



FARWEST EVENTS CREW – ROLES & RESPONSIBILITIES

Notes: This is only meant to capture competition preparation and event-related tasks.

FarWest board-members have additional responsibilities.

Where an assistant position is listed, the goal is to recruit parents of U13 athletes to shadow current crew member for the role in order to ensure continuity when crew member “retires”.

Chief of Comp:+ 1 Assistant CoC

- Works with US Ski & Snowboard to open event registration on my.USSA.com
- Troubleshoots registration issues: cancellations/rescheduling/refunds
- Distributes emails/newsletter announcing event and sends out reminders
 - Keeps email list updated from US Ski & Snowboard feed
- Posts event details on Facebook page /social media
- Coordinates judges attendance (1 month ahead)
- Confirms availability of Event Crew (2 weeks ahead)
- Confirms course readiness (1 week ahead)
- Monitors conditions and communicates changes to Event Crew (week of)
- Review registration roster with Head of Scoring to issue start lists
- Sets up scoring and viewing area space with Event Crew
- Confers with Judges and Event Crew on conditions and start time
- Troubleshoots event issues

Technical Delegate:

+ 1 Assistant TD

- Coordinates with Course Builder to confirm course compliance (day prior)
- Sets-up control gates (2 persons required)
- Cuts and paints finish line
- Sets duals line separators (2 persons required)
- Manages walkie talkies (batteries charged), distributes to, and collects from Event Crew.

A comprehensive description of the Technical Delegate’s role is provided at:

<https://usskiandsnowboard.org/sites/default/files/files-resources/files/2018/2018%20USSS%20Freestyle%20Officials%20%20Governance%20and%20Guidelines%20Handbook%20-%20Final%20Approved.pdf>

Chief of Scoring:

+ 1 Runner

+ 1 Assistant CoS (Assistant CoS (or Treasurer) also manages bibs)

- Manages scoring equipment (PC and printer hardware, software updates)
- Generates and prints start lists (Evening prior)
- Organizes check-ins (Day-of)
- Records and validates scoring with Head Judge and TD
- Distributes results lists to CoC, and Coaches
- Hands results lists to Announcer for awards ceremony
- Emails scoring files to USSA staff

1 Runner

- Distributes start lists to course crew (Starter, Judges, Hand-timer, Announcer, coaches)
- Collects/staple scoring sheets from head-judge and hands to Head of Scoring

Duals Recorder

+ 1 Assistant DR

- Tallies up the points from judges for (red?) competitor and announce score
- Writes dual winner's name in next-round on bracket sheet, and communicates with Starter.

Chief of Timing (Electronic Timer):

+ 1 Assistant ET

- Manages electronic timing equipment (battery maintenance, calibration, tripod)
- Installs and sets-up electronic timing equipment once control gates are set. (2 persons required)
- Coordinates "timing" readiness with hand-timing crew.

Head of Hand-Timing:

+ 1 Assistant HT

- Sets up hand-timing crew (1 Assistant Hand Timer + 1 parent volunteer) – distributes stop watches, instructs on hand-timing function
- Records hand-times and electronic times
- Communicates "official" time to Head-Judge

Chief of Sound / Announcer:

- Manages sound system installation and operation
 - Charging microphone & music player, running cords
- Announces (unofficial results), comments on performances, and DJs
- Manages awards ceremony

(Need back-up announcer and someone responsible for bringing medals and prizes)

Sponsors Relations Manager:

- Manages sponsor flags and advertisements displays
 - storing, bringing gear to course, setting up, and putting away all advertisement gear.

Volunteers Coordinator:

- Recruits and manages volunteers sign-ups for
 - 4 parent choppers
 - Viewing area set-up & pack-up crew
 - Runner
 - Lunch carrier
- Orders lunches

Treasurer:

- Confirms prizes budget
- Coordinate prizes acquisition

Judging Coordinator:

- Staffs each scheduled Far West event with judges. Schedules judges a month or two in advance.
- Works with Treasurer to ensure judges are paid.
- Ensures judging assignments are recorded in the results file transmitted to US Ski & Snowboard. (Important for those judges wanting to get an FIS B or A license. This allows them to advance to NORAM, JO and Championship events.)

+ Year-round activities:

- Recruits new judges (to cover all events you need a good 8, 9 or 10.
- Ensures judges are registered as US Ski & Snowboard Officials and trained according to USSA rules and have completed background checks and SafeSport training.

Dependencies:

Head Judge (also Turns Judge 1)

Turns Judge 2

Turns Judge 3

Air Judge 1

Air Judge 2

Starter

Course Builder / Chief of Course

Event Equipment List:

- ☐ Pop-up Tent:
- ☐ Frame
- ☐ Roof and side walls (folded in white bags)
- ☐ Snow anchor plates, straps, and platforms
- ☐ Course flags and poles, (dark blue bag)
- ☐ Duals separators (light blue bag)
- ☐ Folding table
- ☐ Chairs (7)
- ☐ Generator(s), gas can, extension cords (2), power strip
- ☐ Heater(s)
- ☐ Shovels (2), drill (batteries charged *)
- ☐ Paint cans
- ☐ PC, printer and supplies *
- ☐ Electronic timing equipment *
- ☐ Sound system *
- ☐ Walkie talkies *
- ☐ Sponsor flags and banners *