



## RACE EVENT VOLUNTEER POSITIONS

The following table provides a summary of key volunteer positions<sup>1</sup> that are required to run ski races hosted by the Vernon Ski Club. Although the E1/E2 races are generally much less technical in nature and usually require fewer volunteers than the K , J and Masters races, the basic structure applies to all levels of racing.

<b>Race Organization and Administration</b>	
Prior to a race being run there is a significant amount of preparation that is required to ensure that all aspects of the race are properly managed. The Race organizing committee manages everything from securing equipment, processing race entries, coordinating with the hill and advertising to ensuring that all of the volunteers have fresh coffee on the morning of race day. Although many of the pre-race aspects are managed by more experienced volunteers, there is an on-going need for many 'supporting' roles that can be provided by less experienced volunteers. Key positions for race organization are as follows:	
Position	Duties
Race Organizing Committee	~ Group concerned with all on-hill activities and the technical operation of the race.
Technical Delegate	~ Makes sure that the rules and directions of the governing body are adhered to, sees that the event runs faultlessly and advises organizers. ~ Has final authority in all matters of safety
Race Jury	~ Group of officials that functions independent of other committees to ensure fair and equal opportunity for all competitors
Chief of Race	~ Directs all preparation of the race and supervises activities in the technical area ~ Directs and controls the work of all officials
Chief of Administration	~ Manages the race office ~ processes race entries ~ prepares the draw (starting order) ~ establishes start lists and ensures correct info is in place ~ prepares meeting minutes ~ ensures all forms for start, finish, timing and calculations are available for officials ~ responsible for receiving protests ~ calculates and publishes results
Admin Assistant	~ provides support in the race office on race day ~ photocopying, organizing racer bibs, filing, calculating results, etc

<sup>1</sup> Positions and Duties are as defined in the [Alpine Canada Officials Program – Level II Manual](#)



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<b>Course Preparation and Maintenance</b>	
<p>A great course is the key to a great race .....course work is critical to the success of any event. We ALWAYS need help with general course maintenance, set up and tear-down ...these tasks can be done by anyone who wants to be close to the action ....no experience necessary..... there are always people around who can show you the ropes. The chief of course will ensure you have the tools and the know-how to contribute to a great day on the hill.</p>	
Position	Duties
Chief of Course	<ul style="list-style-type: none"> <li>~ Supervises all course work</li> <li>~ Responsible for preparation of the race course in accordance with directives of the race committee</li> <li>~ Supervises course maintenance during race and all post-race clean-up</li> </ul>
Course Setter	~ Responsible for the setting of the race course, takes into consideration terrain, snow cover and caliber of competitor. (selected by the Jury)
Course Maintenance (+/- 10)	<ul style="list-style-type: none"> <li>~ Works under the direction of the Chief of course to ensure the course is maintained to accepted standards</li> <li>~ May assist with course set up</li> <li>~ May assist with course tear-down and clean-up</li> </ul>
Course Equipment	~ Works with Chief of Course and course maintenance to ensure the availability of all race equipment and tools required for course maintenance.

<b>Gate Judging</b>	
<p>Gate judges are essential to running a successful race.....gate judging is a great way to be on the front line of all the action and simply requires a sharp eye.</p>	
Position	Duties
Chief of Gates	<ul style="list-style-type: none"> <li>~ organizes work/equipment of the gate judges</li> <li>~ instructs gate judges in their duties</li> <li>~ designates gate judge positions</li> <li>~ collects and administers gate judge cards</li> </ul>
Gate Judges (+/- 20)	<ul style="list-style-type: none"> <li>~ responsible for supervision of 1 or more gates during a race.</li> <li>~ must observe that the passage of the competitors through the gates is correct</li> <li>~ must document incorrect passages and forward results to the Chief of gates for incorporation into the race results</li> </ul>



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<b>Timing, Start and Finish</b>	
<p>Although all of our races use electronic timing equipment, there is still a need for several individuals to manage various aspects of the race start and finish.</p>	
<b>Position</b>	<b>Duties</b>
Chief of Timing	<ul style="list-style-type: none"> <li>~ responsible for coordination of officials at start and finish,</li> <li>~ responsible for all timing and calculations, set-up of timing equipment and reporting of results.</li> </ul>
Start Referee	<ul style="list-style-type: none"> <li>~ make sure that the regulations for the start and the start organization are properly observed.</li> <li>~ Determines and reports late or false starts.</li> <li>~ Records / reports racers that did not start.</li> <li>~ Must be able to communicate with jury at all times</li> </ul>
Starter	<ul style="list-style-type: none"> <li>~ Organizes racer starts by coordinating with timers</li> <li>~ Responsible for warning signal and start command for each racer as well as the accuracy of the interval between these signals</li> </ul>
Assistant Starter	<ul style="list-style-type: none"> <li>~ Works under the direction of the starter to call competitors to start in the correct order</li> </ul>
Finish Referee	<ul style="list-style-type: none"> <li>~ Makes sure rules for organization of the finish and finish in-run and out-run are observed.</li> <li>~ Supervises finish controller , timing and crowd control,</li> <li>~ Must be able to communicate with the Jury at all times</li> </ul>
Hand Timers (4)	<ul style="list-style-type: none"> <li>~ Records hand-times (stopwatch) for each racer....hand times are used as a backup to electronic timing</li> </ul>
Time Poster	<ul style="list-style-type: none"> <li>~ Records timed results of each racer in the finish area</li> </ul>
Bib Collector	<ul style="list-style-type: none"> <li>~ Collects racer bibs at the end of the final run of the day for each event.</li> <li>~ Returns bibs to race office and assists with sorting</li> </ul>

<b>Event Support</b>	
<p>For every race, there are always numerous tasks that are not as visible as the on-course race duties, but no less important to making an event a success. Many of the tasks falling under this category are targeted at providing support to on-hill volunteers. However, responsibilities can have a broad range, depending on the event.</p>	
<b>Position</b>	<b>Duties</b>
Event Support	<ul style="list-style-type: none"> <li>~ Provide support to on-hill volunteers where required (shuttling equipment, responding to enquiries,)</li> <li>~ Organizing volunteer breakfast, lunches and post-race events for volunteers</li> <li>~ Ensuring appropriate facilities are available for required volunteer events.</li> <li>~ Other duties as required to support the race organizing committee</li> </ul>



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Position	Volunteers Required per race Day
Technical Delegate (Jury)	1
Referee (Jury)	1
Referee Assistant (Jury)	1
Chief of Race	1
Chief of Administration	1
Admin Assistant	2
Event Support	1
Event Support Assistant	2
Chief of Course	1
Course Setter	1
Course Maintenance	6-10
Course Equipment	1
Chief of Gates	1
Gate Judges	15-20
Chief of Timing	1
Timing Assistant	1
Start Referee (Jury)	1
Starter	1
Assistant Starter	1
Finish Referee (Jury)	1
Hand Timers	4
Time Poster	1
Bib Collector	1
<b>TOTAL</b>	<b>52</b>