

HARBOR SPRINGS SKI TEAM

RACE MANUAL FOR VOLUNTEERS

This is not an official rulebook. Rules for ski racing are dictated by the Michigan School Athletic Association (MHSAA) and, in part, by the United States Ski Association (USSA) and the F.I.S. Rulebook.

Revised November 2009

WELCOME

Dear Ski Team Families and Friends,

This booklet was originally put together by the Harbor Springs Ski Team Boosters to help make your participation in the ski program more familiar and fun.

It was written in an effort to consolidate our knowledge of running ski meets and to describe as thoroughly as possible just what the various positions (jobs) are and the “how to” of each. We realize some of what you will read is repetitive. However, each section was written by a “seasoned veteran” and if it was important to his/her respective area, it remained in each category.

We cover middle school manager and high school manager responsibilities and their respective meets. Positions covered include: chief of course, chief gatekeeper, starter, assistant starter, hand timers, timer, announcer, and gatekeepers. Our booklet looks at a few special rules and includes some general information as well. As you read through these pages, you may find a specific area where you might wish to volunteer, or at the very least, you will become more familiar with what is going on around you as a spectator during a meet. The more you feel at ease, the more fun you will have.

HIGH SCHOOL MANAGERS PREPARATION FOR A MEET

1. Confirm all volunteer positions for GS and SL courses.

Call each volunteer two days prior to meet to confirm that they are working and in what position.

Prepare “Volunteer Positions” sheet indicating who is working and in what position. Post this sheet in the pre-race meeting area for all to see when they arrive to pick up their equipment.

2. Receive running orders.

Deadline for receiving running orders is 3:00 pm, two school days prior to day of meet (ex. deadline for a Thursday meet is 3:00 pm Tuesday; deadline for a Monday meet is 3:00 pm Thursday).

The running orders are faxed to Nub’s Nob (231-526-9918), attention to Harbor Springs Athletic Director.

3. Prepare running order and equipment for meet.

Input data into computer; print running order and scratch sheets.

Prepare copies of running order and attach one copy to each course worker’s clipboard with a sharpened pencil.

Assign race bib numbers, sort and bundle bibs per school.

Prepare scoreboard sheets. List flight #, bib #, name and school.

Contact ticket office at Nub’s for number of worker tickets needed.

4. Meet with team coaches and parent volunteers 45 minutes prior to start of meet.

Distribute race bibs and scratch sheet running orders to respective team coaches. Each coach will review and indicate any changes.

Distribute equipment (clipboards with running orders, DQ slips, sharpened pencils, course worker’s bibs, timing equipment, radios, etc.) to volunteers.

Welcome any questions from course workers. Pair new workers with experienced workers. Announce any new rules.

Make any corrections to running order, then dispatch course workers to their respective positions 30 minutes prior to starting time. Arrange for snowmobile rides for top-of-course workers.

5. Score the race.

This procedure begins during the race. As soon as race times are available, they are brought to the person recording the scores in the computer. Hand timers send down hand time sheets as soon as possible, in case of any problems with electronic times. Shortly after the meet is finished, race results are printed and copies made for all team coaches.

6. Collect all equipment.

Clipboards, course worker's bibs, timing equipment and radios are collected immediately after the meet.

If needed, collect race bibs from coaches. Sort into numerical order, clean and repair if necessary.

7. Publish race results after meet.

Race results are faxed to: Harbor Light 526-7634

news@ncpublish.com

Petoskey News-Review 347-6833

sfoley@petoskeynews.com

Harbor Springs High School 526-4833

scochran@harborps.org

MIDDLE SCHOOL PREPARATION FOR A MEET

Manager's Duties

Recruit volunteers for ski meets:

One starter and two assistant starters are required to line up the racers by their running order.

Chief of course/chief gatekeeper, five gatekeepers, course maintenance, announcer, timer, recorder, runner, scoreboard and computer scorer.

Team Policy

The Middle School Ski Team is a learning experience for the kids. We want the kids and parents to learn the rules and regulations governed by the MHSAA that apply to our racers. However, we do change some things to lessen the pressure of the meet.

1. When a middle school skier is disqualified, we allow the skier to finish the course (if they choose) and take their second run. The time on the run where he/she is DQ'ed does not count.

2. Our meets run straight through without a break.

POSITIONS ON COURSE

All course workers should arrive at the meet site 45 minutes prior to the start of the meet. When you arrive, check in with the team manager and get your bib, pencils, clipboard with running order and any necessary equipment (ie. radio, stopwatch, etc.) Check the “Volunteer Position Job Sheet” to find out who you are working with on the course. Listen carefully for running order changes announced by the team manager and update your running order accordingly.

30 minutes prior to the start of the race, be dressed and ready to report to your position on the course. For those of you working at the top of the course, there will be snowmobiles available to take you to the top.

Chief of Race (juried position)

Chief of Race is a juried position, meaning that the person in this position is an observer, making sure race is being run properly and by the MHSAA rules.

Chief of Course

1. After the course is set, they will slip the course to determine whether it is properly set with safety in mind and whether gates are legal. It is the chief of course's call to request the coaches to change gates.
2. Chief of course is the last one down when slipping the course to check for piles of snow, ruts or broken gates and announces to the starter when the course is ready. The race should not start until this is done. He/she should carry a drill and have gates placed along the hill to replace broken gates. He/she has the opportunity to fix the course at any time as long as he/she communicates with the timer who will hold the course by letting the starter know it is on hold for repair.
3. Chief of course should introduce himself/herself to all the gatekeepers and make them aware of what he is wearing so they can find him/her.

4. Chief of course is the referee in charge of disputes about course (unless there is a specific referee appointed). Therefore, chief of course should carry a radio at all times.
5. Chief of course keeps course clear of spectators.
6. Chief of course does not leave the course during the race.

Chief of Gates

1. Checks course to see on which side of course the gatekeepers should stand and where they will be most effective.
2. Sets up positions for gatekeepers with extra gates, drills, etc. Also, replaces gates for gatekeepers before the second run, if necessary.
3. Has a radio to communicate with the timer and coaches.
4. Carries extra pencils, DQ slips, hand warmers and candy for gatekeepers.
5. Makes sure the course is clean of flags, pieces of gate, equipment and piles of snow.
6. Places gatekeepers in their positions, putting the most experienced in the trouble spots.* Very important: check with team manager as to who is experienced and who is not.
7. Brings top and bottom hand time sheets to timing shack who, in turn, forwards hand times to computer scorer.
8. After each flight, chief of gates picks up any DQ slips from gatekeepers and gets them to timing shack. Timing shack then posts the DQ's on scoreboard so coaches can see them.
9. Assistant to chief of course: keeps spectators off the course.

Starter

1. When starter arrives to top of course, the communication equipment will be in place. Test the equipment ASAP with a "Hello, this is the top." Once the timer answers, you can establish a comfortable projection. It is very important you and the timer are in sync.
2. Establish a consistent vocabulary so that the flow of the race is without unnecessary delay. This will include the following:
 - Starter: "Bib # (or name) in the gate."
(use bib number or name consistently)
 - Timer: "Course clear. Clock clear."
"Send bib# (or name) "
 - Starter: "Racer ready? Go."

The command, “Racer ready? Go.” is a MHSAA regulation and should not be embellished. All racers must have the correct bib number on. The chief of course must approve exceptions, not the racer’s coach, or the racer may take a provisional run while checking with the chief of course.

The racer has 10 seconds to leave the gate once “Racer ready? Go.” has been announced. If they are still in the gate after 10 seconds, they are DQ’ed.

3. If there is no gatekeepers for the first gate, watch that gate as the racers leave and then turn to load the next racer. The next racer must be in the gate alone, but not under the wand. Once the timer has announced a clear course, the racer should then get into position. Many kids are nervous and/or so deep in thought that standing “in the gate” can add or detract from their performance. Again, be consistent. If they trip the wand prior to “Go.”, the starter cannot ask for a restart because this would be considered aiding the racer. The racer should be aware that they tripped the wand and ask for a restart. They cannot have a restart once they have been given , “Go.” Once the “Go.” is given, the clock is running and they have ten seconds to leave or they are DQ’ed. In extenuating circumstances, rule in favor of the racer and always be consistent and fair. If you do ask for a restart, do so by asking the timer to restart the clock. The timer will confirm with, “Course clear. Clock clear.” You will then proceed as before.

Starter’s responsibilities prior to race

Racers are able to slip the course. This means sideslip only, not snowplowing through the gates or by any means, turning in the gates. It will be announced in the lodge and on the hill when the course is open for inspection. Your chief of course will let you know when the course is closed for inspection. At this point, ask the timer to announce that all racers should be up at the top of the hill. Race should begin promptly after that. The chief of course will then slip the course, check that the gatekeepers are in position and will let the timer know the course is clear. The timer will then speak to the starter and announce, “Course clear. Clock clear. Send forerunners.”

Forerunner’s procedures are the same as other racers. Starter will give timer forerunner’s names. Hand timers will time each forerunner as will timer, in order to check that hand times are within range of electronic time. Times for forerunners will not be announced nor posted.

Starter’s responsibilities during race

Chief of course will let you know when the course will be slipped. It will be between flights, depending on weather and course conditions.

If the timer says, "Course closed for repair.", relax. They will let you know when the course is reopened. The racer in the gate can back out and relax. Please remember, some of the communication equipment is with an open mike. Therefore, don't announce, "so-and-so crashed". Rather, announce that, "Bib # DQ'ed". Scratch off all DQ's from your roster so that you will not be expecting them for the second run. Give this information to the assistant starter as well.

If a racer DQ's on the first run, they do not get a second run unless a coach is protesting the DQ. In this case, the chief of course may grant a "provisional" second run of course only. If possible, a provisional run is given at the bottom of a flight. The chief of course or designated referee through the timer will tell you if this is the case, not the racer's coach. A good time to call the timer to reconfirm all DQ's is when the course is being slipped.

When a racer is called "in the gate" by the assistant starter, they have one minute to get there. If a racer is not responding to the call, the assistant starter is responsible to time that minute. They are a DQ if they are late for a start of a no show. Once in the gate, the racer has ten seconds to leave the gate once the starter has said, "Go."

When in doubt of a call, refer your situation to the chief of course for assistance.

When you are in the last flight, ask the timer to radio for snowmobiles to come to top so that during half-time, you can get inside and get warm. Within 30 minutes, start back up to the top.

Assistant Starter

Your job is to organize the start area. This includes lining up forerunners and racers according to the running order. For the second run, the individual flights will be run in reverse order.

When calling racers, be consistent and LOUD! Repeatedly us the racers last name and bib number.

For example: "#123 Anthony, in the gate."

"#123 Davis, on deck."

This line up procedure lets the racers know how much time they have before their turn to race. Each racer must have the correct bib on and cannot run without it. Alert the starter of any deviations to the running order or problems. Once you have called them "in the gate", they have 60 seconds to

get in the gate. The assistant starter is responsible for timing the 60 seconds; therefore a watch with a second-hand is necessary. If the racer is not present at the end of the 60-second period, they are DQ. When there are extenuating circumstances, always rule in favor of the racer. For example, a late racer due to a lift being down does not qualify because they would have had enough time to get to the top if they hadn't waited until the last minute. If the lift is down for 10-15 minutes, that's another matter. Use your discretion and be fair. Discuss the circumstances with the chief of course and they may allow a racer to take a provisional run at the end of the flight.

Another reason for a DQ in the start area is swearing, unsportsmanlike behavior and jumping off a lift to get to the start area.

Top Hand Timer

Establish contact with bottom hand timer (either with walkie-talkies or through starter and timer). Check that watches are in sync by having top hand timer say, "On the count of three: one, two, three". On three, top and bottom timers stop watches. Bottom hand timer announces time. Top hand timer checks watch. If within range, watches are in sync. If not, try again. Human error is possible. If still not in sync, try resetting over radio. Race can begin once hand timers are in sync and timer announces "Course clear. Clock clear."

You will stand to one side of the starting gate so that you have an unobstructed view of the timing wand. As the racer enters the starting gate, check their bib number to make sure that it corresponds with the running order.

As soon as the racer breaks the wand with their boots, stop the watch (which is continuously running and synchronized with the bottom hand timer's stopwatch). Record the time next to the racer's name.

Hand timers record forerunner's times and give times to timer in shack to calibrate and see if they are close to electronic time. If so, race proceeds. If not, check again with second forerunner. If still not in sync, hand timers must reset stopwatches before race can continue. This can be done over radio.

If at any time, you do not think you got an accurate hand time, missed a racer, etc., immediately notify Starter. The Starter will check with the Timer in the shack to see if an electronic time was recorded. If so, no worries. Go on to next racer. If there was not an electronic time or a hand time, the Timer will immediately announce that the racer report back to the top for a rerun.

Bottom Hand Timer

You will stand outside the timing shack at the bottom of the race course and to one side of the finish line. You will stop the watch when the racer skis through the finish line. Record the time next to the name of the racer. Check bib number to make sure it corresponds to running order (this may be difficult due to racers spraying snow, turning around fast, etc.). This is important so that you are recording the correct time for the right racer. Announcer also will be announcing name of racer finishing.

“RUPPPPPPP”

We no longer rely on the “RUPPPP” method of timing when equipment is malfunctioning because we now have continuously running stopwatches used by the hand timers at each race. However, the definition is printed below in the case we should ever need to use this timing method due to both electronic timing equipment and hand timing equipment failure.

* If the starter is using “RUPPPP” as a timing device, start a regular stopwatch at the end of the “RUPPPP” and stop the stopwatch as the racer comes through the finish line. Record the time next to the skier’s name and reset the stopwatch.*

Timer/Recorder

When you report to the timing shack at the bottom of your race course, the timing equipment should already be on. Check the equipment to be sure it’s functioning properly. To run a test, call the Starter and ask them to trip the wand, then break the beam at the finish line by walking through it. Troubleshoot the timer beam at the finish. If the timer makes a buzzing noise, the light may have moved off beam and needs a minor adjustment.

Establish a comfortable projection with the Starter. It is very important that you and the Starter are in sync. Establish a consistent vocabulary (read Starter section).

If you are having any problems with the intercom system or timing devices, radio the ski area staff for assistance.

Please remember the racers can hear everything you say.

Check with chief of course to see if they want racers sent even if they’re working on the course.

If there is a DQ, stop and reset the clock.

Carefully record the racer's time for official use and reset the clock. Make sure that the course is clear, then call the Starter and say, "Course clear. Clock clear." The Starter will say, "Bib # (or name), in the gate", and you will say, "Send Bib # (or name)." Check bib # and name of next racer on your running order. Always watch your clock to make sure it has started and that it stops when the racer comes through the finish line.

Remember the running order is reversed within the flights on the second run.

If you get a timer that resets, remember you still have to stop the timer and reset it for DQ's. At Boyne, they have automatic timers with tapes.

Call Starter and let them know any DQ's for the second run. Relay this information at the end of each flight or as the course is being slipped. All DQ slips that come to shack via Chief of Gates are recorded and then IMMEDIATELY posted on scoreboard. Have a runner or third person in shack do this.

Your recorded race times will be picked up periodically and delivered to computer scorer.

Announcer/Recorder

Announce when a racer is in the gate: "Mooradian, Harbor Springs, in the gate."

Announce when a racer is on course: "Causley, Harbor Springs, on course."

Announce a racer's time as follows: "Mooradian's time: 24.23 (twenty-four, twenty-three)"

The person recording the scores on the scoreboard will record directly from your announcement, so please be sure to announce the times twice, as outlined above, and speak very clearly and LOUDLY.

Carefully, record the racer's time. Record all DQ times if they come through the finish line. In the case of a DQ, make sure the DQ is passed on to the person recording the scores on the scoreboard. DQ slip must be posted so coaches can see it.

The running order will be reversed within each flight on the second run.

Your recorded times will be picked up periodically and delivered to computer scorer.

Gatekeeper

1. We recommend you carry two ski poles for stability on hill and message passing.
2. When you have a skier climbing back to a gate, it is a good idea to climb with him in order to determine exactly when his boots cross the line so that he can start back down the course. Keep eye contact during this short period so that if he looks at you and asks or gestures for help, you can communicate as quickly as possible.
3. You have a very limited vocabulary in this position. You can say, “Go,” when they have legally passed through the gate. You can say, “Back blue” or “Back red” (whichever is applicable). You cannot say, “Go back to the red gate”. All they may hear is the first word, “Go”, and will head down the course before they have legally gone above gate missed. This will result in a dispute on the call or possibly a DQ for the racer (for the gatekeeper’s error). Moral of the story: Simple vocabulary. “Back” or “Go”.
4. Remember, once you physically aid or touch a racer, he/she is DQ’ed (or may get a rerun due to your error). If they have lost a ski, then they are DQ’ed and you can help them. Do not help them up or give them advice if they are still racing. If a racer is hurt, give them comfort only. Wait for the ski patrol.
5. If a racer is DQ’ed, help clear the racer and their equipment off the course as soon as legally possible. Be sure to have the racer exit the course away from the finish line, not through the finish line.
6. Repair any gates you are in charge of after the racer passes. If you cannot, alert the Chief of Course.

Message Passing

- | | |
|----------------------------------|---------------------------|
| Poles overhead crossed: | DQ |
| Poles held straight up overhead: | Course on hold for repair |
| One pole circled overhead: | Resume race, course clear |

Finish Area

If a racer loses a ski above the second gate from the finish line, they are automatically DQ’ed.

If a ski comes off or the skier falls down at or below the two gates above the finish line, the skier must finish with at least one ski attached to a boot

by a binding. they do not need to be riding the ski. If the skier goes through on their back and crosses the line, the run is good. They must break the finish line beam of light to stop the clock. For hand timing, when the front boot proceeds over the line, the watch is stopped.

If a racer falls at the finish and straddles either side of the finish, their time is good as long as they continue to proceed through the finish with both feet. In this case, the racer's time counts when any part of their body or equipment stops the timekeeping device. For hand timing, it's when the front boot proceeds over the finish line.

Computer Scoring

The computer scorer will enter running order into computer and print necessary copies.

1. Computer scorer will set the computer up in a designated area at the race site and enter running order changes into the computer.
2. Enter race times as soon as they are available. Accuracy is vital.
3. Print results.
4. Post results and make copies for coaches and newspapers. Fax results to newspapers and Harbor Springs High School.

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