



ENTRY LEVEL RACE ADMINISTRATION GUIDELINES

Updated Feb 2008

Race Chair:

- ~ Provides overall coordination for the event.
- ~ Ensures volunteers are in place
- ~ Liaises with the hill if required
- ~ Coordinates all “outside the fences” support and activities
- ~ Liaises with the Chief of Race to ensure proper communication and coordination of schedules and race protocols.

Race Secretary:

- ~ Develops race notice (use standard format)
- ~ Posts race notice to BC Alpine Site
- ~ Dictates the format of race registrations and receives registrations
- ~ Establishes start lists and manages bib distribution
- ~ Generates race results
- ~ Communicates with Timing Team to ensure creation and receipt of proper race files.
- ~ Posts race results to BC Alpine website.

Entry Level Race Calculations

Software: Split Second: Club Version

Important General Notes:

- ~ In your Race Notice to the clubs **BE SPECIFIC** with the format that you wish to receive the information in. If all clubs submit using the same format, your workload will be significantly reduced. Replicate the excel format that you will need to import into split second, the clubs can populate using this format and email their entries to you.
- ~ Importing files (ie: racer registration info) into the Split Second timing software requires that they be in a .csv format (it is easy to convert an excel file to .csv simply by using ‘save as’ and select the .csv format.)
- ~ Move your racer information into split second as soon as it is preparedthen use *only* the split-second file to complete your set-up. *Avoid* jumping back and forth between different file types. *Avoid* passing the race file back and forth between different people to add or amend information. The race secretary should be the “keeper” and primary editor of the file.
- ~ Name your files carefully so you can easily decipher which is which. You will be using multiple files.
- ~ Set up a clear file structure on your computer so you can easily find everything.
- ~ **Always** keep a duplicate copy of the “original file” and the “original results” received back from timing in case you make errors and need to retrieve the original information.



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- ~ It is **critical** that the race secretary and the timing crew communicate clearly. The proper files must be sent to timing prior to the race. It is highly recommended that they be in contact with each other a few days before the race to clarify their process. There is only ONE type of file that can be used by the timing software: it is an **.XML** format. Anything else will not be compatible. The .xml format is generated by Split Second from the racer start list.
- ~ For Distribution of Bibs, if needed, you can export the split second file back into excel for use with handing out bibs or to distribute other information as required. (ie: in excel, sort by club to see the particular bibs they will be gettingyou can then organize and bundle the bibs for distribution by club accordingly.) Clubs/Coaches will distribute to the appropriate racer. Bib numbers must always correspond to the correct name. No bib-swapping is permitted after they have been assigned.

E1 Set up and Calculations

- ~ Boys and girls are combined into mixed-gender teams.
- ~ Results are calculated based on the average of the combined run times for each racer on the team.
- ~ Receive competitor info in an excel format:
- ~ Mandatory fields:
 - Class (ie: green, blue or black),
 - Team (**unique** team number....IF clubs submit a team number that duplicates another clubs numberyou will have to re-number thisyou can only have one Team 1, one team 2, etc, etc),
 - City (home club),
 - First and last name
- ~ Once all racers are entered, randomize racer order or sort the racers into the order that they will be racing in.
- ~ Import the file into Split-Second.
- ~ Identify any missing bibs. Assign bibs starting with your first available number. Remove missing bib numbers as required.
- ~ If any bib assignments change for some reason **AFTER** the file has been sent to timing, they **MUST** be notified so they can make changes to their file. Changing bibs should be a last resort Add additional bibs if required but avoid 'swapping' between racers.
- ~ IF an assigned racer does not show up on race day, he will simply show up as a "did not start" on the race orderthere is no reason to re-assign bibs in this instance. IF you get a new racer on race day that wasn't included on the original registration....simply add to the race order manually using a unique bib number.
- ~ Finalize your start list and Email the Split Second (.xml format) file to timing. Timing can only use the .xml file formatthey cannot make use of an excel file or other file types. Ensure that you send the correct file.
- ~ Timing will return final results to you after the race



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- ~ Timing should have entered any racers that Did Not Start (DNS) or Did not Finish (DNF) (verify that they have done this)
- ~ The Finish Ref will radio the bib numbers of racers that missed any gates. Manually add a 5 second penalty for each gate missed up to a maximum penalty of 15 seconds. (make sure that it is 5 seconds, not 5 - 100ths of a second!). This is a standard penalty and ensures that there is a clear distinction between those that completed the course cleanly and those that didn't. If the penalty is less ..there is a possibility that a child completing the course cleanly...but a bit slower.... would still not 'win' against someone who went faster, but missed a gate (or gates). This would not be a fair outcome.
- ~ Since results have to be rolled up by team, within each class, you need to create separate files for each class to accomplish this.
- ~ Use the "save as" function to create uniquely named (Green, Blue, Black) file duplicates,
- ~ Go into each separate file, sort by class and delete those classes that are not relevant to this file. Complete this for each class.
- ~ For each class file, you can then generate the team result reports.
- ~ The program will use the smallest size team on which to calculate an average. (ie if the smallest team has 3 members then *all* team averages will be calculated using only the 3 fastest times on their team. To minimize thismake sure that teams are balanced. You can manually average in the times of extra team members if necessary.

E2 Set-up and Calculations:

- ~ E2 race results for boys and girls are calculated separately.
- ~ Results are presented by age group (8,9,10 and 11) for each gender.
- ~ Results are based on the combined time of 2 runs
- ~ Create separate files for Boys and Girls. You can also use 1 file if you wish but will have to sort results slightly differently
- ~ Enter Competitor Info into excel using the proper
- ~ Mandatory Fields:
 - o City = (Ski club code),
 - o Name ,
 - o Class (M/F),
 - o Team = Age Group (do not use the 'age' field for thisthe results will not sort by the age field....only the team field.)
- ~ Import your information into Split Second
- ~ Normally, Girls run first, Boys run second randomize girls racer order (program will do this), then assign bibs for girls, starting from 1.
- ~ Randomize boys racer order and assign bibs starting from last girl. The program will allow you to identify missing bibs and ensure they are not assigned if you need this feature.



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- ~ On race day: Send final start lists to timing upon completion of registration. IF there are ANY changes to bib assignments after the file goes to Timing you MUST inform them of the changes so they can update their file.
- ~ IF an assigned racer does not show up on race day, he will simply show up as a “did not start” on the race orderthere is no reason to re-assign bibs in this instance. IF you get a new racer on race day that wasn't included on the original registration....simply add to the race order manually using a unique bib number.
- ~ Send the final start list to timing.
- ~ Timing will send race results back once the race is complete
- ~ Re-open files in split second.
- ~ Check that timing has added the Did not Starts (DNS) and the Did not Finish (DNF)
- ~ The finish ref will radio the bib numbers of any athletes that missed a gate. Manually enter “DSQ” where the time is if there are any missed gates.
- ~ Since we need to do awards by age group, it will be necessary to re-sort these results to illustrate the ranking by age. Can do this by creating separate split-second files for each group. Simply use “SAVE AS” to create duplicate copies of the original race result. Use 4 unique file names (one for each gender and age group)8, 9, 10 and 11.
- ~ Go into each file separately and sort by age. Delete the age groups that are not relevant to this file and the results will be re-calculated for the remaining age group.
- ~ Print the results report for awards for each age group. You will have to do this for both the boys and the girls.