

**BANFF ALPINE
RACERS**



**BOW VALLEY
QUIKIES**

Race Volunteer Coordinators

OVERVIEW

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:

BAR/FIS Level

- 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

BVQ Level

- FEB 22-23: CARIBOU CUP (U12)
- MARCH 22 - 23: BVQ INVITATIONAL (U10)

Race Volunteer Coordinators

Roles:

Chief of Volunteers (COV)

Assistant Volunteer Coordinator

Runner



Key Facts

- **MEMBER OF THE ROC**
(Race Organizing Committee)
- **WORK CLOSELY** with the Chief of Race and Race Administrators
- **COMMUNICATE** with parents/volunteers within the ski community

OPPORTUNITY:

- 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
- You get to work inside with opportunity to go watch your child if in the race

Chief of Volunteers (COV)

Key Responsibilities

OVERVIEW

6 weeks prior	2-3 weeks prior	1 week prior
Meet with rest of ROC Discuss key positions/people needed.	Order lunches and coffee from Norquay	Verify timing with Chiefs: Gate Judges' meeting; Timing Hut meet and Course Crew start times
Create Volunteer Sign-up (duplicate from previous race)	Order Lift tickets (Coaches and Volunteers)	Contact vltrs. Later in week to confirm days, jobs, check in times, lift tickets needed
Contact internal club parents with Sign-Up Genius	Email: Ski school (Gord), Parking Lot (Teha)	At HQ, organize backpacks, pack up and bring to volunteer desk day before race
Send Volunteer Sign-up link to RA, Claire and BARmade		Purchase additional lunch items: waters, fruit, snacks
		Radio allocation from Chief of Race

Chief of Volunteers (COV)

Key Responsibilities

OVERVIEW

Day before race	Day of race - AM	Day of race- during	Day of race - after
Pick up tickets and waivers for race at Guest Services. Handout tickets to set-up volunteers.	Lodge at 7:00 for set-up. Bring Radios to Volunteer Desk from Kika's: Have Start Lists ready to handout.	Man radio, coffee	Assist with bib collection and re-sort for next day
Radios charge at Kika's	Handout backpacks, clipboards, radios, carpets, lift tickets	If possible, check on volunteers on course (hot shots, water)	Collect all backpacks and refresh for next day
Prep items for check in, print volunteers spreadsheet	Distribute lunches, water, fruit, etc	Set-up awards: podiums, flags, speaker	Once race is completed, end of wknd, return boxes to HQ
Have lunch with set-up volunteers!	Norquay will have coffee and lunches set-up	Listen to radios and communicate with COR, RA, and Runner	Log CLUB volunteer hours

Assistant Volunteer Coordinators

Key Responsibilities

Will support the COV during race days.

- Volunteer check-in
- Manage radio assignments and batteries
- Manage volunteer desk and answer questions

Runner

Key Responsibilities

Needs to be a good skier and know the hill.

- Delivers extra race lists and schedules as needed to volunteers on the hill
- Delivers water or supplies to on hill volunteers
- Delivers timing sheets to RA at Headquarters (HQ) and results from HQ to volunteer desk for awards post race

What you don't need AND what might help

Don't need

- To have your Level 1
- Don't need to be on skis
- Don't need to be outside

Good qualities to have

- It helps if you are an organized person
- It helps if you do not mind administrative tasks
- It helps to have good communication skills
- It helps to have an understanding of what each volunteer role does BUT this can be taught with COR and our previous COV's!

Volunteer Points

40 per day

Chief of Volunteers

20 per day Volunteer Assit

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Thank you!

Please reach out to Ashley Donohoe or Cori Vertz
with any questions.