



## **SRRC Volunteer Alpine Race Worker Race Day Positions Explanation of Duties & Responsibilities**

Hosting a USSA sanctioned race is a huge undertaking for our club, requiring the help of more than forty (40) qualified and dedicated individuals. It is the responsibility of the host club to fill most if not all of these positions.

Long before the day of an event, the SRRC race organizing committee meets to discuss and plan every aspect of the race and make arrangements with Ski Roundtop for use of their facilities. Pre-race planning and post-race analysis is instrumental in our ability to uphold and maintain the high standards we have established for running a successful event.

SRRC has an excellent reputation throughout the state of running a well-organized and efficient race. We have done so under some of the most adverse weather and snow conditions you can imagine. In order to maintain this reputation it is imperative that we continue to inform and educate our membership about the duties and responsibilities of being a volunteer race worker or official.

Our ultimate goal is to provide a race day atmosphere where the participants can focus on the race and perform to the best of their ability without being distracted or influenced by the actions of others. We also want the workday experience of the race workers to be as rewarding and enjoyable as possible so that they will be eager to work again.

It is a requirement and responsibility of all SRRC members to volunteer their time as needed to ensure that these positions are filled with competent individuals from within our own club. If we are forced to fill these positions with paid or volunteer help from visiting teams, we diminish our reputation and fail to meet our goal of being the best ski racing club in the state.

The rules that govern USSA Alpine Ski Racing are found in the USSA Alpine Competition Guide (also referred to as the ACR) [download here](#)

**Race Worker Training:** SRRC conducts educational training clinics for gatekeeping and timing. We strongly recommend that all members attend at least one gatekeeping clinic. We will arrange individual training for positions that require it, and on the job training or shadowing of an experienced member for others. If you are interested in learning more about any of these positions, please contact one of the SRRC coaches or Board members and someone will be in contact with you to provide you with more information. Saturday morning club races are a great time to learn the duties and responsibilities of some positions.

When you sign-up to work a race, it is a full day commitment. Some positions do not allow much time between runs for you to go to the restroom, eat lunch or relax in the lodge. In some cases, a bag lunch will be provided for you to eat on the hill; you will be informed during check-in if a bag lunch will be provided for you. It is recommended that you do not consume large amounts of coffee or other drinks on the day of the race unless you are a camel!! Restroom facilities are not conveniently located near the race hill and the race cannot be stopped to allow you to leave your position. If an emergency does arise, please contact your immediate supervisor and arrange for someone to fill-in during your absence. **It is unacceptable to leave your position during the race without prior approval.**

**For those who do not ski or ride**, the following jobs are for you: Race Registration; Scoreboard; Announcer; Hand Timing at the Finish; and Gatekeeping near the bottom of the course. Other non-skiing jobs are available with proper training and experience. These include: Race Administration, Finish Referee and Timing & Calculations. If you are interested in learning more about one of these positions, please talk to an SRRC coach or Board member.

**Dress appropriately for the weather.** Most jobs are outside and may require standing in the same location for the duration of the run. Come prepared for weather changes. Extra socks and gloves, hand and toe warmers and raingear might be necessary.

**Check-in and sign the volunteer sign-in sheet at the Racer Registration Desk** when you arrive on the morning of the race. This will insure that you get proper credit for working the race. You will be given further instructions regarding where, what time, and to whom you are to report for duty. If you do not have a USSA Officials license, you will also be required to fill out a USSA Volunteer Race Worker Registration Form.

On the day of the race, the TD (Technical Delegate) is charged with the duty of overseeing the operation of the race to ensure that it is conducted in a secure manner for the athletes and that the race results are fair and accurate. The TD is assigned by USSA. The TD appoints a Referee to work with him. SRRC appoints a Chief of Race to work with the TD and Referee. These three (3) officials constitute the Jury and make all decisions concerning the race. All other positions are under the direct supervision and control of the Jury.

[Click here to request a specific volunteer position.](#)

## **Duties & Responsibilities of Race Worker Positions No Pre-Race Day Training Required**

Please remember that all of these positions are extremely important and the race cannot go on without the position being properly manned. **Please don't be late, as the timely and efficient operation of the race depends on you!!**

**Race Registration:** This group of four to six people is responsible to check-in and register all racers, coaches and race workers during a specific period of time on the morning before the race begins. Registration workers should report to the Registration area by 6:30 am the day of the race to

set-up tables and organize the registration area before the racers arrive. You will be assigned a station and duties to perform during the registration period. You might also be assigned another duty to perform after registration closes such as Bib Collection, Scoreboard or Race Announcer. Does not require training prior to race day.

**Bib Collection:** You will be responsible for bib collection at the finish area during the race. You are to set-up just outside of the finish area 10 minutes before the start of the race. Take along the box of envelopes containing the racer's USSA cards (get from Registration). You are responsible for the safekeeping of these cards until they are returned to the racer in exchange for their bib. Position yourself at the exit of the finish corral during both the morning and afternoon runs to collect bibs from racers when they are finished for the day. This can occur at anytime during the first run if a racer is not able to or does not intend to start the second run. All racers must return their bib when exiting the finish area after their second run. When a bib is returned, the racer is given back their USSA card. Keep the area around the exit clear so that the racers can exit the finish promptly. At the completion of the race, organize the bibs and make a list of all missing bibs. Return the box of bibs to the Registration area at the end of the day. Does not require training prior to race day.

**Scoreboard:** Report to the Timing Building 20 minutes before the start of the race. You will be given an official Start List. Dri-erase pens and an eraser will be found near the scoreboard. The scoreboard is normally filled out ahead of time but you should check it to clean and repair any smudged or illegible names and numbers, and check for any missing names or incorrect listings. Write in the name and bib number of any missing or late entries from the start list in an open space on the scoreboard. You will be placing the times on the board for all competitors; first run, second run and total time. You will receive times from the Timing Building via headset or radio communications. After the first run is completed the second run start time will be announced. You should return to the scoreboard 15 minutes before the start of the second run. For the second run, you will receive the run time plus a combined time. Besides times you may hear; did not finish, write "DNF", or did not start, write "DNS". If a time for a racer is not immediately available, leave the space blank. The timing crew will provide a time for this racer later. Near the end of the run, feel free to question the availability of any missing times. After the race is completed, return the pens and eraser to the Timing Building. Does not require training prior to race day.

**Announcer:** Report to the Timing Building 20 minutes before the start of the race. Put your headset on and test communications with the scoreboard to make certain that everything is working and adjusted properly. A Start List will be provided. You will be announcing instructions from the timing crew like "clear the course", "the course is closed", etc. and the times of each racer. Announce the name of each racer in the start, who is on course, and who has just crossed the finish line along with their time. When you announce who is in the start, also announce the name of their team or club. You may break for lunch after the first run is completed, but must return 15 minutes before the start of the second run. Does not require training prior to race day.

**Hand Timing; Start and Finish:** Start timers report to the Timing Building at least 30 minutes before the start of EACH run. Finish timers should report at least 15 minutes prior to start time. Two (2) people man each position. One person operates the stopwatch and the other person records the times. You will be given a clipboard with hand timing report forms and two (2) stopwatches. The Chief of Timing will instruct you on the operation of the stopwatches and how to record the times.

Return the stopwatches and the clipboard with the reports to the Timing Building at the completion of EACH run. The stopwatches must be synchronized in the timing building before the second run begins. You will be notified when to return to pick up the stopwatches and clipboard with fresh hand timing report forms for the second run. If you are at the Start, you need to be on skis to get to your position. For the Finish, you may walk. At the conclusion of the race, return the stopwatches and clipboard with the timing forms to the Timing Building. The stopwatch operator should be positioned next to and in line with the start gate or finish line. At the start, a time is taken and recorded for each racer as they make contact with the start wand. The start timer will be given one primary watch and one secondary in case the primary fails. At the finish, a time is taken and read to the hand time recorder for each racer as they cross the finish line. Give your secondary watch to the hand time recorder or Finish Referee. In the event of two competitors approaching the finish line in close proximity, the hand timer should get the time of the first finisher, the hand time recorder or Finish Ref should get the time of the second finisher (there might not be enough time to record the time of the first finisher and get the second finisher's time if there is only one watch in use). In the case of a fall by a racer at the finish, the time is taken when any part of the racer or his equipment break the plane of the finish line. Does not require training prior to race day.

**Starter:** Check in at the Race Registration Desk by 8 am and sign-in. Report to the Timing Building in person or via headset for instructions from the Chief of Timing and be in position at the Start 45 minutes before the start of the race. There are different procedures for SL and GS. The Chief of Timing will instruct you on the specifics procedures and start intervals that will apply for this race. Upon arriving at the Start, check out the start platform and if necessary assist with the set-up and adjustment of the timing and communications equipment. Be sure the start platform is level and smooth so a racer can stand there in a relaxed position. Also check the ramp and see that it is smooth and packed, if not, sideslip with your skis. Be sure there is a firm spot for the racers to plant their poles in front of the wand so that they can get a push-off. Maintain the start area as needed during the race. Keep your headset on prior to the race as the timing crew will want to talk with you to do a test of the start wand. Forerunners should be lined-up and ready to go approximately 5 minute before the official race start time. Give names of forerunners to the timer. Convey start hand times to the timing crew as requested to confirm and check timing results. Give bib number to timing of each competitor as they enter the start gate. Notify the timing crew whenever you have a competitor out of order or if a competitor has missed his/her start. You may not touch the competitor or assist in their start, but you may remind them about unbuckled boots, goggles not down, etc. The jury will approve all requests for re-runs and notify the Starter and timing crew where to insert the racer into the line-up. The jury must also approve missed or late starts. Any competitor who is taking a provisional rerun must be verbally reminded that the run is provisional. At the completion of the first run, the Jury will notify the Starter, the timing crew and course setter when the course is clear for a reset. The Starter should be back in position 30 minutes before the start of the second run. At the completion of the race, assist with tear down of the start area, wrap up and secure the timing wires and return the timing equipment to the Start Building. Does not require training prior to race day.

**Start Round-up or Assistant Starter:** Check in at the Race Registration Desk by 8 am and sign-in. Report to the Starter at least 30 minutes before each run begins. Pick-up Start Lists from the Start Referee and distribute them to the Coaches in the start area (only one per team until every team has one). Call forerunners and racers when directed by the Starter and line them up in Start List order. Keep the start area clear and the line-up of racers organized and moving so that they are ready when

the Starter calls their number. If a racer reports late for their start, notify the Start Referee and Starter and obtain instructions on where to insert the racer into the line-up. If a racer checks in for or requests a re-run, notify the Start Referee and Starter to confirm that the jury has authorized it. You will then be given instructions on where to insert the racer into the line-up. If a racer reports to the start without a bib, notify the Start Referee and Starter to obtain an alternate bib for the racer to wear. Cheer on and encourage the racers, and smile! Does not require training prior to race day.

[Click here to request a specific volunteer position.](#)

## **Duties & Responsibilities of Race Worker Positions**

### **Pre-race Training or Experience Recommended**

**Gate Judge or Gatekeeper:** Check in at the Race Registration Desk by 8 am and sign-in. You will be directed to meet with the Chief Gate Judge at a specific time and location for instructions and to receive your materials. You will be given instructions on how to perform your job and times when you must be in position on the hill. The race cannot begin until all gatekeepers are in position at their assigned gates and ready to begin recording information on the fault card, please don't be late! You will be given a clipboard with pencils and fault cards and an identification bib. Please return these items to the Race Registration Desk at the end of the day. You will be instructed on how to fill out your fault card and how to properly document a fault. You will be assigned a few gates on the hill to watch and you will be judging as to whether the racer has passed through each gate correctly. You must record the bib # of each racer who enters the area of your assigned gates. If you believe that a fault may have occurred, you must record it on your card AND draw a diagram. If necessary, also write a brief description of what you observed. Do not record the bib # of a racer unless they are within sight of your assigned gates. You must also record information on your card if you are witness to a fault or other abnormal situation that may have occurred near your position on the course, in support of or in opposition to another gatekeeper's record. If you have recorded a fault, you must remain at the finish area after the run until the Jury releases you. If you are not skiing, you will be assigned gates near the bottom of the course so you can walk up from the finish. If you are skiing, a lift ticket will be provided (unless you have a season pass) so that you can ski to your assigned gates from the start. Dress warm!!! You will be standing in one area throughout the duration of each run.

Special Note: If you are approached by a racer or the racer's coach for a re-run, please direct them to speak with Finish Referee or a member of the Jury. The only people who are entitled to see your fault card and/or discuss a situation that you may have been witness to during the race are the Head Gate Judge and the members of the Jury. If a coach, parent or athlete approached you for information or an opinion, please direct them to see a Jury member.

Most race controversies are due to questionable gate passage or interference. It is strongly recommended that you attend a SRRC gatekeeping clinic and watch the gatekeeping video [available here](#). Also, please be diligent about your drawings and written descriptions where necessary.

**Course Maintenance:** Check in at the Race Registration Desk by 8 am and sign-in. You will be directed to meet with the Chief Of Course at a specific time and location for a job assignment or duties

and to pick up necessary tools (i.e. rack, shovel, drill, gate key, etc.) as needed for the job. You will need to know how to screw in gates, replace broken gates, put up safety fencing, slip the course, remove loose snow, maintain ruts, etc. Assist with tear down of the course after the race is complete. This includes safety fencing, spectator fencing and barriers. While on course, do not interfere with the racer. Stay alert and keep an eye up the hill for oncoming racers!!! When a racer approaches, please stand clear of the course. It is recommended that you help with club race maintenance before working at a USSA race.

**Assistant Timer:** Check in at the timing building by 7:00 am. Assistant timers help set up and tear down the timing equipment, synchronize the clocks, run the timing software, and communicate when to start racers to the Starter. This position requires training at pre-season training clinics conducted by the SRRC Chief of Timing at SRT, or by shadowing other timing personnel. Plan to be in the timing building up to an hour after the end of the race. Lunch is provided.

## **Duties & Responsibilities of Entry Level Officials**

### **Pre-race Training & Certification Required**

**Start and Finish Referee:** A USSA Officials license is required with a level 1 or higher Jury Advisor (JA) certification which requires passing the Referee exam. Check in at the Race Registration Desk by 8 am and sign-in. Please familiarize yourself with the duties of this position ahead of time by reading the USSA Alpine Competition Rules. The Start and Finish Referee are responsible to supervise and support all worker activities in and around your assigned area. Report to the Timing Building 15 minutes before inspection begins and check-in with the Chief of Timing. You will be given a jury radio, clipboard with pencils and the necessary forms. You must be at your station during the inspection and the race. After each run is complete, the Start and Finish Referees must report to the finish area and remain until released by the Jury. All forms must be given to the Referee after each run. Please keep your radio on the jury channel throughout the inspection and race. Please return your clipboard and radio to the Timing Building after the race is complete.

The **Start Referee** will be given a knapsack with forerunner bibs and a few extra bibs to be used in case a racer reports to the Start without their assigned bib. Return the knapsack to the Timing Building after the race is complete. The Start Referee should supervise the Assistant Starter in distributing start lists so that each team receives at least one start list. The Start Referee records the bib # of each racer who leaves the start gate, in order, and also documents any faults by the racer at the start. If you believe that a fault may have occurred, you must record it on your form with a diagram or a brief written description of what you observed, and immediately inform timing and the Referee. Ask the jury what they would like you to do about competitors who show up late for their start and when to insert competitors who are taking reruns. You must also record information if you are witness to a fault or other abnormal situation that may have occurred elsewhere on the course, in support of or in opposition to a gatekeeper's record. The Start Referee must also see that the start area is kept clear and orderly. The Start Referee communicates with Timing through the Starter who has direct communications with the timing crew via headset, and with the jury via your jury radio. Jury radios should be on a private dedicated channel. You must verbally remind any competitor who is taking a provisional rerun that the run is provisional and may be disallowed by the jury. Visually inspect each racer as they enter the start to make sure that their equipment is proper and secure. It is appropriate to

inform a racer if you notice that their equipment is out of adjustment or not secure. (i.e., boot buckles, goggles, pole straps, etc.) Be sure you are clear about the USSA equipment rules and equipment protest procedures.

The **Finish Referee** records the bib # of each racer who crosses the finish line, in order, and also documents any faults by racers at or near the finish. If you believe that a fault may have occurred, you must record it on your form with a diagram or a brief written description of what you observed. You must also record information on your form if you are witness to a fault or other abnormal situation that may have occurred elsewhere on the course, in support of or in opposition to a gatekeeper's record. The Finish Referee must also see that the finish area is kept clear and assist any racer who has fallen in the finish and/or usher racers from the finish before the next racer approaches. The Finish Referee may be requested by the Timing Crew to adjust or align the finish beams before or during the race if a problem develops, and you will be asked to communicate some hand times to timing. The Finish Referee may be requested by the TD to interview each forerunner after they cross the finish line to confirm that the conditions of the course are appropriate to begin the race. The Finish Referee communicates with the timing crew via headset or radio at the finish. Be sure you are clear about the 0-1-2 rule for legal finishes. If you are informed by a member of the jury that an equipment protest will be lodged, you must confiscate the equipment in question before it leaves the finish corral.

Special Note: If you are approached by a racer or a racer's coach for a re-run, contact a member of the jury (Referee, Chief of Race or Technical Delegate) immediately for instructions. Do not grant the racer a provisional rerun unless a member of the jury has authorized it.

[Click here to request a specific volunteer position.](#)

(updated 11-19-09)

**End**