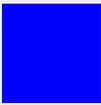


**a list of job descriptions available on race day.**

	These roles are suitable for volunteers who are new to Alpine ski racing.
	These volunteer roles are entry level US Ski and Snowboard certification or don't require U.S. Ski & Snowboard certification and do require some familiarity with Alpine ski racing.
	These roles require either certification from U.S. Ski & Snowboard or FIS or significant experience.
	These roles require you to ski or snowboard.
	Some roles may not require that you ski or snowboard. Confirm with the volunteer coordinator.
	These roles are conducted primarily or entirely indoors or within a shelter.

Some ski areas are set up different so the skiing/non-skiing designation may be different. Spirit: parking is at the top of the ski area, so the start is non-skiing and the finish requires skis. Lutsen: everything requires skiing.

**RACE SUPPORT POSITIONS**

These jobs require no training or USSS membership; just signup and show up.

**Race Office Assistants**



This is mostly a morning job with brief needs in between runs and at the end of the day, so there can be downtime during the day while the race is going on to go watch athlete(s) race. The Race Office Assistants are responsible for helping the Race Administrator (RA) with on-site registration, pace team, Volunteer lift tickets, copies, filling in the scoreboard and other RA duties during the day.

Location: Race Office (No skis required.)

Reporting time: When Race Office Opens.

### **Volunteer Coordinator**



No USSS membership is required. The Volunteer Coordinator helps recruit and organize volunteers going into the race and helps check-in volunteers at the start of the race. This individual may also setup mentoring / training opportunities for new volunteers. At some races, the volunteer coordinator will be responsible for arranging lunches for volunteers during the day (either making brown bag lunches in advance or coordinating a lunch option with the venue).

Location: Race Office (Skis optional.)

Reporting time: When Race Office Opens.

### **Timing Assistants** (up to 3 others)



No USSS membership is required. The Timing Assistants help the Chief of Timing with setting up the timing equipment and filling out their paperwork. They also will run the secondary timing equipment.

Location: Timing Shack at the bottom of race hill

(No skis required though some venues require walking to timing shack.)

Reporting time: When inspection opens (Check in and pickup lift tickets in the race office in the morning.)

### **Assistant Starter**

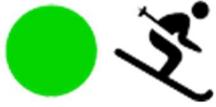


The Assistant Starter's main job is lining up athletes so they enter the starting ramp in the correct order. The race office provides a start list with numbers and names and this individual just makes sure athletes line up and race at the right time.

Location: Start of course

Reporting time: 10 minutes before race start time (Check in and pickup lift ticket in the race office in the morning.) (Skis required at most race venues.)

### **Starter**



The Starter wears the headset during the race for constant communication with Timing to help keep the flow of the race going. They also give the start command to the athletes when they start their race run.

Location: Start of course

Reporting time: 10 minutes before race start time (Check in and pickup lift ticket in the race office in the morning.) (Skis required at most race venues.)

### **Hand Timers Start or Finish**



Hand Timers run a stop watch that records times just in case the electronic timers don't record one. This is a very simple job where you will press a button and read off the time when athletes start or finish. This is a good starting point for new volunteers.

Location: Start of course (skiing position) or finish of course (non-skiing position)

Reporting time: 10 minutes before race start time (Check in and pickup lift ticket in the race office in the morning.) (Skis may be optional but you must be able to get to the start or finish so skis are typically recommended for the start hand timers)

### **Assistant Hand Timer Start of Finish (Hand Time Recorder)**



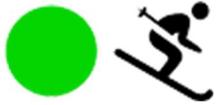
As each athlete leaves the start/crosses the finish line, the hand timer will read the minutes, seconds and hundredths of a second for recording. This position just writes down the times. At the end of the race run, turn in your recording sheets to the Start or Finish Referee. This is a good job for new volunteers.

Location: Start of course (skiing position) or finish of course (non-skiing position)

Reporting time: 10 minutes before race start time

(Check in and pickup lift ticket in the race office in the morning.) (Skis may be optional but you must be able to get to the start or finish so skis are typically recommended for the start hand timers)

### **Course Worker (Course Crew)**



This position always receives a complimentary lift ticket and requires the person to be on skis all day. They should expect to work both genders' races during the day. The Course Crew helps set up the race arena and courses before the races start. During the race they are directed by the Chief of Course as to what they are to work on, including but not limited to: slipping, shoveling, resetting gates, and shuttling equipment. At the end of the race day the Course Crew helps carry equipment down off the hill and into the appropriate trailer. Skis and strong intermediate skiing ability are required for this position.

Location: Typically meet at bottom of the hill (can ask Chief of Race whose email will be posted on the race announcement.

Reporting time: When the lift is open for officials and coaches (Check in and pickup lift ticket in the race office in the morning.) (Skis are required.)

### **Chief of Gates**



This position requires the person to be on skis all day and have experience being a Gate Judge. The Chief of Gates needs to check in with the Race Administrator to get the names of the volunteer Gate Judges for reference and the number of workers. They will need to meet with the Gate Judges approximately 1/2 hour before the start of the first and second runs to check ability and explain the Gate Judge's job then put them into position. The Chief of Gates collects all Gate Judge cards at the end of each run and takes the cards immediately to the timing shack.

Reporting time: Report to race office 45 minutes before the start of the race and then report directly to the hill. (Check in and pickup lift ticket in the race office in the morning.) (Skis are required.)

### **Gate Judge (Gate Keeper)**



Those interested in volunteering for this position should read the [Gate Judge Guide](#). All Gate Judges must meet the Chief of Gates 30 minutes before the first race run in the finish area (ask in the race office if you should report to the finish area or the start).

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. Gate Judges must watch each racer carefully to make sure they pass all the gates in their section correctly. Once the race run is finished, the Gate Judge must wait for the Chief of Gates to come collect the Gate Judge Cards and check to see if there are any faults. If there are, the Gate Judge must wait in the finish area until the 15 minute Protest Period is over in case there are any protests on their fault(s). This is a good job for new volunteers.

Reporting time: Report to race office 45 minutes before the start of the race and then report directly to the hill. (Check in and pickup lift ticket in the race office in the morning.) (Skis are required.)

### **Scoreboard Recorder**



The Scoreboard Recorder is responsible for posting racers' times on the scoreboard as they finish. Skis are not required for most race venues. This is a good job for new volunteers.

Reporting time: Report to race office 45 minutes before the start of the race and then report directly to the hill. (Skis not required.)

### **PA Announcer**



This person is in the timing building and announces racers' names, bib numbers, and times as they finish the race course. The information is taken straight from the timing screen in the timing shack. This is a good job for new volunteers.

Reporting time: Report to race office 45 minutes before the start of the race and then report directly to the hill. (Skis not required.)

### **RACE JURY OFFICIALS**

(All positions require certification and are on the hill during the race.)

**Technical Delegate (TD)**



USSS Alpine Officials Membership is required; USSS or FIS Alpine Officials TD Certification is required. This position is coordinated through Region 1. TDs are considered the highest ranking official in ski racing and they are the chairman of the Jury. They are responsible for overseeing that all rules and procedures are followed to run the race properly and fairly. They make sure that all timing/scoring paperwork and the results are correct before they get turned into USSS.

**Chief of Race (COR)**



USSS Alpine Officials Membership is required; USSS Alpine Officials COR Certification is required. This position is coordinated through Region 1. The COR is responsible for organizing and administering the race. They are one of three members of the Jury. The COR coordinates all volunteers through the Volunteer Sign-up on the Region 1 website; [www.skifast.com](http://www.skifast.com). They send out the race schedule at least 1 week prior to the race.

**Referee (REF)**



USSS Alpine Officials Membership is required; USSS Alpine Officials REF Certification is required. This position is coordinated through Region 1 and is typically a coach from a participating program. The REF is the athlete advocate on the Jury. Immediately after each race run, the REF is responsible for signing the Referee Report and posting disqualifications.

**Assistant Referee**

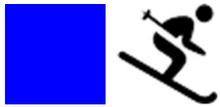


USSS Alpine Officials Membership is required; USSS Alpine Officials REF Certification is required. This position is coordinated through Region 1. The Assistant REF is another athlete advocate on the Jury, but used only during speed events.

### **Other Race Officials**

(All positions require certification and are on the hill or in the Race Office during the race.)

### **Chief of Course (COC)**



USSS Alpine Officials Membership is required; USSS Alpine Officials COC Certification is required. This position requires the person to be on skis all day and they should expect to work both genders' races during the day. The COC is responsible for coordinating all the volunteer Course Crew people. They must coordinate getting all equipment to the top of the race courses first thing in the morning then strategically spread throughout the hill before the races start. The COC is responsible for making sure the Course Crew is slipping and fixing the course as needed or directed by the Jury. The COC is responsible for coordinating the cleanup of all equipment at the end of the race day.

Reporting time: Report to hill to meet with course crew at least 15 minutes before the chairlift first opens. (Skis are required.)

### **Race Administrator (RA)**



USSS Alpine Officials Membership is required; USSS Alpine Officials Race Administrator Certification is required. This position is coordinated through Region 1. This is an all day job and includes work before and after the race. The RA is responsible for coordinating with the Race Office Assistants on on-site registration, pace team, Volunteer lift tickets, copies, filling in the scoreboard and other duties during the day. They are responsible for working the computer in the morning, in between runs and at the end of the day. The RA is responsible for compiling all required paperwork and race results, including all signatures, on site and then turning everything in to the Region 1 Administrator for processing to USSS.

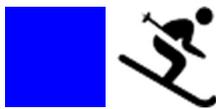
### **Chief of Timing and Calculations (COTC)**



USSS Alpine Officials Membership is required; USSS Alpine Officials Timing and Calculation Certification is required. This position is coordinated through the COR. The Chief Timer is responsible for the overall timing of the races, including timing assistants. They set up and tear down all timing equipment and the PA system. They operate the primary timer system during the race.

Reporting time: Pickup radio in race office (if open) and report to timing shack at least 1 hour before inspection opens. (Skis not required.)

### **Start Referee**



USSS Alpine Officials Membership is required; USSS Alpine Officials Referee, Jury Advisor, or COR Certification is required. The Start Referee is a non-voting member of the Jury and is listed in the paperwork as a Jury Advisor. They are responsible for setting up the start area and helping Timing set up the start wand. They control the start area before, during and after the race run completing paperwork that shows the order in which every athlete started and notes any issues / problems at the start.

Reporting time: 1 hour before inspection opens. Pickup radio, lift ticket, and start bag in race office. Pickup “Start Box” at Region 1 trailer and bring to the start to commence setup. (Skis required at most race venues.)

### **Finish Referee**



USSS Alpine Officials Membership is required; USSS Alpine Officials Referee, Jury Advisor, or COR Certification is required. The Finish Referee is a non-voting member of the Jury and is listed in the paperwork as a Jury Advisor. They are responsible for setting up the finish corral and helping Timer set up the finish timing. They control the finish arena before, during and after the race.

Reporting time: 1 hour before inspection opens. Pickup radio, lift ticket if needed, and finish bag in race office. Pickup "Finish Box" at Region 1 trailer and bring to the finish to commence setup. (Skis not required at most race venues.)