



**BOW VALLEY  
QUIKIES**

# RACE ADMINISTRATOR (RA)

A QUICK OVERVIEW



**BANFF ALPINE  
RACERS**

# BVQ & BAR HOST ANNUAL SKI RACES

- 5-6 RACES PER SEASON for all age groups
- all posted in the Alberta Alpine Calendar on the AASA website  
<https://albertaalpine.ca/calendar/>

## ▪ **2024/2025 Races:**

- DEC 7-8: GMC CUP FIS RACE
- JAN 17 - 19: U16 RACE
- JAN 27 –30: Nor-Am (FIS) RACE
- FEB 11-14: AB GMC CUP FIS
- FEB 22-23: CARIBOU CUP (U12)
- MARCH 22-23: BVQ INVITATIONAL (U10)



# RACE ADMINISTRATORS ARE NECESSARY

## Without Race Administrators:

There will be no Races for our kids to race in.

Every Ski Club needs 40-50 volunteers to prepare and set up a single ski race.

**Race Administrators are essential** to put on organized and timely Races , by:

- Preparing clear, correct and well organized race lists
- Supporting the Race Organizing Committee and Chief of Race
- Preventing unnecessary delays & long waits during and after races (results/awards).

# RACE ADMINISTRATORS ARE NECESSARY

**Race Administrators** have fun and don't (have to) work alone:

- You (can) always work with one or more RA- assistants: either one of the more experienced RA's or someone you know and enjoy to work with.
- The current RA's are available to support, train and help
- Other parents are willing to step up during the day by looking after your child during the race weekend

# RACE ADMINISTRATOR (RA), SOME FACTS:


- MEMBER OF THE ROC (Race Organizing Committee)
- WORK CLOSELY with the Chief of Race and Volunteer Coordinator
- COMMUNICATE with coaches of participating clubs/nations
- COOPERATE with Alberta Alpine Member Services

## OPPORTUNITY:

- to meet lots of people within the Club and the Ski Community
- gain insights into how Ski Races work at all age levels
- be a role model volunteer for the ski community & your kids
- learn new skills and / or tools

and... **earn ALL your volunteers hours with organizing a single race**





**YOU GET TO WORK  
INSIDE  
AT HEAD QUARTERS !!**

(OLD DAY LODGE AT THE BOTTOM OF THE BIG CHAIR)

*NO SKIING OR RACE KNOWLEDGE  
REQUIRED*

# THE RA IS RESPONSIBLE FOR THE ADMINISTRATIVE ASPECTS OF A RACE

## 6 weeks before the Race:

- Prepare the Race Notice (*copy last year's Notice and adjust some variables*)

## 2 weeks leading up to the Race:

- Receive athlete entries by email and enter athlete entries (*in Excel, some experience helps*)

## 1 week before the Race:

- Prepare Race File for Timing (*in Split Second, no experience required*)
- Prepare Start list in Excel (*printed in Copy shop*)
- Prepare Score Board Sheets in Excel, (*printed in Copy shop*)
- Email participating clubs re. payment for entry fees (*payment is all electronic*)

## 1 day before the Race

- Prepare agenda & materials for Team Captains Meeting (*copy existing documents*)
- Sort Bibs
- Attend Team Captains meeting

## Day of the Race

- Process Race results
- Prepare TD folders & Awards



# WHAT YOU DON'T NEED AND WHAT MIGHT HELP:

- You do not have to be a skilled skier
- You do not need any previous ski race experience
- You do not need experience with Race or Timing Software (Split Second)
  
- You will be provided with training, formats and an RA Manual
- You will satisfy your volunteer commitment for the season in one weekend
  
- It helps if you are an organized person
- It helps if you do not mind administrative tasks
- It helps to have basic excel skills



# URGENTLY NEEDED: 2 NEW RA'S

## FOR THE LITTLE KIDS RACES : CARIBOU (U<sub>12</sub>) & BVQ INVITATIONAL (U<sub>10</sub>)

We are looking for 2 people, preferably from the younger families, that want to help out and learn the RA role for the CARIBOU CUP and the BVQ INVITATIONAL

- 80% of the work can be prepared in the weeks leading up to the Races
- The Race weekends take place over 2 days:
  - SATURDAY: is a regular race day and requires the RA's time and attendance
  - SUNDAY: is a team event: requires less input & time from the RA (or could be split with a second RA)
- Momentarily BVQ/BAR has 3 experienced RA's that are here to help, train and support new Race Administrators as much as required.
- Some of the tasks can be delegated to RA helpers, other tasks can be shared:

# URGENTLY NEEDED: 2 NEW RA'S

FOR THE LITTLE KIDS RACES : CARIBOU (U<sub>12</sub>) & BVQ INVITATIONAL (U<sub>10</sub>)

- FOR THE CARIBOU and BVQ INVITATIONAL RACES YOU CAN:
- Team up with a second RA-(friend) and share the load:
  - 1 RA can take on the SATURDAY RACE
  - The other RA can take on the SUNDAY TEAM EVENT

FOR THE U<sub>14</sub>/U<sub>16</sub>/FIS:

Ask for / engage extra help with:

- Sorting bibs
- Taking payments
- Distributing bibs

# URGENTLY NEEDED: 2 NEW RA'S

FOR THE LITTLE KIDS RACES :  
CARIBOU (U12) & BVQ INVITATIONAL (U10)

Chat, call or email us if you have questions or are interested in the RA role!  
We are the current RA's:



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QUIKIES**

**THANK YOU!**  
WE HOPE TO SEE YOU AT OUR NEXT RACE.



**BANFF ALPINE  
RACERS**