Volunteer positions on Race day

All positions titled in green are great jobs for any one that has no or limited experience working a race. If you are worried, ask any of the parents that have been on the team for a while. They will explain or point you in the right direction to someone who can explain. We will go through the roll on morning of race day so you know what is expected of you for that particular race. And don’t worry it is hard to mess up these jobs!!

ROC STAFF

Event/Race Chair

Coordinate pre, during and post-race with teams and volunteers

Chief of Course

The Chief of Course is responsible for the preparation for the courses by setting up fences, B netting and C netting, timing kits, spectator area, safety padding, etc. Works with the course setter; maintains the course during the race; tears down the course after the race; supervises:

* Chief of radios
* Chief of equipment
* Chief steward
* Course Crew
* Section Chiefs

Race Administrator (RA)

Supervise the Race Office for creating, copying and distributing race documents.

Volunteer Coordinator

Responsible for managing the Volunteer signup process.  Remain available for questions regarding the volunteer positions and requirements.  Contact all volunteers prior to each race and make appropriate adjustments to cover any shortages.

Chief of Event Quality

This is a large role that requires a lot of coordinating with other teams to arrange hotels, meals, instructions for race day…

Keeping communication with other teams open. Making sure the event is well run and the overall experience is great for visiting teams, host team and volunteers.

Jury

Chief of Competition

Directs all preparation of the competition and supervises the activities in the technical area. Summons meetings for consideration of technical questions and leads the team captains' meetings after consultation with the Technical Delegate.

Technical Delegate (TD)

Appointed by the governing body and chairs the Jury. This is an outside position, cannot be done by the team.

Referee

Appointed by the TD with recommendation from the governing body and is a Jury member.

Secretariat

Assistant Race Administrator

Helps the RA with registration, the TCM, and the creation, copying, and distribution of documents and forms, as well as other administrative tasks as required.

FIS Race Administrator (RA)

Aids in FIS paper work to RA job.

Radios/ Drill sign out

Makes sure all radios and drills are returned to the team at the end of the event.

Volunteer Check in

Responsible for the registration area, set up the tables to prepare for registration and will clean them after registration. Manage the Day of Race Volunteer signup process. Signs in and provides volunteers with race day information on where and when they need to be. Gives out day of race lift tickets to individuals who need them and turning in the leftover ticket money.

Registration Check in

Checks in racers on the first race day, pass out Bibs and ensure all necessary fees have been paid by racers.

Sponsorship Coordinator

Acquires new sponsorships and making sure banners, logos and other promo items are available for the event

Course Officials Positions

Chief of Gates

Reports to the Chief of Competition and supervises the Gate Judges.

Before the race distribute to each Gate Judge:

▪ Gate Judge cards  
▪ Pencils  
▪ Gate Judge identification  
▪ Clipboard with waterproof cover

Number the gates, ensuring that no modification to the gate homologation occurs.

During the run, assist the Gate Judges as needed. At the end of each run, collect the Gate Judge cards to give to the Referee. Check that the Gate Judges fill out FAULTS yes or FAULTS no.

Chief of Equipment

Responsible for the provision of equipment and tools needed for the preparation and maintenance of the competition courses and the conduct of the race, where these duties have not been assigned to another official. A list of equipment will be decided at ROC meeting.

Course Builder

Plans and supervises the course build- ie. Shaping start gate, finish gate, and features of the snow on the ski cross.

Start Referee

The Start Referee is a Jury advisor, and:

▪ is at the start from the beginning of Athlete Inspection until the end of the run  
▪ ensures reserve bibs (and forerunner bibs, if required) are available at the start  
▪ works with the Timing crew in the start: Starter, Assistant Starter, Start Hand Timer

▪ prepares the forerunners, under instructions from the Jury  
▪ clears the start area for the Course Clear procedure  
▪ records the order that competitors start on the Start/Finish Referee worksheet  
▪ manages the start order, including delayed starts, re-runs  
▪ stops the start when required  
▪ informs the Jury

o a competitor did not start in the listed start order

o false start  
o violation leading to NPS

▪ reports to the Referee at the end of the run  
▪ returns unused reserve (and forerunner) bibs promptly at the end of the race

Assistant Start Referee

Helps in the start referee tasks

Starter/gate operator

Know the start interval.  
Work with start gate, manage the start interval, and confirm when the competitor is on course.  
Give the start signal to the competitor.  
Manage the START STOP procedure with the Start Referee

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. They will also help with the draw for lane choice

Coloured Bib Collector

Removes coloured bibs from racers at end of run

Coloured Bib Runner

Takes coloured bibs from finish to start after runs

Bib Ripper

Removes bibs from racers at end of race

Finish Referee

The Finish Referee is a Jury advisor, and:

▪ is at the finish from the beginning of Athlete Inspection until the end of the run

▪ works with the Finish Assistant  
▪ clear the finish area for the Course Clear procedure  
▪ relays forerunner reports, under instructions from the Jury

▪ records the order that competitors finish

▪ reports to the Referee at the end of the run

Assistant Finish Referee

Helps Finish Referee

Finish Judge

Records the order that competitors finish

Section Chief

Reports to the Chief of Course. Maintain the gates, snow, netting, padding, and timing equipment in the designated section during the race.

Chief of Timing

Supervises Timers, Hand Timers, Recorders, Assistant Starter, Starter, and Announcer. See preparing and setting up timing before the competition, before the race, before the run, start interval, elapsed time, and timing report.

Assistant Chief of Timing

Shadows chief of timing and helps with his tasks

Event Quality

Assistant Chief of Event Quality

Help Chief of Event Quality with all of his needs

Chief of ski area Relations/ Medical

Keep in contact with hill to arrange medical procedures on course, emergency protocol.

Chief of Maintenance

Make sure the equipment is in working order (fences,gates…)

Steward

Controls spectator traffic does not cross onto the track and are standing in the spectator zone. Ensure athletes, coaches, and race crew enter and exit the course through the designated course entries and exits. Reports to Chief of Course

Catering/Volly lunches

Have lunches organized and ready on time for volunteers.

Lunch Assistant

Help with delivering lunch to volunteer positions that can’t break for lunch. Also help in keeping lunch organized to get volunteers back on hill in a timely manner.

Sponsor signage Coordinator

Acquiring and making sure all sponsor signs are in visible locations around the race.

Awards Coordinator

Receive rewards for race and verify all rewards are sorted and accounted for.

Awards M/C

M/C the award ceremony and awards, thanking sponsors and volunteers

Awards Assistant

Help handling of awards at award ceremony

Chief of Music

DJ music for spectators, along with announcing racers as they get into start area.

Bib Sort

Keep bibs organized before/throughout race.

Bib Assist

Help bib sorter

Post-Race Bib Sort

Organize and wash Bibs at end of race.

Videographer

Video race for our media relations

Photographer

Photograph race for our media relations

Course/Race Day Positions

Hand Timer Top

Observes the competitor, and triggers the hand timing unit when the competitor starts, write down the time stamps on a Timing worksheet

Hand Timer bottom

Observes the competitor and triggers the hand timing unit when the competitor crosses the finish line, write down the time stamps on a Timing worksheet.

Course Crew

Under the direction of the chief of course. Responsible for the course marking, including direction marking and marking pole positions, providing the course setter with assistance and all the necessary equipment.

Preparation of the start and finish areas and maintain course while race is underway.

Members of the course crew are positioned in key places along the course and use rakes and shovels to ensure that the course is kept in a good condition. Other members of the course crew are positioned at the top of the course and used to run equipment down to places where it may be required during the race.

Members of the course crew may act as slippers in which they side-slip the course to minimize the ruts and berms.

Forerunner

Racers to forerun course to provide feedback before the competition starts and to make sure the crews/ and timing are ready to start race. Usually chosen by ROC.