



## Description of the Volunteer Positions

### **Chief of Race**

- This is a technical position and should be someone who is quite familiar with racing.

### **Chief of Course**

- Responsible for organizing and supervising Course Work personnel.
- Determining the work required for course maintenance.
- Ensure all necessary tools, such as rake, shovel, dye, etc. are placed in the appropriate location.

### **Course Workers**

- Sufficient and proper course maintenance is needed throughout a race in order to provide conditions as fair as possible for all competitors.
- Course workers may require to side slip, shovel, and rake or snow pack track from start to finish throughout the race.
- After race ensure podium is ready for presentations complete with fenced area to keep crowd back and clean up the area of garbage after the event.
- Personnel have to be on skis to carry on certain course work.

### **Chief of Administration**

- Prepare and distributes start list to the appropriate personnel before the race
- Race Office computer used to enter times as they are brought in by Runner
- One person reads the time and the other enters the data. Times are cross- checked with second Time Recorder sheet
- Total times will be calculated and printed at the end of the race on printer in Race Office
- This is the "Official" result if there is no disqualification.

### **Results Board**

- Race times will be announced by the announcer as racers passed the finish line and two time recorders will write times on board (these results are "Unofficial").

### **Results Runner**

- Collect recorded time from time recorders after each age / gender category and deliver them to Race Secretary for compilation.

### **Chief of Timing**

- Responsible for overall functioning of system (the timing system is set up by Snow Valley staff)
- Call out the time of each racer to time recorders
- Clear timing device and give signal via headset to Starter to start the next set of racers

*We will become the pre-eminent ski and snowboard racing environment in Alberta as demonstrated by racer performance and attitude, fiscal strength, and the ability to attract coaches and athletes alike.*

## **Recorders**

- 2 time recorders to ensure times called out by Chief of Timing are transferred correctly onto start lists, one for each course with start lists, clip boards & pencils (duplicate sets of results to be recorded)
- The recorded time must be clear and legible handwriting so announcer can announce results over the P.A. system. Recorder not sharing times with the announcer will be the "official times" the second set will be the back up

## **Start Referee**

- Relay racers at the start gate to Chief of Timing via headset
- Give Start Command to racers when timing and course are clear
- Control the flow of the race and start area

## **Assistant Start Referee**

- Responsible for ensuring racers report to start gate at the appropriate time to keep the race running in a timely manner
- Call racers and forerunners by the bib number from a start list and ensure they are line up in correct order in an approach to the start gate, with the help from coaches
- Inform the Start Referee in good time if a racer appears on the start list and has not reported in timely fashion

## **Finish Referee**

- Determining if racer correctly crossed the finish line, recording all racers that finish the race and makes call on re-runs.

## ***Chief of Gate Keepers***

- Responsible for recruiting, training and organizing sufficient gate judges for the race
- Should be prepared to undertake any training of gate judges prior to the race and issue them with a clear and concise set of instructions of their duties
- Collect each gate judge card after the completion of a run and takes them to the finish for review by the Referee, if one available

## **Gate Keepers**

- Responsible for judging the passage of each competitor through the gates and deciding whether the passage was correct. Incorrect passage results in a disqualification of a racer

## ***Event Quality***

- Responsible to make sure we have enough volunteers and that the event runs smoothly

## **Race Announcer**

- Responsible for setting up P.A. system and announcing racers at the start and their time at the finish

**Bib Sort**

- Responsible for ensuring there is sufficient bibs with numbering sequence for number of racers
- Ensure bibs are presentable and sorted for distribution to racers on race day
- Prepare forerunner bibs
- Arrange for officials bibs

**Bib Handouts**

- Hand out assigned bibs to the proper racer on race day

**Bib Collectors**

- Collect bib from each racer when crossed finish at the conclusion of the second run
- Organize bibs and return to Event Quality Coordinator

**Volunteer Check-In**

- Ensure all signed volunteers are checked in on race day in accordance with the volunteer sign up list
- Fill unassigned positions with volunteers on race day (or sooner)