

British Alpine Ski Competitions
British Artificial Competition Rules
BACR Book II
Race Manual
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1. General

1.1. Application

This document is part of the British Artificial Competition Rules (the "BACR"), and provides guidance to race organisers and officials about the duties, responsibilities and procedures involved in running races on artificial slopes. Refer to BACR Book I for overall details about BACR and its application.

2. Organiser and Organising Committee

2.1. Organiser

2.1.1. The Organiser is the person (or group of persons) who makes the necessary preparations and directly carries out the running of the competition. If the Constituent Group or Club does not act as the Organiser, it may appoint an affiliated club as the Organiser.

2.2. Organising Committee

2.2.1. The Organiser appoints all the members of the Organising Committee except the TD, and the Referee in Slalom and Giant Slalom races, and the Referee and Assistant Referee in Downhill and Super-G races; these officials are appointed by the TD and are automatically members of the Organising Committee.

2.2.2. The Organising Committee carries the rights, duties and obligations of the Organiser. The Chairman or Representative represents the committee in public and makes decisions concerning all matters not allocated to other specific persons and groups.

2.3. Organising Committee pre-race organisation

2.3.1. Contract and Race Calendar

2.3.1.1 If the event is a FIS, British or a Constituent Group race the dates and venue will have been decided by GB Snowsport or the appropriate Constituent Group Organising Committee who also must ensure that they have permission, and a contract if appropriate, with the slope where the race is to be held, making clear the facilities required and the date of the event.

2.3.1.2 If the event is a Club race the organising club must arrange permission from the slope to use their facilities and obtain approval from the appropriate Constituent Group regarding the suitability of the dates.

2.3.1.3 The Sponsors, if any, may put certain parameters on the dates and the Organising Committee may have to co-ordinate with these.

2.3.1.4 The Organiser must apply for the event to be inserted in the appropriate FIS or British Calendar. A competition may not count for seed points unless it is included in the appropriate calendar.

2.3.2. Budget and Preparation

2.3.2.1 The Organising Committee must thoroughly examine the financial requirements of the event, including the cost of course equipment, accommodation, office expenses, timing, TD expenses, etc. The Organising Committee must compare the total anticipated expenditure with the income expected from the race entry fees; sponsorship and, if appropriate any subsidy from a Constituent Group, and produce a realistic budget to work from.

2.3.2.2 The Organising Committee must notify the Officials concerned of their duties and the date, time and venue of the inaugural Organising Committee meeting.

2.3.2.3 The Organising Committee must ensure that the Race Secretary has received all relevant documentation including the name of the Technical Delegate.

2.4. Technical Delegate

2.4.1. When a Race is inserted in the British Calendar, the appropriate Technical Delegate Forum will appoint a TD to attend the race if the race is nominated for seeding.

2.4.2. The TD becomes a member of the Organising Committee on appointment.

2.5. Committee meetings

2.5.1. The organiser must form the Organising Committee that over a period of time before the event will hold a number of meetings in order to:-

- publish the Announcement and Race Programme
- agree the parameters of the budget
- ensure that all equipment requirements will be met
- arrange that all necessary accommodation for personnel is reserved
- ensure the approval of the race entry form by the appropriate authority
- arrange to have a satisfactory Race Office
- arrange for professional time- keeping if necessary
- the Organiser having previously arranged permission with the resort, liaise nearer the date of the event with the resort regarding:-
    - requirements in the course area
    - requirements for public safety
    - uplift priority for personnel and competitors
    - gratuitous uplift tickets for personnel and competitors
- make a final assessment of the availability of personnel
- decide on method of timing that will be available

2.6. Entry form

2.6.1. British and Constituent Group Races may have a formalised entry form. The appropriate authority must approve the entry form before it is distributed. The entry form must make provision for the competitor's registration number, name, first name, sex, year of birth and club(s) and disciplines entered.

2.6.2. The entry forms must be distributed in plenty of time to be returned before the closing date for entries for the event; this may be done in conjunction with a Constituent Group mailing to the competitors.

2.7. Acceptance meeting

2.7.1. The Organising Committee must meet to consider the acceptance of entries and the preparation of the Acceptance List.

2.7.2. All entries must have been made on the official race entry form or through an approved online race entry system. In order to be valid, entries must contain ALL requested information and entry fee. The Organising Committee may rule that entries are invalid if: -

- the entry form or information is incomplete
- the entry form is received late
- the entry fee submitted is insufficient
- the entrant is not a registered competitor
- the entrant is outside the age limit of the competition
- the entrant is not insured

2.7.3. The Organising Committee has discretion to accept late or incomplete entries. If the race is under-subscribed the Organising Committee may invite further applications (late entries).

2.7.4. The Jury will make the draw at the Team Captains' meeting, or at Jury meeting held at a time designated by the Jury.

2.7.5. The Acceptance List must contain the date and time of the Jury meeting at which the draw will take place. It must be issued along with the Race Programme in sufficient time to receive any protests, in writing, from competitors before the time of the draw.

2.7.6. The Race Secretary must ensure that the Race Programme and Acceptance list are prepared in accordance with the Organising Committee's instructions.

2.7.7. The Organiser must provide at least 3 forerunners of a suitable standard for the race.

2.8. De-briefing

2.8.1. After the event the Organising Committee meet in order to: -

- discuss any problems encountered in the event, how they were solved and any lessons to be learned for the future
- ensure that if the event was sponsored, the sponsor receives a copy of the results, any press cuttings regarding the event and is warmly thanked
- ensure that any outstanding accounts or expenses are paid promptly
- send a copy of the Statement of Income and Expenditure to the appropriate body (GB Snowsport, CG, Club, etc)

3. Overview of key officials and their duties

This section lists the key officials and a summary of their duties. Your event may not require all the specific individuals listed here, but their tasks will still need to be undertaken by someone on your team.

3.1. Organising Committee

The Organising Committee and its members collectively bear the responsibility of ensuring that the race is run correctly and successfully.

The TD appoints the Referee in Slalom and Giant Slalom and also appoints the Assistant Referee in Downhill and Super-G. These appointments make the officials members of the Organising Committee. Where possible, it is advisable that the appointments are ratified at a meeting of Team Managers.

The Organiser is required to appoint all other members of the Organising Committee who should have the appropriate experience to undertake their tasks correctly and efficiently. The most important officials and a short description of their duties as defined by ICR / BACR are set out below.

3.2. Chief of Championships

The Chief of Championships (Chairman of the OC) represents the Committee in public and leads the meetings concerning matters not dealt with by the Race Committee.

For some events a Chief of Championships may not be appointed, instead the organisers appoint a Chief of Race who takes on the duties and responsibilities of this role.

3.3. Chief of Race

The Chief of Race is responsible for the preparation of 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 TD.

3.4. Race Secretary

The Race Secretary is responsible for all secretarial support to the technical aspects of the competition and for the preparation of the draw. The Race Secretary is responsible for the minutes of the Organising Committee, Jury and Team Captains meetings. The Race Secretary must ensure that all forms for start, finish, timing, calculations, and gate judging are well prepared, and handed over to the officials concerned in good order at the proper time.

The Race Secretary is present at the finish of each run to receive official protests and give them to those concerned. The Race Secretary must facilitate the calculation of results by appropriate preparation and ensure that they are duplicated and published as quickly as possible after completion of the competition. The Race Secretary must ensure that the official results contain all the required information. The Race Secretary may appoint an assistant as Jury Secretary.

3.5. Technical Delegate

The TD represents the governing body, is Chair of the race Jury, and leads Jury meetings. The prime concerns of the TD are with the security of the competition and the participants, and adherence to the rules.

3.6. Referee and Assistant Referee

The Referee is appointed by the TD, and is a voting Jury member. The Referee inspects the course along with the rest of the Jury. The Referee completes Referees Reports at the end of each run adjudicating on racers who were DNS, DNF and DSQ.

3.7. Start Referee

The Start Referee is present at the start throughout course inspection and the race, and makes sure that the regulations for the start and the start organisation are properly observed. The Start Referee determines the late and false starts and any violations against the rules for equipment and takes the measures required by the rules.

At the end of each run the Start Referee reports to the Referee the names of the competitors who did not start, have made false starts or other infringements.

3.8. Finish Referee

The Finish Referee is present at the finish throughout course inspection and the race, and makes sure that the regulations for the organisation of the finish in-run and out-run are properly observed. The Finish Referee records the correct passage of competitors through the finish, and records those who did not finish. The Finish Referee supervises the Finish Marshall, the timing and the crowd control in the finish area. The Finish Referee must be able to communicate immediately with the start at all times.

3.9. Chief of Timing and Calculations

The Chief of Timing and Calculations is responsible for the co-ordination of some officials at the start and finish, including timing and calculations. In Slalom the Chief of Timing and Calculations will decide the interval between starts. The following officials are under their control:-

- Starter
- Assistant Starter
- Chief Timekeeper and Assistants
- Chief of Calculations and Assistants
- Manual Hand Timekeepers and recorders

3.10. Chief of Course

The Chief of Course is responsible for the preparation of the courses in accordance with the directions and decisions of the Jury. The Chief of Course must be familiar with local conditions on the slope.

The Chief of Course is responsible for the provision of all equipment and any tools for the preparation and maintenance of the courses, for the conduct of the race and for communication equipment, when these duties have not been specifically assigned to another official.

3.11. Chief Gate Judge and Assistant

The Chief Gate Judge organises and supervises the work of the Gate Judges. The Chief Gate Judge designates the gates each Gate Judge will supervise and places the Gate Judges in position. The Chief Gate Judge distributes, in good time, to each Gate Judge the recording material that is needed (control card, pencil, eraser, start list) all properly protected from the weather.

The Chief Gate Judge must be prepared to offer assistance either to help keep the spectators off the course or to maintain the course. Chief Gate Judge must make sure that the numbering and marking of the gate is done within the required time.

If an Assistant Chief Gate Judge is included in the team, their task is to help the Chief Gate Judge with their duties, and to stand in for the Chief Gate Judge if necessary at any time during the race.

3.12. Chief Steward

The Chief Steward takes the necessary measures to close off the course so that spectators cannot gain entry. Sufficient personnel must be used according to a detailed plan, and sufficient space must be allowed behind the barriers to permit circulation of spectators.

3.13. First Aid

The ROC is responsible for organising adequate and appropriate first aid and medical coverage during the official training periods and the actual competition. This coverage should be dedicated to participants, accredited personnel and spectators within the course area of the competition and must be separate from provisions made for members of the public outside the course area. Where coverage is not physically present in the race slope area, communication arrangements are to be put in place to facilitate immediate response to an incident.

The minimum level required for BARTS events is First Aid at Work (FAW) and a paramedic is recommended for Parallel events.

3.14. Press Chief

The Chief Press Officer is responsible for all briefing and information for journalists, photographers, television and radio reports, in accordance with the instructions of the Organising Committee.

3.15. Prize Giving

A Master of Ceremonies conducts the Prize Giving, and will ensure that the podium, cups and medals, prize winners, sponsors and competitors are all in place. Whoever is announcing the results must understand the format that will be used and the order in which prizes are to be presented.

3.16. Dope Testing

Be prepared for the appearance of the Sports Council / FIS Dope Test Team and nominate personnel in advance to be available and responsible for co-ordinating the arrangements for testing should the Team arrive. Both a male and female may be required depending on the events being run that day. Specific

regulations for dope testing are detailed in BACR "Regulations for Doping Control".

3.17. Gate Judges

Sufficient gate judges must be available to adequately cover the course. Each gate judge will be allotted a number of gates to cover, and is responsible for recording correct or incorrect passage of each racer through those gates.

4. Chief of Championships

4.1. Roles and Responsibilities

4.1.1. The Chief of Championships is appointed by the race organiser. The role of Chief of Championships is to ensure the smooth running of the event.

4.1.2. For a 'single' event such as a club race the tasks of the Chief of Championships are usually undertaken by the Chief of Race. In this case, the race organiser will appoint the Chief of Race.

4.2. Pre Event Duties

4.2.1. Liaise with the organiser and the event venue, to ensure that all necessary facilities and personnel are going to be available, and where appropriate negotiate the contract with the venue to cover this. Where possible refer to or use contracts from previous or similar events to help ensure that all eventualities are covered.

4.2.2. Make early and regular contact with the Technical Delegate assigned to your event.

4.2.3. Appoint Chief of Race for each race within the event.

4.2.4. Arrange and Chair the first organisation meeting. This should be attended by the Chief of Championships, the Secretary and the Chiefs of Race. The TD should also be invited but is not required to attend. Ideally this meeting should be held at the race venue, where the facilities can be inspected and any problems discussed with the venue management.

4.2.5. The points to be covered at pre-race organisation meetings are:

- Format and Programme for the event.
- Content, distribution and publication of Race Invitations and Bulletins.
- Who is arranging/inviting the race officials.
- Date and location for the acceptance meeting, and notify the TD if not present.
- Trophies, prizes and any sponsorship.
- Confirm availability of photocopying for results.
- Prize-giving venue (whether a marquee or indoor space is required).
- Officials refreshments.
- Accommodation for race officials, racers and families.

4.2.6. When building the officials team for the event, the Chief of Championships may invite those who tend to cover the whole event (Chief of Calcs, Commentator, Chief of Ceremonies, Race Office and bib distribution staff, and course setters), and the Chiefs of Race invite all others. Alternatively the Chief of Championships may invite a 'team' of people to attend the event and in conjunction with the Chiefs of Race allocate those people to officials roles for each race.

4.2.7. Liaise with sponsors and oversee PR.

4.2.8. Chair the acceptance meeting.

4.2.9. Oversee production and distribution of Race Bulletins and acceptance lists.

4.3. During The Event

4.3.1. Chair all team managers meetings.

4.3.2. Ensure sponsors/VIPs are catered for.

4.3.3. Resolve any organisational problems that occur during the event.

4.3.4. Together with the Chief of Ceremonies prepare for prize giving.

4.3.5. Open prize giving and offer thanks to sponsors, volunteers racers etc.

4.3.6. Post Event Duties

4.3.7. Oversee distribution of results.

4.3.8. Arrange payment of outstanding bills.

4.3.9. Liaise with Secretary to complete championship accounts.

4.3.10. Write report detailing successes/problems and send to the event organisers.

5. Race Secretary

5.1. Preparation

5.1.1. Check that you have access to all the paperwork you will need for your event.

5.2. Pre-Race Organisation of Entries

5.2.1. Receive entries on Official Race Entry Forms or through approved online race entry system by the designated closing date. Ensure that you have a copy of the relevant BARTS seed list, a list of current registrations, and any other material such as 'Race Secretaries Booklet' that may guide you in completion of your tasks.

5.2.2. Check all details are complete, including correct entry fee as specified on the Race Calendar, before submitting to the Jury as valid entries. Check all entrants against the current registration list and that the registration number is correct. Using the SKI program to enter racers as you receive them can help you check that details on the entry forms are correct.

5.2.3. Make a note of cheques and cash received.

5.2.4. Do not accept any telephone entries, but note any calls made relevant to the competition and report these to the Jury.

5.2.5. Refer any late entries to the Jury at the first Jury meeting.

5.2.6. Note any invalid entries, and report these to the Jury.

5.2.7. The Jury have discretion to accept late or incomplete entries, but not unregistered entrants (unless specifically allowed for in the regulations for the event), those outside the age limits or any seed point criteria specified for the event.

5.2.8. Provide a list of male and female entrants in seed point order for the Jury to consider.

5.2.9. If requested by an entrant to take into account seed points from an earlier BARTS Seed List or from the current BASS List, ask the National Seeder to provide the correct seed point.

5.2.10. If a racer's seed points shown on the published seed list would cause them to fall outside the cut-off criteria, seed points from recent race results may be taken into account at the racer's request, provided that the race is under-subscribed (or in the event of protest against non-acceptance into the event due to the failure to meet a seed-point cutoff). See BACR Book III "Regulations for Artificial Seeding".

5.3. Race Bulletin and Start List

5.3.1. Take the minutes of the first Jury meeting which is to consider the acceptance of entries and the preparation of Race Bulletin No. 1.

5.3.2. With the Chief of Race prepare Race Bulletin No 1. Remember that, in Club National Races, many entrants are new to the racing scene and do not know the Rules or the Procedures. Race Bulletins should always explain these as clearly as possible. Typical bulletins are available for download from gbski.com.

5.3.3. It is important to detail the seed point cut-off, where appropriate, for both the Male and Female races, and to give the names of all entrants who have not been accepted. Where incomplete entries (unsigned entry form, wrong fee etc.) have been provisionally accepted by the Jury, these should be indicated on the start list, and the action to be taken on race day to be detailed in the bulletin. The bulletin must include the name, address and telephone number of the Race Secretary and Chief of Race, the date/time by which protests against non-acceptance or start order must be received by the Secretary, and the time when protesters may telephone the Secretary to find out the Jury's decision.

5.3.4. The Bulletin must include a timetable for the event, including times for open practice, course setting and inspection, and times for each run. The timetable should be prepared in consultation with the Chief of Race, taking particular account of the likely number of entrants.

5.3.5. Prepare the Start List in the following order: -

- Female competitors in descending order of Seed Points, highest first, but no one with seed points more than the published cut-off. The top 15 competitors (or fewer, if fewer than 15 entrants or if so instructed by the TD) are drawn for start order and will race last.
- Male competitors using same method as Female.

5.3.6. For an event with no seed point cut-off, competitors with no seed points are drawn for start order and placed first on the start list to race before those with seed points (or last on the start list for indoor snow events). This includes unregistered racers, who are drawn in the same group as unseeded registered racers.

5.3.7. The first competitor wears the highest bib number; the last competitor wears bib number 1. Male and Female competitors should have different sets of bibs so that the last competitor in each group wears bib number 1.

5.3.8. Where a separate U10/U12 race is being run in conjunction with the 'seeded' race, the U10/U12s will precede the seeded race on each run, girls before boys, and each group is drawn for start order. The first competitor wears the highest bib number, preferably using a separate series of bibs. It is accepted that it may not be possible to have 3 or 4 different sets of bibs, in which case the U10/U12s should wear the highest numbers with a significant number gap left before the next set of competitors.

5.3.9. If the event is under-subscribed and late entries are to be accepted, the Jury may decide to delay the preparation of the start list until nearer the event, so that late entrants can be included in the draw. In this case, the Bulletin should include an acceptance list, rather than start list and should state when and where the start lists will be issued. If the draw is to be held in public, the Bulletin should also state when and where it will be held. Regardless of when the draw takes place, late entries accepted after the draw must be placed at the beginning (for outdoor races) or end (for indoor races) of the start lists in the order they are received.

5.4. Distributing Race Bulletin and Start/Acceptance List

5.4.1. Ensure that all Race Bulletins, Acceptance and Start lists are published on GBSKI.com. Refer to the online guide at https://gbski.com/docpub for information on how to post documents for your competition.

5.5. Late Entries and Protests

5.5.1. If the Jury has decided to accept late entries, receive these up to 7.00pm on the Wednesday before the race (or by the date published on Bulletin No. 1). The eligibility criteria for late entries are the same as for entries received by the closing date. Note the date of receipt of all late entries.

5.5.2. Receive telephoned and written protests against non-acceptance and present all the information to the Jury at the second Jury meeting for their consideration. Do not express any opinion to the protester regarding the protest, but do ask for specific information if you consider that it will help the Jury in their consideration of the protest. If appropriate, consult the National Seeder before

the Jury meeting for information on recent results, confirmation of Seed Points etc.

5.5.3. Take the minutes of the second Jury meeting and be available at the nominated time to report the Jury's decisions to protesters when they telephone. Do not get involved in discussion with the protester concerning the protest, merely report the Jury's decision. At all times before the race, you are the representative for the race organisation, and should discourage any competitors from contacting Jury members direct.

5.5.4. Prepare the final start list to include all late entries accepted at the second Jury meeting. Send a copy to the Chief of Calculations.

5.5.5. If the Jury decides to accept any late entries after the Start List has been produced, add these at the beginning (for outdoor races) or end (for indoor races) of all relevant lists in the order in which they are received. Do not re-allocate bibs for those already on the start list.

5.6. Pre-Race Documentation

5.6.1. Prepare a list of Race Officials in consultation with the Chief of Race. Using the standard "Race Officials Duty Allocation" form can help speed this up.

5.6.2. Ensure an adequate supply of clip boards, pencils and plastic covering (in case of rain) for all Officials and sufficient Gate Judges to cover the course (check with your Chief of Race if you're not sure how many).

5.6.3. Prepare clip boards with paperwork as follows:-

- Start Referee
  4 control sheets, final start list, timetable, list of officials, protest form
- Start Marshall
  Final start list, bulletin
- Finish Referee
  4 control sheets, final start list, timetable, list of officials, protest form
- Chief Gate Judge
  Final start list, timetable, list of officials, gate judges' briefing sheet, 6 spare gate judge control sheets
- Gate Judge
  6 control sheets, final start list, timetable, gate judges' briefing sheet
- Referee
  Final start list (A4), all timetables, 8 copies of Referee's Report, Carbon Paper, protest form
- Chief of Race
  Final start list (A4), all timetables, protest form
- Technical Delegate
  Final start list, timetable, list of officials, protest form
- Chief of Calculations
  Final start list (A4), all timetables, list of officials, Provisional winners list and details of all awards to be made
- Chief of Timing
  Final start list (A4) with space to enter 1st & 2nd run times
- Manual hand timing timekeepers
  Final start list (A4) with ample space to enter elapsed times (lists produced by race program SKI are ideal). Timekeepers may not need to write out the times if using electronic timers with integral printers
- Commentator
  Final start list (A4), all timetables including up-to-date timetable, Competition and sponsors' information

5.6.4. For events with a separate U10/U12s race, prepare 2 additional control sheets for Start Referee, Finish Referee, Chief Gate Judge, all Gate Judges and

Referee. For events over three runs, the appropriate extra number of control sheets should also be included.

5.6.5. The principle is that each run of the Men, Women, Boys and Girls should all be on separate sheets unless agreed otherwise by the Jury. The number of sheets may be reduced if, for example, there are only a small number of U10/U12s and their bib numbers do not overlap.

5.6.6. Prepare and photocopy commentator's sheets, which are to be completed by competitors before collecting their race bib. You may wish to send these sheets out with the Race Timetable to speed bib collection on the day. Be warned. Have plenty of spares for the day, as many forget to bring them back, and also have plenty of pens and pencils for completion of sheets on the day.

5.6.7. Prepare the following for display on the Official Notice Board, which should be near to the Race Office, but away from where bibs are to be issued:-

- Final start list
- Race timetable number 1 (and others if relevant) to include minutes of all Pre-Race Jury meetings
- List of all Officials
- Any other information specific to the event

5.6.8. Ensure that a large board is available for display of Provisional Times and fill in names and start numbers in first run order.

5.7. Other Pre-Race Duties

5.7.1. Check that race bibs are available and that the sets are complete and in order. Check that there are 4 separate Forerunner bibs. Where possible, separate sets of bibs should be used for the male race, female race and, where relevant, children's races.

5.7.2. Check that arm bands, hi-vis vests,, badges or other means of identification for all Officials are available for distribution with clip boards at the Officials' meeting on race day or for collection from the race office.

5.7.3. If arrangements for officials catering require 'tickets' or similar for lunch or refreshments, ensure these are prepared beforehand and distributed to all officials along with their clip boards.

5.8. Race Day

5.8.1. Pin up notices on Official Notice Board.

5.8.2. Open Race Office 30 minutes before the practice session starts.

5.8.3. Check that all Race Officials are present - if not, inform the Chief of Race.

5.8.4. Arrange distribution of bibs in exchange for completed commentator's sheets. Ensure that any outstanding problems over race entries (e.g. unsigned cheques or entry forms) are resolved before handing over bibs. Ask for production of start licence if in doubt over any registration.

5.8.5. Collect together all completed commentators sheets and take / send to timing hut.

5.8.6. Distribute Officials' clip boards and armbands or badges.

5.8.7. Receive any message or inquiries from competitors, officials or spectators and deal with these via the commentator, if appropriate.

5.8.8. It is essential that the Race Office is staffed at all times during the day. This is because the Race Office is the only point where competitors can reach any Official. It is necessary, therefore, to have two other Officials assisting - perhaps including the Chief of Ceremonial. For any events where printed results are distributed on the day, it will be necessary to have additional assistance.

5.8.9. Make a note of any competitors not collecting their bib and inform the Chief of Race, Start Marshall and Commentator of these and any other known non-starters.

5.8.10. Ensure that you, or the Assistant Race Secretary, are available in the Race Office to receive any protests during the 15 minutes period allowed after posting of the Referee's Report. Protests must be in writing and accompanied by

the current protest fee. Ensure that any protests received within the time allowed are passed immediately to the Jury, and that, if no protests are received, the Jury is advised accordingly. Any protest received after the time allowed should not be accepted. If the protester does not accept that the time allowed has expired, make a note of the time and take the protest to the Jury immediately and report what time the protest was received.

5.8.11. Attend any Jury meeting to consider protests and take minutes. The Jury will advise you whether to return the protest fee or not. Ensure that the Chief of Calculations is advised of the result of all protests, in order that the second run start list can be amended, if necessary. Ensure that the minutes of the meeting are posted on the Official Notice Board.

5.9. Preparing for final run

5.9.1. Prepare copies of the final run start list in co-operation with the Chief of Calculations.

5.9.2. Post final run start list as soon as possible:-

- on the official notice board
- alongside provisional times board
- at the start

5.9.3. Distribute final run start lists to:-

- Chief of Race
- Technical Delegate
- Referee
- Start Referee
- Finish Referee
- Commentator
- Chief of Calculations
- Chief of Timing
- Manual Hand Time Keepers
- Start Marshall
- Chief Gate Judge - with and (if available) copies for all Gate Judges

5.9.4. After each run, arrange for receipt of protests attend any Jury meetings as in 5.8.11.

5.10. Completing the race

5.10.1. Check arrangements for prize giving and inform commentator about time and venue, if different from information in the Bulletin.

5.10.2. Collect ALL race control sheets, Referee's Reports, minutes and any trophies or medals not awarded.

5.10.3. Ensure that the Chief of Calculations gives you a full set of the final results and penalty calculation, signed by the TD. Give a copy to the TD and the National Seeder (if present) and keep the originals. Unless all the competitors have left the venue, post one copy of the final results on the Official Notice Board.

5.10.4. Check that all sets of bibs are complete and note any missing numbers for a letter to the offenders.

5.10.5. Collect all Officials' clip boards, hi-vis vests and armbands.

5.10.6. Remove notices from Official Notice Board and arrange for any other race publicity to be removed.

5.10.7. Ensure that arrangements for the return of any borrowed equipment (e.g. armbands, boards, bibs) are carried out effectively, and that any equipment problems are reported.

5.11. Post Race Results

5.11.1. Ensure that your TD has all the required results and Ski Pro data as they are responsible for emailing these for seeding and publication.

5.11.2. If the event was sponsored, send the sponsor a copy of the results and any press cuttings following the event.

5.11.3. Keep all race documentation (including copies of any originals sent off as per **Error! Reference source not found.**) together for 3 months after publication of the official results. Such documentation may be destroyed after 3 months.

5.12. Post-Race Follow-Up

5.12.1. For competitions where you are financially accountable to the organiser:-

- Pay any outstanding bills or expenses.
- Pay all entry fees and any surplus from the float into the Snowsport England account.
- Complete the Statement of Income and Expenditure and forward to the organising body, retaining a copy for the ROC.

5.12.2. For Competitions where you are accountable to your own Club:-

- Pay any outstanding bills or expenses.
- Pay all race entry fees into an account agreed with your Club/Regional Treasurer.

5.12.3. Comply with any particular requirements of the organiser, such as prompt notification of 'day registrations' or other particular requirements.

5.12.4. Write letters of thanks to all Officials, sponsors etc. in consultation with the Chief of Race.

5.12.5. Pass Technical Delegate's report to the Chief of Race for post race meeting or circulation to Jury members.

5.12.6. Make a note of anything that went wrong, or you forgot, so that, when you do the job again or advise your successor, your comments can help the next race to run more smoothly.

6. Chief of Race

6.1. Pre-Race Organisation

6.1.1. As a voting member of the Jury it is essential that the Chief of Race have a thorough and comprehensive knowledge of the ICR and relevant British rules and all the duties and procedures of the Jury.

6.1.2. Invite officials with relevant experience to fill the required roles. Ensure that all Jury members are Registered Race Officials. Obtain approval of your proposed appointment of the Referee from your assigned Technical Delegate.

6.1.3. Ensure that the Race Secretary has received all relevant documentation from the office or organisers, including the name of the Technical Delegate allocated to the event.

6.1.4. Decide on dates and times for a Pre-Race Officials meeting and the two Jury meetings before the race, in liaison with the Technical Delegate. Confirm these in writing to the Jury and Technical Delegate.

6.1.5. Send letters to Officials inviting them to attend the Pre-Race Officials meeting.

6.1.6. Invite 3 Forerunners with the ability to ski the course in a racing manner (ICR 605.3), of the same standard as the competitors, and of the same age group (or older).

6.1.7. Be prepared for Dope Testing, and nominate someone to be responsible for co-ordinating the testing, if the Sports Council Dope Test Team appears on the day.

6.1.8. Identify the 'Event Medical Director'. This role can be undertaken either by yourself or by a separate specified person. The Event Medical Director must then prepare the 'Event Medical Assessment Form' detailing the medical service

provision for your event, in consultation with the Technical Delegate if necessary. If you have a copy of the EMA form from the previous event held at your slope, this is a useful place to start as the changes between successive events tend to be few. Copies of the form and a completed example are available for download from gbski.com.

6.2. Race Bulletin And Start List

6.2.1. Chair the first Jury meeting in the absence of the Technical Delegate to consider acceptance of entries and preparation of the Race Bulletin.

6.2.2. Late entries are not normally accepted, unless the race is under-subscribed. Entries received on or before the closing date should normally be accepted as valid entries. Entries received after the closing date will not be accepted as valid entries (they will thus be considered as late entries). In case of doubt, the onus is on the entrant to prove that the entry was posted in good time.

6.2.3. Entries should be made on official race entry forms or through an approved online entry system. In order to be valid, entries should contain ALL requested information and the appropriate entry fee.

6.2.4. Entries should be accepted and start lists prepared in line with the Regulations for the event and Notes for Organisers of Races. If the race is significantly under-subscribed, you may decide to publish an acceptance list at this stage and delay preparation of the start list until nearer race day. This will allow entries received after the closing date, but before the preparation of the start list, to be included in the draw in seed point order. Any entries accepted after the draw has taken place should be placed as a separate group on the start list (in the order they are received) with the highest bib numbers and before those already allocated bib numbers. Do not reallocate bibs once the start list has been published.

6.2.5. Ensure that the Race Secretary prepares the Race Bulletin and Start List in accordance with the Jury's instructions.

6.2.6. Chair second Jury meeting in the absence of the Technical Delegate to consider protests over non-acceptance of entry or start order.

6.2.7. The Race Secretary informs any competitors protesting against the Jury's decision. The Jury's decision on protests should be recorded and the minutes posted on the Official Notice Board on the day of the competition.

6.3. Other Duties

6.3.1. In consultation with the Race Secretary, check arrangements with the slope, HNGB or other bodies for:

- Electronic timing and provision for timing officials
- Race Office and Jury Room
- Facilities for Dope Testing
- Sufficient Flex slalom poles in good condition
- Medical facilities and attendance by Red Cross, St. John Ambulance Brigade or equivalent. Confirm in writing, and agree an acceptable fee.
- Use of uplift, including closure if requested by Jury
- Arrangements for practice sessions before the race
- Catering (see 6.3.7 and 6.3.8)
- Requirements made by slope management
- Radios (see 6.3.2)
- Availability of misting system for continuous operation during the race
- Facilities for sponsor's publicity and prize giving
- Public address with commentator's position adjacent to timing officials

6.3.2. You are required to have sufficient radios available for all Jury members, Start & Finish Referees and the timing hut (i.e. 6 radios). It is also desirable to

include Chief Gate Judge and Race Secretary / Race Office. An ear-piece must be used with all radios.

6.3.3. If the Starter and Chief of Timing have to communicate by radio, rather than by direct connection, their radios MUST be on a different channel from any other function of the organising committee, and must use an ear-piece at the start to avoid distracting racers in the start area.

6.3.4. It is required that the Start Referee use an ear-piece on their radio, both for privacy and to avoid distracting racers in the start area.

6.3.5. It is highly recommended that communication between starter and timing is direct, continuous or "open channel".

6.3.6. Check the state of the matting (on dry slope) or snow (on indoor snow slope) some weeks before race day. Report to Technical Delegate if not satisfied.

6.3.7. Confirm catering arrangements for officials' lunch - i.e. where this will be served and the number of lunches required.

6.3.8. Confirm arrangements with Chief Gate Judge for Gate Judges' comforts. Ensure that non-alcoholic drinks will be available. In cold or wet weather, hot drinks will be very much appreciated. In hot weather, a generous supply of cold drinks will be needed.

6.3.9. Maintain regular contact with the sponsor. Send copies of pre-race publicity, newspaper cuttings and race bulletin. Find out if they wish to be present at the race and to present the trophies. Encourage their participation, but do not allow them to disrupt the smooth running of the race in compliance with FIS and other appropriate competition rules.

6.3.10. Maintain regular contact with the Technical Delegate, keeping them informed of progress of entries, any issues that have arisen, any potential problems that might arise, and so on.

6.4. Race Day

6.4.1. The Chief of Race has the overall responsibility for controlling the officials and ensuring that the race runs to schedule. Maintain the pressure throughout the day to ensure that no time is wasted.

6.4.2. Give the Commentator a timetable of the day to cover open practice, course setting and inspection, start of run. Ask the Commentator to take the lead in ensuring that, subject to Jury approval of the course, these keep to time. Update the timetable as necessary for the final run.

6.4.3. Ensure that at least one of your official’s team is present on the slope to oversee and manage open practice, and that First Aid cover is also in place during this time.

6.4.4. Chair Pre-Race Officials meeting.

6.4.5. Check with Race Secretary that the slope arrangements, any sponsor's arrangements and equipment are satisfactory.

6.5. For All Runs

6.5.1. Observe the standard of competitors during practice, their general conduct and clothing.

6.5.2. Check that the Course Setter has all necessary equipment for the race.

6.5.3. Arrange with the Chief of Course about spare poles, safety equipment and construction of start and finish areas. Ensure that there is an adequate run-out.

6.5.4. Position First Aid team halfway up/down slope for easiest access to all points on the course.

6.5.5. Consult with the Chief Gate Judge to see that there are sufficient Gate Judges.

6.5.6. Check that the start gate is erected in good time and conforms to ICR 611.2, and that the starter understands the starting instructions (ICR 805.3 for Slalom).

6.5.7. Note the position of the wand - particularly if there are very small competitors in the competition.

6.5.8. Discuss arrangements for controlling competitors with the Start Marshall and stress the rule about Managers in the Start Area (ICR 613.1), and allowing access to the competition area only to those bearing the correct accreditation.

6.5.9. Check that the finish area is correctly organised and conforms to ICR 615.1 and 615.2.

6.5.10. Ensure that all Jury members are ready at the top of the slope to inspect the course, and that the Forerunners are available to ski the course, when requested by the Jury. The tow should be reserved solely for Forerunners during Jury inspection.

6.5.11. Ensure that the competitors inspect the course on skis. They may be accompanied by their Coach/Manager, with or without skis (subject to local restrictions).

6.6. Preparing to Start

6.6.1. Ensure that the Forerunners are at the top of the slope and know their order. Three Forerunners are required before the start of the race, and one between the Women and Men. Course closers are not allowed. For an event with a U10/U12s Race as well as a seeded race, one Forerunner is required between the end of the U10/U12s Race and main race. Additional Forerunners are not allowed.

6.6.2. Check that all Officials are in place, and that the Chief of Timing is ready.

6.6.3. Check that the course is clear.

6.6.4. Check with the TD that they are happy that you start the event.

6.6.5. Inform the TD that that the forerunners are about to be sent down, and check that they are happy that you start the event.

6.7. First Run

6.7.1. Ask the Start Referee to send down the Forerunners. Clearance should be sought from the Timing Hut to send each forerunner, so that, in the event of a snag, a forerunner is immediately available after the problem is sorted.

6.7.2. Check with the Finish Referee on the Forerunners' report and with the Timing personnel that they are ready for the first competitor, and that the timing is working satisfactorily.

6.7.3. Inform the TD that the race is about to start and maintain contact with them throughout.

6.7.4. Ask the Start Referee to send down the first competitor.

6.7.5. Observe the start of the first run from the bottom of the slope, so that you can easily stay in contact with the Timing, Finish Referee and Commentator.

6.7.6. Move around the slope and check that each Official (including Gate Judges) has everything needed to perform effectively, but ensure that at all times the whole course can be observed by at least one Jury member.

6.7.7. When the last competitor from each race has completed the first run, check with the Start and Finish Referees that there are no provisional reruns still to be made and that all competitors have a valid time (main or manual hand timing).

6.7.8. Participate in the Jury meeting if one is convened by the TD. Ensure that all necessary witnesses, officials and competitors are at hand so that matters can be resolved as quickly as possible.

6.7.9. Ensure that the Race Secretary records the outcome of each protest or Jury decision and posts a copy on the Official Notice Board.

6.7.10. Ensure that the Chief of Calculations and Race Secretary have all the necessary information for preparing the second run start list. They will require a copy of the Referee’s Protocol and the Jury's decisions.

6.8. 3-run Events

6.8.1. For a Club National or other event taking place over three runs,

6.8.2. When the Chief of Timing is ready to commence the second run, ask the Start Referee to send down one forerunner to open the second run, followed by the competitors in first run start order.

6.8.3. Convene a second jury meeting, if necessary, to consider matters arising during the second run.

6.8.4. The Referee's Reports for the first run should be posted as early as possible. Regardless of when they are posted, the formal publication time (and hence the protest deadline) for the Reports for both first and second runs must be the same.

6.8.5. Any Jury meeting needed to discuss protests for the first and second runs should take place after the completion of the second run.

6.9. The Final Run

6.9.1. Check that the Course Setter has started to set the second course (unless the same course is to be used for each run, as is the case in Club National events).

6.9.2. Arrange with Race Secretary for the Jury to have their lunch during the 15 minutes allowed for protests.

6.9.3. Reconvene the Jury to discuss protests. Technical Delegate chairs the Jury meeting. The Chief of Race should ensure that all necessary witnesses, officials and competitors are at hand so that matters can be resolved as quickly as possible. If video evidence is offered, it is the competitor's responsibility to provide the necessary playback equipment.

6.9.4. Ensure that the Race Secretary records the outcome of each protest and posts this on the Official Notice Board. All Jury members must sign the minutes of the Jury meeting recording how they have voted.

6.9.5. Ensure that the Chief of Calculations and Race Secretary have all the necessary information for preparing the final run start list (or list of prize winners after the final run). They need a copy of the Referee's Report, the start number of any protesters and the outcome of the protests.

6.9.6. Ensure that the Jury go immediately to inspect the second course. If the second course has been set quickly, it is sometimes possible for the Jury to inspect during the time allowed for protests (instead of lunch!).

6.9.7. Check that the final run start list has been posted, that all Officials are in place and the timing is ready.

6.9.8. Ensure that the Forerunners are ready at the start, and repeat procedures 6.5.10 to 6.7.8 for the final run.

6.10. Finishing the race

6.10.1. Check that the Chief of Ceremonial has extracted all the necessary information on the prize-winners.

6.10.2. Check sponsors, medals, podium etc., are all in places for the prize giving. The TD gives approval for the prize-giving to start, once satisfied with the accuracy of the results.

6.10.3. Ensure that the following are thanked: -

- Any Sponsors
- Race Officials
- Organising Body (Region, Club)
- Slope Management

6.10.4. Ensure that prizes are awarded in the correct order as listed in the Regulations. Ensure that each winner's club is named.

6.10.5. Check that all equipment has been removed and returned to the appropriate bodies and that the Race Secretary has all the Race Control Sheets and Computer Print-outs.

6.10.6. Thank the slope management in person.

6.11. Post Race Duties

6.11.1. Check with Race Secretary that all paperwork and results have been despatched to their appropriate locations.

6.11.2. Write letters of thanks to all Race Officials.

6.11.3. Check final accounts with the Race Secretary.

6.11.4. Remember, it may be useful to keep your final accounts and race documentation for future Chiefs of Race to look at.

7. Technical Delegate

7.1. Role And Responsibilities

7.1.1. The Technical Delegate acts as Technical Consultant and Chairman of the Jury and is appointed the GBR TD Forum on behalf of GB Snowsport. One of the TD's prime concerns is the safety of the competitors and to advise the Organisers on compliance with FIS rules, as modified by GB Snowsport and on decisions and questions not covered by the rules. The TD must submit a report on the competition to the Governing Body and to the Organising Committee.

7.1.2. GB Snowsport has a Technical Delegates Forum. In all cases the Technical Delegate Forum acts as a sub-committee for the GB Snowsport's Alpine Committee and reports to them on matters relating to the technical and administrative conduct of competitions organised by or on behalf of the Governing Body.

7.2. Duties

7.2.1. The TD will not be required to study this manual, as the TD will be fully experienced in all technical and administrative aspects of organising, preparing and running an event (including those duties listed in ICR 601.4.9).

7.2.2. However it is very important that all Race Officials are fully aware of the authority and scope of the TD and be prepared to meet the TD's requirements, which is why this section is included.

7.3. Before Race Day

7.3.1. Advises the organising committee as required on the technical and administrative preparations for the race.

7.3.2. Confirms the liability insurance for events not organised directly by a HNGB.

7.3.3. Reads the TD reports about previous events at the site and checks whether any recommendations have been carried out.

7.3.4. Checks the acceptance and start lists.

7.4. Before The Race

7.4.1. Inspects the competition course.

7.4.2. Collaborates with and assists the organisers as necessary in the administrative and technical preparations for the race.

7.4.3. Attends all meetings of the Team Managers and Race Officials, and chairs Jury meetings.

7.4.4. If necessary, appoints members to the Jury.

7.4.5. Confirms the suitability of the first aid arrangements.

7.4.6. Checks over the race course with regard to security, preparation, marking, crowd control, as well as layout of the start and finish areas.

7.4.7. Supervises the course setting together with the Jury.

7.4.8. Checks on all technical installations, such as timekeeping, hand timing, communications.

7.5. During The Race

7.5.1. Must be present in the course area during the race.

7.5.2. Works closely with the Jury, the team managers and the coaches.

7.5.3. Observes that the valid rules and directives are obeyed in regard to advertising, on clothing and race equipment.

7.5.4. Supervises the technical and organisational conduct of the event.

7.5.5. Advises the organisers concerning the observance of the relevant rules and directives.

7.6. After The Race

7.6.1. Helps with the compilation of the Referee's report.

7.6.2. Presents properly submitted protests to the Jury for decision.

7.6.3. Calculates the race and penalty points, or checks the accuracy of the computer calculation.

7.6.4. Signs the official results and gives authorisation for the prize-giving ceremony.

7.6.5. Fills out the TD report including any supplementary reports.

7.6.6. Within three days after the event ensures that the final version of the TD report is posted.

7.6.7. Ensures that all official results and Ski Pro data is submitted to the online system within the required time.

7.6.8. Presents to TD Forum any applicable proposals for changes in the competition rules on the basis of practical experience at the event in question.

7.7. In General

7.7.1. Chairs all meetings of the Jury and, in case of a tied vote, has a second casting vote.

7.7.2. Decides on questions which are not covered or are insufficiently covered by the FIS, British or other rules as appropriate, in so far as these have not already been decided by the Jury and do not fall within the scope of other authorities.

7.7.3. Is responsible for the training of Technical Delegate candidates assigned for any competition.

7.8. Rights Of The Technical Delegate

7.8.1. To propose to the Jury the exclusion of competitors from participation in the race.

7.8.2. To claim reimbursement of travel and other expenses arising out of their duties.

7.8.3. To obtain support from the Organising committee and all officials under its jurisdiction in all matters necessary to the fulfilment of their duties.

8. Referee and Assistant Referee

8.1. Duties

8.1.1. The duties of these two officials are very similar. The Referee and the Assistant Referee are the Competitors' representatives on the Jury. They must have a thorough knowledge of the ICR/BCR and should not be members of the organising body.

8.1.2. The Referee and the Assistant Referee are appointed by the TD but may be proposed by the Organising Committee in advance.

8.1.3. The Referee and the Assistant Referee must work very closely with the TD. The Assistant Referee can deputise for the Referee if necessary.

8.1.4. The Referee and Assistant Referee being voting members of the Jury must have a comprehensive knowledge of the duties and responsibilities of the Jury.

8.2. Pre-Race Organisation

8.2.1. Attend (if appointed in advance) first and second Jury meetings to consider acceptance, start order and protests over non-acceptance.

8.3. Race Day

8.3.1. Attend any Jury meetings or Team Managers' meetings arranged before the race.

8.3.2. Observe the general conduct of competitors during practice. Check that all competitors are wearing gloves, long sleeves and long trousers and that their clothing and equipment complies with the FIS advertising and competition equipment regulations.

8.3.3. Attend the Jury inspection of the course, checking especially the following: -

- Start Area and Start Gate prepared in accordance with ICR 613.1 and 611.2
- All gates meet the width and distance criteria for the discipline
- All poles are in good condition with caps fitted and with no broken tops, extend at least 1.8m above the surface, and are firmly secured at the base.
- All pole positions are clearly marked on the matting (after Jury inspection but before inspection by competitors)
- The gates are in the right colour order and correctly numbered on the non-turning pole
- The last gate is not too close to the finish, and it directs competitors towards the middle third of the finish line
- Obstacles at the edge of the course are removed or shielded
- Matting is safe with no protrusions on or near the course
- Spare poles are available at the side of the course
- Finish Area and Finish Line prepared in accordance with ICR 615.1 and 615.2
- The course is suitable for the standard of the event.

8.3.4. It is important to ensure that there is a safe and adequate route for competitors who have been obstructed or who have clearly missed a gate to ski to the bottom of the slope without crossing the Finish Line.

8.3.5. Observe competitors during course inspection and check that: -

8.3.6. All competitors inspect the course wearing skis (or correctly leashed snowblades) and such protective equipment as specified in section 881.1, and as instructed.

8.3.7. Trainers/Managers may accompany competitors wearing skis, or without skis subject to local slope restrictions.

8.3.8. All competitors carry their bibs (ICR 804.1).

8.3.9. No competitors ski through any gates or shadow the course (ICR 804.1).

8.4. During The Race

8.4.1. Patrol the whole course throughout the race.

8.4.2. Receive any requests for provisional reruns and consult with the other Jury members to decide whether or not to grant, noting down all information relevant to the incident (gate number, gate judge, witnesses, etc).

8.4.3. At the end of the first run, receive and process information from the Control Sheets of the Start and Finish Referees.

8.4.4. Receive and process information from the Chief Gate Judge's control sheets. In preparing the Referee's Report, time can be saved if this is done in conjunction with the Chief Gate Judge, using the list of DNFs to avoid processing disqualifications of competitors who did not finish.

8.4.5. It is acceptable for the Referee to process the sheets from the Female race while the Male race is taking place. The Referee's Report for the Female race may be posted on completion, but the period for receiving protests must not start until the Report for the Male race is published.

8.4.6. Ensure that the Chief Gate Judge has informed all Gate Judges who have disqualified competitors at their gates that they must be available to be called to a Jury meeting in case of a protest over disqualification.

8.4.7. Complete and sign the Referee's Reports for the first run, noting the time of posting on the Official Notice Board.

8.4.8. Inform the Race Secretary that the Referee's Report has been posted. Ensure that a copy is provided for the Chief of Calculations.

8.4.9. Ensure that the Commentator announces immediately that the Referee's Report has been posted, the names and bib numbers of all disqualified competitors,

that ALL competitors should inspect the Referee's Report and have 15 minutes to submit written protests with protest fee.

8.4.10. Attend Jury meeting to consider protests over disqualification (See section 12.2 on Jury Procedures).

8.4.11. Attend second run course inspection immediately after the Jury meeting ends, if this has not been done during the 15 minute wait after the Referee's Report was posted (does not apply to events which use the same course for all runs).

8.4.12. Repeat procedures 8.4.3 to 8.4.10 for second run.

9. Start Referee

9.1. Pre-Race Organisation

9.1.1. Attend Race Officials meeting if feasible.

9.1.2. The Start and Finish Referees are not members of the Jury, but for training purposes they may attend Jury meetings as observers but must respect the confidentiality of Jury discussions both during and after the race.

9.2. Race Day

9.2.1. Attend any Jury (if invited), Officials or Team Managers' meeting prior to the race.

9.2.2. Although the Start Referee may attend the Jury Course inspection, this is not necessary and the Start Referee must in any case be in position to check the start and control competitors waiting to inspect the course (if inspection is from top to bottom), releasing them when the Jury have approved the course.

9.2.3. Check the start area and start gate for compliance with ICR 613.1 and 613.2.

9.2.3.1 The Start Gate must consist of 2 posts about 60cm apart, projecting not more than 50cm above the surface.

9.2.3.2 The start wand must be placed in such a way that starting is impossible without it opening.

9.2.3.3 The Start Area must be closed off to everyone except the starting competitor, accompanied by only one trainer and the Start Officials.

9.2.3.4 A designated marshalling area must be provided for waiting competitors, trainers, and team managers. The marshalling area, which should be fenced off, must provide easy access on skis and foot into the start area.

9.2.3.5 The start shall be prepared in such a way that the competitors can stand relaxed on the starting line and can quickly reach full speed after leaving the start. This can be achieved by ensuring the start area is level. If inclement weather is expected, a hut or tent should protect the start if possible.

9.2.4. Check with the Starter and Chief of Timing that the timing mechanism is in order. Ensure a "reasonable" position for the start wand (at about mid lower leg height), bearing in mind the height of the smallest competitors.

9.2.5. Check that the forerunners are in position with correct bibs at the end of course inspection, and that the Start Marshall has assembled the first 15 competitors. Send each forerunner only when instructed. This ensures that timing snags can be resolved and that a forerunner is immediately available.

9.2.6. For an event with U10/U12s/Bairns as well as seeded males/females, the start order is: 3 forerunners, girls, boys, 1 forerunner, females, 1 forerunner, males. There is no course closer.

9.2.7. For other races, the start order is: 3 forerunners, females, 1 forerunner, males.

9.2.8. Check that the starting procedure is satisfactory when the Forerunners go down.

9.2.9. Ensure that the Starter awaits instruction from the Chief of Race to send down the first competitor.

9.2.10. Check that the start procedure complies with ICR 613.3.

9.2.11. Check that the start signals are accurate and consistent for each competitor (ICR 805.3 for Slalom).

9.2.12. As soon as the starter has received the order for the next start, they gives the competitor the warning "READY", and a few seconds later, the start signal "GO". The competitor must start within about 10 seconds after this order.

9.2.13. Starting before, or significantly more than ten seconds after the instruction "GO" is a sanctionable offence. Note any such offence on your control sheet.

9.2.14. Ensure a steady flow of competitors into the start gate, and that the course is clear for each competitor. A competitor who is not ready to start on time may be sanctioned. As a guide, competitors must be ready to enter the start gate as soon as the competitor before them has started. Advanced start times caused by the non-arrival of preceding competitors have to be taken into account. You may permit a delay, which, in your opinion, is due to "force majeure". (See ICR 613.6). In doubtful cases, allow the competitor a provisional start, inserted as soon as possible. Note such an occurrence on your sheet and inform the Jury immediately.

9.2.15. Competitors appearing late at the start without valid reason may be disallowed a start, or may be granted a provisional start. You should consult with the Jury before preventing a racer from starting.

9.2.16. Indicate on the control sheets, the bib number of each competitor who has a valid start, and the bib numbers and names of competitors who: -

- Were not allowed to start owing to their late appearance
- Were allowed to start in spite of their late appearance
- Were allowed to start provisionally
- Have made a false start or infringed the starting rules.
- Did not appear at the start
- Wore equipment infringing the rules.

9.2.17. The Start Referee is responsible for determining violations against ICR 627 (Not Permitted to Start) and for taking immediate action as provided in the rules. Ensure that you are familiar with the current clothing and equipment regulations.

9.2.18. Before the end of the run, the Chief of Race will contact the Start and Finish Referees to check that there are no provisional re-runs to be taken and that the Chief of Calculations has a valid time for all competitors.

9.2.19. Ensure that nobody skis the course after the last competitor in start list order. No course closer should be used.

9.2.20. Repeat from 9.2.8 to 9.2.18 for the Male competitors.

9.2.21. At the end of the first run, hand all control sheets to the Referee. In order to speed up the processing of the control sheets, the Referee may arrange for earlier collection of some sheets.

9.2.22. Make yourself available to the Jury if you have disallowed a start, granted any provisional starts or made any other reports on your control sheet

9.2.23. Repeat 9.2.5 to 9.2.22 for the second/final run. If time allows, the Jury may decide to allow competitors, who were disqualified or did not finish the first run, to ski the second course before the forerunners and the start of the second run. This is a privilege entirely at the discretion of the Jury. Although common practice at some artificial slope races, it is not adopted generally or at snow races. However, the competitors are no longer competing and may decide not to take their run.

10. Finish Referee

10.1. Pre-Race Organisation

10.1.1. Attend Race Officials' meeting if feasible.

10.1.2. The Start and Finish Referees are not members of the Jury, but for training purposes they may attend Jury meetings as observers but must respect the confidentiality of Jury discussions both during and after the race.

10.2. Race Day

10.2.1. Attend any Jury (if invited), Race Officials' or Team Managers' meeting prior to the race.

10.2.2. Check the Finish Area for compliance with ICR 615.1

10.2.3. It is important that there is a safe and adequate exit for competitors not completing the course and that this is clearly indicated. However, it is usually impractical for the finish area to be completely fenced in.

10.2.4. Check the finish line and its markings for compliance with ICR 615.2.

10.2.5. The width of the slope may not be sufficient to allow a 10 metre finish and an adequate exit. In this situation, the width of the finish should be reduced as necessary to allow a separate exit.

10.2.6. During course inspection by competitors, ensure that no competitor disturbs the timing equipment.

10.2.7. At the end of course inspection by competitors, be ready to receive the Forerunners. Obtain a report on the course from each forerunner and pass their comments immediately to the Chief of Race. If all is in order this will allow the Chief of Race to instruct the Starter to send down the first competitor.

10.2.8. Mark off the correct arrival of each competitor by the method indicated on the Control Sheet.

10.2.9. Determine valid finishes in accordance with ICR 615.3.

10.2.10. Note down the number of any competitor where there may be an infringement of the rules, with brief details of the infringement.

10.2.11. Report to the Jury the details of any incident which occurs on the finish line.

10.2.12. Refer anyone requesting a re-run to a member of the Jury. Note the circumstances surrounding the request for a re-run (Gate number, gate judge, witnesses etc.) and report anything relevant to the Jury.

10.2.13. A competitor who is obstructed while racing must stop immediately after the incident took place and apply to any member of the Jury for a re-run. This claim can also be made by the team captain of the obstructed competitor. The competitor should make their way to the finish along the side of the piste. (ICR 623.1.1)

10.2.14. At the end of the first run, hand the completed information control sheet to the Referee.

10.2.15. Repeat procedure 10.2.6 to 10.2.14 for the second/final run.

10.2.16. The Finish Referee's duty is probably the most repetitive of all the officials' duties. For this reason, it is the most prone to loss of concentration. However, it is ambiguities over crossing of the finish line, which frequently cause confusion for Timing Personnel. At the same time, competitors (especially young or very enthusiastic ones) may lose concentration and make errors at the end of an otherwise good run. The Finish Referee therefore needs to be especially diligent.

11. Jury Duties

11.1. Composition Of The Jury

11.1.1. The Jury members in Slalom and Giant Slalom races are: -

- Technical Delegate
- Chief of Race
- Referee

11.1.2. By their appointment to the Jury, they become members of the Organising Committee.

11.1.3. The Governing Body appoints the Technical Delegate.

11.1.4. Subject to the approval of the HNGB or appropriate sub-committee, the Organising Association – Club, Region or HNGB as appropriate – appoints the Chief of Race.

11.1.5. All members of the Jury in all races under HNGB jurisdiction should be registered with the HNGB or equivalent body as a race official, performer or coach. The Technical Delegate must approve the appointment of Referee. In the case of Grand Prix or equivalent races, the Referee must not be from the organising region and, in the case of Club National or equivalent races, not from the organising club.

11.1.6. The Chief of Race and Race Secretary are subject to HNGB or appropriate sub-committee approval.

11.1.7. The Start and Finish Referees are not members of the Jury, but for training purposes they may attend Jury meetings as observers, but must respect the confidentiality of Jury discussions both during and after the race.

11.1.8. The Jury monitors the adherence to the rules, throughout the entire race.

11.2. Duties of the Jury - the draw

11.2.1. For races other than National Championships, the Jury is responsible for acceptance of entries, the classification of the competitors and the preparation of the start order.

11.2.2. The Jury should familiarise themselves with HNGB rules relating to registration, seeding and eligibility, also with the relevant FIS rules.

11.3. Duties of the Jury during the competition

11.3.1. CANCELLATION. The Jury has the right to cancel (ICR 601.4.6.2) a race, to interrupt (ICR 624) or terminate it (ICR 625), and to change the start intervals or to shorten the course.

11.3.2. PROTEST. The Jury examines and evaluates the evidence and takes the necessary decisions. Minutes must be taken of any decision made and signed by all members of the jury indicating how each jury member voted. The decision requires a majority of all voting members of the jury, not just of those present. In case of a tie, the TD's vote is decisive.

11.3.3. COURSE INSPECTION. The Referee must inspect the course immediately after it is set, normally accompanied by the other Jury members.

11.3.4. The Jury is authorised to disqualify competitors and to apply other sanctions to competitors and others in accordance with ICR 627-629. Particular attention should be paid to ICR 223.3.3 "A competitor shall only be disqualified if their mistake would result in an advantage for them with regard to the end result, unless the Rules state otherwise in an individual case."

11.3.5. Any Jury member has the right to interrupt a race.

11.3.6. Any Jury member may authorise a provisional re-run. This re-run will be valid only if it is subsequently confirmed by the Jury.

11.3.7. The Referee must work very closely with the Technical Delegate.

11.3.8. ICR 601.4.9.4 states that the TD has the right to decide on all questions not covered or insufficiently covered by the existing rules, but would generally do so by working with the Jury.

12. Conduct Of Jury Meetings Over Protests

12.1. Roles

12.1.1. Jury members should take into account the different interests in the competition, which they are seen to represent. These are the Organising Committee, the Governing Body, Racers, and the over-riding concern to ensure fairness to all registered competitors.

12.2. Procedures

12.2.1. The Chief of Race should ensure that a private office or space is available for Jury meetings over protests. Where a protest over a Gate Judge's disqualification is concerned, observe the following procedure: -

- Interview the Gate Judge concerned and assess whether the diagram accords with the verbal account.

- Interview the Gate Judge(s) responsible for the adjacent gates and any other Race Official who viewed the alleged incident.
- Interview the Competitor and Team Captain or trainer, and assess if and how the verbal account accords with the Gate Judge's diagram.
- Interview any witness provided by the competitor.
- View any film, photos or video produced by the competitor (ICR 646.2).
- Evaluate evidence and make a decision, which should be recorded on the Jury Minute form. In the case of an outcome resulting in a disqualification, the outcome should be recorded on the Referee's Report. A copy of the Jury Minute should be placed on the Official Notice Board.

12.2.2. Protests over provisional re-runs not accepted, timing, obstructions, incorrect clothing etc. should be considered in the same order - i.e. interview the official first, then the competitor and in all instances separately**.**

12.2.3. All Juniors and Children should be encouraged to be accompanied by a Team Manager or Parent. This is not only to ensure that they adequately present their case but also in order that the adult most closely identified with them understands the procedure.

12.2.4. It is also very important that the Jury is familiar with the rules about Gate Judges' disqualifications and that it concerns itself primarily with evaluating any "lack of doubt" in the mind of the Gate Judges and the accuracy of the record.

12.2.5. Every effort should be made to demonstrate that the Jury's function is to review the evidence, rather than to favour either party.

12.2.6. Protests should be dealt with as soon as the time for protests has elapsed (15 minutes after the publication of the Referee's Report) and first/second run protests should not be held over to the end of the second/final run except in the case of "force majeure". This is because the performance of other competitors may be affected by the performance of a competitor of ambiguous "status".

12.2.7. Second/final run course inspection should not normally start until all protests have been heard.

13. Chief of Calculations

13.1. Responsibilities

13.1.1. The chief of calculations is responsible for the co-ordination of timing and calculations officials at the start and finish. In slalom events, they will determine the interval between starts. The following officials are under their direction :-

- Starter
- Start marshall (assistant starter)
- Chief of timing (chief timekeeper)
- Manual Hand Timekeepers (assistant timekeepers)
- Provisional times recorder

13.1.2. The Chief of Calculations is responsible for the recording and calculation of times, and organises this in consultation with the Chief of Timing.

13.1.3. For all races on artificial slopes (other than parallel slalom and relay races), you are required to use one of the computer programs SKI or SkiPro for inputting times and processing the results. These programs are suitable for the 3 run format for Club National races. They will import all the required information for each competitor, and compute and produce the results in the required format including the race points and race penalty point.

13.1.4. You can download an evaluation copy of SkiPro, free of charge, from the Vola web site: www.vola.fr. This is a full working copy of the software, but it may require purchase of a security key to interface the program directly with some timing systems.

13.1.5. Before using this program at a competition, you should practise entering data and producing reports for a previous race so that, on race day, you feel comfortable with the operation of the program.

13.2. Pre-Race Organisation

13.2.1. Ensure that you have received a Start List and Race Bulletin from the Race Secretary in good time and that ALL updates are sent to you before race day.

13.2.2. Download the current BARTS seed list and check that it will be valid for the date of your race. If a new seed list becomes valid between the closing date for acceptance of entries and race day, acceptance and start order is to be based on the old list, but the race penalty calculation will be based on the new list. This means that you should use the new list for inputting data into the race program.

13.2.3. Enter all the details from the start list into the race program. If you use the seed list provided in Ski race file format, you will need only to enter the registration number for each entrant; the program will copy the remaining details. Check that the age categories match those for the event. Print off start lists and compare these in detail with the lists received from the Race Secretary. Resolve any discrepancies with the Race Secretary before Race Day.

13.3. Race Day

13.3.1. Attend any race officials' meeting.

13.3.2. Make sure the electronic manual hand timers are fully charged, operating correctly and are in the right operating mode.

13.3.3. Make contact with the Manual Hand Timekeepers and arrange a time and place for them to collect the manual hand timers from you. Brief them on how to operate the timers and record the times – See below. Ensure that they appreciate the importance of the manual hand timing. They should not worry if they miss the odd time, but they must notify the Start or Finish Referee immediately, if they believe that the timer has stopped or they have pressed the wrong button. Arrangements can then be made for the timers to be re-synchronised.

13.3.4. Arrange with the Chief of Timing for a position in the timing hut for yourself and the Commentator, and agree the methods to be employed. Normally, the Chief of Calculations operates the computer program, and the Chief of Timing operates the timing unit and records times on a start list.

13.3.5. The Chief of Timing will normally read off the time aloud from the timing display, but ensure that you read each competitors time yourself as it appears on the machine, so that any read-out error is quickly identified.

13.3.6. Ensure that the Commentator announces the correct time and makes no public comment about the correct passage of gates or otherwise.

13.3.7. For each competitor on the start list, enter the recorded time, DNS or DNF into the computer immediately after the run. Keep a manual record of all DNFs, clear DSQs, reruns and any other relevant information for each competitor.

13.3.8. If, for any reason, the timing unit fails to record a time for a competitor completing the course or you have good reason to believe that the recorded time is wrong, obtain the elapsed times recorded by the Backup Timekeepers for that competitor at start and finish. Subtract the start time from the finish time to obtain an approximate run time for the competitor. If this time is clearly wrong, or the elapsed times are not available, inform a Jury member immediately, so that a decision can be made whether to order a provisional re-run.

13.3.9. At the end of the first run, print out a results list for the run. With the help of the Chief of Timing, compare all times in the computer with the manual record made by the Chief of Timing. Resolve any discrepancies by checking the manual hand timing records. Once you are in possession of a copy of the Referee's Report, enter details of all disqualifications and check that the computer record of DNS and DNFs agree with the Report. Resolve any discrepancies immediately with the Referee. Prepare the provisional final run start lists. It is important to note that all results of protests over disqualification need to be known before

the final lists are produced. A check of the second run start list against the Referee's Report and the recording system is essential.

13.3.10. Note that competitors who are DNF or DSQ on the first run are normally given the opportunity of a second or final run in Artificial Slope Competitions (although this is a privilege not a right) . These competitors will race as a group (females and males) in the same bib order as for the first run prior to the main forerunners and competitors with valid times. Compile a list of DNF and DSQs in this order as part of the second/final run start list.

13.3.11. Arrange for the Race Secretary to copy and distribute the second/final run start list immediately.

13.3.12. Check and, if necessary, re-synchronise the manual hand timing stopwatches.

13.3.13. For the second run (and third where appropriate), repeat the process for the first run. The times for first run DNFs and DSQs should be read out by the commentator, but will not be recorded in the computer or on the manual record

13.3.14. Ensure that no competitors, spectators or Officials other than Jury members and the Race Secretary enter the Timing Hut during the race.

13.3.15. Note that the Forerunners' times must not be published but may be disclosed to the forerunners on request

13.3.16. After the final run, collect the stopwatches and return them to the Technical Delegate. Produce the results and prize-winners list as described in section 13.4.

13.4. Results

13.4.1. At the end of the final run, calculate any manual hand times and notify the Jury.

13.4.2. Check the final results against all the Referee's Reports and resolve any discrepancies.

13.4.3. In co-operation with the Chief of Ceremonial or Race Secretary, extract a prize-winners list in the relevant categories for the race.

13.4.4. When the time for protests is over, check whether there are any protests to be considered and, if so, await the outcome of the Jury meeting. Having taken account of the outcome of any Jury Meetings, print the final results and penalty calculation and present these to the Technical Delegate for checking and signature. Make sure that you have all the Referee's Reports available for the TD to check the results against. Revise the prize-winners list, if necessary, and hand to the Chief of Ceremonial.

13.4.5. Hand the signed results, penalty calculations, Referee's reports, manual times records, manual hand timing sheets and calculations to the Race Secretary.

13.4.6. It is your firm goal to deliver accurate and complete results with penalty calculation to the Technical Delegate for signing and to hand the signed results to the Race Secretary before you leave the race venue.

13.4.7. Attention to detail in setting up the race database, inputting and checking times, checking and transferring details from the Referee's Reports, will help to ensure that you GET IT RIGHT FIRST TIME. Only in this way can you gain the confidence of the Technical Delegate that your results are correct and that they do not have to check every detail before signing.

13.4.8. You can then leave the race, knowing that there is no further work required on the results.

13.4.9. If your TD has delegated the task of submitting race data to you, as soon as possible (ideally the same day), e-mail a copy of all the race files to the National Seeder. This will enable rapid validation and reproduction of the results and publication on the internet.

13.5. Manual Hand Timing

13.5.1. A manual hand timing system must be operated throughout the race.

13.5.2. The Manual Hand Timekeepers (Assistant Timekeepers) record hand times for each competitor using an electronic timer that is entirely independent of the main timing system.

13.5.3. The Official at the Start holding the timer depresses the button when the competitor's leg activates the Start Wand.

13.5.4. The Official at the Finish holding the timer depresses the button when any part of the competitor's body crosses the Finishing Line and then records the stop watch reading against the correct competitor.

13.5.5. It is the responsibility of the Chief of Calculations to see that the Manual Hand Timers are started correctly and synchronised.

13.6. Calculation of Run Times based on Backup Timing

13.6.1. Using the Excel spreadsheet that is available for download from GBSKI.com, enter the relevant data from the manual hand timers and the main electronic timing in order to calculate the backup time.

13.6.2. Ensure that the calculated manual hand times are communicated to the Technical Delegate.

14. Chief of Time-keeping

14.1.1. This duty is normally undertaken by someone familiar with the timing equipment and the communications between Start and Finish.

14.2. Pre Race Organisation

14.2.1. Discuss with the Chief of Race which timing equipment is to be used and who is responsible for providing, installing and maintaining the timing on race day.

14.2.2. Make the necessary arrangements to ensure that the timing equipment is installed and tested at the latest by the time course setting is scheduled to start.

14.2.3. All seeded competitions must use a timing system that has been homologated by FIS. Timing devices which have been homologated by FIS may continue to be used for a maximum of two years after they have been removed from the official list of FIS homologated equipment (see BCR 611.2).

14.3. Race Day

14.3.1. Agree the location for the start and finish gates with the Chief of Race and Course Setter.

14.3.2. Ensure that the timing equipment and start to finish communications are installed and tested at the latest by the time course setting is scheduled to start. If you are not installing the equipment yourself, you should assist with the installation. Take note of how the equipment is installed, so that you can do the job yourself in future, if required.

14.3.3. Familiarise yourself with the operation of the timing unit and the communications with the starter. If in any doubt, seek advice from the person who provided and installed the unit.

14.3.4. During course inspection, liaise with the starter and the finish referee to test the correct function of the start gate, finish beam and timing unit.

14.3.5. For each competitor, follow the start procedure as agreed beforehand with the Chief of Timing / Calculations. It is particularly important that timing are fully aware of which racers are on the course.

14.3.6. If a competitor falls, or appears to abandon the course, wait until you are certain that they does not intend to cross the finish line. Only once you and the Chief of Calculations are certain, reset the timing and record DNF on your start list. Even if a competitor clearly misses most of the gates, you must record their time if they cross the finish line. It is up to the Referee to ensure that the competitor is disqualified, not the timing team or Commentator. However, make a note of the circumstances so you can inform the Referee.

14.3.7. Ensure that the starter tells you of any competitor on the start list who does not appear at the start, and advise the Chief of Calculations and Commentator.

14.3.8. If a competitor is granted a start out of order or a rerun, note all the relevant details so that you can assist the Referee in reconstructing events, if required.

14.3.9. At the end of each run, assist the Chief of Calculations in checking your recorded times against those entered in the computer.

14.3.10. At the end of the race, remove or assist in the removal of all the timing equipment.

15. Starter

15.1. Race Day

15.1.1. Attend Race Officials meeting.

15.1.2. Familiarise yourself with the communications between Starter and Chief of Timing. If you are using a radio, ensure that this is on a separate channel from that used by any other function of the organising committee or jury.

15.1.3. Familiarise yourself with the rules for start procedure (ICR 613.3, and 805.3 for Slalom). Ensure that the start signals are accurate and consistent for each competitor. As soon as you receive the order for the next start, give the competitor the warning "READY" and a few seconds later the start signal "GO." Note that "READY" is a warning statement, not a question. The competitor must start within about 10 Seconds after the signal to "GO". It is recommended that you adopt the following simple procedure once the competitor is settled in the start gate: -

- READY (Said aloud)
- 3,2,1 (Under breath)
- GO (Said aloud)

15.1.4. This helps to achieve consistency for all competitors.

15.1.5. Discuss with the Chief of Race and Start Referee the preparation of the Start and Start Area.

15.1.6. Position yourself at the Start during Course Inspection to be ready for the Forerunners.

15.1.7. On instructions from the Chief of Race, send down the three Forerunners. Send each forerunner only when instructed. This ensures that timing snags can be resolved and that a forerunner is immediately available.

15.1.8. Await instructions from the Chief of Timing to start the first competitor.

15.1.9. Send down each competitor on the signal from the Chief of Timing, in accordance with the rules for start procedure and start signals. If there is no indication on the start gate that the timing has been reset, DO NOT start the next competitor until you have received clearance from the Chief of Timing.

15.1.10. If the competitors are either too slow in reaching the start or arriving too quickly, ask the Start Referee to control this.

15.1.11. If a competitor is absent at the Start, inform the Start Referee and ensure that the following competitor and their trainer are aware.

15.1.12. The Start Referee is the Official responsible for all decisions concerning valid and false starts, provisional runs and provisional reruns occasioned by incidents in the Start Area.

16. Backup Timekeeper

16.1.1. The Backup Timekeepers are an integral and important part of the officials team. Regardless of how sophisticated the electronic timing system(s), or how reliable they appear to be, it is essential to have a separate, manual backup of all racers times.

16.1.2. The equpment used to record backup times may vary (hand stopwatches and recording sheets, or electronic devices with printout strips), but the basic principle remains the same: a time for each racer leaving the start and each racer crossing the finish line is recorded by 'human action' to an accuracy of at least 1/100th of a second.

16.2. Race Day

16.2.1. Attend Race Officials' meeting.

16.2.2. Confer with your Chief of Timing/Calculations about the equipment to be used for backup timing, how to use it, and when and where to collect it.

16.2.3. Collect your timing equipment and clipboard. The timing equipment will need to be synchronised before the race, so you may not be able to collect it until just before you go to take your position on the hill.

16.2.4. Position yourself where you have a clear and uninterrupted view of the start gate (or finish line). At the start, the usual position is to sit opposite the starter so that you have a good view of the racer leaving the gate. At the finish, you need to be sited (preferably seated) with a good view in a position where people cannot cross between you and the finish line.

16.3. Start Recording

16.3.1. Some equipment requires you to enter the bib number before each racer leaves, so you should allow yourself time to do this as the racer is coming into the gate.

16.3.2. As the racer leaves the gate (pushes the start wand open with their leg), click the appropriate button on the recording equipment to record the time. It is important to be consistent about this, so that you press the button at the same moment for each racer.

16.3.3. For 'manual recording', write the time displayed onto your recording sheet, making sure you record all the digits (times are recorded to 1/100th second accuracy).

16.3.4. Look for the next racer coming into the gate so you know their bib number.

16.4. Finish Recording

16.4.1. As each racer crosses the finish line, click the appropriate button on the recording equipment to record the time. It is important to be consistent about this, so that you press the button at the same moment for each racer.

16.4.2. For 'manual recording', write the time displayed onto your recording sheet, making sure you record all the digits (times are recorded to 1/100th second accuracy).

16.5. Equipment Problems

16.5.1. If at any time there is a problem with your timing equipment, let your Start/Finish Referee know straight away. Backup Timing is an essential part of the race, so it is important that the correct times are always recorded.

16.5.2. Common problems are: the display fading away; stopwatches no longer recording hundredths; stopwatches resetting themselves to zero; finger trouble - pressing the wrong button!

16.6. After Each Run

16.6.1. Return your recording sheets or timing strips to the Chief of Timing/Calculations in case they are needed for backup calculations.

16.6.2. If necessary, return your timing equipment to be re-synchronised. This is not always necessary, your Chief of Timing / Calculations will let you know beforehand.

17. Provisional Times Recorder

17.1. Race Day

17.1.1. Locate the Provisional Times Board in a place accessible to competitors, but not close to the finish area or blocking any thoroughfares. Ensure that you are in a position where you can hear the commentary or see the timing board clearly

17.1.2. The minimum requirement is to record the announced times for each competitor on a large size start list or against a list of bib numbers. The use of a magnetic board with printed labels on magnetic strips is recommended, but not essential.

However, using magnetic strips means it is possible to sort the labels in age group or overall result order as the race progresses.

18. Commentator

18.1.1. The commentator is a important member of the organising team, helping to create the right atmosphere for the event, and keeping much of the day to the timetable.

18.2. Race Day

18.2.1. Attend Race Officials' meeting.

18.2.2. Ensure that the PA is set up and working in good time – preferably before the practice session begins.

18.2.3. Collect your board from the race office. You need the final start list, race bulletins, the list of officials for the day & details of any sponsors to thank.

18.2.4. Check with the Chief of Race that the timetable on the bulletin is still valid, if male & female course inspection is to be staggered and how much latitude you are allowed to keep the event to schedule without waiting for instructions.

18.2.5. You can assist the Chief of Race considerably by announcing the start & end of the practice session, seeking assistance if the lifts stop, summoning the course setter – even the Jury, if necessary, when the course has been set. Once the Jury has approved the course, you will control the agreed timetable for course inspection by the racers – ensuring that they leave the course when their time is up, and make their way to the start in good time for their run.

18.2.6. Before the start of the race, check that you have the commentary sheets for all racers ,that they are in the right order, and details of the forerunners; also a list of non-starters. Announce this list for the benefit of the gate judges, other officials and spectators.

18.2.7. Position yourself in the timing hut so that you can see either the timing display or the computer screen – preferably both. Look through the commentary sheets, checking for any difficult names, or material unfit for publication.

18.2.8. Announce the names of the forerunners as they ski the course. Do not announce their times.

18.2.9. For each racer, use the commentary sheet to give some information about them and then read out their time. Feel free to add any personal knowledge of racers' results, selection to squads etc., etc. The computer screen will give the current ranking of those who have completed the course. Announce the leading racers from time to time.

18.2.10. After the first run, be available to announce the Referee's Report of disqualifications.

18.2.11. Once the Jury has approved the second course, control the course inspection by racers to a timetable provided by the Chief of Race.

18.2.12. Obtain a second run start list and sort the commentary sheets into the right order. Note that DNF and DSQs from the first run are normally allowed to ski the second course before the start of the race proper.

18.2.13. For the second/final run, repeat 18.2.8 to 18.2.9 above. The computer will give you the aggregate time and overall ranking. As the race nears its climax, ensure that you frequently announce who is in the lead.

18.2.14. After the second or final run, be available to announce the Referee's Report of disqualifications.

18.2.15. Announce the time and location of the prize giving. Thank all the officials – especially if they have been standing in foul weather while you have been enjoying the comforts of the timing hut.

19. Chief of Course

19.1. Pre-Race Organisation

19.1.1. Clarify with the Chief of Race what specific equipment other than poles, bases and flags will be your responsibility. For example the Chief of Course may be responsible for the public address system, radios, safety equipment etc.

19.1.2. Make all the necessary arrangements for the equipment to be at the slope on race day, in consultation with the Chief of Race.

19.1.3. Prepare cards/stickers for numbering the gates on each run, checking with the course setter for the likely number of gates.

19.1.4. Decide, in conjunction with the ski slope manager, the most effective manner in which to mark the position of the poles, which will not be affected by the weather or cause damage to the matting.

19.2. Race Day

19.2.1. Attend Race Officials' meeting if feasible.

19.2.2. Check that all the equipment is on site and that there is an ample supply of spare poles in good condition.

19.2.3. Lay out blue and red poles along the length of the slope well before the time scheduled for course setting, so that the Course Setter is not delayed in their work.

19.2.4. Assist slope personnel with the erection of the finish banner, as necessary.

19.2.5. Assist with the erection of the timing pickets and safety barriers, as necessary.

19.2.6. Check with Jury if any misting system is to be used.

19.2.7. Assist the Course Setter if requested.

19.3. Course Inspection

19.3.1. As soon as the Jury has approved the course, mark the position of the poles.

19.3.2. Also number the non-turning pole of each gate starting from the top of the course.

19.3.3. The Chief of Course needs at least one Assistant depending on the length of the slope and the weather conditions. The person who is to mark and number the gates should follow the Jury down. This enables the course to be opened for inspection as soon as the Jury are finished.

19.4. During The Race

19.4.1. Keep the course clear of spectators and other obstructions: - skis, animals, debris. Assist in any course and matting repairs that may be necessary. Maintain an adequate supply of replacement poles.

19.4.2. Where a second course is to be set, dismantle the first course immediately after the Chief of Race has notified you that you are clear to do so.

19.4.3. Lay poles in a convenient position for the Course Setter to set the second course. Repeat from 19.2.7.

19.5. After The Final Run

19.5.1. Dismantle the course and collect together all poles and any other equipment for which you are responsible.

19.5.2. Return everything to the Chief of Race and report any lost or broken items.

20. Chief Gate Judge

20.1. Race Day

20.1.1. Attend Race Officials' meeting.

20.1.2. Check that sufficient Gate Judges' boards are available and made up with control sheets and sharp pencils.

20.1.3. Ensure you have a supply of spare Gate Judge control sheets, a pencil sharpener, spare pencils and enough plastic bags (in case of bad weather) for the number of Gate Judges anticipated.

20.1.4. Arrive as early as possible in order to contact Gate Judges.

20.1.5. Fix time and location for Gate Judges' meeting (if not already planned). This should be at least 30 minutes before course inspection by the competitors.

20.1.6. Ask Commentator to announce time of meeting.

20.1.7. Collect Arm Bands/hi-vis vests from Race Secretary to distribute along with the boards/pencils at the meeting.

20.1.8. Collect final start list from Race Secretary and note any changes in bib numbers, alterations in running order, and any competitors who have not collected their bibs, and inform Gate Judges of these as soon as practicable.

20.2. Gate Judges Briefing

20.2.1. Use Gate Judges' briefing sheet, which is provided in the Race Pack. Ascertain the previous relevant experience of the gate judges.

20.2.2. Remind gate judges that the final run will be in reverse time order except for the DNFs and disqualified competitors who may start as a group at the beginning of the final run in start order. Competitors who are DNF and DISQ from the first run do not have their second run recorded on any documentation (with the exception of the provisional times board).

20.2.3. Explain that the gate judges should use separate control sheets for each race, and write clearly on each sheet: their name, the numbers of their gates, male/female/ U10&U12s, $1^{st}/2^{nd}/3^{rd}$ run

20.3. Positioning And Care Of Gate Judges

20.3.1. Place the most experienced gate judges at the tricky sections of the course, after consultation with the course setter if necessary. It is worth examining the course and working out a draft plan before placing the Gate Judges. It is also useful to watch the forerunners' progress through the course during course setting to help you determine the likely 'problem' gates.

20.3.2. Position Gate Judges in the best position for them to be able to see the line through their gates. This position will inevitably be a compromise. Remember not to position them in places where they might distract the racer.

20.3.3. Check that every gate is numbered and marked and that the gate judges are clear for which gates they are responsible.

20.3.4. Gate Judges should be in position during course inspection by the competitors and should report any contravention of the rules to a member of the Jury.

20.3.5. During course inspection, circulate among the gate judges, checking that they they have no problems with the forms. Check that inexperienced gate judges understand the meaning of a correct passage.

20.3.6. During the race, circulate among the gate judges, checking that they have all they need and that they have no problems.

20.3.7. Ensure that the Gate Judges are not distracted by competitors or their supporters.

20.3.8. Check that there are adequate replacement poles of both colours distributed along the side of the slope to replace broken poles. If necessary, arrange for some assistants, including yourself, to help repair and replace poles.

20.3.9. The organisers of the race must provide the gate judges with some form of nourishment at their position. (ICR 668.3). Ensure that the Gate Judges are offered a drink during the run and that they know the arrangements for lunch.

20.4. De-briefing

20.4.1. Arrange for the gate judges to return their sheets to you immediately at the end of each run. Ask them to explain to you any disqualifications that they have recorded. If any sketch appears unclear or the gate judge appears uncertain, ask for clarification. Ensure that the gate judge remains available to discuss the disqualification with the Referee or TD.

20.4.2. Ensure that all gate judges, who have recorded a disqualification at their gates or can offer supporting evidence for a disqualification at an adjacent gate, remain on site and reasonably available in the event of a protest. Remind all gate judges to be in position in time for the subsequent run course inspection(s).

20.4.3. Sort all the gate judges sheets for each race into gate order. Present these to the Referee and be prepared to explain any disqualification or other note on the sheets.

20.4.4. Unless a Jury Secretary has been appointed, or the Race Secretary is available, you may be required to assist the Referee in completing the Referee's report, which lists all those who did not start, did not finish, or made an incorrect gate passage.

20.5. Second (and Third) Run

20.5.1. Brief any new Gate Judges who were not officiating on previous run(s) and if necessary hand out additional control sheets.

20.5.2. Repeat the procedures from 20.3.5 to 20.4.4 for the second run (and third where applicable).

20.5.3. At the final run de-briefing, collect all the gate judges' boards, hi-vis vests and arm bands and return them to the Race Secretary

21. Assistant Chief Gate Judge

21.1.1. The role is to assist the Chief Gate judge in all the above duties, particularly to help and support new gate judges.

21.1.2. It may also be necessary to 'stand in' for the Chief Gate Judge if they are off the hill processing paperwork while the race is still going on.

22. Gate Judge

22.1. Introduction

22.1.1. Gate Judge is a very important role. To make the task easier, a separate Gate Judges Briefing sheet is made available as part of their paperwork.

22.1.2. The briefing sheet is also used by the Chief Gate Judge during the Gate Judge's briefing at the start of the race. This sheet explains the duties and responsibilities, and specifies what constitutes a correct gate passage including some examples.

22.2. Race Day

22.2.1. If you have been appointed to the Officials team before the race, or early enough on race day itself, attend the Race Officials meeting, and the Chief Gate Judge's briefing which is often held immediately after the Race Officials meeting.

22.2.2. If you have been appointed after the Race Officials meeting has taken place, make yourself known to the Chief Gate Judge as soon as possible so you can be briefed on relevant times and places.

22.2.3. Meet the Chief Gate Judge at the time specified during the briefing. On artificial slopes, the meeting is often at the bottom of the slope towards the end of first run course setting, but on snow it is more likely to be at the top of the course. Meeting at this point allows you to be positioned at your allotted gates in time for course inspection.

22.2.4. You should be prepared to be on the hill from this point onwards until the end of the first run (or the end of the second run for Club National events), so you should have with you your clipboard, any refreshments you have been given or may need, and protective clothing appropriate to the weather conditions.

22.2.5. Find a sustainable position standing near your allotted gates, in a place which gives you a clear view of each gate including the foot of each pole but without being too conspicuous in the racers line of sight. If you are not sure about the best viewing position, the Chief Gate Judge can advise you.

22.2.6. Use the time during course inspection to draw your gate diagrams on all your first run control cards, including drawing a couple of diagrams ready for disqualifications on each sheet. For Club National events where the same course is used for all the runs, you can prepare all your control sheets during this time.

22.2.7. Also during course inspection, watch the competitors as they inspect the course. If you see any rule infringements, speak to the racer concerned or report the incident to the Chief Gate Judge or a member of the Jury. Common infringements in artificial slope events are racers skiing the course, and coaches or trainers on the course without skis.

22.2.8. Once the race starts, follow the procedure described by the Chief Gate Judge for completing your control cards / sheets. The procedure is also described on the control card itself.

22.2.9. After the first run (or the second run for Club Nationals) you may leave the hill for a well-earned lunch break, making sure you hand in any completed control cards to the Chief Gate Judge as you do so. Some of your control cards may already have been collected while the race was going on, to help the Referee prepare and publish the Referee's Reports as quickly as possible.

22.2.10. During the break, make sure that you still remain in the area or within earshot of the PA system, so that you are available should you need to be called to any Jury meeting that might be convened to consider a protest.

22.2.11. If you have been briefed to keep the same gates for the final run, make sure you are in place for the start of final run course inspection, or a few minutes before the start of the final run if no course inspection is taking place (e.g. for Club National events).

22.2.12. Alternatively, if you are to be allotted 'new' gates for the final run, meet the Chief Gate Judge in the appointed place and time before the final run.

22.2.13. Repeat 22.2.5 to 22.2.10 for the final run.

23. Start Marshall (Assistant Starter)

23.1. Race Day

23.1.1. Attend Race Officials meeting.

23.1.2. Assist Chief of Race or Start Referee in the preparation of the start area. This should be closed off to everyone except the starting competitor, accompanied by only one trainer and the start officials.

23.1.3. Arrange for a special area for waiting competitors and trainers, in consultation with the Chief of Race.

23.1.4. Discuss the method of controlling competitors and the appropriateness of using the tow with the Start Referee and Chief of Race.

23.1.5. Decide whether the layout of the slope requires an Assistant Start Marshall.

23.1.6. At the end of the course inspection, ensure that the Forerunners and the first 15 competitors are at, or near the start area, for the beginning of the first run.

23.1.7. If competitors are slow to respond, ask the Start Referee to request the Commentator to announce the need for more diligence. The smooth running of a race depends very heavily on the effective marshalling of competitors. In addition, calm and efficient marshalls aid competitors, particularly when they are less experienced. The aim is to ensure that competitors reach the start area unflustered, but without having to wait for too long in a confined space at the start.

23.1.8. Report any problems with competitors to the Start Referee or any other member of the Jury.

24. Finish Marshall (Finish Controller)

24.1. Race Day

24.1.1. Attend Race Officials meeting.

24.1.2. Be in a position below the finish line by the end of course inspection for the first run.

24.1.3. Ensure firmly, but politely, that competitors move quickly away from the finish area.

24.1.4. Ensure that no skis are left in the finish area and that spectators do not infringe on the finish area.

24.1.5. Report any problems to the Finish Referee and request that Commentator makes any relevant announcements

24.1.6. Make sure finish area is clear of skis at end of first run and during the break between runs.

24.1.7. Be in position at end of second run course inspection.

24.1.8. Collect bibs during the second (or final) run. Sort into correct order and check for completeness. This greatly assists the Race Secretary after the event. Inform the Race Secretary and Commentator of any bibs that are missing, well before prize giving.

24.1.9. Assist the Finish Referee in any appropriate way.

24.1.10. The Finish Marshall has a very important duty as far as the safety and smooth running of the event is concerned in an artificial slope competition, where space is often limited in the finish area.

25. Master of Ceremonies

25.1. Pre-race organisation

25.1.1. Check with the Race Secretary the requirements for the race, including categories of winners (age group and sex), numbers of medals and/or certificates required, method of obtaining these (from HNGB or other source), ribbons, podium, method of filling in the Certificates (if required).

25.1.2. Check with the Race Secretary about arrangements for prize giving (room or venue on the slope, who will distribute the prizes, who will announce the Prize Winners).

25.1.3. Check with the Official who is announcing the Prize Winners that they understand the procedure regarding announcements and the order in which prizes are awarded (ascending age group order with females then males in each age group, then overall, with 3rd, 2nd and 1st in each group).

25.1.4. If the event has perpetual trophies (cups, salvers, etc that are presented each year), make sure all last times prize-winners have been returned.

25.2. Race Day

25.2.1. Attend Race Officials' meeting.

25.2.2. Assist Race Secretary in race office duties or other duties if requested.

25.2.3. Check that all medals, certificates, and podium etc. have arrived and that the room for prize giving is available.

25.2.4. At the end of the second or final run, liaise closely with the Chief of Calculations and the Race Secretary to extract the names of the winners in the different categories.

25.2.5. Fill in names on the Provisional Winners' List. If there are any tied 1st, 2nd or 3rd places, clarify with the Race Secretary what action to take.

25.2.6. Write names on the certificates.

25.2.7. Lay out trophies, medals, and certificates on a table in a convenient order and hand to the official presenting the prizes.

25.2.8. After the prize giving, ensure that any medals or certificates not collected are returned to the Race Secretary.

25.2.9. NOTE: Any competitors not collecting their award(s) lose their right to the award(s) if they inexcusably do not attend the prize giving

25.2.10. See that the Podium is returned if necessary.

25.2.11. Return the winners' list to the Race Secretary who will need it for the results list and as an item of race documentation.

26. Document History

Edition	Date	Description of changes
2006(D)	May 2006	First edition of consolidated British document created from British Race Organisation Manual 1999 and Snowsport England Race Manual 2005.
2006	15-Nov-2006	Edition 2007 approved by TD Forum for use in 2007 season onwards. No changes to regulations.
Nov 18	4-Nov-18	Replace BSS with GB Snowsport.
Nov 19	3-Nov-19	Some alterations to reflect current practice and some minor corrections where this book has fallen behind a few of the changes made in the corresponding books. 313.3 Medical requirements clarification. Alteration or removal of rules relating to 'special' calculation of seed points so that they are consistent with rule 621.2: 7.4, 7.5, 7.7 & 7.8.
Nov 20	15-Nov-20	Gender Neutral Amendments.
Nov 22	6-Nov-22	3.13 wording amended to replicate HSE advice and define the minimum level of first aid coverage as FAW for BARTS events.

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