

## Chief of Race Duties

### **One week before**

Read rule book on website

Manager lines up parent volunteers

- Download race worker form from website
- Look on website to see how many teams each school has
- Assign schools one worker per team
  - COR must provide or find timers
  - 3 schools should be in timing shack
  - Add course workers
- Email team contacts the worker form asking them to give you names
- Print the completed worker form and bring a couple of copies to the race

### **Two days before**

Coach makes sure each team has submitted their run order- email coaches if not received

Coach sets up race program

- Instructions on first page of race program
- Sample race program on website under view/download files
- Written instructions on website under view/download files
- Video tutorial of race program setup on website under view/download files

### **Day of Race**

Coach finalizes run order at 1:00

- Make changes to race program/double-check for accuracy after changes are made
- Print run orders (30) and score sheets and bring to race
- Send race program to timer

Manager Brings supplies

- 7 Clipboards w/ DQ cards and pencils (for finish ref and gatekeepers)
- Stapler/Tape (for scoreboard)
- Sharpies (for scoreboard)
- Pencils (for timing recorder)
- Computer (timing brings this)

Set up scoreboard

Get medals and volunteer vests from hill staff

Set Course

- Person trained to set course must set or approve set
- Hill will set finish arena, timing, start/finish wands
- Set at 4 or 4:30\*
- Open for inspection 5:00 - 5:45\*-
- COR announces or asks the hill to announce inspection

## **The Race**

Be sure all volunteers are in place by 5:30\*

Head gatekeeper holds gatekeeper meeting at 5:30\* near finish arena

Make sure fans are standing in safe area

Find two forerunners to run at 5:55\* after the course is cleared from top and bottom

COR Remain close to timing shack or in communication in case of rerun approvals or disputes

DQ Cards

- Head GK collect DQ cards and give them to timing.
- Announcer announces DQ's ASAP
- DQ's must also be posted on the scoreboard by the end of the race
- Read rules to know what to do if there is a challenge to a DQ

Reset

- Be sure timing has times for everyone before pulling course
- Consider offering reset to Assistant COR
- Announce times for inspection and second run
- Send two forerunners for the second run

## **After the Race**

Put away gates, volunteer vests, netting

Tidy scoreboard and timing shack

Present awards

- AV and Rock - Lodge
- HH and LS - Boot tent
- Sunburst - Yurt

Send results

- Email results to the conference @ [results@midwesthighschoolski.com](mailto:results@midwesthighschoolski.com)
- Email results to other teams
- Write a summary and send with results to your team/AD/newspaper

\*All times are one hour earlier on Sundays.