

GTSC Sunday Race Volunteer Information

11:15am – All volunteers will check in with volunteer leader within the Hickory Hills Clubhouse, a minimum of 45 minutes prior to race start. This will give ample time to get any necessary gear/tools, training, and get to position on time prior to race start.

Volunteers must all attend volunteer meeting at base of hill 20 minutes prior to race start to see courses, get important information, ask questions, etc. (N/A for setup, awards, food)

Volunteer Positions:

- Volunteer Coordinator (1 needed)
- Volunteer Coordinator Assistant (1 needed)
- Award Czar (U8 and U10+ both needed)
- Gate Judges (Gate Keeper – 4-6 total U8 and 4-6 total for U10+)
- Starter (2 for U8, 2 for U10+)
- Assistant Starter (2 for U8, 2 for U10+)
- Timer (1 needed for both races)
- Assistant Timer (1 needed for both races)
- Announcer (1 needed for both races)
- Bottom of Race Helper (1 needed for U8 only)
- Top of Tow Helper (1 needed for U8 only)

Volunteer Check-in Coordinator and Assistant

The Check-In Coordinator is the lead on all things necessary to ensure race volunteers have what they need. Coordinator needs to be at Hickory no later than 10:45pm to get all volunteer stuff organized and pulled from coaches room. Set up in the Hickory Lodge. Primary duties:

- check in all volunteers – please have Signup Genius pulled up/printed
- what they need – pass out any gear needed (ie – gate judge clip boards – in coaches room)
- know where to go – pre-race meetings/etc.
- understand the timing of meetings/race responsibilities – just bring this sheet!
- understand their responsibility upon race start – prerace meeting should cover
- have run order and help families who need bibs/assistance

Report to Hickory no later than 11:00am to get organized

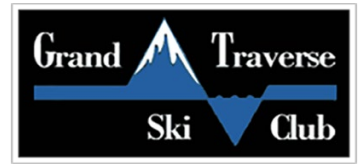
Volunteer Coordinator Assistant

Assist Volunteer Coordinator with above duties. Arrive at 11:00am to help get organized.

Help pass out bibs/clipboards, answer questions from volunteer and parents.

Award Czar

This job requires organizing the prizes for kids participating in Sunday Races and setting up in the lodge for awards after the race. All ribbons will be at Hickory in the coaches room at lodge. Organize by age group and gender for each race.



GTSC Sunday Race coaches will pass out awards after race.

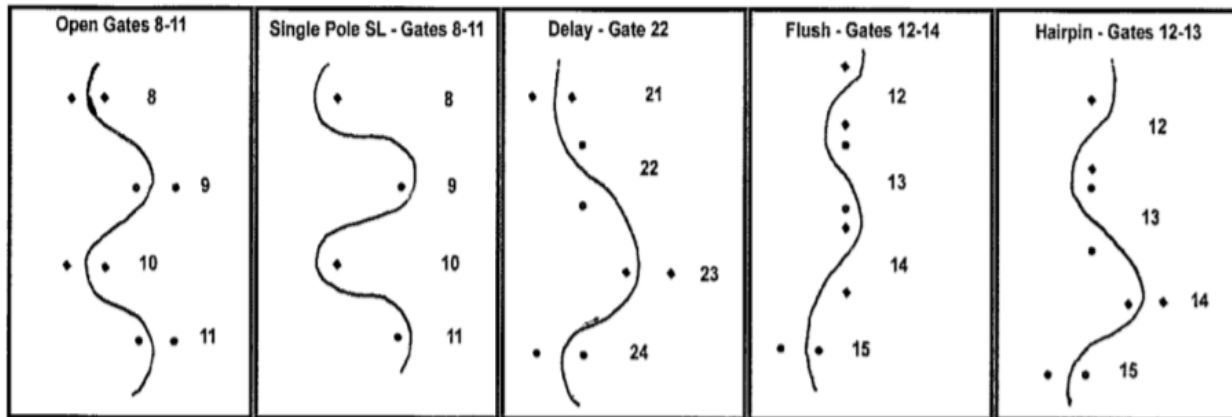
Gate Judge (Gate Keeper)

Gate Judge is the most **important job on the hill**. Gate Judges will review and understand and Correct Passage sections of the USSA Alpine Competition Rules. (See graphic below and resource link)

- **Prior to race start** – check in with volunteer check-in person (usually in lodge) to get necessary gear:
 - Gate Judge yellow defining vest/smock so can be identified on hill by athletes/coaches/Chief of Gates.
 - Clipboard with course diagram paper and pencil for purposes of utilizing during an incorrect passage.
- **Be at bottom of race hill for mandatory gate judge meeting.**
 - The Chief of Gates will explain the job of the Gate Judge then assign the positions on the hill based on skiing ability and gate judging experience.
- Be in position on hill no later than 5 minutes prior to race start.
- **Upon race start** – Watch each racer to ensure they navigate the course correctly.
 - Gate Judges must watch each racer carefully to make sure they pass all the gates in their section correctly.
 - If there is a question as to whether there was actually a fault or not, then the principle “IT IS BETTER THAT A MISTAKE GOES UNPUNISHED, THAN WRONGLY PUNISHED” is used; **doubt is always in the athletes’ favor**.
 - If a Gate Judge sees a fault – they are to complete the card showing:
 - drawing the fault (how the athlete went wrong around the gates),
 - identify the racer – gender, bib #
 - identify race # (ie – race 1 or race 2)
 - identify the run # for the racer (ie – run 1, run 2)
 - Once the card is completed, the Gate Judge needs to hold up the card to be collected by Chief of Gates/Coaches
 - At end of race, any remaining Fault Cards need to be turned in to the Chief of Gate/Coaches/Timing Shack immediately.
- Upon race finish – turn in all Gate Judge gear to volunteer coordinator

Gate Descriptions & Gate Card Diagrams

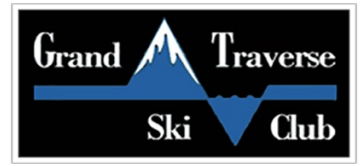
Types of Gates & Combinations



Starter

The Starter is stationed at the start next to timing wands and wears the headset during the race for constant communication with Timing Shack to help keep the flow of the race going.

- Starter may get to the race start by skiing up or requesting a ride on a snowmobile
- **Prior to race start** – ensure headset works and have good communication with timing shack.
- Do a check on timing equipment with timing shack – ie – use your hand (or find a person on skis) to do a false start with the wand and make sure timing shack sees the clock start. They will likely want to see clock stop at bottom too before starting race.
- **Upon race start** – Assistant Starter should have athletes lined up at start in order and by age groups.
- Starter will confirm racer name in gate (no bibs) – communicate to timing shack.
- Once all agree on racer in gate (or find the right one) - give the start command to the athletes when they start their race run – “Racer – go when ready”
- Once racer pushes out, let timing shack know “Racer on course”.
- Starter may need to reset the timing wand after each racer pushes out – simply pull back to “closed position”.
- Communicate to timing shack when change to another age group to ensure all on the same page.
- Repeat for all racers - then for 2nd race on opposite race course.



Assistant Starter

The Assistant Starter's is stationed at the start of race and works to help Starter. The Assistant Starter's main job is lining up athletes so they enter the starting ramp in the correct order - it is important for the person volunteering for this position has a strong voice and is not afraid to issue firm orders to herds of kiddos =)

- Assistant Starter may get to the race start by skiing up or requesting a ride on a snowmobile.
- **Prior to race start** – make sure you have a run order for your lane (there are 2 courses – each with their own Assistant Starter)
- Start lining up the athletes in order and by gender/age group as shown on run order.
- **Upon race start** – Assistant Starter should have athletes lined up at start in order.
- Keep athletes moving, make sure they are ready with getting coats off/etc.
- Repeat for 2nd race with opposite lane.

Announcer

This person is in the timing building with the Timer and Assistant Timer. Be in start shack by 11:30am.

The primary job of the Announcer is to announce:

- racers' names,
- bib numbers, and
- times as they finish the race course.

All above information is taken straight off of the secondary computer in the timing shack.

Prior to race start, be in the Timing Shack no later than 11:30am to get oriented, talk to the timers, and get a run-through on the computer / what to look for with announcing. Review names and any scratches.

Timing & Timing Assistant – Includes Run Order Coordinator

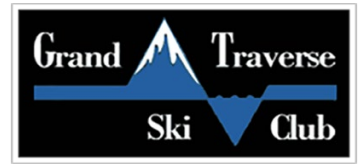
The primary role of the Run Order Coordinator is to:

2 days prior to race day:

- compile / set up the Run Order with the Race Coordinator/GTSC Lead Coaches,
- ensure run order is in good order with athlete age groups, gender, teams, etc. with Timer,
- print 50 copies of the Run Order,
- communicate and share with the Head Timer,
- get the # of racers/team to Hickory Hills for team packets,
- compile with teams, compile run order, information to Head Timer.

On race day:

- bring run order copies to the race by 11:15am if possible and get to GTSC Coaches and volunteer check-in person.



Timer

Timers run the main clock in the start shack. They need to be trained on how to use the main and secondary computer to see lineups, timing software, start/stop of the clock, reset of the clock, and flopping courses, etc. They wear a headset and communicate with the Starter at the top of course to ensure correct person lined up. Starter is also responsible for putting in correct names of racers if necessary or swapping information. **If you are interested in being trained – please contact us!! It's a warm indoor job and the best seat in the house!!** Arrive no later than 10:30-10:45am to get lists set up.

- **Prior to race start** – ensure headset works and have good communication with starters (there are 2 with 2 race courses).
- Ensure the race is set up in live-timing for families to watch if not present.
- Do a check on timing equipment with starters – ie – have them use hand (or find a person on skis) to do a false start with the wand and make sure timing shack sees the clock start. Also check that clock stops at bottom of course before starting race.
- **Upon race start** – Communicate with Starter to confirm racer name in gate (no bibs).
- Once all agree on racer in gate (or find the right one) - give the start command to the Starter for them to que racer to “go when ready”.
- Confirm clock starts once Starter indicates racer is on course – time should be rolling.
- Communicate with Starter when change to another age group to ensure all on the same page.
- Repeat for all racers – and 2nd run for all.

Assistant Timer

Assistant Timer sits in the start shack with the Timer. Their main job is to:

- make sure racer names coming up match with who is on the screen,
- make sure the time for the racer finished is recorded,
- help Timer in any other way necessary, and
- help transfer information to the Announcer – meaning make sure they keep up with who's in start, who's on course, time for finisher, etc.

Working as Assistant Starter is a great way to learn the timing job!!

Bottom of Race Helper

Positioned to see the bottom of both of the U8 hills (so at btm of Swede back a bit to see btm of both) to help kiddos who seem a little lost or unsure where to go after run.

Top of Tow Helper

Positioned at/near the top of Swede rope tow to help U8 racers that have trouble on the tow rope.