



Description of Volunteer Positions For SSRA Races

Following are descriptions of the jobs for which you can volunteer at our races. The first seven positions will be assigned to people with specific qualifications. These seven positions comprise the "organizing committee." All other positions are open to total novices. Don't worry, instructions will be given, and we will truly appreciate the job you do! If you do not know what to do, just contact the volunteer coordinator for the event and they will be happy to put you to work.

We have asked that each family in SSRA provide volunteer days for our races. You can refer to our Volunteer Policy on the website to see how many days for which your family is responsible. We will be keeping track of the volunteer days you put in this season. Our program survives on the countless hours that our parents and volunteers put in. We would like to thank you in advance for your dedication and help.

Organizing Committee – Assigned to Qualified People

Chief of Race - (Requires USSA Membership and certification as Chief of Race)

The Chief of Race directs all preparations of the competition and supervises the activities in the technical area. He/she summons meetings for consideration of technical questions and leads the team captains' meeting after consultation with the TD.

Start Referee - (Requires USSA Membership and certification as Alpine Official)

The Start Referee must be licensed. He/she remains at the start throughout the training and the race and makes sure that the regulations for the start and the start organization are properly observed. He/she determines late and false starts and reports the names of the competitors who did not start, have made false or late starts or other infringements and reports violations against the rules for equipment.

Finish Referee - (Requires USSA Membership and certification as Alpine Official)

He/she remains at the finish throughout the training and the race and makes sure that the regulations for the organization of the finish and the finish in-run and out-run are properly observed. He/she supervises the finish controller, the timing and the crowd control in the finish area and must be able to communicate immediately with the start at all times.

Chief Gate Judge-He/she organizes and supervises the work of the gate judges. He/she designates the gates each gate judge will supervise and places the gate judges in position after describing their job to them. At the end of the first run and the end of the race, he/she will collect the gate judges' control card for delivery to the Referee. The Chief Gate Judge must distribute to each gate judge the material needed (control cards, pencil, start list, etc) and be prepared to offer assistance to help keep the spectators off the course or to help maintain the course, etc. He/she must make sure that the numbering and marking of the gates is done within the required time.

Chief of Course – (Requires USSA Membership and certification as Alpine Official)

The Chief of Course should have experience in the ski racing arena. He/she coordinates with the SSRA program director and the race crew for the provision of all equipment and tools needed for the initial and ongoing maintenance of the race course. He/she organizes, supervises, and assists with the job of course maintenance crew. He/she coordinates with the start and finish

referees to work on the course as needed during the race. He/she instructs each crew member and places him/her on the course as individuals or in teams as necessary to maintain the course.

Chief of Timing & Calculations – (Requires USSA Membership/certification for Timing & Calculations) This position is responsible for the coordination of officials at the start and finish, including timing and calculations, and determination of intervals between starts. This position is located in the finish shack.

Race Secretary – (Requires USSA Membership Race Administrator certification)
This position is responsible for all race administration, computer input, and secretarial work for the competition. This includes compiling all race entries, preparation for the draw and other technical aspects of the competition. He/she must ensure that the official results contain all required information and is responsible for the minutes of the technical officials, the jury and team captains' meetings. He/she must ensure that all forms for start, finish, timing, calculations, and gate judging are well prepared and given to the respective officials. He/she receives official protests and gives them to the appropriate individuals, he/she facilitates the calculations of results by appropriate preparations and ensures that they are duplicated and published as quickly as possible after completion of the competition.

Jobs Not Requiring Special Qualifications – We will Train you!

Gate Judges

The morning of the race you will meet with the Chief Gate Judge who will describe your job, assign your gates, give you your clipboard package and let you know when you need to be at your respective gates. Basically, the gate judge is responsible for describing any missed gates for the specific gates he/she is assigned. It requires watching every racer and only when one of your gates is missed, drawing a very simple example of what happened. This is an all day outside job.

Course Maintenance Crewmembers (Course Crew)

The morning of the race, you will meet with the Chief of Course at the top of the race course approximately one hour before start time. You will assist with snow and race course surface preparation and maintenance using snow rakes and shovels. Your job will also include extensive side slipping, both individually and as a group. Once the race starts, you may be assigned to monitor and repair a specific part of the course or work as a team as instructed by the Chief of Course.

Bib Collector

Needs to be at the finish during the first and second runs. Collect bibs into a garbage bag (which you bring) from anyone who did not finish the first run and from all the rest of the racers who finish the second run. If bibs are to be used again the next day stack them in numerical order, let the Race Secretary know which numbers are missing and then get them to the Chief of Race in time for the Team Captains meeting. If bibs are not to be used the next day deliver bibs to appropriate SSRA person for washing.

Volunteer Coordinator

The responsibilities of the volunteer coordinator include compiling information received from the volunteer sign-up sheets collected from the web site, calling to confirm positions and advise volunteers of where they need to be, and signing in volunteers on the morning of each race day.

Registration Desk

Preferably we will have four registration people, two for men and two for women. The registration people sit in the lodge the morning of race day and hand out bibs (depending on the race) and Lift Tickets to racers after verifying that they have paid all necessary fees.

Starter

In a crunch, the Start Referee can also be the Starter. If enough volunteers are available this will be a separate person. The Starter gives the actual countdown or signal for each racer to start his/her race.

Assistant Starter

The assistant starter calls the competitors to the start in their start order and assists in getting the racers lined up and into the start area.

Hand Timekeepers

These individuals, one or two at the start and one or two at the finish, use a Time-Of-Day stopwatch and clipboard to hand record all starts/finishes for use in the case of an electrical timing malfunction. The Chief of Race will give specific instructions.

Assistant Timer

Usually one extra person, in addition to the Chief of Timing and Calculations is necessary to handle the electronic timing equipment in the finish shack. This job benefits by some previous knowledge, but we also need new people to learn this job.

Public Address Operator

This person stays in the finish shack, or designated area, and announces the racers' names and times as they cross the finish.

Scoreboard Writer

This person stands at the scoreboard outside at the bottom of the course or in the Plaza and records each racer's time as the PA Operator announces it. The scoreboard writer is also responsible for filling out the score sheets the night before the race and getting the score sheets mounted onto the scoreboard.

Crossing Steward

The Crossing Steward takes the necessary measures for closing off and monitoring the race arena (at their location-for instance B-29 crossing) so that spectators are kept off the course, and allowed to cross at specific intervals.

Midway Clearers

These people will have radios and/or Headsets and will be in contact with the starter to let him/her know when each racer has passed by their position. Depending on the race will depend on how many clearers are needed.

Lunch Maker and Distributor

This job involves buying all the makings for approximately 50 lunches per day, making the lunches and delivering them to each volunteer prior to the end of the first run. This can be done by handing it to each person as they sign in at the lodge in the morning or by skiing around the course with the lunches. Upon submittal of your receipt to the SSRA Program Director, you will be reimbursed in a timely manner for the expenses. A typical lunch includes a sandwich, a juice, pop or water, a candy bar or cookie, and a bag of chips. But, if you sign up for this job, you can do it however you like.

The following two jobs are critical to the race but are not members or associates of the sponsoring club. The descriptions are provided here so you have a complete picture of the people involved in a ski race.

Technical Delegate – (Appointed by the PNSA or FIS)

This position is assigned by USSA/FIS and is not filled by a member of the hosting club. The primary duties of the TD are to make sure that the rules and directions of the USSA/FIS are followed, to assure that the event runs smoothly, to advise the organizers within the scope of

their duties, and to be the official representative of USSA/FIS. The TD must hold a valid TD license, must be present in the course area during the race and has other responsibilities before, during, and after the race.

Referee – (Appointed by the TD)

Appointed by the TD and working very closely with the TD (usually a visiting coach). The Referee is responsible for drawing the start numbers if appropriate, inspecting the course immediately after it is set, working with the course setter to make any necessary changes, receiving the reports of the start and finish referees, reviewing gate keeper cards and posting the DQ list as designated by the TD.