



***Special
Olympics***
British Columbia

SPECIAL OLYMPICS BC EVENT PLANNING GUIDE ALPINE SKIING SUPPLEMENT

Updated August 2012

PLANNING – TIMELINE

Eight (8) months to One (1) year prior to the Event

- Select the Race Organizing Committee
 - Mandatory positions
 - Race Chairperson/Chief of Race
 - Race Secretary
 - Chief of Course
 - Chief of Timing and Calculation
 - Chief of Course Judges
 - Chief of Equipment
 - Non mandatory positions – (should you decide not to fill any of the non mandatory positions listed below please be aware that members of the committee may be called upon to complete additional duties).
 - Chief Steward (medical and crowd control)
 - Chairperson of Finance
 - Chairperson of Accommodations and Transportation
 - Chairperson of Publicity
 - Chairperson of Special Events
 - Chairperson of Awards
 - Members of the Race Organizing Committee will also make up the Race Technical Committee and include
 - Chief of Race
 - Race Secretary
 - Chief of Course
 - Chief of Timing and Calculation
 - Chief of Course Judges
 - Chief of Equipment
- Secure the use of the venue, including specific dates
 - Depending on the facility being used it may be necessary to speak with the mountain up to one (1) year in advance of the competition to avoid scheduling conflicts.
- Have the Race Organizing Committee visit the venue to ensure suitability
- Determine all necessary supplies, (i.e. bibs, watches, scoresheets, fencing etc.)

Four (4) months prior to the Event

- Confirm availability of facility in addition to any equipment required for the race, i.e. (gates, snow fencing, electronic and/or manual timing equipment, etc...)
- Work with Host Mountain to facilitate the use of any specialized equipment necessary to prepare the course for the race.

Two (2) months prior to Event

- Finalize availability of all necessary equipment
- Confirm the availability of all required volunteers
- Host training session for timing and on-course officials
- Work with Host Mountain to ensure the viability of the course on race day.
- Ensure that Ski Patrol is aware of the event and is prepared to provide support if necessary.

One (1) week prior to the Event

- Work with Host Mountain on course preparation
- Ensure that all necessary equipment is on-site and in good working condition, (i.e. electronic and manual timing equipment, etc...)
- Ensure that all necessary paperwork has been produced and will be on-site for race day, (i.e. number race bibs, gate referee cards, start lists for divisioning race, etc...).

Race Day

- Finalize course preparation
- Host Head Coaches meeting to discuss any pertinent race information
- Provide Head Coaches with a list of the days events including practice time, course closures, start times, etc...
- Confirm that all necessary volunteers are in place and aware of duties and responsibilities.
- Confirm rosters/registration of athletes.

JOB DESCRIPTIONS – OFFICIALS

The following officials are required to host a quality alpine ski event. All officials should be aware well in advance of the event, what their job involves the time commitment, (specific times the volunteer is required to be available) who they will be working with, and any supplies they may require.

Primary Officials

Race Chairperson/Chief of Race

Qualifications

- Must have successfully completed Alpine BC's Level One Officials Course
- Experience in hosting Alpine Ski Meets – Generic or Special Olympic

Responsibilities

- Ultimately responsible for all aspects of the event.
- Ensure that the competition is run in accordance with Alpine BC and Special Olympics Canada Rules and Regulations
- Assist in the selection of the Race Organizing Committee
- Meet with Race Organizing Committee on a needs basis
- Chairs the Jury, (Sport Rules Committee)
- Responsible for the technical components of the race

Race Secretary

Qualifications

- Experience acting as a Race Secretary at either a Generic or Special Olympics Competition

Responsibilities

- Responsible for the distribution of the Race Notice to all interested parties.
- Responsible for the appointment of two volunteers to assist with race day duties
- Responsible for taking minutes at scheduled meetings of the Race Organizing Committee
- Accepts registrations prior to the event (recommended one (1) month prior)
- With the Race Chairperson/Chief of Race and SOBC Technical Delegate, establish race schedule.
- Prepare start list using either a computer program or approved manual system
- Prepare adequate number of start lists for coaches, officials, public
- Prepare scoresheet and ensure that they are posted on race day
- Provide all necessary forms for officials
- Pass out bibs to coaches on morning of the race
- Accept bibs at end of day, check numbers, wash, sort and return

Chief of Course

Qualifications

- Experience acting as Chief of Course at either a Generic or Special Olympics Competition
- Must have a good technical knowledge as well as an understanding of racecourse requirements.
- Must have knowledge of the host mountain, (i.e. snow conditions, weather patterns, etc...).

Responsibilities

- Responsible for any pre-race course preparation.
- Responsible for maintenance of course on race day.
- Arrange for proper setting of the racecourse.

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- Responsible for all course markings, including directional markers and pole positions.
- Responsible for working with the course setter to ensure proper placement of gates.
- Responsible for preparation of the start and finish areas including the start and finish corals.
- Responsible for selecting Forerunners.

Chief of Timing and Calculation

Qualifications

- Experience acting as Chief of Timing and Calculation at either a Generic or Special Olympics Competition
- Working knowledge of the timing system employed on the Host Mountain, (i.e. electronic timing system).

Responsibilities

- Responsible for appointing necessary race day timing volunteers, (it is recommended that the Chief of Timing have approximately 15 volunteers to assist on race day)
- Responsible for training Starter, Assistant Starters, Start Time Recorder, Finish Timers, Finish Time Recorders, Computer Operators, Results.
- Directs and coordinates all timing officials on race day
- Responsible for securing all necessary race day equipment:
 - Watches
 - Batteries
 - display clock if available
 - electronic timing equipment
 - communications equipment required to facilitate timing
 - All necessary forms from the Race Secretary
 - The timing crew may require pencils, clipboards, felt pens for scoresheet, and any other supplies necessary for timing an event.
- Responsible for organizing the official start of all watches at the designated time.
- Responsible along with the Race Secretary for all record cards, start lists and the production of official results.

Chief of Course Judges

Qualifications

- Experience acting as a Chief of Course Judges at either a Generic or Special Olympics Competition.

Responsibilities

- Responsible for recruiting, training and managing a sufficient number of Course Judges to adequately referee the course on race day.
- Responsible along with the Chief of Race for the development of an appropriate procedure for the collection and review of the course judge cards at the end of the race.
- Responsible for ensuring the availability of an appropriate amount of rakes, shovels and spare poles for course maintenance.
- Ensure that all course judges are readily identifiable and have all the necessary equipment to carry out their duties, (i.e. pencils, clipboards, start lists, course judge cards, etc...).

Secondary Officials Race Day - Assistant

Chief of Course – Assistants

Forerunners (2)

- Responsible for skiing the course and having it in the best condition possible for the early skiers

First Aid Coordinator (2) – Ski Patrol

- Must ensure that an action plan is in place to manage any medical situation on or off the course.
- Evacuation plan must be in place with proper support; this is dependent on the location of the event.
- First aid attendant will be positioned at the finish line. Snowmobile with first aid toboggan must be available to remove skier from the course. Knowledgeable operator must be available

Chief of Timing and Calculation – Assistants

Chief of Calculations (1)

- Shall be responsible for the prompt and accurate calculation of results.

Chief of Hand Timing (1)

- Responsible for the accuracy of the hand timing.
- Responsible for any synchronizing of watches between start and finish.
- Responsible for all timing at the start and finish areas and shall personally supervise the timing at the finish.

Chief of Electric Timing (1)

- Responsible for any installation of the electric timing equipment at the start and finish areas.
- Responsible for the reading and recording of the individual times of each racer during the race.
 - The Chief of Timing may elect to appoint two assistants to assist with the reading and recording of the electric times for each racer.

Starter (1)

- Responsible for the warning and start signals and the accuracy of the interval between them.
 - Racers should be started in approximately one (1) minute intervals
- Where necessary the starter will need to synchronize his/her watch with the start timer.
- When using an electric timing system the starter is responsible for the following:
 - The operation of the starting gate.
 - Relay the to the Chief of Electric Timing the race number of each competitor.
- The following is an example of a start procedure:
 - **Starter to Racer** – 10 second warning.... 5...4...3...2...1...Go
 - **Starter to Chief of Electric Timing** – Racer 33 on course
 - **Starter to Chief of Electric Timing** – Racer 34 in the gate

Assistant Starter (1)

- Responsible for the summoning of racers in due order to the start area.
- Shall ensure that the position of the racer at the start signal is correct.

Start Timer (1)

- Responsible for taking the elapsed or exact time of departure of the racer

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Start Time Recorder (1)

- Responsible for recording the elapsed or exact time of departure read out by the Start Timer.

Timers (6)

- Responsible for taking the individual times of each racer crossing the finish line.
 - The official time will be an average of the three times and will be decided on by the Chief of Hand Timing at the finish line.
- Timers must be sure to take the number of the racer for which they are timing.
- Timers should work in groups of three to ensure a continuous flow of racers.

Finish Time Recorders (2)

- Work with the Timing groups and the Chief of Hand Timing to record the official time for each racer at the finish line.

Finish Recorder (1)

- Responsible for recording the numbers of each competitor as they cross the finish line.
 - Responsible for relaying this information to the Chief of Electric Timing if necessary.

Chief of Course Judge – Assistant

Course Judge/Gate Keepers (dependent on the number of gates and event)

- Responsible for judging the passing of each racer through the gates.
- Responsible for the maintenance of the course within their respective sections.
- Responsible for keeping the public off the course during the race.
- Course Judges should not under any circumstances discuss a disqualification or foul with any racer or coach during the race.

MEDICAL REQUIREMENTS

The following are the minimum requirements for medical coverage at an Alpine Skiing competition.

- Two (2) certified ski patrol attendants on course throughout the duration of the competition.
- Doctor on call for duration of competition

AWARDS

All competitors are to be awarded participation ribbons with the skier obtaining the fastest, second fastest and third fastest times in each gender, discipline, category and division receiving 1st, 2nd and 3rd place awards accordingly.

For Example: The fastest, second fastest and third fastest racers in the following divisions would receive 1st, 2nd and 3rd place awards accordingly.

Discipline - Slalom
Gender - Female
Category - Novice
Division - F1

Discipline - Slalom
Gender - Female
Category - Novice
Division - F2

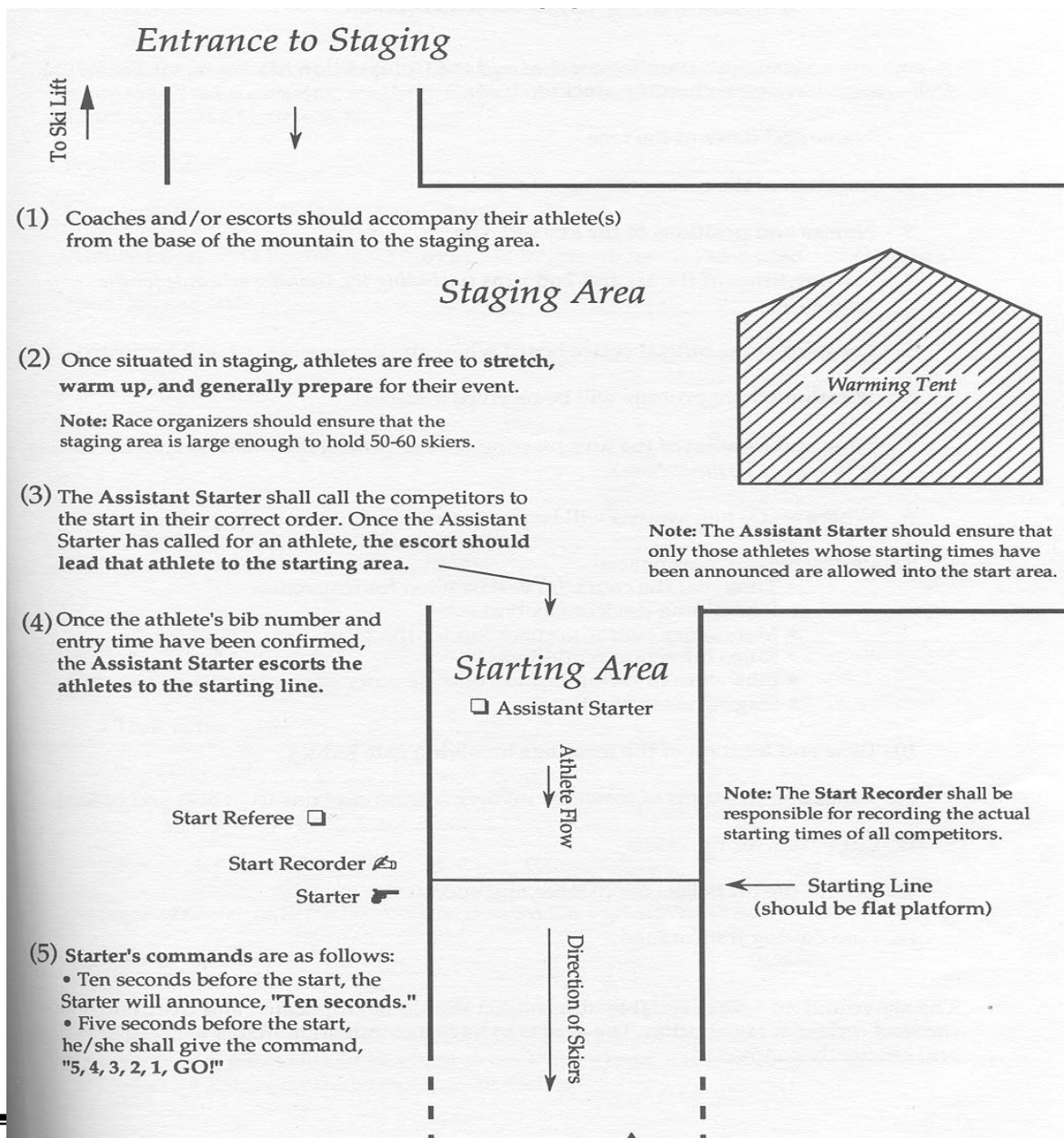
Discipline - Slalom
Gender - Female
Category - Novice
Division - F3

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EVENT FLOW

- Coaches and/or escorts should accompany their athletes from the lodge to the staging area at the venue. The staging area should be designed so athletes can keep warm by moving about and stretching. It is essential to avoid allowing athletes to stand around for any lengthy period of time and becoming chilled
- Once athletes are situated at the staging area, an assistant to the Starter will be responsible for getting the athlete to the starting gate.
- The Assistant Starter should escort the athletes to the starting area and starting line by heat/division number and bib number.
- At the finish line, the announcer should announce the bib number, name of the athlete finishing, and the time.
- After the athlete has completed the event, he/she should be met by the escort outside of the finish area. Escorts must ensure that the athlete has plenty of liquid and is warm. The athlete and escort should then proceed to the awards area once the event has been completed.



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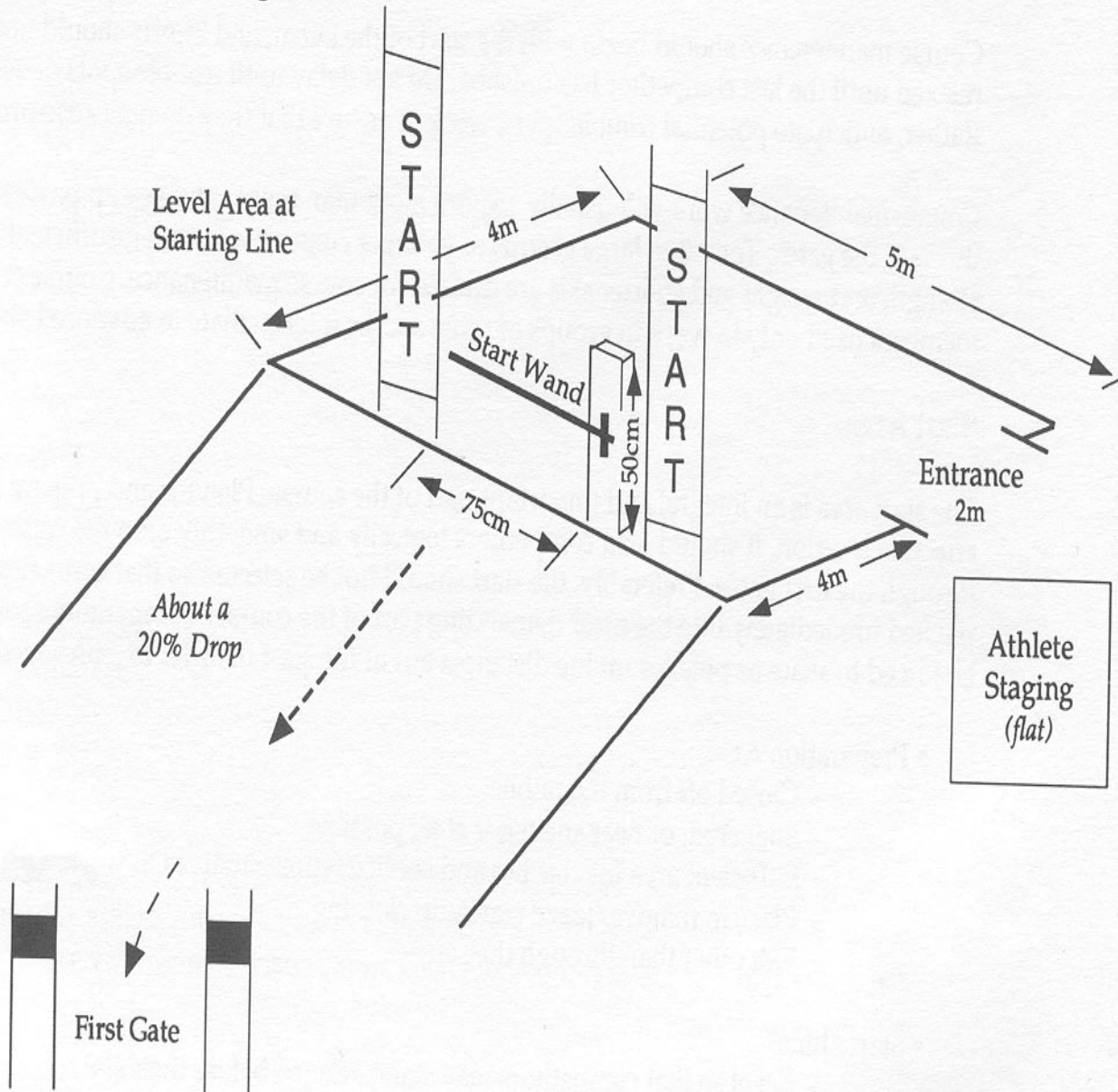


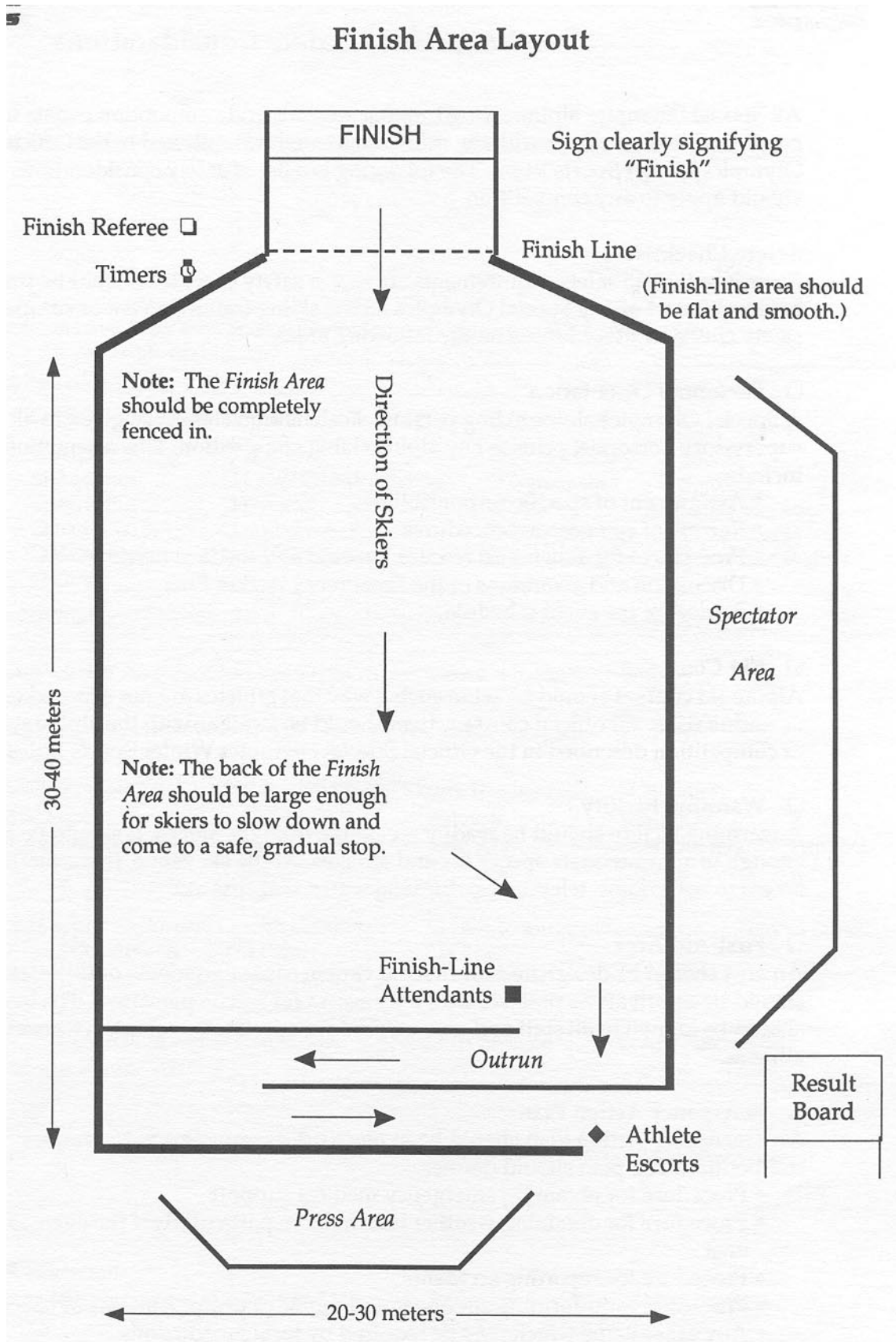
EQUIPMENT CHECK LIST

EQUIPMENT	NUMBER REQUIRED	CHECKED
Mechanized grooming equipment	1	_____
Shovels	6-8	_____
Rakes	6-8	_____
Cordless Drill for course setter/auger	3-4	_____
Slalom poles – hinged (1 per gate, turning pole)	Dependent on course	_____
Slalom poles – non-hinged (1 per gate, outside pole)	Dependent on course	_____
Giant Slalom panels (2 per gate)	Dependent on course	_____
Slalom flags (half-red, half blue; two flags of same color per gate)	Dependent on course	_____
Snow fence	Dependent on course	_____
“Willy” bags or padding (danger spots, finish line)	Dependent on course	_____
Banners (start and finish)	2	_____
Special Olympics banners	Dependent on course	_____
Sponsor banners	Dependent on course	_____
Awards Stand	1	_____
Electric Timing system (with shelter)	1	_____
Stopwatches (for backup)	8	_____
Public address system	1	_____
Results board (1-2 meters at finish, for unofficial results)	2	_____
Announcement board (1-2 meters at start)	2	_____
Hand held walkie-talkies (min 2 per course)	4	_____
Awards ribbons or medals	Dependent in Reg.	_____
Bibs (numbering 1-350)	Dependent in Reg.	_____
Measuring Tape (10 meters)	2	_____
Start Box	1 (see diagram)	_____
Finish Area	1 (see diagram)	_____
Pine boughs/Course markings (for flat light/downhill)	Dependent on course	_____
Dye – red and blue (finish lines, marking of gates)	Dependent on course	_____
Tape (1” white athletics, for marking gate panels)	Dependent on course	_____
Waterproof marking pens	10	_____

VENUE MAPS

Diagram of Starting Area and Gate





SOBC - ALPINE SKIING GATE JUDGE CARDS

Name of Event: _____

Date: _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced Division _____

Runs: ☐ 1st ☐ 2nd Gates _____

Gate Judge _____

Instructions: For every competitor who reaches your gate, note the bib number and check the proper column as "OK" or "F" (fault). **For every fault also make a diagram of what occurred.** One competitor may have more than one fault. Each fault requires a separate diagram. At the end of each division, the tail escort for that division or a course crew member will pick up the card from the previous division.

Bib#	OK	F	Bib #	OK	F

Gate Judge Diagram Card	
◆ = blue flag ○ = red flag @ = Gate Judge Position	
Sample drawing of your gate(s)	Competitor # _____
Competitor # _____	Competitor # _____

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REFEREE REPORT

Name of Event: _____

Date: _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced Division _____

Runs: ☐ 1st ☐ 2nd

Bib #	Athlete's Name	# of Gates	Gatekeeper	Notes

Not at Start								
Not at Finish								

Referee's Signature

[illegible]

[illegible]

SOBC ALPINE SKIING START ORDER BY DIVISION

TIMING AND AWARDS

Name of Event: _____

Date: _____

Classification: ☐ M ☐ F Age Group _____

Ability Level: ☐ Beginner ☐ Novice ☐ Intermediate ☐ Advanced Division _____

Start Order 1 st Run	Bib #	Athlete's Name	Se x	1 st Run Time in seconds	Start Order 2 nd Run	2 nd Run Time in seconds	Total Time In seconds	Place

Finish Referee's Signature:

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Region: _____ Local: _____

Head Coach: _____

Phone: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Instructions: Complete the information requested below. Place an "X" in the appropriate columns.

ATHLETE'S NAME	AGE	SEX	LEVEL B/N/I/A	DISCIPLINES			
				Slalom	Giant Slalom	Super - G	Downhill

* 'B' - BEGINNER	'N' - NOVICE	'I' - INTERMEDIATE	'A' - ADVANCED
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Assistant Coaches

1) _____

2) _____

Information Submitted by:

Head Coach _____

Date: _____

Signature _____