



Alpine Race Event Volunteer Positions

Event Registration/Bibs

Successful event registration volunteers will be able to arrive early, sort bibs, and help with direction of athletes and coaches.

Event Registration

- Arrive at 6:45 AM and check-in at the office upstairs
 - Inside the office door (or on the main level of the club house) you will find the Bib Bin along with all the items needed for registration.
 - Sort Bibs by each team/club based on the Team registration sheets located with the bibs on the morning of the race
 - Ensure proper Start Lists are printed
 - Check date and discipline on start list are correct for that days race
 - When registration opens (generally 7:30 AM) Team Captains (Head Coaches) will be coming to get the bibs for their teams. The Team Captain will receive:
 - Teams bibs
 - Start Lists and Race Day Program (if additional copies are need copier is located in Director Office)
 - Tickets for their athletes and coaches
 - After registration is closed:
 - Pack up and put all registration equipment back in to registration box
 - Return unused Bibs to the office and let timing room know of any Pulls (registered but no longer racing), Do Not Starts (DNS - athletes that registered but didn't start either first or second run), or Adds (athletes who didn't originally register but show up to register and race) to the start list coaches have notified registration of that morning.
 - Make sure bibs are returned. Typically place bib bin at finish in accessible, out of the way location, and collect bibs after 2nd run. Remember DNF (Did Not Finish) and DSQ (Disqualified) athletes who may have left the course prior to the finish.

Bib Collectors (Registration Part 2)

- Place Bib Bin at the exit of the finish corral for the end of first run for DNF (Did Not Finish) or DSQ (Disqualified) athletes. During the second run, stand
- Collect every athletes bib as they finish
- Collect DNFs bibs as the ski past finish corral
- After the second run bring bibs upstairs and sort them in numerical order by groups of 10s (1-9, 10-19, 20-29, etc.)
- If wet leave out to dry and if already dry return them in order to the plastic bins

Gate Keepers

Successful gate keepers will be able to stand on the mountain for 1-2 hours and have legible writing.

- Meet upstairs in the Clubhouse Office by 8:15 AM, for the gatekeeper meeting and to receive positioning instructions, clip boards, DSQ sheets, and Gatekeeper bib
- Gate keepers should be out on the hill and in place 10 minutes before the start of the race (normal start time is 9:30 AM)
- Watch each racer and record whether there was a fault or DNF in your section of gates (except for forerunners)
 - Record each racers number that passes you whether they fault or not
 - You will receive guidance and instructions on what a fault looks like
 - Gate Keeper instructional video: [\(2\) USSA Gate Judge Video - YouTube](#)
- After the completion of the men's and women's **first** run return to the Clubhouse office ASAP and return your cards to the head gate keeper
 - Make sure to do this before you go anywhere else as this information is important to complete paperwork for the race.
- Gate Keepers must remain upstairs for 15 minutes after DSQs and referee reports are posted on the scoreboard in case of protests
 - If you must go to a different location, make sure your cell number is written legibly on each gatekeeper card.
- The same process will be repeated for the second run

Hand Timers

Successful hand timers will be able to stand on the mountain for 1-2 hours, be good with numbers, and legible writing. Start timers will need to be able to ski.

- Arrive at the Clubhouse office by 8:15 AM
- Report to the timing room (upstairs in Clubhouse) and ask the Assistant Timer to get clip-boards, hand timers sheets and synced stop watches
 - Note for FIS races you will be using a handheld computer to enter the hand times that only requires a few buttons being pressed.

- Hand timers should be in place at the start and finish 10 minutes prior to the start of the race. Races usually require two people for the start and two people at the finish line.
- One hand timer will work the stop watch while to other records times
- Hand timers at the start should stand in the same spot for the entire run and use the same reference point to hit the lap button on the start watch to best represent the time the athlete is breaking the start wand
- Once the lap button is hit the hand timer will either read the time to the recorder or allow the recorder to see the time to write down
- This will be repeated for every racer, the Chief of Timing may ask for times to be reported so be prepared to share times either over the radio with the finish ref or through the starters headset.
- The finish hand timers will follow the same process except the stopwatch will be lapped at the point that best represents the athlete crossing the finish line
- Hand timers after each run will deliver the recorded times to the assistant timer in the timing room in the clubhouse office.

Announcer

Successful Announcers will have a soft voice for the microphone, be well spoken and be able to quickly read athlete names, bibs and times of racers as the race is progressing.

- The announcer should arrive by 8:15 AM
- Prior to the start of the run and between runs, the announcer should help office assistant and timing crew with any items they may need assistance with such as making copies or finding missing bibs, etc.
- The announcer makes general announcements such as changes to the schedule of the PA system
- The announcer will announce the athlete in the start, on course, and the times of the athletes finishing.
- The announcer needs to announce the bib number, name (only when in start and crossing finish line), and time of each athlete clearly.
- During the second run announcer should also say the combined time of each athlete
- After the completion of the first run the announcer should announce the second run inspection time and start time and when DSQs are posted and the protest period
- After the second run announcer should share at what time awards will happen, when the DSQs are posted and when the protest period
- The announcer should be available in the office until dismissed by timing crew or chief of race

Starter

Successful starters will arrive early, be able to ski the hill, and carry materials off the hill.

- Arrive at 6:45 AM and be on 7:15 chairlift ride to help set up start
- Must be at start 45 minutes to run start in order to sync the start with timer
 - Start Time is generally 9:30 AM.

- Starter must vocalize proper start sequence for athletes depending on the event. SL – Racer ready ...Go, GS – Racer Ready 10 seconds.....5....4....3...2....1...Go
- Starter must close start gate after every racer to prevent false starts
- Starter needs to report to the timer which bib number is in the start for every racer to ensure proper bib numbers are in the system
- Starter may leave the start between runs as long as they return 45 minutes before the 2nd run start
- Starter shouldn't leave start if Start Referee is temporarily not at the start
- After the second run, starter should tear down the start and carry down start bag

Course Crew

Successful course crew members will arrive early, be competent skiers and able to carry heavy/bulky items and be prepared to ski all day.

- Chief of Course (this position is assigned to each race by the Director) is responsible for organizing race crew and their main point of contact during the day
- Course crew members should arrive at the club between 6:30 AM and 6:45 AM in order to gather all the needed equipment for the race (start bag, start block, spare fence poles, gates, drills, fence, etc.)
- Course crew should be competent skiers that are comfortable carrying bulky items while skiing.
- Course crew members should never be far away from a shovel, rake, and drill and know where all the spare gates are on the hill during the event.
- Course crew are responsible for setting up the start, banner guard, B-Net, pop fence, finish, course, spare gates along course, shovels and rakes along course
- Course crew should be on the course the entire run, either stationed and working a section of course, or rotating around slipping the course
 - Make sure to follow the clean hill initiative: [\(2\) Clean Hill Initiative - YouTube](#)
 - Slipping should be done at a high speed and focus both on the racing line and the winder line where the softer snow gathers. Slippers generally should go in groups of 2-3 or more. If slipping while the race is in progress slippers should pull out of the course at predetermined locations to let the racer on course pass then get back on course behind the race and continue slipping to the next location. When the race is on hold slippers can slip the entire course.
- Course crew should remain on the hill after first run to help pull gates and reset the course for the second run
- After the second run the course crew is responsible for tearing down the race hill, gates, banner guard, fence, finish, start, pop fence, etc.
- Make sure everything is bundled and put away correctly

Please note: *Food is a much appreciated donation, and does not count as 'on-hill' volunteering.*

Race Officials

Race Officials are seasoned volunteers who have specific assigned roles and require licenses and training for alpine race participation. Below is a list of additional positions that may interest you in the future. Please reach out to the Director, Ryan Sheredy, if you're interested in learning more about these positions.

<https://usskiandsnowboard.org/files/alpine-competition-guide>

Start Referee

- Arrive at SNSC for early load (7:15 am on weekends, 7:45 am on weekdays) and help set up the start with the race crew.
- Remain at the start and control the entry for the entire race day. (Can be relieved by another race official if there is a need to go to the bottom or inside).
- Responsibilities include:
 - Control the entry to the course. Only allow coaches, athletes, volunteers and officials onto the course when safe.
 - Open and close inspection periods.
 - Ensure all athletes have the proper and legal equipment before they start.
 - Confirm all start stops over the radio
 - Radio Stop Start Protocol:
 - Stop Start is called, Start ref says "Stop Start Confirmed" then name the last racer's bib number to leave the start and the bib number of the racer in the start gate.
 - When over the radio you hear "course clear, start start" confirm over radio and confirm the racer's number is leaving the start at the next interval.
 - Announce over the radio when the next racer is on course.
- Write down the order of each racer to leave the start
- make any notes of illegal starts or late starts
- Announce over the radio any "DNS's"
- Help Tear down the finish at the end of the race

Finish Referee

- Arrive at SNSC for early load (7:15 am on weekends, 7:45 am on weekdays) and help set up the start and finish with the race crew.
- Check-in with Chief Timer in the morning to make sure you know how to work the finish eyes if they need any adjusting during the race
- During inspection you maybe asked to stand at the finish to direct racers to slip the area correctly
- Must stand at the finish and record each forerunner and racer that finishes and their order
- Check with forerunners after they have completed the course that they approve the course and that is runs well and safely

- report over the radio and hand times needed to the timing room from the and timers
- Report to the jury if any athletes request a re-run due to interference with a broken gate, race crew members, or other racer.
- Call over the radio any DNFs that occur near the finish “Bib XX, DNF”, and then either “Course Clear” if the racer can quickly and safely exit the race area or “Stop Start” if the racer has fallen and is in the track or near it.
- At the conclusion of the race help tear down the finish area

Chief of Timing and Calculations

- Arrive at 7:30 AM at SNSC Clubhouse
- Setup timing equipment in the timing room and ensure the proper race file is open on the timing computer
- Ensure you have access to all needed paperwork for the race from the race Secretary (TDTRs)
- Follow USS rules in Alpine Competition guide and timing booklet to sync A systems and B systems with the timing software
- ensure start lists and codex are correct
- confirm communication with starter as well as Start and Finishes are working properly on both systems
- With assistant timer setup (sync with TOD) hand timers and train volunteers who will be hand timing
- Give TOD updates every 15 minutes prior to the start of run 1
- When the Chief of race gives the course clear, timer may begin the race by sending the 1st forerunner
- When Chief of race gives the OK to start the race after the forerunners then timer can send the first racer
- After the conclusion of the 1st run timer should prepare a 2nd run start list
 - may need DSQ's from the Referee before this can be completed, depending on the event
 - Print 2nd run list to be copied and distributed as well as posting digitally (WhatsApp and Live Timing)
- After the conclusion of the race the Timer should compile the final results for awards and get to Chief of race
- Proper Paperwork needs to be completed and race files sent into US Ski & Snowboard
 - TDTR
 - TD Report
 - Referee Reports
 - Post/submit XML race file on USS events website
 - Post PDF of results on VARA
- Tear down and clean Timing room and equipment

Assistant Timer

- Arrive at 7:30 AM at SNSC Clubhouse
- Assist with the setup of timing equipment in the timing room and ensure the proper race file is open on the timing computer
- Assist with syncing the timing systems - Follow USS rules in Alpine Competition guide and timing booklet to sync A systems and B systems with the timing software
- With chief timer setup (sync with TOD) hand timers and train volunteers who will be hand timing
- During run and after run make sure to mark on timing tapes the TODs needed for TDTR and assist chief timer with entering these times into the worksheet.
- After the conclusion of the race assist the timer should compile the final results for awards and get to Chief of race
- Assist Chief Timer with Paperwork that needs to be completed and race files sent into US Ski & Snowboard
 - TDTR
 - TD Report
 - Referee Reports
 - Post/submit XML race file on USS events website
 - Post PDF of results on VARA
- Help tear down and clean Timing room and equipment

Head Gate Keeper

- Arrive for early load (6:30) and assist with set up
- Number gates as they are set by setter
- Note the number of gates for all courses set
- Run gate keeper meeting, going over what is a fault, how to record and fault or DNF, and where to report to after the completion of the run
- Assign gates to each gate keeper
- Collect gatekeeper cards at meeting point and make sure they are in proper order
- Give to Referee and/or Chief timer
- Get second run start list as soon as they are available and distribute to gate keepers
- Repeat process for the second run.
- Don't allow gatekeepers to leave until after protest period is over (Protest period ends 15 minutes after DSQs are posted/signed)

Volunteer Coordinator

Successful volunteer coordinators will arrive early and be knowledgeable of events, volunteer positions and event structure. Volunteer coordinators will have good people skills, and be able to redirect people and crowds.

- Ideally a position filled by a veteran club member with good communication, networking and managing skills in addition to a problem solver.
- Welcome each volunteer, orient each person to the event, their role, and the expectations

- Be the point person to seek out with questions, concerns, etc.
- Help with lunch set-up and clean-up and welcome all volunteers to join the lunch
- Thank each volunteer at the end of the day for their time