

COR Duties at Regional Events:

This checklist serves as a guide only. For detailed responsibilities, please refer to the ICR. **Bring ICR to the race.**

	Ensure a fair Safe competition
	Core Responsibilities: . Directs all preparation and supervises all activities related to the event. . Calls all meetings • Encourage and praise all your volunteers
	In Advance of the Event: . Coordinate with the hill: timing, snow conditions, etc . Check-in with the Race Administrator . Prepare and distribute race notice . Check past reports and notes on suggestions or comments . Verify the volunteer lists, and make sure key positions are filled • Co-ordinate and establish expectations with the Chief of Course
	1 Week before Race Event: . Contact TD and Referee: provide brief report on conditions, entries, program and any issues or concerns. Use the form provided for the Jury letter. . Verify the volunteer list is full . Confirm with COC and the Hill: timing of chalet, lift opening, grooming . Remind RA of medals - coordinate podium set up and speaker system . Confirm with RA: entries, start lists, lift tickets, bibs and scoreboard sheets . Confirm with first aid: medical plan, patroller on course and program . Confirm with COC: set up, maintenance, start hut or snow start and tear down . Verify with setter for night set: inform TD and ref of timing . Speak with the Chief of Timing to ensure all timing is established . Send out volunteer messages: timing, commitment and program . Request list of forerunners by Friday at noon • Check-in with the start and finish referee

	Before the Race: • Post volunteer list • Verify hill prep, night set, safety, safety, safety • Confirm with all chiefs and RA: issues or concerns
	Day of Race Event: • Arrive early • Ensure TD and Referee receive Jury radio and lift tickets: confirm dedicated channel for radio • Ensure timing is synchronized • Lead Jury inspection: - o Inspect safety of course: start, b-netting, crowd control, finish area, obstacles - o Know setting requirements: #, distances and combinations - o 1st, last, delay gates and combinations have outside gates - o Spot check gate panel installation - o Number of gates and direction changes - o Approve course with Jury, advise Start Referee • Establish radio protocol with Jury and Start and Finish referee: - o racer down, start/stop and course hold • Determine jury positions on the racecourse: i.e. Flats, coaches corner, pitch • Lead Captains meeting: - o Introduce Jury, Chiefs. Reiterate the schedule of the event. Review medical plan, weather, inspection, setters, tear down plan, awards and location for ref report. • Verify sponsorship material is displayed properly • Coordinate with COC on course maintenance and course slipping • Determine intervals with the jury, 40 sec top 15, 30-sec rest: Inform timing, COC and Start Ref
	Start of race: • Verify that ski patrol is in place • Validate timing is ready to go • Course is dyed • Ensure with COC course crew and spare equipment the ready • Verify gatekeepers are in place

	• Confirm all jury members are in position • Communicate “ready to start” to Start Referee • Start on time
	During race: • Rules are followed • DNFs are reported • You lead the resolution of delays and issues • Radio protocol is maintained • Course maintained from 1st to last racer • Timing has times for all racers
	After the race: • Ensure referee report is posted, handle protests • Review results for accuracy: TD approves and signs • Thank the Jury and Officials • Awards 30 min after, or after tear down, whichever is the later ◦ Thank everyone, athletes, coaches, volunteers, hill and sponsors • Debrief with COC that the hill has been swept, everything has been put away and the trailer is locked.
	Complete Race Reports if needed

ICR 601.3.1 *The Chief of Race*

The Chief of Race directs all preparation for the competition and supervises the activities in the technical area. The Chief of Race summons meetings for consideration of technical questions and leads the team captains' meetings after consultation with the Technical Delegate.