

# CMAC Race Administration Roles and Responsibilities

Louis Lafreniere (December 2015)

## Off the mountain Race Admin

### Pre-season

- Register races with USSA
- Get race schedule agreement signed by Crystal Mt and paperwork submitted to USSA
- Ask Alpine Inn to donate rooms for TDs
- Reserve rooms for TDs
- Clean and update RA/Timing laptops with updated software
- Buy SplitSecond/Vola license for racing season
- Update firmware on Timys
- Update Medical Plan
- Get pricing from Crystal on racer lift tickets
- Make-sure Mi-Fi is functional and pay Verizon bill

### Pre-Race

- Create race announcement
- Create race registration page
- Monitor online registration and answer questions
- Notify TD of lodging accommodations and answer any questions
- Verify USSA license of all officials
- Once registration is closed, create race file
- Pre-fill forms for Attendance List, Team Captain Minutes, TD report, Minutes of Jury Decisions, etc
- Create printable lists for the following: start-list, alphabetical racers list for t-shirt distribution, alphabetical racer list for bib distribution
- Send email to Crystal to reserve lift tickets for volunteers, racers, coaches and TD
- Send email to Crystal to reserve lodge for registration, team captains meeting, and to order coffee/hot cocoa.
- Send email to Crystal Ski Patrol to notify them of the race

### Post-Race

- Have a beer

## Race Supervisor

### Race Morning

- Print the following: start-lists, t-shirt list and bib list
- Load radios into registration bin, help get registration equipment to registration
- Be available during registration to answer questions and troubleshoot problems
- Handle late registrations at your discretion
- Go to Team Captains meeting to verify all racers are represented and answer any questions

### **During Race**

- Be available to assist during the race. Help with timing and race secretary if necessary.
- Verify all results are complete, and all paperwork is signed and complete at end of race.
- Deliver results to awards ceremony

### **Post-Race**

- Submit electronic results to USSA
- Scan and submit paperwork to PNSA
- Mail electronic results to PNSA after results are accepted by USSA
- Upload official results on CMAC site
- Have a beer

## Shack Manager (Joe)

### **Pre-race**

- Purchase the necessary supplies (scoresheets, pens, pencils, paper (white/yellow/pink/blue/rite-in-the-rain), staples, markers, ponchos, hand-warmers, etc.)
- Ensure we have enough forms for the season (Report by Referee carbon-copy, Referee Reporting forms, Hand-Timing recording forms, Gate Judge cards)
- Sharpen pencils
- Fill volunteer packets
  - Gate judges (9 packets)
    - Gate judge bib
    - Gate judge instruction sheets
    - 3 pencils
    - Gate judge cards for the expected number of racers
    - 2 hand-warmer packets (unless we have a warm sunny day)
    - 1 poncho (if rain is possible)
  - Hand-timers (2 packets)
    - Hand-timer instruction sheet
    - 3 pencils
    - Hand-timing recording forms for the expected racers (use rite-in-the-rain forms if rain or wet snow possible)
    - 4 hand-warmer packets
    - 4 hand-warmer packets (unless we have a warm sunny day)
    - 2 ponchos (if rain is possible)
  - Start/Finish referee (2 packets)
    - a few extra high number bibs (start ref only)
    - forerunner bibs (start ref only)
    - 3 pencils
    - Referee recording forms for the expected number of racers
    - 2 hand-warmer packets (unless we have a warm sunny day)
    - 1 poncho (if rain is possible)
  - Chief gate judge
    - 5 pencils
    - extra gate judge cards
    - 2 hand-warmer packets (unless we have a warm sunny day)
    - 1 poncho (if rain is possible)

- Scoreboard
  - 3 markers
  - notepad
  - 2 pencils
  - 2 pens
  - stapler
  - sticker labels
  - duct tape
  - 4 hand-warmer packets (unless we have a warm sunny day)
  - 2 ponchos (if rain is possible)
- Verify we do not have any missing bibs (other than the already lost ones)
- Load day-of-race bin with enough bibs for the number of expected racers

**Post-race (each day)**

- Clean and empty all the volunteer packets to allow everything to dry.
- Hang forerunner and gate judge bibs for drying
- Make sure all radios are off and place them on the appropriate charger
- Keep shack clean
- Have a shot of Crown Royal