



ALPINE OFFICIALS' MANUAL

CHAPTER IV

RACE ORGANIZATION SEASON 2024

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OVERVIEW

Race organization is a complex subject. It encompasses everything from bidding for the event(s) to the electronic transmission/submittal of all official documents at the conclusion of the competition. In this Chapter, the subject will be broken into five sections: Introduction to Race Organization, Early Planning Stages, Before the Race, Race Day, and Wrap-Up or Conclusion of the Race.

INTRODUCTION TO RACE ORGANIZATION

The amount of organization required for a ski race and the methods used to attract and to train officials will depend on the particular needs of the event and the availability of personnel. The best way to address this topic is to look at the ideal race organization first. After understanding the “ideal” standards, it will then be easier to consolidate or eliminate the functions and officials that do not apply to your event.

All races, from youth leagues to World Cup, have the same basic needs. However, just as a matter of utilizing the number of officials available, the various procedures may also be different. For example, rather than naming a special committee to obtain awards and another committee to handle a special awards ceremony, the Race Chairman or Chief of Race may choose to award the prizes in the finish area at the end of the event. Also, rather than assembling a special team to cover the medical needs, the area ski patrol and a team physician may handle the first aid services. The Chief of Course may also be the Chief of Course Equipment and the Chief of Course Maintenance. In each case procedures are followed and goals are accomplished.

THE FRAMEWORK OF A RACE

There are several groups involved in the organization of a ski race. The Organizing Committee (OC) - which may also be known as the Local Organizing Committee (LOC) or the Race Organizing Committee (ROC) - of the club or association consists of those members (physical or legal) who are delegated by the organizer and by U.S. Ski & Snowboard, and depending on the level of the event, the FIS Office. It carries the rights, duties, and obligations of the organizer and is responsible for the overall conduct and all non-technical matters concerning the competition. When appointed, the Technical Delegate, Referee, and Assistant Referee (for speed events only) become members of the Organizing Committee. This Committee should have a Chairman, a Secretary (not necessarily the event’s Race Administrator or Race Secretary), a Chief of Race, and depending on the level of the race, various other subcommittees. For a large event, there would also be Committees for Finance, Board and Lodging, Traffic Control, Volunteer Housing, Social Events, etc. At a lower-level race, these functions are often handled as a matter of course not as a committee matter. In all cases, each organization must be modified to meet the needs of the competition as well as the number of available officials.

A greatly simplified explanation of the main groupings in a race would be to think of:

- Activities that take place on the racecourse (on-the-hill activities)
- Activities that take place off the racecourse (off-the-hill activities)

ORGANIZING COMMITTEE - APPOINTMENTS

The Organizing Committee appoints officials to handle all technical matters of the competition. Take the time to look briefly at some of the members appointed by the Organizing Committee and see what area(s) each member is responsible for in the overall plan as well as in their race-specific responsibilities. Keep in mind that “being responsible for” does not mean actually doing the job. In many cases it simply means delegating the required tasks. Many of these officials may function in both groups while others, such as the Race Administrator, function mainly in one: off-the-hill.

Chief of Race is a member of both the Organizing Committee and the competition Jury. This official 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 after consultation with the Technical Delegate, leads the Team Captains' Meetings.

The Chief of Race, a member of the Organizing Committee, serves as the link between the resort and the event Jury. This link is critical as it allows the Technical Delegate and the rest of the Jury the opportunity to be advised of any operational procedures adopted by the resort which could affect the event.

Attendance at a Chief of Race Clinic and satisfactory completion of the written examination are required in order to attain certification. Attendance at a biennial Continuing Education Clinic is required in order to serve as an event's Chief of Race and to maintain certification.

Chief of Course must be familiar with local snow conditions on the concerned terrain and is responsible for the preparation of the courses in accordance with the directives and decisions of the Jury. The Chief of Course supervises course maintenance during the race and supervises all cleanup operations.

Due to the rapidly changing nature of the sport, the sport's snow preparation requirements, as well as the requirements involved in the choice and placement of on-hill protection/security measures, the duties of Chief of Course are best learned through mentorship and on-hill training with an experienced Chief of Course. As with other Alpine Officials' certifications, prerequisites, specialty area clinic attendance (e.g., Chief of Course), and satisfactory completion of the written examination are required in order to attain certification. Attendance at a biennial Continuing Education Clinic is required in order to serve as an event's Chief of Course and to maintain certification.

Chief Gate Judge organizes and supervises the work of any required Gate Judges. This official must make sure that the numbering, and depending on the decision of the Jury, the marking of the gates' placement is done within the required time frame. The Chief Gate Judge distributes required materials such as Gate Judge cards, clip boards, pencils etc. The Chief Gate Judge also instructs the Gate Judges in their duties, designates the gate(s) each Gate Judge will supervise, and places each Gate Judge in position. The Chief Gate Judge collects and delivers Gate Judge cards to the Referee at the end of each run and must be prepared to help either by assisting to keep spectators off the course or to help maintain the course.

NOTE: For non-FIS events, the Jury along with the support of the Organizing Committee may choose to not use Gate Judges for Downhill, Downhill Training, Super G Training, Super G, and Giant Slalom, provided they take measures to cover the entire course with sufficient Jury members, Jury Advisors, Eyes of the Jury, and Connection Coaches. (Regularly-assigned Gate Judges are required for Slalom.) **NOTE: FIS events require Gate Judges be present for all events.**

Chief of Timing and Calculations is responsible for coordinating all timing officials as well as other officials at the start and finish, for deciding the interval between Slalom starts in agreement with the Jury, assuring the synchronization and accuracy of the timing, and verifying the accuracy of the Official Results.

The Chief of Timing and Calculations is responsible for supervising, documenting, and enforcing the quality control of actual timing and official results. With the exception of lower-level non-scored events, (e.g., YSL), where staffing issues may require it, the Chief of Timing and Calculations should not also be the individual operating the electronic timing equipment or the timing/race result software.

Attendance at a Timing & Calculations Clinic and satisfactory completion of the written examination are required in order to attain certification. Attendance at a biennial Continuing Education Clinic is required in order to serve as a Chief of Timing & Calculations and to maintain certification.

All events should use the most qualified official available. The Chief of Timing & Calculations for World Cup, Nor-Am Cup, and National Championships should be certified at Level 3 or higher in Timing & Calculations.

Race Administrator (Race Secretary or Secretariat) is responsible for all secretarial work dealing with the technical aspects of the competition. This official is responsible for preparation of the Draw, whether by “Double Draw” or computer-generated Draw, accuracy of Start Lists, Official Results, preparation of Program/Team Captains' Minutes and Jury meetings, preparation of forms required by Timing and Gate Judge crews, and publishing and duplicating Official Results in a timely manner.

Attendance at a Race Administration Clinic and satisfactory completion of the written examination are required in order to attain certification. Unless an exception is granted by the Region/Division AO Chairperson, attendance at a seasonal Race Administration Continuing Education Workshop is also required prior to serving as an event's Race Administrator and to maintain certification.

It is strongly recommended the Race Administrator not assume additional duties beyond those required for the position. Accurate event documentation is imperative for all events as these documents may be required in a legal review. This becomes even more critical with the duties required in order to be in compliance with MAAPP and SafeSport Code.

Other official positions might include a Chief of Medical and Rescue Services who would be responsible for organizing first aid and medical coverage during official training periods and an event, a Chief of Course Equipment who would be responsible for providing all equipment and tools needed for the preparation and maintenance of the course, and a Press Chief who would be responsible for all briefing and information for media personnel in accordance with the instructions of the Organizing Committee.

The Committee appoints the Start Referee and Finish Referee who are “Jury Advisors” (U.S. Ski & Snowboard term). Jury Advisors for all U.S. Ski & Snowboard events – scored and non-scored – must be a certified Referee, Jury Advisor, or Chief of Race and have attended a biennial Continuing Education Clinic prior to the event. *With the exception of Olympic Winter Games and World Championships where they are appointed by FIS, the Start and Finish Referees are not voting members of the Jury and are not listed as such on official documents.*

The Organizing Committee nominates Forerunners, and upon their appointment, the Forerunners become members of the Organizing Committee. Pending approval of the Team Captains, the Organizing Committee may also nominate Course Setters. Course Setters for all U.S. Ski & Snowboard sanctioned events – both scored and non-scored – must be certified Referees and have attended a biennial Continuing Education Clinic prior to the event.

THE COMPETITION JURY

The competition Jury for speed events includes the Technical Delegate, who is appointed by the respective Region/Division organization in compliance with U.S. Ski & Snowboard directives for U.S. Ski & Snowboard non-FIS events or FIS directives for FIS events. The Technical Delegate serves as the Chairman of the Jury. Other Jury members for speed events are the Chief of Race, the Referee, and the Assistant Referee. The Jury for technical events is comprised of the Technical Delegate, the Chief of Race, and the Referee.

The **Technical Delegate** is required to have current U.S. Ski & Snowboard membership and appropriate certification. Unless an exception is granted by the Region/Division AO Chairperson, seasonal attendance at a Technical Delegates' Continuing Education Workshop is also required prior to serving as an event's Technical Delegate.

The Referee and Assistant Referee are appointed by the Technical Delegate from among the appropriately certified (Referee), most qualified individuals present. These officials must also fulfill the requirement for biennial attendance at a Continuing Education Clinic. Inasmuch as these individuals are generally considered to be the competitors' representatives on the Jury, the Referee and Assistant Referees should be appointed from among the coaches present for the event and with athletes entered in the competition. Referees, Assistant Referees, and Course Setter(s) for all U.S. Ski & Snowboard sanctioned events – scored and non-scored – must be U.S. Ski & Snowboard certified Referees. *At upper-level events, e.g., Championship events, the Referee(s), Assistant Referee(s) and Course Setter(s) may be appointed by the U.S. Ski & Snowboard National/Regional/Divisional office.*

Upon appointment, the Technical Delegate, the Referee and the Assistant Referee become members of the Organizing Committee. Assistant Referees may be appointed for U.S. Ski & Snowboard technical events for training purposes only. However, although they do participate with the Jury, they are not members of the Organizing Committee, have neither voice nor vote at Jury meetings, and their names do not appear on the official documents. *An Assistant Referee may also be appointed for a Parallel event if assistance is required for control of the event, and if so appointed, they become members of the Organizing Committee with voice and vote in Jury decisions.*

The Jury is responsible for all decisions concerning the race, for decisions on Protests, and for upholding rules. Please note that the Chief of Race is also a member of this group and is the individual that provides a liaison between all groups involved in a competition.

The Jury may choose to appoint one or two **Connection Coaches**. A **Connection Coach** serves as the “Eyes of the Jury” and is the liaison between the Team Captains and the Jury. At speed events, they often supervise “yellow flag” zones.

At some events (usually upper-level FIS speed events), U.S. Ski & Snowboard or FIS may appoint a **Technical Advisor**. The Technical Advisor supports the Jury, has the right to express opinions within the Jury, but has no vote. *Refer to Chapter III - Rules, The Jury, and The Technical Delegate, for more Jury information.*

EARLY PLANNING STAGES

Hosting a ski race is a big job - the higher the level of competition, the bigger the job - and sufficient planning is a must! There is a “Check List for Organizers” located at the end of this chapter. It is not part of the official documentation of a race and is only included as an aid for race organizers.

Prior to a race being awarded to a site, the organizers involved must take the time to explore various factors. Most important, they need to know if the ski area operator/management will allow the competition at the site/on the scheduled date(s), and whether or not they have adequate time to prepare.

If the ski area operator/management is agreeable, and after a race has been awarded to an area, one of the first items that need to be accomplished in a timely manner is proper execution of a Schedule Agreement (Sanction Agreement), along with payment of the required fees. *Published deadline for submittal must be verified and observed!*

In addition to other information, the Schedule Agreement must contain the legal name of the race and location as they are to appear on the event data posted on the U.S. Ski & Snowboard website and on official documentation. It is also important that the contact person listed on the Schedule Agreement is the individual who will be responsible for receiving further correspondence from U.S. Ski & Snowboard concerning the event. *(Schedule Agreements are processed online.)*

Multi-category events sanctioned and administered as an event for each involved category, e.g., “individual” Women’s and “individual” Men’s events must have separate results and race codes for each gender and each category: Scored and Non-Scored. **Youth events that consist of two one-run races must have separate race codes and separate documentation (Results, TD Reports, TDTR’s) for each of the one-run races.**

Along with execution of the Schedule Agreement, the organizers must determine if the available trails are homologated/registered/approved, and if so, if the homologations/registrations/approvals are current and meet the standard of the event being contested (event type and vertical drop). This is an absolute must for all U.S. Ski & Snowboard sanctioned FIS events.

All U.S. Ski & Snowboard sanctioned events, both scored and non-scored and including Masters, must be run on trails that have been homologated/registered/approved by U.S. Ski & Snowboard or FIS. Trails not meeting the minimum vertical drop requirements will be registered, and an inspection certificate provided. U.S. Ski & Snowboard registered courses are subject to all rules pertaining to homologated trails. FIS homologated trails are accepted as meeting U.S. Ski & Snowboard standards.

NOTE: Homologation files are available for review on the following websites; these – not paper copies or files on independent websites – are the only valid sources for verification of a course homologation:

media.usskiandsnowboard.org/CompServices/Homologation/
(Log-in is required: User name: homologation; Password: Allout2022!)

fis-ski.com/DB/alpine-skiing/homologations.html
(Maps, photos, reports, etc., are not accessible at this site.)

NOTE: A new inspection of an existing course (FIS or National) voids the previous homologation of an existing course.

Another early consideration would be the snow conditions which may be expected for the time of year. It will also be necessary to verify the availability of adequate resources for early snowmaking and/or grooming.

In addition to financial considerations and ongoing communication with the area operator, the organizers must consider availability of food, lodging, transportation, and personnel. They must also consider the availability of required equipment such as poles, gate panels, radios, fencing, bibs, and timing equipment. Availability of supplies for the Race Administrator as well as availability of lift facilities and lift policies for competitors, Team Captains, and officials must also be considered.

BEFORE THE RACE

Approximately six weeks before the actual race date, the “Race Announcement” (“Fact Sheet”), must be made available, preferably by website posting, to potential participant race clubs. This is usually a joint effort of the Chief of Race and the Race Administrator. Refer to Chapter V - The Secretariat, and Chapter VI - Working Papers, for format of a “Race Announcement.” *Most of the forms mentioned in this Manual are available in the “Master Packet of Forms” (“MPF”) on the U.S. Ski & Snowboard website.*

At this time, the Chief of Race or the Race Administrator should initiate contact with the Technical Delegate assigned to the race as well as all invited officials. If in the interim, the event or race date must be changed - postponed or canceled - U.S. Ski & Snowboard and Region/Division offices as well as the Technical Delegate and other invited officials must be notified of the change as soon as possible.

The Chief of Race is usually responsible for finding the officials needed to staff the competition. The larger the event is, the sooner it will be necessary to start identifying and contacting these people. At high-level races, letters or invitations must be mailed or information dispersed in some way that requests the assistance of volunteer officials and gives them the name of a person to contact. At lower-level races, using a web-based volunteer sign-up system or spending a few hours on the phone contacting officials is sufficient. Whatever the situation, it is a good idea to plan ahead and not leave the recruitment of officials to the last minute. Refer to the “Race Personnel Assignment Sheet” included at the end of this Chapter and design a system that fits your needs.

The Chief of Race should also meet with ski area management and Ski Patrol and clarify areas of responsibility for each of these areas: race arena (as defined by the rules), lifts, restaurant, parking lot, etc. As the link between the event and ski area management, the Chief of Race should identify any operational procedures adopted by the ski area which could affect the event and provide this information to the Technical Delegate.

It is appropriate to take the time to speak briefly of the different types of official certification. In the United States, we have 8 different categories: Chief of Course, Chief of Race, Competition Official*, Jury Advisor (Start and Finish Referee is generally included in Referee training), Race Administrator, Referee, Technical Delegate, and Timing & Calculations.

It is not unusual for an official to be “certified” in more than one category. There are Alpine Officials’ Clinics offered around the country (usually in the fall) to both learn the basics and become certified in a specific category or to refresh skills and knowledge. Contact your Region/Division office or U.S. Ski & Snowboard Alpine Officials’ group for information concerning Alpine Officials’ Clinics in your area.

***NOTE:** Competition Official certification is required *prior* to certification in the specialty areas; online certification is available for this category.

In each category, there are 6 certification designations from I to VI. The novice official will be designated as Level I. Level V designation is reserved for retired officials who, regardless of their previous experience level, maintain U.S. Ski & Snowboard Alpine Official membership. Level VI designation is reserved for FIS Technical Delegates.

U.S. Ski & Snowboard publishes a directory/roster on the U.S. Ski & Snowboard website with certification levels for member Alpine Officials as provided by Region/Division Alpine Officials' organizations. This directory/roster is current according to data supplied by the respective Regions/Divisions, may serve as verification of an official's current membership/certification/continuing education (Update) status, and may be used to staff a race to the highest possible level.

PLEASE NOTE: *It is each individual's responsibility to review and verify the information posted in the Alpine Officials' directory/roster and notify the appropriate Region/Division Alpine Official Chairperson if a correction is required.*

There are certain requirements the Chief of Race must be aware of before assigning race positions:

1. The Technical Delegate(s) is assigned to the event(s). Technical Delegates for all U.S. Ski & Snowboard sanctioned (scored and non-scored), non-FIS events are entitled to a daily allowance of \$120.00 per travel/inspection/training/competition day plus expenses, including room, board, and transportation. Payment of this daily allowance, including expenses, is the responsibility of the Organizing Committee. (FIS Technical Delegate's daily allowance may be calculated at a higher rate. Refer to "FIS Technical Delegate's Expense Report Form" in the "MPF" found on the U.S. Ski & Snowboard website.) *Although the daily allowance for FIS Technical Delegates is more than \$120.00 per travel/inspection/training/competition day, FIS Technical Delegates assigned to U.S. Ski & Snowboard non-FIS events are only entitled to U.S. Ski & Snowboard daily allowance of \$120.00 per travel/inspection/training/competition day.* (Refer to "U.S. Ski & Snowboard Officials' Expense Report Form" in the "MPF" found on the U.S. Ski & Snowboard website.)
2. The Technical Delegate appoints the Referee and Assistant Referee.
3. The Chief of Course should be knowledgeable about the condition of the course, racecourse preparation, and maintenance. The Chief of Course should have a good knowledge of the rules.
4. With the exception of World Championships and Olympic Winter Games, the Start and Finish Referees are not Jury members; they are "Jury Advisors." *The term "Jury Advisor" is a term used by U.S. Ski & Snowboard to recognize these officials; it is not found in FIS rules.*
5. The most qualified, appropriately certified officials should be assigned to key positions, e.g., Chief of Timing & Calculations and Race Administrator.
6. With the exception of the Race Administrator, the Start and Finish Referees, Chief of Timing & Calculations, Chief of Course, and other "senior/key officials" must be a current, appropriately certified U.S. Ski & Snowboard member, have attended a biennial Continuing Education Clinic prior to the event, and must be knowledgeable concerning the duties for their positions. *Unless excused by the Division/Region AO Chairperson, the Race Administrator is required to attend a seasonal Race Administrator Workshop prior to being assigned to an event; current membership and appropriate certification requirements remain in place.*

7. The Race Administrator must have computer skills and must be knowledgeable concerning the duties of Race Administration and must have working knowledge of the race result software being used.
8. The organizer is obliged to provide at least three qualified Forerunners; additional Forerunners should be available for speed events. Forerunners must meet membership requirements and should have the ability to ski the course in racing fashion. Upon appointment, the Forerunners become members of the Organizing Committee.
9. The organizer must be familiar with the requirements of the “Minor Athlete Abuse Prevention Policy (MAAPP)” and SafeSport Code and be committed to due diligence in their application.

NOTE: For U.S. Ski & Snowboard sanctioned non-FIS events, Forerunners are required to be current members of U.S. Ski & Snowboard, e.g., Competitor, Master, non-scored Athlete, General, or Short-Term. Qualified members of a foreign federation recognized by FIS must hold a valid U.S. Ski & Snowboard membership in order to take part in any capacity at a U.S. Ski & Snowboard sanctioned non-FIS event.

Forerunners for a FIS event must either be current members of U.S. Ski & Snowboard or of a foreign federation recognized by FIS. If the eligible FIS-event Forerunners are not currently FIS inscribed, they must sign the “FIS Athletes Declaration.” (*Parent/guardian signature may be required.*)

For a U.S. Ski & Snowboard sanctioned FIS event, if a foreign FIS Federation lists a coach on their entry form, the Federation is certifying that the coach has the knowledge and ability to fulfill the duties of a Team Captain, e.g., serve as a Jury member or set a course. With this certification, the above individuals are recognized as being “qualified members of a foreign federation recognized by FIS.”

The Chief of Race, keeping membership, certification and biennial update requirements in mind, should identify each “Section Chief” first and then finish staffing the race. Officials with Timing & Calculations (TC) experience could be positioned as Manual/Hand Timekeepers, Manual/Hand Time Recorders, Electronic Time Operator(s), Electronic Time Recorder(s), Scoreboard Recorders, Starter or Assistant Starter. Officials with Referee (RF) certification/experience could be staffed as the Chief Gate Judge or as Finish or Start Referee. Officials with Chief of Race (CR) experience could be Chief of Course, Chief Gate Judge, or assistants to the Chief of Race. Officials with Race Administration (RA) experience may work with the actual Race Administrator. *The close relationship between Timing & Calculations, and Race Administration allows these officials to be staffed in either area.*

It is important that the Chief of Timing & Calculations, Chief of Course, Chief Gate Judge, and the Race Administrator be consulted in order to determine how many people they will need for each day of the competition. Available staff should be assigned to the Chief of the particular crew. The “Chief” may then determine the actual work position. Only the Chief involved may make the best decision as to who should work in which position, and the Chief of each team may prefer to personally recruit their crew.

The Chief of Race must know how officials will access the racecourse. If lift facilities are utilized, officials will need to know if lift tickets or bibs will be issued, if they may board the lift on foot, or if they must have skis. In addition, it is necessary that area personnel know what is going to be used for officials' identification when they are on the hill - a bib, credential, or uniform - so they may be

distinguished from spectators. Each site has different requirements determined by the ski area operator and the Organizing Committee.

If nourishment is being provided for race officials, the Chief of Race will plan for its availability and distribution. One method is making it available for distribution at race day registration.

THE TEAM CAPTAINS' MEETINGS

A Team Captains' Meeting, attended in person or online by Team Captains, Jury, and race officials is an inseparable and mandatory part of the competition. It is important for communication of Jury instructions, support of the Organizing Committee, as well as conveying Organizing Committee requests and information. *It is also a critical element for risk management and liability-related matters.*

The conduct of the Team Captains' Meeting has a significant effect upon the success of a race. It gives visiting Team Captains and representatives an impression of the organizer's planning and organization as well as the organizer's attitude towards the race. No matter how small or informal, in person or online, a Team Captains' Meeting is a valuable tool for a well-organized race. The meeting must be accessible to the Team Captains, and the details (time, location, sign-in), must be announced in advance. If the race is part of a multi-area series, the details for the next meeting should be announced at the previous site.

For multi-event competitions, the initial Team Captains' Meeting should be scheduled at a time when the Team Captains may reasonably be expected to attend. This is especially true for an extended series when Team Captains and other officials are traveling from site to site on tight schedules.

If an in-person Team Captains' Meeting is being held, there is a protocol to follow in the meeting room. There should be a head table with chairs for the presiding officials: Chief of Race, Technical Delegate, Referee, and Assistant Referee (for speed events). Depending on the level of the race, you may have only the Chief of Race and Technical Delegate seated at the head table. At upper-level races, you might also include the Start and Finish Referees, Chief of Course, an area management representative, Chairman of the Organizing Committee, U.S. Ski & Snowboard representative, FIS representative, etc.

NOTE: It is suggested that Team Captains' Meetings for events with special seeding be held in person; e.g., team events, Continental Cup, Championships, etc.

If an online Team Captains' Meeting is being held, the following are critical issues that must be addressed:

- Verify availability of internet connectivity and sufficient bandwidth
- Choose an online meeting platform and test its functions
- Include meeting sign-in information in all race announcement publications
- Post required documents online; e.g., Medical Plan, Program, etc., and identify the location
- Follow all documentation rules; e.g., attendance and minutes

Other persons contributing to the success of the race, the Chief of Medical Services, Chief of Ski Patrol, Chief of Timing & Calculations, and Chief Gate Judge may also be present at the Team Captains' Meeting. It is not necessary to seat these officials at the head table.

A very simple rule for the conduct of the Team Captains' Meeting is to be prepared, invite comments, listen, and then make decisions. Nothing takes the place of advance planning. If you are well prepared, you will be more at ease and more likely to give the Team Captains and other attendees a good impression of the race organization.

The Chief of Race should know the rules that apply to the level of the event for which the meeting is being held. The agenda for the meeting should be determined in advance among the Chief of Race and the Technical Delegate. There may be other persons such as the Ski Area Manager, Chief of Course, etc., who may need to be included in this planning. When planning an Agenda, it's a good idea to make use of the sample "Checklist for Team Captains' Meetings" in the Master Packet of Forms (MPF).

According to U.S. Ski & Snowboard and FIS rules, the draw must be conducted (or confirmed) at a Team Captains' Meeting. With the approval of the Jury and at a time and place announced to all Team Captains, and where a computer-generated draw has been approved or is not required (e.g., YSL where TRS by class and gender is used to determine the start order), an informational meeting is still required but may be held either early in the morning prior to a race or immediately after the completion of a race for the next day's event.

All athletes entered in an U.S. Ski & Snowboard sanctioned events - both scored and non-scored - must be represented at the Team Captains' Meetings regardless of where, when and how they are conducted. An Attendance List must be available and must indicate all those attending the meeting, and copies of the Event Medical Plan and race day program/schedule must be available for distribution and review. (The "MPF" contains "Program/Team Captains' Minutes" forms for both non-FIS and FIS events.)

Regardless of whether the Team Captains' Meeting is in person or online, minutes of the meeting must be generated and must be included in the submitted race result packet. These documents may be required in a legal review.

NOTE: *In cases of force majeure when more than two DH or SG races or more than one GS or SL race, same gender, are conducted in one day and in one place, then the official Program showing inspection times, start times, course reset/redress times and start intervals for both races must be included with the event document packet submitted to U.S. Ski & Snowboard. (Program portion of TC Minutes forms.)*

For U.S. Ski & Snowboard non-FIS events, the Jury may allow a computer-generated draw; a signed (submitted) entry form is considered acceptance of a computer-generated draw at a FIS event. Regardless of how the draw is conducted, a Draw/Seed Board with the properly entered competitors should be available and visible to all Team Captains. Refer to Chapter V - The Secretariat, for information concerning the Seed Board and the proper way to conduct a "Double Draw." *(It is important to remember that computer-generated draws are governed by a random identifier and unless this identifier is changed prior to each draw, results of a draw involving the same competitors may only have minimal changes. Only the software writer has the access required to change the random identifier.)*

Electronic seed/draw boards should have the capability to simultaneously and legibly display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the overall accuracy as well as additions and deletions to the starting order in "real time."

Minutes of the Team Captains' Meeting should be recorded manually as well as digitally. The Chief of Race is encouraged to make personal notes regarding any problems, disagreements, and decisions. Refer to Chapter V - The Secretariat, for information required, in the Minutes. The "Program" forms in the "MPF" also contain a "Team Captains' Minutes" form.

A number of items that should be considered at the Team Captains' Meeting are:

1. Inspection of the Seed/Draw Board prior to the Draw
2. Introduction of the Referee for technical events and the Referee and Assistant Referee for speed events as appointed by the Technical Delegate
3. Roll call of teams/competitors
4. Introduction of Course Setters as nominated by the Organizing Committee, the Jury or the Team Captains
5. Requirement for area liability waivers
6. The condition of the course
7. Race Day Schedule (Program)
8. For events using an approved Alternate Seeding System: Clarification of the need for coaches/competitors to advise the Start Referee when an adjustment to competitors' consecutive start intervals may be required (DH, SG, GS).
9. Manner of inspection by the competitors
10. Helmet requirements. Helmets that conform to competition equipment specifications are required for competitors and Forerunners for all U.S. Ski & Snowboard /FIS alpine competition events. In addition, U14 and older competitors and Forerunners must use helmets that conform to current FIS Competition Equipment Specifications for U.S. Ski & Snowboard non-FIS events.
11. Additional equipment control procedures as published for specific age groups; e.g., U12 competitors only allowed to use one pair of skis for an event's course inspection and competition
12. Event medical plan, emergency procedures, and availability of "Stop the Bleed" packs
13. 2nd Run starts for 1st Run DNS/NPS/DNF/DSQ competitors at U.S. Ski & Snowboard scored, non-FIS events
14. Announcement or posting – either actual or online posting – of DSQ competitor information
15. Course access control
16. Weather report and if required, an Avalanche Control Report

17. Any operational procedures adopted by the ski area which could affect the event
18. Radio pickup location and available frequencies
19. Course freeze times (time when all coaches must be in place), if applicable
20. Location of yellow zones, if applicable
21. Rules of Protest
22. Team Captains' concerns or questions

***NOTE:** If an announcer is announcing unofficial times, announcement of DSQ information may replace the actual posting of the Report by the Referee. Website posting may also be utilized. Regardless of which system is used, all Team Captains must be informed in advance, if announcement or website posting of DSQ information will replace actual posting.*

Rules do not specify which system – acoustic, visual, or online – is preferred.

Other considerations include:

1. Bib dispersal and return
2. Competitors' equipment/clothing storage location
3. 1st and 2nd Run Start List availability
4. Awards
5. Assistance with race arena teardown [**Refer to “Race Arena Dismantling Recommendations” located in the “MPF” on the U.S. Ski & Snowboard website.**]

RACE DAY

On race day, it is the responsibility of the Race Administrator, or their assistant, to register all the officials. When setting up the registration areas, it is necessary to take into consideration several items. The most important is to separate the competitors' registration area from the officials' registration area; this will allow for less confusion. Signs that direct individuals to the correct registration area are helpful. It is recommended that officials be advised where they should report at the end of the day in order to return supplies.

Competitors may need a central location to store personal items until the end of the day. Arrangements for this should be made in advance and the location should be announced at the Team Captains' Meeting.

During the race day, the Chief of Race will be found on the course. For technical events, the Chief of Race may be allowed to circulate and change position on the hill as necessary. However, all coaches and other officials are required to stay in an assigned position for the duration of all events. Due to the speeds generated, this is especially important in Downhill, Super G, and Giant Slalom. This requirement is generally called the “course freeze.” Course freeze times are noted on the Program as the time when all coaches must be in place.

Race day is an important time for the Chief of Race to be highly visible and, if possible, to circulate freely in order to be easily accessible to competitors, Team Captains, or officials. At the end of the race day, the Chief of Race must be available for Jury meetings as well as the dismantling of the race arena and the storing of equipment.

SOME KEY ELEMENTS ON RACE DAY

A clearly defined chain of command must be established so that your officials can be mobilized quickly to respond to any problem that may develop and do not contradict each other. *This is critical for “Stop Start” situations!*

For all competitions, all Jury members and Jury Advisors (Start and Finish Referee), must be equipped with radios. The radios must function on a single reserved frequency and must be free of interference. Other key officials, e.g., Chief of Course, Chief Gate Judge, Chief of Timing & Calculations, Starter, Race Administrator, etc., must have the capability to monitor the Jury channel.

Good course maintenance is vital. It should start early in the race before trouble spots develop and should continue until the last competitor has finished. Sufficient course maintenance equipment and tools such as replacement poles and flags, drills, rakes, and shovels should be available throughout the course.

Interference with the timekeeping (electronic and manual) and Race Administration teams must be avoided.

Ability to electronically transmit required event data in XML format to U.S. Ski & Snowboard and, when required, FIS – wireless or network connectivity – must be provided for the Race Administration team. Connectivity is also required for the electronic transmission of event document packets.

WRAP-UP AND/OR RECAP OF THE RACE

All events require a financial wrap-up: an accounting of monies received and monies paid; the process used is the Organizing Committee’s choice. It is strongly suggested that the official in charge of this process “balance out” on a daily basis; this will result in a smoother financial wrap-up.

At the larger, higher-level races, a “Wrap-Up” or “Recap Meeting” is often held to go over problem areas and to make note of what needs to be improved. These meetings are valuable and often lead to a better organization for future events. For this reason, it would be a good idea to also consider this type of meeting for lower-level races. When officials and volunteers see that an effort is being made to make things better, willingness to serve - as well as cooperation - will increase.

EXAMPLE OF AN EVENT PERSONNEL ASSIGNMENT SHEET

Chairman/Race Organizing Committee	_____	Chief Gate Judge	_____
Chief of Race *	_____	Ass't Chief GJ	_____
Assistant	_____	Gate Judges needed #	_____
Chief of Course *	_____	1.	_____
Assistant #1	_____	2.	_____
Assistant #2	_____	3.	_____
Assistant #3	_____	4.	_____
Assistant #4	_____	5.	_____
Start Referee *	_____	6.	_____
Finish Referee *	_____	7.	_____
Race Administrator *	_____	8.	_____
Registration #1	_____	9.	_____
Registration #2	_____	10.	_____
Registration #3	_____	11.	_____
Registration #4	_____	12.	_____
Computer #1	_____	13.	_____
Computer #2	_____	14.	_____
Copy Person #1	_____	15.	_____
Copy Person #2	_____	16.	_____
Chief of Timing *	_____	17.	_____
Chief/Calculations *	_____	18.	_____
1. Timing	_____	19.	_____
2. Timing	_____	20.	_____
3. Timing	_____	21.	_____
4. Timing	_____	22.	_____
5. Timing	_____	23.	_____
6. Timing	_____	24.	_____
Posting Board #1	_____	25.	_____
Posting Board #2	_____	26.	_____
Runner #1	_____	27.	_____
Runner #2	_____	28.	_____
Runner #3	_____	29.	_____
Finish Controller	_____	30.	_____
Announcer	_____		
Forerunner #1	_____	<i>FOR LARGER RACES YOU MIGHT ALSO NEED</i>	
Forerunner #2	_____	<i>THE FOLLOWING - or more!</i>	
Forerunner #3	_____	<i>Chief of Hand Timing</i>	
Forerunner #4	_____	<i>Chief of Medical Services</i>	
Forerunner #5	_____	<i>Chief of Ski Patrol</i>	
Forerunner #6	_____	<i>Chief Steward</i>	
Assigned TD *	_____	<i>Chief of Communications</i>	
Referee *	_____	<i>Press/Media Chief</i>	
(Team Captain)	_____	<i>Food Chairman - On Hill and/or Social</i>	
Ass't Referee *	_____	<i>Chairman of Forerunners</i>	
(Team Captain - appointed for speed events only)	_____	<i>Chairman of Lodging/Transportation</i>	
Connection Coach (es)	_____	<i>VIP Coordinator</i>	
	_____	<i>Sponsors Coordinator</i>	
	_____	*Reference that these are required/certified officials.	

CHECK LIST FOR EVENT ORGANIZERS

WELL IN ADVANCE:

- _____ Obtain approval from area management; verify whether or not ski area requires a separate waiver.
- _____ Contact U.S. Ski & Snowboard and Regional Office to place “bid” for advance calendaring and approval.
- _____ If required by level of event, contact U.S. Ski & Snowboard Marketing and Media Departments.

YEAR PREVIOUS TO CALENDARED EVENT:

- _____ Determine specific events to be held and specific dates.
- _____ Verify status of necessary trail approvals and inspections (homologations).
- _____ Develop/begin implementation of local marketing and media plans.

EARLY SPRING:

- _____ Identify Race Chairman and Race Administrator.
- _____ Make sure terrain/facilities acceptable under ICR/ACR requirements.
- _____ Establish/maintain contact with ski area management and discuss Jury’s areas of responsibility (race arena)
- _____ Verify ski area’s liability release requirements.
- _____ Confirm calendaring with U.S. Ski & Snowboard /Region/Division.

LATE SPRING:

- _____ Plan, in writing, with ski area including course preparation, lift operation, ticketing, officials' incentives, course equipment, and communications.
- _____ Complete necessary Schedule Agreements or contracts.
- _____ Prepare options if scheduling problems develop.
- _____ Confirm plans with U.S. Ski Team if USST is involved.
- _____ Develop housing and meals plan, if applicable.

MID-SUMMER:

- _____ Confirm all arrangements with ski area.
- _____ Help with area preparations, if needed.
- _____ Plan/begin installation of timing/communications wiring and equipment.
- _____ Evaluate marketing/efforts and develop alternate plans, if necessary.
- _____ Initiate contact with potential major officials.

EARLY FALL:

- _____ Check race calendars for proper listing of events and pay appropriate fees.
- _____ Prepare and post or send race announcement; include ski area waiver, if applicable.
- _____ Contact ski patrol representative and prepare event Medical Plan; verify availability of “Stop the Bleed” packs.
- _____ Plan for and begin acquiring any needed equipment.
- _____ Appoint and confirm major officials (qualified for level of event).
- _____ Confirm ski area housing and meal arrangements.
- _____ Continue with marketing and media efforts, adjusting as necessary; invite media.
- _____ Install and test all communications and timing wiring; verify equipment meets event’s requirements.
- _____ Prepare Start and Finish areas (houses, posts, ramps, grading).
- _____ Check on progress for ALL facilities and equipment.
- _____ If applicable to level of event, invite Technical Delegate for preseason inspection.
- _____ For Downhill, invite Course Setter to review trail layout and on-hill competitor protection/security plans.

LATE FALL OR EARLY WINTER:

- _____ Check frequently and thoroughly on course preparation and grooming.
- _____ Confirm all housing and meals arrangements, including that provided for officials.
- _____ Confirm sponsorships and media commitments and their needs and issue prerace media release.
- _____ Check with major officials for availability of trained personnel and required materials/equipment
- _____ Order awards and printed materials.
- _____ Confirm transportation plans, if necessary.
- _____ Check with U.S. Ski & Snowboard for any changes in schedule.
- _____ Contact Technical Delegate and other invited officials with housing, meals, and transportation arrangements.
- _____ Confirm feasibility of event Medical Plan and forward to Technical Delegate
- _____ Develop alternate plan if conditions, especially weather and course conditions, appear difficult.
- _____ Inform Technical Delegate of progress on preparations and any impending and anticipated problems.
- _____ Invite Course Setters, if preassigned, to inspect (and even to practice set on the hill).
- _____ Confirm sponsor and media representative invitations/information; verify delivery of fulfillment materials.
- _____ Confirm entries and registration procedures with U.S. Ski & Snowboard /Region/Division.
- _____ Confirm availability/adequacy of internet connectivity as required for online meetings and result submittal.
- _____ Confirm functionality of online meeting platform.
- _____ Review event requirements of “Minor Athlete Abuse Prevention Policy” and “SafeSport Code”

MINIMUM OF TWO WEEKS BEFORE THE EVENT:

- _____ Adjust schedule and plans, if necessary.
- _____ Reconfirm availability of on-hill competitor security/protection provisions.
- _____ Reconfirm all housing, meals, transportation, media and sponsor arrangements, including credentials/passes.
- _____ Check on crowd control and traffic flow, security, trail closings, course preparation.
- _____ Thoroughly test all timing and communications equipment.
- _____ Reconfirm entries, special seeding (e.g., Golden Rule) and registration procedures with Race Administrator.
- _____ Confirm availability of adequate internet access.
- _____ Confirm functionality of online meeting platform, if required.
- _____ Issue additional media information, if any.
- _____ Distribute proposed schedule of events, etc., to ski area/resort, U.S. Ski & Snowboard, media, sponsors.

ONE WEEK BEFORE THE EVENT:

- _____ Reconfirm all arrangements; inspect trail preparation.
- _____ Bring major equipment to ski area/race site.
- _____ Check with ski area/resort for any changes in their arrangements, schedules, planning for the event.
- _____ Review any operational procedures adopted by the resort which could affect the event.
- _____ Verify ski area management and Ski Patrol understand and accept Jury's areas of responsibility.
- _____ Contact Technical Delegate with status report.
- _____ Contact all major officials.
- _____ Verify details (time/location/sign-in) of Team Captains' Meetings and planned inspections are well published.
- _____ Verify that course preparation is thorough during week before the race.
- _____ Plan for application of snow-hardening agents if possibility exists for its need.
- _____ Have information packages, including schedules, maps and necessary credentials available.
- _____ Verify event Medical Plan will be operative and "Stop the Bleed" packs will be available.
- _____ Check on all media and sponsor fulfillment arrangements.
- _____ Prepare for Team Captains' Meeting (in-person or online) and the Draw.
- _____ Test all timing equipment.

AFTERNOON OF DAY PRIOR TO THE EVENT:

- _____ Print and post most current schedules on online Official Notice Boards.
- _____ Verify that the Secretariat is well equipped and prepared.
- _____ Confirm non-presence of officials/volunteers, etc., on SafeSport Code's "Central Disciplinary Database"
- _____ Reconfirm communications systems: radio, internet, online meeting platform, etc.
- _____ Reconfirm functionality of all timing equipment.
- _____ Final grooming; set first course(s), if possible.
- _____ Arrange for Jury inspection.
- _____ Obtain weather forecasts and provide copies for Team Captains; verify if Avalanche Control Report required.
- _____ Obtain copy of Medical Plan and verify "Stop the Bleed" pack availability has been included.
- _____ Check again on race day alternates if race is in doubt; advise Technical Delegate, officials, competitors and Team Captains, media (official statement), FIS/U.S. Ski & Snowboard of any necessary changes and/or when official announcements are made.

EVENING BEFORE THE EVENT:

- _____ Major officials' meeting, possibly with ski area representative and Ski Patrol (Avalanche Control Report)
- _____ Jury meeting – Schedule and Medical Plan: (prior to Team Captains' meeting if Referee(s) pre-appointed.)
- _____ Team Captains' Meeting - Seeding and Draw; present event Medical Plan; invite coaches to course inspection.
- _____ Adjust schedule/program as required, based on these meetings.
- _____ Publish Start Lists and other information as needed.

RACE DAY:

- _____ Verify arrangements necessary for Gate Judges' meetings.
- _____ Test timing and communications gear at least 2 hours before scheduled start time.
- _____ Confirm intervals between consecutive competitor starts with Start Referee, Timing, and all Jury members.
- _____ Attend Jury course inspection (involves both Chief of Race and Chief of Course); coaches invited.
- _____ Major officials in place and ready one hour before Start time.
- _____ Officials: Ski Patrol, medical/rescue personnel, Gate Judges, in place/ready at least one-half hour in advance.
- _____ Start on time: Forerunners prior to scheduled Start time. First competitor as scheduled after Forerunners' report
- _____ Inform competitors, Coaches, Officials, media, spectators of all changes.
- _____ Arrange place for Jury meetings, preferable easily accessible from racecourse.
- _____ Verify Chief of Course arranged for proper/thorough clean-up of course and security of equipment and supplies.
- _____ Verify Race Administrator has completed official documents and has electronically submitted all documentation as required by level of event.