OVERVIEW
Race organization is a complex subject. It encompasses everything from bidding for the event(s) to the mailing and filing of all official documents after the competition. In this Chapter, the subject will be broken into five sections: Introduction to Race Organization, Early Planning Stages, Before the Race, Race Day, and Wrap-Up or Conclusion of the Race.

INTRODUCTION TO RACE ORGANIZATION
The organization that is put together for a ski race and the methods used to attract and to train officials will depend on the particular needs of the event and the availability of personnel. The best way to address this topic is to look at the ideal race organization first. After understanding the “ideal” standards, it will then be easier to consolidate or eliminate the functions and officials that do not apply to your event.

All races, from World Cup to Youth Ski League, have the same basic needs. However, just as a matter of utilizing the number of officials available, the various procedures will probably be different. For example, rather than naming a special committee to research prizes and another committee to handle a special awards ceremony, the Race Chairman or Chief of Race may choose to award the prizes in the finish area at the end of the event. Also, rather than assembling a special team just to cover the medical needs, the area ski patrol and a team physician may handle the first aid services. The Chief of Course may also be the Chief of Course Equipment, the Chief of Course Maintenance or the Course Setter. In each case, the goal is accomplished, and the rules are followed.

THE FRAMEWORK OF A RACE
There are several groups involved in the organization of a ski race. The Organizing Committee of the club or association is responsible for the overall conduct and all non-technical matters concerning the competition. When appointed, the Technical Delegate, Referee and Assistant Referee (for speed events only) become members of the Organizing Committee. The rules state that this Committee should have a Chairman; a Secretary (not necessarily the Race Administrator or Race Secretary); a Chief of Race and, depending on the level of the race, various other subcommittees. If it were a large event there would also be Committees for Finance, Board and Lodging, Traffic Control, Volunteer Housing, Social Events, etc. At a lower-level race, these functions are often handled as a matter of course not as a committee matter. In all cases, each organization must be modified to meet the needs of the competition as well as the number of officials available.

A greatly simplified explanation of the main groupings in a race would be to think of:
• Activities that take place on the racecourse (on the hill)
• Activities that take place off the racecourse (off the hill)

ORGANIZING COMMITTEE - APPOINTMENTS
The Organizing Committee appoints officials to handle all technical matters of the competition. Take the time to look briefly at some of the members appointed by the Organizing Committee and see what area(s) each member is responsible for in the overall plan as well as in their race-specific responsibilities. Keep in mind that “being responsible for” does not mean actually doing the job. In many cases it simply means delegating the required tasks. Many of these officials function in both groups while others, such as the Race Administrator, function mainly in one - off the hill.
The Chief of Race is both a member of the Organizing Committee and the competition Jury. This official directs all preparation for the competition and supervises the activities in the technical area. The Chief of Race summons meetings for consideration of technical questions and leads the Team Captains' Meetings after consultation with the Technical Delegate.

The Chief of Course must be familiar with local snow conditions on the concerned terrain and is responsible for the preparation of the courses in accordance with the directives and decisions of the Jury. The Chief of Course generally supervises course maintenance during the race and supervises all clean-up operations.

The Chief Gate Judge organizes and supervises the work of the Gate Judges. This official must make sure that the numbering and, depending on the decision of the Jury, the marking of the gates is done within the required time. The Chief Gate Judge distributes required materials such as Gate Judge cards, pencils etc. The Chief Gate Judge also instructs the Gate Judges in their duties, designates the gate(s) each Gate Judge will supervise and places each Gate Judge in position. The Chief Gate Judge collects and delivers Gate Judge cards to the Referee at the end of each run and must be prepared to offer assistance either to help keep spectators off the course or to help maintain the course.

The Chief of Timing and Calculations is responsible for coordinating all timing officials as well as other officials at the start and finish, for deciding the interval between Slalom starts in agreement with the Jury, assuring the synchronization and accuracy of the timing and the accuracy of the Official Results.

The Race Administrator (Race Secretary or Secretariat) is responsible for all secretarial work dealing with the technical aspects of the competition. This official is responsible for preparation of the Draw, whether by “Double Draw” or random computer Draw, accuracy of Start Lists, Official Results, preparation of Program For____, minutes of Team Captains' and Jury meetings, preparation of forms required by Timing and Gate Judging crews, receiving official Protests and publishing and duplicating Official Results in a timely manner.

Other key officials might include a Chief Steward who would be responsible for precautions to ensure that spectators are kept off the course. A Chief of Course Equipment would be responsible for providing all equipment and tools needed for the preparation and maintenance of the course and a Press Chief would be responsible for all briefing and information for media personnel in accordance with the instructions of the Organizing Committee.

The Organizing Committee may nominate Course Setters and Forerunners for the approval of the Team Captains. This Committee also appoints the Start Referee and Finish Referee who are “Jury Advisors” (USSA term). With the exception of Olympic Winter Games and World Championships where they are appointed by FIS, they are not voting members of the Jury.
THE COMPETITION JURY

The competition Jury for speed events includes the Technical Delegate, who is appointed by the regional/divisional/state organization in compliance with USSA or FIS directives and who serves as the Chairman of the Jury. Other Jury members are the Chief of Race, the Referee and the Assistant Referee. The Jury for technical events is comprised of the Technical Delegate, the Chief of Race and the Referee.

The Referee and Assistant Referee are appointed by the Technical Delegate and all three, when appointed, become members of the Organizing Committee. Assistant Referees may be appointed for USSA technical events for training purposes only. However, they are not members of the Organizing Committee, have neither voice nor vote at Jury meetings, and their names do not appear on the official documentation.

The Jury is responsible for all decisions concerning the race, for decisions on Protests and for upholding rules. Please note that the Chief of Race is also a member of this group and is the individual that provides a liaison between the two main groups of the competition.

At some events (usually upper-level FIS speed events) the Committee for Alpine Skiing can appoint a Technical Advisor. The Technical Advisor supports the Jury, has the right to express opinions within the Jury, but has no vote.

Refer to Chapter III - Rules, The Jury and The Technical Delegate, for more information about the Jury.

EARLY PLANNING STAGES

The undertaking of a ski race is a big job - the higher level the competition the bigger the job - and sufficient planning is a must! There is a “Check List for Organizers” located at the end of this chapter. It is not part of the official documentation of a race and is only included as an aid for race organizers.

Prior to a race being awarded to a site the organizers involved must take the time to explore various factors. Most important, they need to know if the ski area operator/management will allow the competition at the site and whether or not they have adequate time to prepare.

If the ski area operator/management is agreeable, and after a race has been awarded to an area, one of the first items that need to be accomplished in a timely manner is submittal of a properly executed Schedule Agreement (Sanction Agreement), along with necessary fees. In addition to other information, the Schedule Agreement must contain the legal name of the race and location as they are to appear on the Transmittal and official documentation. It is also important that the contact person listed on the Schedule Agreement is the individual who will be responsible for receiving further correspondence from USSA concerning the event.

With the Schedule Agreement submitted, the organizers now must determine if the available runs/trails are homologated/approved, and if so, if the homologations/approvals are current. This is an absolute must for all FIS events. For USSA homologation/approval requirement, please refer to current USSA Alpine Competition Guide.
Another early consideration would be the snow conditions that can be expected for that time of year. It will also be necessary to verify the availability of adequate resources for snowmaking and/or grooming.

In addition to financial considerations and ongoing communication with the area operator, the organizers must consider availability of food, lodging, transportation and personnel, as well as additional equipment such as poles, flags, radios, fencing, bibs and timing equipment. Supplies for the Race Administrator as well as available lift facilities and lift policies for competitors, Team Captains and officials must also be considered.

BEFORE THE RACE
About six weeks before the actual race date, the “Race Announcement” must be mailed out to potential participant race clubs. This is usually a joint effort of the Chief of Race and the Race Administrator. Refer to Chapter V - The Secretariat, and Chapter VI - Working Papers, for suggestions and format for a “Race Announcement”. (All forms mentioned in this Manual are available through a link on the USSA web site; they are also sent to all Alpine Officials in compact disk format.)

The Chief of Race or the Race Administrator should contact the Technical Delegate assigned to the race as well as all invited officials at this time. If, in the interim, something should happen that the event or race date must be changed - postponed or canceled - USSA and regional/divisional offices as well as the Technical Delegate and other invited officials must be notified of the change as soon as possible.

The Chief of Race is usually responsible for finding the officials needed to staff the competition. The larger the event is, the sooner it will be necessary to start identifying and contacting these people. At high-level races, letters or invitations must be mailed or information dispersed in some way that requests the assistance of volunteer officials and gives them the name of a person to contact. At lower-level races it is often sufficient to spend several hours on the phone contacting officials. Whatever the situation, it is a good idea to plan ahead and not leave the recruitment of officials to the last minute. Refer to the “Example of a Race Personnel Assignment Sheet” included at the end of this Chapter and design something that fits your needs.

It is appropriate to take the time to speak briefly here of the different types of official certification. In the United States we have 9 different categories: Chief of Course, Chief of Race, Competition Official*, Data Management, Jury Advisor (Start and Finish Referee is included in Referee training), Race Administrator, Referee, Technical Delegate and Timing and Calculations. It is not unusual for an official to be “certified” in more than one category. There are seminars/clinics offered around the country (usually in the fall) to both learn the basics and become certified in a specific category or to refresh skills and knowledge. Contact your region/division office for information concerning Alpine Officials' seminars/clinics in your area.

*NOTE: Competition Official certification is required prior to certification in the specialty areas.
In each category there are 6 certification designations from I to VI; the novice official will be designated as Level I. Level V designation is reserved for retired officials who, regardless of their previous experience level, maintain USSA Alpine Officials’ membership. Level VI designation is reserved for FIS Technical Delegates. USSA publishes a directory/roster on the USSA web site with certification levels for member Alpine Officials as provided by regional/divisional offices and/or Alpine Officials’ organizations. This directory/roster is current according to data supplied by the respective regions/divisions and can serve as verification of officials’ current membership status and can be used to staff a race to the highest possible level. When possible, Level III officials should be used to supervise specialty areas at FIS events.

There are certain requirements the Chief of Race must be aware of before assigning race positions:

1. The Technical Delegate(s) is assigned to an event(s). The Organizer is responsible for expenses of this official, including food, lodging and transportation and/or mileage.
2. The Technical Delegate appoints the Referee and Assistant Referee.
3. There is currently no seminar/clinic available for Chief of Course. However, this person should be knowledgeable about the condition of the course, racecourse preparation and maintenance. The Chief of Course should have a good knowledge of the rules.
4. With the exception of World Championships and Olympic Winter Games, the Start and Finish Referees are not Jury members; they are “Jury Advisors”. The term “Jury Advisor” is a term used by USSA to recognize these officials.
5. The Chief of Timing and Calculations should have at least Level II certification.
6. The Race Administrator should be certified, have computer skills and must be knowledgeable concerning the duties of Race Administration.
7. The organizer is obliged to provide qualified forerunners; required number depends on type of event being staged – speed or technical. Forerunners must meet the same USSA ACR and/or the FIS ICR regulations that apply to the competitors. This requirement applies to gender, age, memberships, equipment and vertical drop.

NOTE: For USSA-sanctioned, non-FIS Jury members, Jury Advisors (Start & Finish Referee), Chief of Course, Course Setters, Competitors and Forerunners are required to be participant members of USSA as an Official, Coach or Competitor. “Participant members” are those who sign the “USSA Assumption of Risk and Release of Liability”. USSA Associate members are not “participant members”. Qualified members of foreign federations recognized by FIS must hold a valid USSA membership in order to take part in any capacity at a USSA-sanctioned non-FIS event. For a USSA-sanctioned FIS event, the above may be members of a foreign federation recognized by FIS.

Most Chiefs of Race like to find their “Chiefs” first and then finish staffing the race. Persons with Timing and Calculations (TC) experience could be positioned as Manual/Hand Timekeepers, Manual/Hand Time Recorders, Electric Time Operator(s), Electric Time Recorder(s), Scoreboard Recorders, Starter or Assistant Starter. Those with Referee (RF) experience could be staffed as Chief Gate Judge, Finish or Start Referee. Officials with Chief of Race (CR) experience could be Chief of Course, Chief Gate Judge or assistants to the Chief of Race. Persons with Race Administration (RA) experience can work with the Race Administrator or Data Management person. The close relationship between Timing and Calculations, Race Administration and Data Management allows these officials to be staffed in either area.
It is important that you talk with the Chief of Timing and Calculations, Chief of Course, Chief Gate Judge and the Race Administrator to determine how many people they will need for each day of the competition. When you find people, assign them to the Chief of the particular crew and let the Chief determine their actual work position. Only the Chief involved can make the best decision as to who should work in which position. In some cases, the Chiefs of each team may actually prefer to recruit and staff their own crew.

In addition, the Chief of Race must know how officials will access the racecourse. If lift facilities are utilized, officials will need to know if lift tickets or bibs will be issued, if they can board the lift on foot or if they must have skis. In addition, it is necessary that area personnel know what is going to be used for officials' identification when they are on the hill - a bib, credential or uniform - so they can be distinguished from spectators. Each site has different requirements determined by the ski area operator and the Organizing Committee.

The Chief of Race usually makes arrangements for nourishment for officials. If nourishment is provided, it is suggested that it be available for distribution at registration.

**THE TEAM CAPTAINS’ MEETINGS**

The location and conduct of the Team Captains' Meeting has a significant effect upon the success of a race. It gives visiting Team Captains and representatives an impression of the organizer's attitude toward the race as well as the planning and organization. No matter how small or informal, a Team Captains' Meeting is a valuable tool for a well-organized race. The Meeting must be accessible to the Team Captains, and the time and location must be announced in advance. If the race is part of a multi-area series, the time and location of the next meeting should be announced at the previous site.

For a multi-event competition, the initial Team Captains' Meeting should be scheduled at a time when the Team Captains can reasonably be expected to attend. This is especially true for an extended series when Team Captains and other officials are traveling from site to site on tight schedules.

In the meeting room itself there is a protocol to follow. There should be a head table with chairs for the presiding officials: Chief of Race, Technical Delegate, Referee and Assistant Referee (for speed events). Depending on the level of the race, you may have only the Chief of Race and Technical Delegate seated at the head table. However at higher level races, you might also include the Start and Finish Referees, Chief of Course, an area management representative, Chairman of the Organizing Committee, USSA representative, FIS representative, etc.

Other persons contributing to the success of the race, the Chief of Medical Services/Chief of Ski Patrol, Chief of Timing and Calculations and Chief Gate Judge may also be present at the Team Captains' Meeting, but it is not necessary to seat them at the head table.

A very simple rule for the conduct of the Team Captains' Meeting is to be prepared, invite comments, listen and then decide. Nothing takes the place of planning ahead. If you are well prepared, you will be more at ease and more likely to give the Team Captains and other attendees a good impression of the race organization.
The decision to serve refreshments depends on the Organizing Committee; doing so adds a gracious and appreciated touch.

The Chief of Race should know the rules in reference to the discipline of the race for which the Meeting is being held, and the Agenda for the meeting should be determined in advance among the Chief of Race and Technical Delegate. There may be other persons such as the area manager, Chief of Course, etc., who may need to be included in this planning. It's a good idea to make use of the sample FIS or USA/CAN “Checklists for Team Captains' Meetings” in Chapter VI - Working Papers, when planning the Agenda.

The Jury may allow a random computer Draw; FIS events also require the consent of the Team Captains present as evidenced by their signatures on their entry forms. However, the Organizers/Technical Delegate/Team Captains may prefer a “Double Draw”. Regardless of how the Draw is conducted, a Draw/Seed Board with the properly entered competitors should be available and visible to all Team Captains. Refer to Chapter V - The Secretariat, for information concerning the Seed Board and the proper way to conduct a “Double Draw”.

Electronic seed/draw boards must have the capability to simultaneously display the entire competition field. Simultaneous display of all competitors allows all Team Captains and officials to verify the actual additions and deletions to the starting order as well as its overall accuracy.

Minutes of the Team Captains' Meeting should be recorded manually as well as on a tape recorder. The Chief of Race is encouraged to make personal notes regarding any problems, disagreements, and decisions. Refer to Chapter V - The Secretariat, for information required, in the Minutes. Chapter VI - Working Papers contains the “Program For____” form that also includes “Minutes of Team Captains’ Meetings” for both speed and technical events. Use of this form is required at FIS events and is recommended for use at USSA events. FIS Technical Delegates may require that the “Program For____” portion of the form be available for distribution to Team Captains following the meeting.

**NOTE:** In cases of force majeure when more than two DH or SG races or more than one GS or SL race, same gender, are conducted in one day and in one place, then the official Program showing inspection times, start times, course reset/redress times and start intervals for both races must be included with the race results packet submitted to USSA.

A number of items that should be considered at the Team Captains' Meeting are:

1. Inspection of the Seed/Draw Board prior to the Draw
2. Introduction of Referee and Assistant Referee for speed events and the Referee for technical events as appointed by the Technical Delegate
3. Roll call of teams/competitors
4. Introduction of Course Setters as nominated by the Organizing Committee, the Jury or the Team Captains
5. The condition of the course
6. Schedule
7. Manner of inspection by the competitors
8. Helmet requirements: USSA: DH, SG, GS; FIS: DH, SG, children’s GS
9. Team Captains' concerns
10. Course access control
11. Emergency procedures
12. Weather
13. Radio pickup/frequencies
14. Course freeze times, if applicable
15. Yellow zones, if applicable
16. Equipment control
17. Rules of Protest

NOTE: If an announcer is announcing unofficial times, announcement of DSQ information may replace the actual posting of the Report by the Referee. Team Captains must be informed of this procedure.

Other considerations include:
1. Bib dispersal and pickup
2. Start List availability.

RACE DAY

On race day, it is the responsibility of the Chief of Race, or assistant, to register all the officials. When setting up the registration areas, it is necessary to take into consideration several items. The most important is to separate the competitors' registration area from the officials' registration area, which will allow for less confusion. Signs that direct individuals to the correct registration area are helpful. It is recommended that officials be advised where they should report at the end of the day in order to return supplies.

Competitors will need a central location to store personal items until the end of the day. Arrangements for this should be made in advance and announced at the Team Captains' Meeting.

During the race day, the Chief of Race can be found on the course. For technical events, the Chief of Race can circulate and change position on the hill as necessary. For speed events, Downhill, Super G and, due to the speeds being generated, sometimes Giant Slalom, all officials are required to stay in an assigned position for the duration of the race. This requirement is called a “course freeze”.

Race day is an important time for the Chief of Race to be highly visible and, if possible, to circulate freely so that they are easily accessible to competitors, Team Captains or officials. At the end of the race day, the Chief of Race must be available for Jury meetings and the taking down and storing of equipment.

WRAP-UP OR RECAP OF THE RACE

At the larger, higher-level races, a “Recap Meeting” is often held to go over problem areas and to make note of what needs to be improved. These meetings are valuable and often lead to a better organization for future events. For this reason, it would be a good idea to consider this type of meeting for lower-level races as well. When officials see that an effort is being made to make things better - and the suggestions are carried through - cooperation will increase.
SOME KEY ELEMENTS ON RACE DAY

A clearly defined chain of command must be established so that your officials do not contradict each other and can be mobilized quickly to respond to any problem that may develop.

Communications independent of the timing lines must be provided for the Jury and chief officials. Jury radios are required by the rules.

Course maintenance is particularly vital. It should start early in the race before trouble spots develop and should continue until the last competitor has finished. Sufficient course maintenance equipment and tools such as poles and flags, drills, rakes and shovels should be available on the course.

Interference with the timekeeping team and with the data management team should be avoided.

Ability to electronically transmit Official Results and Penalty to USSA and FIS -- dialup, Ethernet or wireless -- must be provided for the Data Management team.
# Example of a Race Personnel Assignment Sheet

<table>
<thead>
<tr>
<th>Chairman/Race Organizing Committee</th>
<th>Chief Gate Judge*</th>
<th>Ass't Chief GJ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief of Race *</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant</td>
<td></td>
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<tr>
<td>Chief of Course *</td>
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<tr>
<td>Assistant #1</td>
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<td>Assistant #2</td>
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<td>Assistant #3</td>
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<tr>
<td>Assistant #4</td>
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<tr>
<td>Start Referee *</td>
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<tr>
<td>Finish Referee *</td>
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<tr>
<td>Race Administrator *</td>
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<td>Registration #1</td>
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<td>Registration #4</td>
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<tr>
<td>Copy Person #2</td>
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</tr>
<tr>
<td>Chief of Timing *</td>
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<tr>
<td>Chief/Calculations *</td>
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<td>1. Timing</td>
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<td>2. Timing</td>
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<td>5. Timing</td>
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<tr>
<td>6. Timing</td>
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<tr>
<td>Posting Board #1</td>
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<tr>
<td>Posting Board #2</td>
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<tr>
<td>Runner #1</td>
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<td>Runner #2</td>
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<td>Runner #3</td>
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<tr>
<td>Finish Controller</td>
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<tr>
<td>Announcer</td>
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<tr>
<td>Forerunner #1</td>
<td></td>
<td>Chief of Hand Timing</td>
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<tr>
<td>Forerunner #2</td>
<td></td>
<td>Chief of Medical Services</td>
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<tr>
<td>Forerunner #3</td>
<td></td>
<td>Chief of Ski Patrol</td>
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<tr>
<td>Forerunner #4</td>
<td></td>
<td>Chief Steward</td>
</tr>
<tr>
<td>Forerunner #5</td>
<td></td>
<td>Chief of Communications</td>
</tr>
<tr>
<td>Forerunner #6</td>
<td></td>
<td>Press/Media Chief</td>
</tr>
<tr>
<td>Assigned TD *</td>
<td></td>
<td>Food Chairman - On Hill and/or Social</td>
</tr>
<tr>
<td>Referee *</td>
<td></td>
<td>Chairman of Forerunners</td>
</tr>
<tr>
<td>(Team Captain)</td>
<td></td>
<td>Chairman of Lodging</td>
</tr>
<tr>
<td>Ass't Referee *</td>
<td></td>
<td>VIP Coordinator</td>
</tr>
<tr>
<td>(Team Captain - appointed for speed events only)</td>
<td></td>
<td>Sponsors Coordinator</td>
</tr>
</tbody>
</table>
CHECK LIST FOR RACE ORGANIZERS

WELL IN ADVANCE:

_____ Obtain approval from area management.
_____ Contact USSA and Regional Office to place “bid” for advance calendaring and approval.
_____ Contact USSA Marketing and Media Departments.

YEAR PREVIOUS TO CALENDARED EVENT:

_____ Determine specific events to be held and specific dates.
_____ Obtain necessary trail approvals and inspections (homologations).
_____ Develop/begin implementation of marketing and media plans.

EARLY SPRING:

_____ Determine Race Chairman and Race Administrator.
_____ Make sure terrain/facilities acceptable under ICR/ACR requirements.
_____ Establish/maintain regular contact with ski area management.
_____ Confirm calendaring with USSA/Region/Division.

LATE SPRING:

_____ Make arrangements, in writing, with ski area including course preparation, lift operation, ticketing, officials' incentives, course equipment, and communications.
_____ Complete necessary Schedule Agreements or contracts.
_____ Prepare options if scheduling problems develop.
_____ Confirm plans with U.S. Ski Team if USST is involved.
_____ Continue implementation of marketing and media efforts.
_____ Develop housing and meals plan, if applicable.

MID-SUMMER:

_____ Confirm all arrangements with ski area.
_____ Offer assistance with area preparations, if needed.
_____ Plan/begin installation of timing/communications wiring and equipment.
_____ Evaluate marketing/efforts and develop alternate plans, if necessary.
_____ Contact potential major officials.

EARLY FALL:

_____ Check race calendars for proper listing of events and pay appropriate fees.
_____ Prepare and send invitations.
_____ Plan for and begin acquiring any needed equipment.
_____ Appoint and confirm major officials (qualified for level of event).
_____ Confirm ski area housing and meals arrangements.
_____ Continue with marketing and media efforts, adjusting as necessary; invite media.
_____ Install and test all communications and timing wiring; verify equipment meets event’s requirements.
_____ Prepare Start and Finish areas (houses, posts, ramps, grading).
_____ Check on progress for ALL facilities and equipment.
_____ Invite Technical Delegate for pre-season inspection.
_____ For Downhill, invite Course Setter to review trail layout and on-hill competitor protection/security plans.

LATE FALL OR EARLY WINTER:

_____ Check frequently and thoroughly on Course preparation and grooming.
_____ Confirm all housing and meals arrangements, including officials'.
_____ Confirm sponsorships and media commitments and their needs.
_____ Check with major officials for trained personnel and materials/equipment requirements.
_____ Check for progress on obtaining needed equipment.
_____ Order prizes and printed materials.
_____ Confirm transportation plans, if necessary.
_____ Check with USSA/USST for any changes in schedule.
_____ Contact TD and any other “outside” officials with housing, meals and transportation arrangements.
_____ Confirm media arrangements and issue pre-race media release.
_____ Develop alternate plan if conditions, especially weather and Course conditions, appear difficult.
_____ Inform TD of progress on preparations and any impending and anticipated problems.
_____ Invite Course Setters, if pre-assigned, to inspect (and even to set for practice on the hill).
_____ Make certain that sponsor and media representatives have invitations and information.
_____ Confirm ordering and delivery dates of sponsor fulfillment materials.

MINIMUM OF TWO WEEKS BEFORE THE EVENT:

IV/12/05-06
Adjust schedule and plans, if necessary.
Recheck on-hill competitor protection/security provisions.
Recheck all housing, meals, transportation, media and sponsor arrangements, including credentials/passes.
Check on crowd control and traffic flow, security, trail closings.
Check course preparations.
Thoroughly test all timing and communications equipment.
Confirm entries and registration procedures with USSA/Region/Division.
Issue additional media information, if any.
Prepare housing and credentials list and confirm.
Distribute schedule of events, etc., to ski area/resort, USSA, media, sponsors.

ONE WEEK BEFORE THE EVENT:
Recheck all arrangements; inspect trail preparation.
Bring major equipment to ski area/race site.
Check with ski area/resort for any changes in their arrangements, schedules, planning for the event.
Contact TD with status report.
Contact all major officials.
Verify schedule and location of Team Captains' Meetings and planned inspections are well published.
Verify that Course preparation is thorough during week before the race.
Make arrangements for chemical preparation of the racecourse if possibility exists for its need.
Have information packages, including schedules, maps and necessary credentials available.
Check on all media and sponsor fulfillment arrangements.
Prepare for Team Captains' Meeting and the Draw.

AFTERNOON OF DAY PRIOR TO THE EVENT:
Print and post most current schedules on Official Notice Board.
Check to see that the Secretariat is well equipped and prepared.
Recheck communications systems.
Final grooming; set first Course(s), if possible.
Arrange for Jury inspection.
Obtain weather forecasts and provide copies for Team Captains.
Check again on race day alternates if race is in doubt; advise TD, officials, competitors and Team Captains, media (official statement), FIS/USSA of any necessary changes and/or when official announcements are made.
Test all timing equipment.

EVENING BEFORE THE EVENT:
Team Captains' Meeting - Seeding and Draw.
Jury meeting: (also prior to Team Captains' meeting if referees pre-appointed.)
Major officials' meeting, possibly with ski area representative.
Adjustments to schedule and program as necessary from these meetings.
Publish Start Lists and other information as needed.

RACE DAY:
Verify arrangements necessary for Gate Judges' meetings.
Post notice at start regarding competitors’ course inspection times
Install and test timing and communications gear at least 2 hours before scheduled start time.
Jury inspection (involves both Chief of Race and Chief of Course).
Major officials in place and ready one hour before Start time.
All officials in place and ready at least one-half hour before time, including medical/rescue personnel and Gate Judges.
Forerunners run prior to scheduled Start time and report to the Jury.
First competitor goes at the scheduled Start time.
Keep competitors, Coaches, Officials, media, spectators informed of all changes.
Arrange place for Jury meetings, preferable easily accessible from Course.
Process and release accurate Results.
Make certain that Chief of Course arranges for proper and thorough clean up of the Course and security of on-hill equipment and supplies.
Make sure that Race Administrator has collected necessary paperwork from TD before his departure and has completed official documents and has electronically submitted Official Results as required by level of event.