the primary system fails, the secondary system is used after being adjusted. The adjustment is to be made with the same procedure used to adjust hand times when both electric systems fail – EET. Tracking the differential between primary and secondary electric systems throughout the race will assist in quick posting of accurate, adjusted secondary electric times.

When both electric timing systems fail, an Equivalent Electric Time (EET) is calculated from the hand times. According to the ICR, if the electric timing breaks down completely during the race, the times taken by hand shall be valid for all competitors. It may be necessary to use hand times for all competitors if the timing equipment malfunctions repeatedly during the race and the number of EET's becomes excessive. (This is a Jury decision.)

When the official printing timer allows manual input or correction of a time, some type of indication (asterisk) concerning any effected change must be printed on all timing documentation. If the printer does not identify DNF's etc, they should also be marked. This will help eliminate any confusion when proof reading the competitors' times against the timing tapes.

Digital stopwatches are needed for hand timing. Good manual times involve human reaction, which differ from person to person. Varying degrees of fatigue, endurance to cold, span of attention and competence make accurate hand timing over a long period of time difficult. The Chief of Timing & Calculations should make every effort to assure the well being of a timing crew.

2.6.3 ICR Rules for Timing

- There must be multiple modes of communication (telephone or radio) between the Start and Finish
- Two synchronized electronically isolated timing systems operating in Time-of-Day must be used....times must be immediately and automatically sequentially recorded on printed strips to at least the 1/1000 (0.0001) precision.
- Both systems must allow for the calculation of net times by the mathematical comparison of each racer's start time to finish time. The final result of each skier's run is then expressed to 1/100th (0.01) precision by truncating the calculated net time on course.

- All times used for the final result must be from System A.
- If there is a failure of System A, a calculated net time from Systems B must be used following the same procedure as for an EET. If both systems fail, hand times will be used for all the competitors.
- It is not permitted to substitute Time-of-Day times from System B for use with System A for the purpose of net time calculations.
- Two cables must be installed between the Start and Finish.
- The Start gate must have separate electronically isolated switch contacts for triggering the start inputs for both Systems A & B.
- If the Start Gate requires replacement during the run, it must be replaced with an identical start gate in the same position.
- Photocells are placed at such a height that a competitor finishing normally cuts the beam with the lower half of his legs.
- The hand timing must be in place and must record the 1/100th (0.01) of a second. It must be completely separate and dependent of the electric timing. The watches must be synchronized with the electric timing prior to the start of each run.
- Hand times are used in the Official results after a correction resulting in a time equivalent to the average difference between the times recorded by electric timing and those by hand has been calculated.
- Any manual intervention of the timing must be marked on the timing tape.
- Additional information can be obtained in the current ICR and the current FIS Timing Guidelines.
- When the electric timing fails **temporarily**, the times recorded by hand shall be accepted after a correction has been calculated. This is known as the equivalent electric time (EET) and is covered in the next section.
- When the electric time fails **completely** during a race, then the times taken by hand shall be valid for all competitors, i.e. only hand times would be used for all competitors whether an electric time was available or not.

2.6.4 Hazards In Timing, Calculation & Communication Situations

Errors can and do occur when setting up the equipment, database etc., for a race and also when doing the necessary paperwork and calculations. This is one reason we check and double check our work. The most common problem areas are:

- Inadequate maintenance of a “permanent” communication system.
- Incorrect connection of wire/switch at the Start gate.
- Breakage of the Start “wand” with no spare available.
- Incorrect alignment of the Finish beam.
- Absence of hand timing crews.
- Inadequate or lack of supervision of hand timing crews.
- Inadequate staffing of additional timing crew officials at the Start and/or Finish.
- Faulty determination of elapsed time from Time of Day (ToD) recordings.
- Rounding or averaging of times. In ski racing both are prohibited.

- Failure to update computer software and/or proof read computer generated documents. Don't assume that because the information came from the computer it's correct.
- Failure to use appropriate Points lists (ACA or FIS)
- Failure to use Points list valid for the race date.
- Failure to post or announce all unofficial times promptly.
- Failure to verify times against timing tapes.
- Failure to use proper "F" Value.
- Failure to check for a 10th place tie for time in Results.
- Failure to use correct Seed points in the Penalty calculation.
- Failure to assign "maximum" values.
- Failure to check for a 5th place tie for best (lowest) Seed points.
- Faulty "rounding" in the Penalty calculation.
- Failure to use current Category Adders and/or Correction Values (Z) for the discipline/event. (FIS races only)
 - Failure to accurately complete Z Value calculation eg: when Z Value is positive it is subtracted; when Z value is negative it is added (FIS races only)
 - Failure to observe "maximum/minimum penalties" when required.
 - Failure to prepare Second Run Start list in a timely manner; not being familiar with rules for Bibbo when a tie occurs at the 15th or 30th position; not being familiar with rule that requires decrease in Bibbo if the 1st Seed draw was decreased.
 - Failure to run quality checks on all race data.
 - Failure to accurately complete Timing Technical Report form, 1 per run per gender for all FIS and ACA events.

2.6.5 General Timing Comments

The essential elements in timing a ski race are:

1. The race should start on time. There should be no delays caused by insufficient preparation of the timing. ANTICIPATE and be prepared to react to problems quickly. Prevention is the best cure.
2. Times should be recorded accurately. Make quality control a component of the system. **Checking is a good motto.**
3. The times should be announced promptly and correctly. The announcer should be isolated from the timing area as much as possible; inquiries should be written, not spoken.
4. The system should be sufficiently redundant and protected to eliminate any possibility of a "missed time" and the subsequent need for a re-run. There must be a means of obtaining an "equivalent electric time" with minimal delay. If multi-problems accumulate, "hold" the race until the problem(s) can be corrected.
5. Situations that occur in the Timing Building should stay in the Timing Building. Casual comments about problems, etc., can bring integrity of the timing for the whole event into question.

The records that are needed are:

1. Accurately recorded competitors' times.
2. Sequenced list of competitors
 - a. Corrected Start List
 - b. Competitors' times (ToD or Elapsed)
 - c. Final Status of all competitors (Finishers, DNS's, DNF's, DSQ's)

The output that is required is:

1. First Run Start List
2. Second Run Start List
3. Unofficial "top 10" finishers for Award Ceremonies.
4. Documentation of any EET's
5. Report by the Referee – each run, if two runs
6. Official Results with Race Points and Penalty Points
7. Penalty Calculation(s) for scored run.
8. Documentation of "quality control" – cross check procedures. This may include Results from each run.

2.7 THE IMPORTANCE OF POINTS

Ski racing has a unique position in the world of sports. It pits the competitor against not only other competitors but also against the clock, however there is no set court, field or track and no absolute length of a course. In addition, a number of variables such as terrain, snow conditions, weather, course configuration, speed and turns become factors as the race progresses. In order to compensate for these variations in terrain and courses, FIS has guidelines such as minimum vertical drop, minimum and maximum number of gates and gate dimensions for the setting of courses. In addition, there is a formula for assigning Points by relating the competitor's time to the winner's time (Race Points).

Two factors led to the development of a numerical system of scoring competitors in ski events:

1. The problem of combining the results from more than one discipline, such as Downhill and Slalom, to obtain the results for the DH/SL "combined" race.
2. The problem of seeding competitors by a method other than the Jury's recognition of their performance records – especially as the number of competitors from non-Alpine countries has increased.

Competitors are:

1. Scored by Points for each competition in which they finish without disqualification.
2. Ranked nationally (and internationally) according to their earned points.
3. Seeded in subsequent competitions according to their Points (as listed in the current ACA /FIS points lists), which were earned in previous events

The calculation required to obtain the Race Points and the Penalty are not difficult. Use the proper forms and formulas for either ACA or FIS Penalties and report te calculations correctly rounded to two decimal places (the 1/100th position).

2.7.1 ACA Race Penalty Calculation Procedure

The purpose of a Race Penalty becomes apparent when considering this scenario: Two races of the same discipline are run on the same day at two adjacent ski areas with different levels of competitors. In each race , the winner receives 0.00 Race Points. Because of this type circumstance, a "handicapping" system, known as the BOB Rule is used to calculate additional Points to be added to each competitor's Race Points to compensate for the difference in the level of competition in the specific event. These handicap points, or Penalty Points, are calculated by a formula that uses the Seed Points of the 5 competitors with the LOWEST (best) SEED POINTS entered in the race who actually START the first run, regardless of result or status (DNF, DSQ), and the Seed Points and Race Points of the 5 competitors with LOWEST

(best) SEED POINTS from among the top 10 competitors who finish without being disqualified.

The procedure for an ACA Penalty Calculation is as follows:

1. List the 5 competitors with the lowest (best) Seed Points who actually start the first run. Total their Seed Points.
 2. List the top 10 finishers and their respective Seed Points. Check for Maximum Values and check for tie at 10th.
 3. Working across the same line for each competitor, choose the 5 competitors with the lowest (best) Seed Points. Check for tie at 5th.
 4. List the race points for these 5 best Seed Point finishers. Total their Race Points.
 5. Add total Seed Points of best 5 competitors that started to total Seed Points of best 5 competitors who finished among top 10 without disqualification.
 6. Subtract total race Points in step 4 from sum of step 5.
 7. Divide this difference by 10; round off to 100ths if necessary.
- This result is the penalty.

2.7.2 FIS Race Penalty Calculation Procedure

FIS Technical Delegates must be aware of the minimum/maximum Penalties that apply to the race being scored. The minimum is the lowest Penalty at which the event will be entered into the Points List. If the calculated Penalty is lower than the minimum, the minimum figure must be used. If the calculated Penalty is greater than the minimum, the calculated figure is used. Minimum Penalties are announced by the FIS with each Points List. There may be maximum penalties mandated for some events. This information can be found in the current copies of the ICR &/or Precisions, the Rules of the FIS and the Commentary to the FIS Points List.

In 1996 the FIS Congress approved the introduction of the Integrated FIS List. This change will achieve the following: The top 30 competitors of the WCSL and the FIS Points List will be the same; the three level structures – World Cup, Continental Cup and FIS races will be clearly defined through the use of category adders and the FIS points will become less compressed, without affecting the ranking.

The details of the Integrated Points List are:

Allocation of FIS Points for the Top 30 WCSL. The top 30 competitors on the WCSL will be allocated FIS Points 0 – 9.99. The difference between the allocated FIS Points of the top 30 WCSL will be proportionate to the difference between their WCSL Points. The 31st ranked competitor will have 10 points on the Integrated FIS List.

Correction Value (Z); Zero (X) and Ten (Y) Positioning (X+Y=Z). Before the above allocations of points for the top 30 take place on each List, a correction (Z) will be made to all FIS Points which comprises both the zeroing (X) and the “tenning” (Y) – difference between the Points of the 31st competitor and 10 points..

Correction of Penalties. The above correction value (z) will be taken into account in the Penalty calculation for each race. This ensures that all Results can be compared to each other from List to List.

Category Adder and Minimum Penalty: The relevant category adder is to the calculated Penalty. In all races, except for World Cup, World Championships and Olympic Winter Games, if the calculated Penalty is less than 0, then the adder takes over as the minimum Penalty.

<u>Category</u>	<u>Adder (Points)</u>
WC, WSC, OWG:	Calculated Penalty, maximum 0
WSC k, OWG K:	Calculated penalty
COC, WJC, Universiade:	Adder 2
NC:	Adder 4
FIS, NJC, JUN, CIT, UNI:	Adder5

Validity of Points : The length of validity of each FIS Point Result in one year plus one list.

Current Category Adders and Correction Values ($X+Y=Z$) will appear on the cover page of each FIS Points list.

2.8 The Start Referee

601.3.3 The start referee must remain at the start throughout the training and the race.

- *He makes sure that the regulations for the start and the start organization are properly observed.*
- *He determines late and false starts.*
- *He must be able to communicate immediately with the Jury at all times (see 705.5)*
- *He reports to the referee the names of competitors who did not start, have made false starts or other infringements and reports any violation against the rules for equipment.*

The primary responsibilities of the Start Referee are:

1. Making sure the regulations for the Start are properly observed
2. Determining late or false starts
3. Determining violations against the rules for equipment
4. Reporting to the Referee at the end of the race, the names of competitors who did not start, have made false starts and other infringements

Experienced Start Referees have “emergency supplies” available, such as: Spare bibs, felt pen marker, extra paper and/or cardboard and a spare wand.

2.8.1 Job Description – Start Referee

There is much excitement in the start area of a race, where racers, coaches, spectators, media, gate judges, timing crew and course workers all gather before heading down the hill. Volunteers working in the start area (starter, assistant starter, manual timers & start ref) must all enjoy being around the racers, remaining calm, fair, warm and welcoming through a long day which may involve some confusion, tension and delays.

A good Start Referee is alert to all that is happening, quick to respond when necessary yet mostly unnoticed while things go well. It's important to have good radio etiquette, a good knowledge of the rules, the confidence to remain quiet or speak up when necessary, and a willingness to adapt quickly to change. A good Start Referee will oversee others working or observing in the start area and promote a positive, supportive atmosphere among volunteers, racers and spectators. Above all, the Start Ref has the responsibility to ensure that each racer arriving at the start gate gets an equal opportunity to perform and excel, no matter what their bib number.

The Start Referee is responsible for looking after the start area, making sure everything is set up properly, controlling who passes through while the course is closed, and assuring racers pass through correctly and safely when the course is open. The Start Referee follows the directions of the Chief of Race, communicates with others on the Jury channel, and initiates course clearance at the request of the TD or Chief of Race. The Start Ref remains at start area from well before the race begins until after the last racer is across the finish line and the course is officially closed. The Start Referee is a non-voting member of the Jury but must be prepared in case the Jury requires details about any infractions in the start area.

When does this job begin? Early! Ideally the start referee will join the early-loading group along with other members of the Jury and arrive at the start in plenty of time to confirm the start area is ready, to control pre-race inspections, and to test timing and radio contacts in plenty of time so as to avoid delay in starting the race. Plan to arrive at the start at least 15 minutes before the course opens for inspection, which may be at least an hour before the race starts.

When does the job end? As soon as the start referee communicates; "course is closed" to all those waiting at the top of the course, the start referee is free to leave the start area. Any offers to help with teardown or to carry equipment down the mountain are always appreciated. Remember to return your clipboard, radio and un-used bibs to the race office, and to keep notes of irregularities at the start in case the Jury asks for them later.

What does the start referee do? To follow are some notes on what I have learned over time, tips a Chief of Race may not have time to discuss, but details you might find helpful.

Before the race:

› If possible, contact the Chief of Race before race day to go over expectations and routines for this particular race, and with this particular team. Attend the coaches meeting the afternoon or evening before the race to find out about any local rules, the schedule, possible snow seed, weather concerns and to meet the TD. On race day make early contact with the finish referee, the referee, the assistant referee, timers and the starter, because you will be working closely with them during the race and it will be easier to keep your radio chat clear and brief if you have already been in contact on the radio, or face to face.

› Pack your daypack with extras: an additional layer of warm clothing because you will likely get cold standing at the start all day, an extra jacket or small blanket to throw over a racer if the start is stopped, hand warmers, tissues, a knife, two pencils, a felt marker, a few pieces of blank paper in a plastic page cover, duct tape, electrical tape, band-aids, sun glasses, sun screen, lunch, liquids, and a spare pair of gloves that allow you to hold a pencil.

Go to the race office to pick up your Start Referee package (race schedule for the day, list of local rules if available, several copies of start lists for both men and women, clip board and pencil) plus 6 forerunner bibs, and 6 spare (high number) bibs for any racers who may arrive at the start without their bib.

› Pick up a radio, and a spare battery if possible. Keep your radio and spare battery warm inside your jacket so they will last longer. The start referee cannot risk being out of touch by radio once the race is underway, particularly during speed events where a Stop Start must be carried out immediately to avoid possible collision and injury.

Note: It can be a good idea to use an earphone with your radio so racers will not hear Jury communications while in the start gate, particularly in speed events where reasons for a Stop Start could be upsetting to the racer who is about to depart. Turn your radio on right away, get familiar with the controls, do a test before you leave with the radio.

**Be ready to do a radio check with the Chief of Race and other members of the Jury as soon as convenient, and ask the Chief of Race to review radio protocol on the Jury channel so you can practice communicating in a clear and brief manner before the race begins. Practice Racer Down protocol several times – never underestimate how imperative quick and clear communications will be in case of an accident.

› Arrive at the start before the course is scheduled to open for inspection and leave your pack at the start gate because once the race begins you will not be free to roam from this spot.

› Meet the Chief of Course and find out where racers will enter for inspection, then post a notice at this entrance which clearly states:

COURSE OPEN FOR MEN AT ___(time), CLOSED FOR MEN AT__(time)

COURSE OPEN FOR WOMEN AT ___(time), CLOSED FOR WOMEN AT__(time)

Note: Sometimes racers begin inspections through the start gate, but sometimes they are asked to avoid the start gate if conditions are marginal or set-up is incomplete.

› Check that fencing is in place around the start gate, and across the top of the course. Is there a shelter that needs to be erected? Are there any sponsor banners to set up? This has probably been done already, but some of the start area may require work due to overnight grooming.

› Post a copy of each start list (men and women) and the schedule on the fence outside the start area, and another copy on the fence nearest the start gate so that racers, coaches and spectators can easily read them. Hang on to several copies, even when coaches and racers beg for them!

› Take time now to check the start gate area, making sure the platform is has at least one ski length of flat snow so that racers can stand relaxed at the gate.

Meet the starter, who is likely testing systems with the timing crew. Check that the start wand has been placed the correct height off the snow. Confirm where each of you will stand during the race, and that your radio will not cause static in the starter's headset. You may need to shovel out a platform. A small rug will help keep your feet warm. Make sure you will be able to communicate with the Chief of Race and keep tabs on medical or ski patrol.

› Clean up the start area if necessary, making sure the snow is free of needles or chemicals that could concern racers and coaches who have spent a long time waxing skis for this race. Check there are bamboo poles or small fences placed about two ski lengths back from the start gate to keep other racers from crowding the racer in the start, and that a more complete set of poles or fences have been set up further back to create a start corral to keep all but the next few racers well clear of the start area. Check that there is a protected area for racers and coaches to spread out equipment before and during the race. All this will likely be prepared in advance but now is the time to make adjustments and confirm the layout will work.

During Inspection:

› The Chief of Race should confirm over the Jury radio that "inspection will open in five minutes" and this is your cue to make this announcement in a loud voice to racers hovering at the start area. Take your clipboard, forerunner bibs and spare bibs with you and move closer to the inspection entrance. If you have not already done so, identify forerunners and hand them bibs, taking note of their names and home club so you can follow-up later if the bibs don't come back to you.

› At the designated time call out "inspection open for men" (or women, if they are first) then watch to see that all racers have their bibs with them for inspection. Most will likely hang their bibs around their necks rather than wear them as during the race, particularly the older racers. If a racer arrives at the top without his/her bib you may hand out one of your spare bibs but be sure to note the name and bib number of the racer, his/her coach and ski club/country as there is usually a fee charged for any missing bibs.

› Manual timers will likely arrive during inspection so this is a good time to guide them through a practice session with the watches. If they are new to this job help them understand how important it is to be consistent. Help them find a comfortable perch so they can clearly see the racer depart.

› Meet with the assistant starter, making sure that she/he has a start list and pencil, and review how this person can be of assistance. You will want your assistant starter to check bib numbers (sometimes racers don't have their correct bib), help racers line up in order and in time, check plumbs for FIS (Nor Am) and report any missing racers (DNS or late arrivals) to Start Ref. Inform the assistant starter what is planned for start intervals so she/he can be sure to have racers in line in time. Explain snow seed routines.

Just before the race:

- › Listen for another radio check on the Jury channel or call the Chief of Race for one.
- › Confirm timing is ready.
- › Confirm forerunners are ready, and that the first few racers are in the start area.
- › Confirm with the Chief of Course that course work is complete.
- › Re-confirm start time with the Chief of Race.
- › Complete clearance from the bottom up:
- › Announce: start clear
- › Chief of Race confirms: you may start your first forerunner
- › Announce: sending first forerunner on the next interval, or in xx minutes/seconds

During the Race:

- › Announce on Jury radio: First forerunner in the gate, starting in XX seconds
- › Announce: First forerunner on course.

Do not announce any other racers unless you are requested to stop the race

- › Announce: Fourth forerunner in the gate
- › Announce: Fourth forerunner on course, this is our last forerunner
- › You may be asked to delay two intervals or longer before you start the first racer. There may be course work to be done, or a timing delay. After the hold you will be asked to conduct another course clearance before you send the first racer. Do not send a racer after a hold or stop start until the Chief of Race has requested and you have completed a course clearance. Each time you restart the race announce the racer (bib number) in the start gate, and again as soon as that racer is on course.
- › Announce: Racer One in the gate.
- › Announce: Racer One on course

Do not announce any other racers unless you are requested to stop the race, and only stop the race when requested to do so by an official on the Jury radio, or the starter.

If you hear “stop start” immediately stop the racer in the gate by putting your arm out, or by stepping in front of the gate.

Immediately reply: Racer 18 in the gate, Racer 17 on course (or appropriate bib numbers).

Refrain from further comment while the rest of the Jury deals with the problem. Remain calm and relaxed. If you hear that the stop will last for awhile you may let the coach know so he/she can put a jacket over the racer in the gate, step out of skis or unbuckle boots. Do not let anyone know the cause of the stop start. Do not engage in conversation with the racer being held. Coaches do this.

Once the hold is over you will likely hear: Either a request for a course clearance or the jury member closest to the incident area stating the area is clear so send the next racer when he/she is ready. Offer the racer the choice of an interval or two to gain composure again.

Announce: Racer 18 in the gate, departing in xx seconds.... Then: Racer 18 on course.

In slalom races the starter will manage various start intervals and may even delay the start of a racer if a racer is down on the course, but this is not cause for an official ‘stop start’ and the Start Referee need not intervene or announce racer starts.

Be prepared to look for plumbs or stickers and note on your start list if these are missing. Watch that each racer stops completely in the start gate before departing, plants poles correctly, and starts within the correct time frame. Watch that each racer arrives in sequence, wearing the correct bib in the correct manner. (An experienced assistant starter will have done all this for you but it’s important to double check). Notice that the starter closes the wand after each racer, and sends racers on the correct interval. If volunteers are limited you may also be asked to be a gate judge for the first gate.

Also keep an eye on the start area around you, making sure other racers and spectators keep out of the immediate start area and remain behind fencing. Make sure the racer in the gate can concentrate, that other racers, coaches, officials and spectators are kept at a distance. Only one racer and one coach are allowed at the start gate, and only racers and coaches are allowed within the start area.

› Announce: Racer 65 (or whatever) in the gate, this is our last racer

› Announce: Racer 65 on course

› Listen for the last racer to cross the finish and for the chief of race to announce on the Jury channel that the course is closed.

› Announce out loud to all those at the start area: course is closed, you may go.

After the race

- › Thank the volunteers around you! Help clean up the start area and participate in tear down.
- › Return radio, spare bibs and start ref package (clip board etc) to the race office, along with any notes that might be used in sorting out a protest.

Thanks to Irene Whitney ~ Level 3 Official – Whistler Ski Club

2.9 Finish Referee

- 601.3.4 The finish referee must remain at the finish throughout the training and the race.*
- *He makes sure that the regulations for the organization and the finish run-in and out-run are properly observed.*
 - *He supervises the finish controller, the timing and the crowd control in the finish area.*
 - *He must be able to communicate immediately with the Jury at all times.*

The primary responsibilities of the Finish Referee are:

1. Making sure that all rules for the organization of the finish and in in-run to the Finish are observed
2. Marking the Finish Line with a coloring substance
3. Supervising the Finish Controller and the timing personnel in the immediate Finish area.
4. Supervising crowd control in the Finish area
5. Maintaining communication with the Start area at all times.

2.9.1 Job Description – Finish Referee

The finish is always an interesting place to be located during a race. The spectators and racers are gathered around to get a first hand look at the results of each competitor. There are always a number of decisions to be made on situations that arise at the finish.

A good Finish Referee is alert to all that is happening, quick to respond when necessary, yet like all officials, remaining mostly unnoticed when things are going smoothly. It is important to have good radio etiquette, a solid knowledge of the rules, the confidence to remain quiet or to speak up when necessary, and a willingness to adapt quickly to change. A good Finish Referee will oversee others working in the finish area and promote a positive, supportive atmosphere among volunteers, racers and spectators. Above all the Finish Referee is responsible to ensure that each racer has a proper and fair finish.

The Finish Referee is responsible for looking after the finish area, making sure that everything is set up properly, making sure that course workers and racers who DNF do not go through the finish line, and also make sure the finish is safe for all competitors. The Finish Referee follows the directions of the Chief of Race, is usually the 1st to give course clearance on the direction of the Start Referee or the Chief of Race. The Finish Referee is a non-voting member of the Jury, which means that they play an active role in any discussions and decisions that the Jury might be called on, but do not have a vote when the final decision is made.

When does the job begin? Ideally the Finish Referee will join the early morning group along with the other Jury members. Often the Finish Referee will go down the course with the Jury inspection for the 1st race of the series. (great learning opportunity)

When does the job end? After the course has been closed and the TD has declared that there will be no more Jury meetings. This is usually after the 15 minutes allowed for protests by the Team Captains of any DSQ's.

What does the Finish Referee do?

Before the race:

>If possible contact the Chief of Race before race day to go over any expectations that the C of R might have for this particular competition. Attend the "Coaching Meeting" the evening before if possible. Here you will find out about the local rules, the schedule, weather concerns, possible course conditions and it will give you a chance to meet the other Jury members and the Race Secretary. These are the people that you will be working and communicating with so it is extremely helpful to have interacted with them ahead of time.

>Pack your day bag with extras: an additional layer of warm clothing because you will likely get cold standing at the bottom all day, hand warmers, a knife, two pencils, a few pieces of blank paper or a small note book in a plastic baggy, duct tape, electrical tape, Band-Aids, sun glasses, sunscreen, lunch, liquids, and a spare glove that allows you to hold a pencil. Don't forget your ICR if you have one. (May be purchased from BC Alpine)

>Go to the Race Office to pick up your Finish Referee package (race schedule for the day, list of local rules if available, 5 start lists for the men and for the women, a clipboard and pencil, and a number of DQ forms). Also pick up your radio and a spare battery if possible. Keep the radio as warm as possible and you will find it will work better. It is essential that the Finish Referee always has radio communication with the Jury. Turn your radio on right away to test it and to become familiar with the controls. Ask the Chief of Race to review radio protocol on the Jury channel and hopefully he will practice a number of stop/start or racer down situations before the race starts. Clear concise communication is essential on the radio at all times and there should be no unnecessary chatter on the Jury channel.

>Arrive at the start for the 1st run of the day at the same time as the rest of the Jury. Go down to the finish with the Jury Inspection if the Cof R will allow you to do so. (It is a good way to learn.) If not go directly to the finish and start to check how things are set up in the finish area.

>Check the finish area:

Is the corral wide and long enough for safe finishes by tired racers?

Is the area free of ruts and soft snow? (Check again after the racer inspection)

Is the finish line far enough apart? Extra width is always better.

Is the line from the last gate to the finish directing the racers through the middle of the finish?

Is there a straight dye line marking the finish?

Is there proper protection for the electronic eyes?

Is there an area beside the finish for the Course Workers and DNF Racers to escape through?

Is the exit at the end of the finish area set up so that the racers have to slow down to go through it?

Are the result board and DSQ notice board set up in an area positioned to encourage racers to leave the finish area promptly?

Decide where the manual timer and recorder should be situated?

Are the sponsor banners set up?

> Meet the electronic timing people and develop a system in case of missed electronic times and reruns. It is key to figure out how you will communicate before the race starts.

> Introduce yourself to the manual timer and recorder. Check to make sure that their watches are synchronized with those at the start. It is important that they know how to use them, that they inform you instantly if they have watch problems, that they know when they should stop the watch (when any part of the competitors body crosses the finish line), and that the recorder knows how to fill out the recording form. The main thing is to help them feel comfortable with their job.

>Spend a few minutes with the Bib Collector so that they know when to collect the bibs and the importance of stacking them neatly. The person should be located at the finish area. (Usually just outside the exit gate.)

During Inspection:

- >Be familiar on how they should be inspecting and watch for racers that might violate the method of inspection. An example would be running the gates instead of slide slipping.
- >Report any infractions to the Referee.

Just before the Race:

- >Listen for another radio check.
- >Confirm that manual timing is ready.
- >Be prepared for course clearance. The Start Referee or Chief of Race will always ask for clearance from the bottom up. All you need to say is “**clear at the bottom.**”

During the Race:

- >Announce when the 1st forerunner is finished, then ask the forerunner their opinion of the course and report it back to the Jury instantly. Do this for each forerunner.
- >Be prepared for racers coming down to ask for reruns. Find out why. Where the interference occurred (which gate), which official they spoke to after the interference, and make sure you keep notes on the situation. You may either give the racer a rerun or if you are not sure you could check with the referee and get his or her opinion. It is better to give a racer a provisional rerun and decide if it should stand after the race is finished. At that point you can confirm the facts properly. The key is to keep good notes on everything that happens regarding reruns and potential protests.
- >Inform the Start Referee as to which racer will be coming up for the rerun.
- >Have a start list on a clip board and mark all the DNF's, DSQ's and DNS's so as there is a comparison when the Gate Judge cards come down to the finish.
- >Keep course workers and DNF racers from passing through the finish line. If one does by mistake, instantly inform the electronic timing people.
- >Make sure the finish corral area remains smooth and snow free. If snow starts to pile up, ask the Chief of Race if the course crews could slip the area. There might have to be a hold if this is being done, so make sure you inform timing. Often mulch or dye is needed in the finish area due to flat light. Inform the Chief of Race if you feel this warranted.

>If the Referee is not at the finish after each run when the Chief of Gates arrives with and DSQ's from the Gate Judges, then you should collect the cards. Make sure that all the DSQ's are clearly marked with diagrams, that you understand each of them and remind the Chief of Gates that the Gate Judge should be available for a protest meeting after the run, if necessary. You will pass them on to the Referee when he or she arrives. Be prepared to explain each of them. Ask the Referee if you should fill out the DQ forms, so that the Referee only has to check them over before posting.

>If there is a shortage of Gate Judges then you might be responsible for the last 2 gates.

>If an electronic time is missed, check to make sure there is a manual time at both the start and finish for that racer, and let the electronic timers know that you have a time.

>Record the order of finishes.

>Supervise the Finish Controller if you have one and/or look after crowd control if necessary.

>Announce when the last racer crosses the finish line.

After the Race:

- Thank all the volunteers in your area.
- Wait for the Chief of Gate Judges and the Referee to arrive.
- Wait in area to see if a Jury meeting is necessary.
- Help supervise the tear down if necessary.
- Return radio and race package to the race office along with any notes that might be necessary for protests etc.

Last year at a race I was checking on some of the officials that had taken courses from me and I arrived at the finish area. I asked the Finish Referee how things were going and she instantly stated her concern for the length of the finish corral. She had reported the same to the Jury but they felt it was fine, so she was a little nervous to say anything further. I then asked her if she thought the race should continue as is and she said "NO".

My answer was "If that is the way you feel then you then you should stop the start, but before you do, decide how much longer the finish should be and what equipment is needed, and how many course workers will be necessary to fix the situation." She called the Stop/Start and did a great job getting the required help to fix the unsafe situation.

Don't ever be hesitant to make decisions or ask questions if racer safety is at stake.

Thanks to Noel Villard ~ National TD Official – BC Alpine

2.10 Course Clearance

The following is a suggested way to do course clearance.

Hand this out to the jury at the coaches meeting, checking with the TD and CR that the clearance is acceptable to use. It is also advisable that the Jury meets to practice the clearance before the race. It is also a good way to have a radio check. In this example the Start Referee starts the course clearance, but sometimes the Chief of Race prefers to start things off at the beginning of the race and then hand the job over to the Start Referee.

The Start Referee should control all course clearances. At the start of the race the Start Ref. would say to the starter: **“May I get a timing clear?”** Once the timing is cleared the Start Ref says: **“This is the Start Ref., we would like to start the 1st forerunner, could I have clearance from the bottom up.”**

The Finish Referee would say: **“Clear at the finish”**

The same would be repeated by the different Jury members who are doing the clearance in the order that they are on the racecourse, and they would always identify their position in the same manner from then on. It is becoming more common to identify those on the course by a number, except for the Finish and Start Refs,

The Start Referee: **“Clear at the start, 1st forerunner in the gate”**

When the 1st forerunner is on course the Start Referee states: **“1st forerunner on course”** The Start Referee should indicate when each forerunner starts and the Finish Referee should state when they finish and give a report on the Jury radio re the condition of the course etc.

The same procedure, as above, should be used re course clearance to start the 1st racer.

If there is a hold on the course at any point the person calling for the hold would say: **“Stop Start”** (Yellow Flag protocol if necessary)

The Start Referee would immediately hold whoever is in the start and say: **“Holding # 17 in start, racer(s) # 16 on course.**

At that point the person who called the hold should identify what the problem is and where it is. If a racer is down, the Chief of Race will ask if Medical Assistance will be necessary.

Once the problem is solved the course clearance person who called for the hold will communicate to the Jury that the situation is clear. At that point the Start Ref. will ask for a timing clearance, and then Course Clearance from the bottom up and the whole procedure will occur again.

It is key that one hears the clearance below them before they clear their area, and the Start Referee must hear all clearances before he says: **“Racer #17 is in the gate and starting in (30 seconds).”** Then the Start Ref. says **“Racer # 17 is on course”** but there is no need to mention when # 18 starts, since this will be extra radio communication that is not necessary. (Sometimes Juries want each number mentioned as the racer leaves the start gate, and that is also OK.)

Last Racer

The start referee should state that: **“Racer #68 is the last racer and is in the start gate.”**
“Racer # 68 is on course.”

The Finish Referee will come on the radio to state that: **“Racer # 68 has come through the finish, will there be any reruns.”**

If the answer is negative then the Chief of Race will state: **“The race course is closed”**

(Remember it is always a good idea to go back to longer intervals for the last 10 racers or so. This will hopefully avoid interference in case of a fall that could cause reruns. They are ugly when there are only 3 racers left, and everyone wants the race to finish. It is the TD or Jury decision to extend the interval for the last ten (or so) racers.)

2.11 Racer Down Protocol

Downhill and Super G

At recent speed events there have been instances where well meaning, but untrained individuals have attempted to assist athletes following an on course incident. This type of situation is to be avoided in all but life threatening situations (a broken leg is not a life-threatening situation) and the following protocol is to be adhered to. Person(s) not complying with this protocol may be subject to sanction by the jury.

1. The Jury member closest to the accident site will call a "Stop Start."
2. The Start Referee will confirm immediately on Jury channel "Start Stopped, holding racer number (#) in start, racer(s) number(s) on course".
3. The person calling the "Stop Start" will then call, on Jury channel, "Racer down at(position). Please flag racer above this point"(if necessary). It is important that the position be clearly stated to avoid having a racer that is already **below** the accident, incorrectly flagged.
4. The Flag Person will confirm **as soon as possible** on Jury channel "Racer Flagged and Stopped at(position)".
5. The jury person having called the "STOP\START" will confer with the Start Referee as to whether ski patrol is necessary. Once arriving at the location, the ski patrol will determine if any additional assistance is required, ie toboggan.
6. **No** person is to move onto the course or approach the racer down, until ordered to do so by either, a member of the Jury **or** the Chief of Medical who will have heard the confirmation that the start is stopped and the on course racer(s) has been flagged and is stopped.
7. **Any** person, other than the Ski Patrol attending at the accident site, may **only** remove "debris" from the race course and may **only** assist the athlete under the **specific** direction of the Ski Patrol person in charge of the accident site. Under no circumstances, other than life threatening (remember, a broken limb is not a life threatening situation), is **any** person other than the Ski Patrol person in charge of the accident site, to attempt to remove athlete's equipment, remove the athlete from nets or attempt to move the athlete in any way.
8. The ski patrol member will communicate **only** as per established Ski Patrol radio protocol and **any** other person attending the accident site will **only** communicate with the Chief of Race or the Jury member closest to the accident site on the Course channel.

9. During the time immediately following the “Stop Start” call, **all** persons will clear **jury** radio channels until advised by Chief of Race that normal radio communications may resume. It may be **vital** to the rescue effort that this simple rule is complied with. During this time, the only expected radio traffic on the race communications system will be, to and from the Chief of Medical, to and from the Chief of Race or, to and from the Jury Member closest to the accident site. **No Exceptions.**
10. The Jury members will identify themselves to the Ski Patrol members at their station upon the arrival of the ski patrol. Jury members should be aware that, throughout the event, Ski Patrol members may rotate. There is therefore, a need to be sure that the Ski Patrol on station knows, at all times, just exactly who the Jury person is (start referee) , who may be directing them onto the race track.
11. The Jury member closest to the accident site will be responsible for the orderly conduct of the rescue. Care should be taken to control the number and status of those persons attending at the accident site. Strictly apply a “need to be there” rule.
12. During the conduct of the rescue, the Ski Patrol will reposition, as necessary, Ski Patrol personnel to ensure adequate coverage upon re-commencement of the event.
13. Immediately upon the accident site being clear and safe for the event to recommence, the Jury member closest to the accident site will advise the Chief of Race. At this time, the Chief of Race will advise that normal radio communications may resume.
14. The Chief of Race will instruct the Start Referee to commence a “Course Clearance” from the bottom up and then, as soon as it is safe to do so, will direct the Starter to re-start the event.
15. Chief of Medical will advise Chief of Race on private channel, destination and status of injured athlete and disposition of ski patrol members involved in the rescue as soon as these items are known.

Thanks to Bruce Hamstead ~ Race Quality Coordinator – Alpine Canada Alpin