

Parent Participation

Race Worker Job Descriptions



Job Descriptions for Region 2 Parent Workers REVISED 11/19/09

Technical Delegate

AO License Required? yes

This is an USSA assigned position. Only the Race Administrator is capable of indicating the TD for the race.

Chief of Race

AO License Required? yes

This position requires the individual to have a current Alpine Officials License. Typically, this position is assigned by the Region 2 Coaches Representative. Please do not sign up for these positions unless you have your AO license. Also, please consider attending AO clinics for up-to-date training.

Chief of Course

AO License Required? No

While it would be beneficial to have a current Alpine Officials License, this position can be properly filled with an experienced individual. Being able to delegate assignments and course repairs during the event are essential. Beginning in 2010, this position will require an AO License with certification in this expertise. Certification can be granted in 2009/10 with a coaches recommendation – please ask for a coaches recommendation and become certified this season.

Referee

AO License Required? yes

This is an USSA assigned position. Only the Race Administrator or Coaches Chairperson is capable of indicating the Referee for the race. Do not select this position unless you have been instructed to do so.

Start Referee

AO License Required? yes

Requires AO License. Only the Start Ref or Starter (if we don't have a Start ref) can pick up the bag from timing and return it to timing after the race run.

Starter

AO License Required? yes

This position requires the individual to have a current Alpine Officials License. Please do not sign up for these positions unless you have your AO license. Also, please consider attending AO clinics for up-to-date training. Only the Start Ref or Starter (if we don't have a Start ref) can pickup the bag from timing and return it to timing after the race run.

Assistant Starter

AO License Required? no

Arrive at the start area approximately 15 minutes prior to the start of each run. Pick up two start lists from the Hand Timer's bag. Post one of the lists for the athletes to check and use the other list for yourself. The Starter calls out the names of athletes to line them up for their start. It is important that the assistant starter have a solid voice and the ability to positively encourage the athletes to prepare for their start. Assistant Starters have the unique opportunity to make this a learning environment for young athletes on how to prepare and be ready for their start. If an athlete misses their start, have the Starter/Start Referee contact timing for instructions. Only the Start Ref or Starter (if we don't have a Start ref) can pickup the bag from timing and return it to timing after the race run.

Hand Timer Top

AO License Required? no

Arrive at the start approximately 15 minutes prior to the start of each run. Pick up your appropriate paperwork from the starter who has the start bag. Confirm which watch you will be using by contacting timing through the starter's radio in regards to the colored dots marking them. The clipboard with the Start/Finish Referee Recording sheets and one start list is for the Starter or Finish Referee depending on your location. The clipboard with the Start/Finish Timer Recording sheets is for your assistant hand timer. As each racer leaves the start or crosses the finish line push the top black button labeled as the split/lap button. Be consistent with all racers with the point in time that you time them. Read the bottom number to the assistant hand timer for recording. You do not need to read the hour number, just the minutes, seconds and hundredths of a second. Please note: When you look at the LCD window you will see only the top number running. The bottom number does not change until you push the top black split/lap button. You cannot hurt the watch by pushing the wrong button. Occasionally the black oval button on the front of the watch below the LCD window is pushed and the watch moves into lap mode. To correct this push the same button to move the watch back into time mode. If the blue display memory button is accidentally pushed both the top and bottom row of numbers begin running. To correct this push the top split/lap button. Only the Start Ref or Starter (if we don't have a Startref) can pick up the bag from timing and return it to timing after the race run.

Assistant Hand Timer Top

AO License Required? no

Arrive at the start or finish area approximately 15 minutes prior to the start of each run. The Hand Timer will give you your clipboard with recording sheets and pencil for recording each racer's hand time, they will get these materials from the Start/Finish Bag. Please complete all the information on the top of each form. This is very important if times need to be checked later. As each athlete leaves the start or crosses the finish the hand timer will read to you the minutes, seconds and hundredths of a second for recording. Be sure to record the athlete's bib number that corresponds with each hand time. At the end of the run turn in your recording sheets to timing, not the race office. Only the Start Ref or Starter (if we don't have a Start ref) can pick up the bag from timing and return it to timing after the race run.

Hand Timer Bottom

AO License Required? no

Arrive at the start approximately 15 minutes prior to the start of each run. Pick up your appropriate paperwork from the Finish Referee who has the finish bag. Confirm which watch you will be using by contacting timing through the Finish Ref's radio in regards to the colored dots marking them. The clipboard with the Start/Finish Referee Recording sheets and one start list is for the Starter or Finish Referee depending on your location. The clipboard with the Start/Finish Timer Recording sheets is for your assistant hand timer. As each racer leaves the start or crosses the finish line push the top black button labeled as the split/lap button. Be consistent with all racers with the point in time that you time them. Read the bottom number to the assistant hand timer for recording. You do not need to read the hour number, just the minutes, seconds and hundredths of a second. Please note: When you look at the LCD window you will see only the top number running. The bottom number does not change until you push the top black split/lap button. You can not hurt the watch by pushing the wrong button. Occasionally the black oval button on the front of the watch below the LCD window is pushed and the watch moves into lap mode. To correct this push the same button to move the watch back into time mode. If the blue display memory button is accidentally pushed both the top and bottom row of numbers begin running. To correct this push the top split/lap button. Only the Finish Ref can pick up the bag from timing and return it to timing after the race run.

Assistant Hand Timer Bottom

AO License Required? no

Arrive at the start or finish area approximately 15 minutes prior to the start of each run. The Hand Timer will give you your clipboard with recording sheets and pencil for recording each racer's hand time. Please complete all the information on the top of each form. This is very important if times need to be checked later. As each athlete leaves the start or crosses the finish the hand timer will read to you the minutes, seconds and hundredths of a second for recording. Be sure to record the athlete's bib number that corresponds with each hand time. At the end of the run, turn in your recording sheets to TIMING - NOT the race office. Only the Finish Ref can pick up the bag from timing and return it to timing after the race run.

Finish Referee

AO License Required? yes

This position requires the individual to have a current Alpine Officials License. Please do not sign up for these positions unless you have your AO license. Also, please consider attending AO clinics for up-to-date training. Only the Finish Ref can pick up the bag from timing and return it to timing after the race run.

Scoreboard

AO License Required? no

Arrive at the race office approximately 1 hour prior to the start of the first race. Tape up the laminated scoreboards on an empty wall. If needed clean off old names and times. Print the athlete's names on the scoreboard in the order they are listed on the start list. Tape the scoreboard to the outside board. If needed, staple through the duct tape to keep the scoreboard in place. Do not staple the scoreboard itself. Return to the scoreboard approximately 10 minutes prior to the start of the race with a start list, dry erase markers and an eraser. Write down the athlete's times as they are announced for the first and second run as well as their combined time. At the conclusion of the last race of the day clean and remove the scoreboard and return it to the race office.

Timing 1

AO License Required? yes

Arrive at the timing building approximately 1/2 hour prior to the start of each run. There is a primary and secondary timer for each run. Primary timing confirms and maintains communication with the start through a headset, synchronizes timing equipment with the start, coordinates the top and bottom hand timers and confirms watch color, operates the timing software during the race and completes the Timing and Technical report. The secondary timer operates the back-up computer running the timing software, and assists with the Timing and Technical report. The Chief of Timing and Calculation is available to train and assist new individuals that are interested in learning this job.

Timing 2

AO License Required? no

Arrive at the timing building approximately 1/2 hour prior to the start of each run. There is a primary and secondary timer for each run. Primary timing confirms and maintains communication with the start through a headset, synchronizes timing equipment with the start, coordinates the top and bottom hand timers and confirms watch color, operates the timing software during the race and completes the Timing and Technical report. The secondary timer operates the back-up computer running the timing software, and assists with the Timing and Technical report. The Chief of Timing and Calculation is available to train and assist new individuals that are interested in learning this job.

Timing Announcer

AO License Required? No

Arrive at the timing building approximately 15 minutes prior to the start of each run. Using the microphone, announce the athlete's name and time as they cross the finish line. You will be reading their name and time off of the computer screen

Timing Recorder

AO License Required? no

Arrive at the timing building approximately 15 minutes prior to the start of each run. Get a clipboard with a start list and a pencil. As each racer crosses the finish line write down their time that is announced next to their name on the start list. At the conclusion of the run, turn in your papers to the Chief of Timing.

Bib Distribution/Collection (NEW for 2009/10)

AO License Required? no

Arrive at race office EARLY for the Team Captains Meetings. At the TCM, the Bib Distribution/Collection person will distribute the bibs during the roll call of athletes. Bib will be distributed to the coach representing each team. In unusual circumstances, should the athlete not have a representative at the TCM, the bib will be held for the athlete to pick up following the conclusion of the TCM.

Unless stated at the TCM, the bibs will remain with the athletes throughout the race weekend, using the same number for all events.

The Bib Collection person will need to collect all bibs from the athletes as they exit the finish arena during the last race of the weekend. In some circumstances, bibs might be collected at the end of each day and redistributed the following morning, if decided by the coaches at the TCM. Following the conclusion of the race, the bibs will need to be sorted numerically and by gender and returned to the storage tubs.

Office Assistant

AO License Required? no

Arrive at the race office early, approximately 7:00 a.m. Assist with making copies of start lists. Hand out parent worker and coach lift ticket tags. Hand out start lists to coaches and parents. Answer questions from parent workers and coaches. Organize clipboards for gatekeepers, hand timers and starters. Assist with other jobs as needed. This is an all day job but there is down time throughout the day.

Chief of Gates

AO License Required? no

Arrive at the race office prior to the first course inspection of the day. Find out how many gatekeepers you have and write down their names for your own reference. Confirm that the Gate Keeper's clipboards are prepared for the day. Keep in your pocket extra gate keeping cards and pencils. Inspect the race course to determine simple and difficult sections and number the gates. Meet with the gate keepers approximately 1/2 hour before the beginning of the first run at the bottom of the race course. Ask the gate keepers who are new or experienced at gate keeping. Position the gate keepers matching their ability to the difficulty of the course. Tell each Gate Keeper the gate numbers in their section. If needed, assist them in understanding the correct passage of the athlete through the gates and how to diagram faults on the card. During the race cycle up and down asking the gate keepers if they need anything and how they are handling their section. Make sure the gate keepers fill out the front of their cards. Remind them to remain in position until the race is complete and their cards are picked up by you. At the end of the race, pick up the cards from each gate keeper. Ask each gatekeeper if there are any faults. Understand their diagram of faults by talking with them. Instruct Gate Keepers to meet at a designated area for the next run. Bring the cards to the timing building.

Gate Keeper

AO License Required? no

Arrive at race office approximately 1/2 hour before the race. Meet with the Chief of Gates at the bottom of the race course. The Chief of Gates will assign you to a section on the race course according to your ability or needs. The Chief of Gates will give you your clipboard, gate cards, pencil and start list. While waiting for the race to begin, be sure to completely fill out the front of the gate keeping cards. This information is important in the case of a protest. As each athlete skis your section, determine if they pass through the gates correctly. If you observe an incorrect passage, diagram the athlete's fault and explain it when the Chief of Gates picks up your cards. At the end of the run stay in your assigned position until the Chief of Gates picks up your cards.

Course Worker

AO License Required? no

THIS IS AN ALL-DAY POSITION THAT STARTS EARLY BEFORE THE DAY'S RACING AND FINISHES AFTER THE RACE COURSE IS DOWN AND EQUIPMENT INTO THE TRAILER. Arrive at the bottom of the race arena at approximately 7:00 a.m. YOU WILL BE PROVIDED A COURSE WORKER VEST WHICH MUST BE WORN AT ALL TIMES. Follow the instructions of the Chief of Course. Carry equipment from the equipment trailer to the race course. During the race continually cycle up and down the race course and help maintain the course for safety and fairness until the last athlete has raced. You will be clearing snow off the race track and leveling the snow to prevent snow build up. Many times gates become loose and they need to be tightened. Key in, re-drill as needed, or wedge gates to tighten them. Expedite the race by quickly replacing broken and missing gates. At the end of the race day help bring down all equipment and load the equipment back into the equipment trailer.

Some races may require additional workers that can be added to the required basic crew