

British Alpine Ski Competitions

British Competition Rules

BCR Book II: Race Manual

Sponsor: TD Forum

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1. General

1.1. Application

This document is part of the British Competition Rules (BCR), and provides guidance to race organisers and officials about the duties, responsibilities and procedures involved in running races on artificial slopes. Refer to BCR Book I for overall details about BCR 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 Championship 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 or CG 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 or CG Calendar, the appropriate Technical Delegate Forum will appoint a TD to attend the race if the race is nominated for

seeding or if there is a specific request from the Organising Committee for a TD to be involved.

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 or online entry system 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 or online entry system. The appropriate authority must approve the entry form before it is distributed. The entry form or online system must make provision for the competitor's registration number, name, first name, sex, year of birth, club(s) and disciplines entered.

2.6.2. The entry forms or online system must be available in plenty of time to be submitted 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 / BCR 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 is responsible for crowd control and 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. Chief of Medical and Rescue Services

The Chief of Medical and Rescue Services is responsible for organising adequate first aid and medical coverage during the official training periods and the actual competition. This coverage is to be dedicated to the race/training slope. Separate provisions are to be made for spectators and members of the public. 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.

3.14. The Doctor

The doctor must arrange an appropriate facility to which injured competitors may be taken and treated. They must be a good skier, should be ready at the start to deal with any eventuality and has to stay in contact with the jury and members of the rescue service. This task can be delegated to a team doctor.

3.15. 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.

3.16. 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.

3.17. 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 men and women

may be required depending on the events being run that day. Specific regulations for dope testing are detailed in BACR "Regulations for Doping Control".

3.18. 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 Grand Prix or 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 official’s 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 seed list, a list of current registrations, and any other material such as a '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 SoftSki 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 men and women who have entered 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 Seed List or from other sources, ask the National Seeder to provide the correct seed point.

5.3. Race Programme and Acceptance List

5.3.1. Take the minutes of the first Jury meeting which is to consider the acceptance of entries and the preparation of the Race Programme.

5.3.2. With the Chief of Race/Championships prepare the Race Programme. Remember that, in Club Races, many entrants are new to the racing scene and do not know the Rules or the Procedures. Race Programmes or Bulletins should always explain these as clearly as possible.

5.3.3. It is important to detail the seed point cut-off, where appropriate, for both the Men’s and Women’s 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 acceptance list, and the action to be taken clearly indicated.

5.3.4. The programme must include the name, address and telephone number of the Race Secretary and Chief of Race/Championships, the date/time by which protests against non-acceptance must be received by the Secretary, and the time when protesters may telephone the Secretary to find out the Jury's decision.

5.3.5. Prepare the Acceptance List, listing the men and women who are competing separately, in ascending seed point order, with those without points being placed at the end.

5.4. Late Entries and Protests

5.4.1. If the Jury has decided to accept late entries, receive these up to the time agreed by the Organising Committee and published in the Race Programme. 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.

5.4.2. 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.

5.4.3. 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.

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

5.4.5. If the Jury decides to accept any late entries after the Start List has been produced, add these to the top of the relevant lists in the order in which they are received. Do not re-allocate bibs for those already on the start list.

5.5. Pre-Race Documentation

5.5.1. 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.

5.5.2. 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).

5.5.3. 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 timekeepers
Final start list (A4) with ample space to enter elapsed times (Lists produced by race program SKI are ideal).

Commentator
Final start list (A4), all bulletins including up-to-date timetable, Competition and sponsors' information

5.5.4. For events with a separate U10s/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.

5.5.5. The principle is that each run of the Men's, Women's, 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 U10s/U12s and their bib numbers do not overlap.

5.5.6. 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 bulletin 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

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

5.6. Other Pre-Race Duties

5.6.1. 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 men's race, women's race and, where relevant, children's races.

5.6.2. 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.

5.6.3. 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.

5.6.4. Arrange medical attendance and confirm in writing.

5.7. Race Day

5.7.1. Pin up notices on Official Notice Board, including the location where any protests must be directed.

5.7.2. Open Race Office at the publicised times. It is essential that the Race Office be manned at all declared opening times. 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.

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

5.7.4. Arrange distribution of bibs to competitors if not already done. 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.

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

5.7.6. If a prize-giving ceremony is to take place on the hill immediately after the race, inform commentator about time and venue, and arrange for medals or trophies to be transported to the appropriate location in good time.

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

5.7.8. 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.

5.7.9. Ensure that you, or the Assistant Race Secretary, are available at the designated location 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.

5.7.10. 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.

5.8. Preparing for final run

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

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

alongside provisional times board

at the start

5.8.3. Distribute final run start lists to the following:-

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 copies for all Gate Judges

If the number of copies available are limited, first ensure that Start and Finish Referees and Chief of Timing/Calculations have copies.

5.8.4. After each run, arrange for receipt of protests attend any Jury meetings as in 5.7.10.

5.9. Completing the race

5.9.1. Ensure that the Chief of Calculations is advised about the result of all protests, so that the official results can be prepared as quickly as possible.

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

5.9.3. Check that all sets of bibs have been collected, and arrange for them to be transported off the hill. Check that the sets are complete, and note any missing numbers for a letter to the offenders.

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

5.9.5. After a suitable time interval remove notices from Official Notice Board and arrange for any other race publicity to be removed.

5.9.6. 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.

5.10. Race Results

5.10.1. In conjunction with the Chief of Calculations, prepare the Official Results with the necessary headings, logos and sponsors information. Ensure that all results have complete information, especially an accurate registration number, since this is essential to the processing of results into the seeding system.

5.10.2. Present the final official results and penalty calculation to the TD for checking and signing, and get the TD's approval to hold the Award Ceremony if that is to take place the same day.

5.10.3. Give a copy of the results to the TD, if requested, 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. Ensure that your TD has all the required results and Ski Pro data as they are responsible for emailing these for seeding and publication. For FIS races, the Chief of Calculations usually does this under the instruction of the TD.

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

5.10.6. Keep all race documentation together for 3 months after publication of the official results. Such documentation may be destroyed after 3 months.

5.11. Post-Race Follow-Up

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

Pay any outstanding bills or expenses.

Complete any Statement of Income and Expenditure that is required.

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

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.

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

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

5.11.4. 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. 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.

6.1.3. Decide on dates and times for Organising Committee meetings and any pre-race Officials meetings.

6.1.4. Invite officials with relevant experience to fill the required roles. Ensure that all Race Officials know their duties and have made sufficient preparation.

6.1.5. Invite 3 Forerunners with the ability to ski the course in a racing manner (ICR 607.3), of the same standard as the competitors, and of the same age group (or older).

6.1.6. If possible, visit the venue to make a reconnaissance and inspect the homologation details if applicable.

6.2. Race Bulletin And Start List

6.2.1. Chair the Organising Committee meetings 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 acceptance lists prepared in line with the Regulations for the event.

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

6.2.6. Chair any further Organising Committee meetings in the absence of the Technical Delegate to consider protests over non-acceptance of entry.

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. Check arrangements with the resort or other bodies for:

Course safety, netting, closure of pistes etc

Electronic timing and provision for timing officials

Race Office and Jury Room

Sufficient Flex slalom poles in good condition

Other course equipment

Medical facilities and attendance

Use of uplift

Arrangements for practice / warm-up slopes

Catering (see 6.3.5 and 6.3.6)

Public address with commentator's position adjacent to timing officials

Facilities for sponsor's publicity and prize giving

Requirements made by slope management

Radios (see 6.3.2)

Sufficient sets and numbers of bibs

6.3.2. For technical disciplines you are required to have sufficient radios available for all Jury members plus Start and Finish Referees (i.e. 5 radios). For speed events six is normal, although the TD may request extra officials with radios to be placed at strategic points on the course especially where the terrain obscures a section from general view. It is also desirable to include Chief Gate Judge and Race Secretary / Race Office.

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

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

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

6.3.6. 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.

6.3.7. 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.

6.3.8. 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 course setting and inspection, and start of runs. Ask the Commentator to take the lead in ensuring that, subject to Jury confirmation, these keep to time. Update the timetable as necessary throughout the event.

6.4.3. Chair Pre-Race Officials meeting.

6.4.4. Check with those delegated that the resort arrangements, any sponsor's arrangements and equipment are satisfactory.

6.4.5. Check that the safety equipment is in place.

6.5. For Both Runs

6.5.1. With the assistance of the Chief of Course, check that all the necessary equipment is available for the Course Setter.

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

6.5.3. 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).

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

6.5.5. 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.

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

6.5.7. Ensure that the TD and/or the Referee are ready at the top of the slope to inspect the course, and await the decision that the course is ready for inspection by the competitors.

6.5.8. When the Jury has declared the course open for inspection notify the competitors to commence inspection. They may be accompanied by their Coach/Manager. Ensure that the competitors inspect the course on skis. They must carry their race bibs.

6.6. Methods of Inspection

6.6.1. **Slalom**
The course must be in perfect racing condition from the time the competitors' inspection starts and workers on the course must not disturb the competitors during the inspection. The Jury decides the method of inspection, which may be carried out from the bottom to compact the snow. They may not ski through the gates or shadow the course. They are not permitted to enter the course on foot.

6.6.2. **Giant Slalom**
The gates must be set at least one hour before the start. The competitors are allowed to study the course after its final setting, either by climbing on skis or by slowly skiing down alongside the course. Skiing through a gate, or practising turns parallel with those required by gates on the course, may lead to disqualification.

6.6.3. **Super-G**
The competitors are authorised to study the final setting of the course on the day of the race by skiing along the course at slow speed or side slipping though the gates. The Jury decides the method of inspection.

6.6.4. **Downhill**
Before the start of the first official training the competitors shall conduct a complete inspection of the course carrying their numbers. The Jury determines the time of inspection. If the Team Captains' meeting so determines the members of the Jury shall be available at the Finish to receive from the competitors and trainers, requests and suggestions regarding the course, training etc.

6.6.5. **Variations**
The Chief of Race or Technical Delegate may announce changes to the above rulings owing to the prevailing snow or weather conditions.

6.7. Preparing to Start

6.7.1. Ensure the forerunners report to the start, are issued their bibs and informed of their start order. Ideally three forerunners are required, plus an additional one between the Women and Men if the same course is used. They are to have suitable ability to ski the course in a racing manner and be of a comparable age for the competition. They are to make themselves available to the Finish Referee regarding the conditions and safety of the course. The forerunners times should not be published. During adverse weather conditions they are to be available at the Start, as they may be required to ski again after an interruption.

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

6.7.3. Check that the course is clear.

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

6.8. First Run

6.8.1. 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.

6.8.2. 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.

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

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

6.8.5. Observe the start of the race, and keep in contact with the Jury, Start and Finish Referees, and on a second radio net with the Chief of Course, timing, Race Secretary and Commentator.

6.8.6. If necessary, move around the slope and be prepared for any emergency, but ensure that at all times the whole course can be observed by at least one Jury member.

6.8.7. 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 and).

6.8.8. After the Referee completes, signs and posts the Referee's Protocol, 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.

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

6.8.10. 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.

6.9. The Final Run

6.9.1. Check that the Course Setter has started to set the second course (unless the first run course is to be used again).

6.9.2. Carry out the procedure detailed for the first run.

6.10. Finishing the race

6.10.1. Ensure that the Chief of Calculation and Race Secretary have all the necessary information for preparing the provisional results. They will require a copy of the second run Referee's Protocol and the Jury's decisions.

6.10.2. Check that the Chief of Ceremonial on consultation with the Chief of Calculations has extracted all the necessary information on the prize-winners I preparation for the Award Ceremony.

6.10.3. 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.

6.10.4. 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.

6.11. Post Race Duties

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

6.11.2. Check final accounts with the Race Secretary.

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

6.11.4. Thank and hopefully congratulate the team that has made the race possible.

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 by FIS (for FIS Races) and by the GBR TD Forum on behalf of GB Snowsport (for other British Calendar races). 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.

7.2. 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. Examines the Liability Insurance Certificate which must be taken out for all Organising Committee members.

7.3.3. Reviews the homologation file.

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

7.3.5. Checks the official entry lists including seed points.

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 appropriate 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. Ensures that the documentation detailed in **Error! Reference source not ound.** (including TD reports) is sent or published within the required time.

7.6.7. Presents to the 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.

8.1.5. The duties include:

Drawing of start numbers.

Inspection of the course immediately after it is set, alone or accompanied by members of the Jury.

Assisting with the running of the race.

Receiving the reports of the Start and Finish Referees and the race officials about the infractions of the rules and the gate faults at the end of the first run, and again at the end of the race.

Checking, signing and posting the Referee minutes immediately after each run, on the official notice board, and also at the finish hut, a list of the names of the competitors disqualified, the gate numbers where the fault occurred, and the exact time the disqualifications were posted.

Sending a report to the organising Constituent Group or GB Snowsport as appropriate in special cases or in the event of a difference of opinion among the Jury members.

8.2. Pre-Race Organisation

8.2.1. The Referee and Assistant Referee make the draw for the start list at the Team Captains' meeting (or 'oversee' the draw when the draw is done electronically).

8.3. Race Day

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

8.3.2. Immediately after completion of the setting of the course the Referee will inspect the course, either alone or accompanied by the TD and other members of the Jury, in order to check that:-

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.

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 directs competitors towards the middle third of the finish line.

All pole positions are clearly marked on the snow (after Jury inspection but before inspection by competitors) if Jury have decided that marking is required.

Obstacles at the edge of the course are removed or shielded.

On artificial slopes, check 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.

8.3.3. Observe competitors during course inspection and check that the requirements of section 6.6 are followed.

8.4. During The Race

8.4.1. Agree with the other Jury members to cover different sections of the course, and if appropriate to rotate several times during the race.

8.4.2. Receive any requests for provisional re-runs 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. 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.

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

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

8.4.8. 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.

8.4.8.1 The Race Office is often not on the hill in which case the Referee's Protocol is normally posted at the finish and protests taken there. The site at which the Referee's Protocol will be posted must be identified prior to the race at the Team Captains' Meeting, the Race Programme or Official Notice Board.

8.4.8.2 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 that a Jury meeting is not required.

8.4.8.3 Protests should not be accepted after the time allowed. 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 the time at which the protest was received.

8.4.9. Attend Jury meeting to consider protests over disqualification (See section 12 on Jury Procedures).

8.4.10. 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).

8.4.11. Repeat procedures 8.4.3 to 8.4.9 for second run.

9. Start Referee

9.1. Pre-Race Organisation

9.1.1. Attend any pre-race Race Officials meeting if feasible.

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. Take the air temperature as near as possible to the start time of the race.

9.3. First Run

9.3.1. Check that the forerunners are in position with correct bibs 15 minutes before the start of the race. Ensure that the Start Marshall understands the duties and has a method of assembling the competitors in order, without causing them any stress.

9.3.2. Have the first forerunner ready to start five minutes before the race is scheduled to begin. Send each forerunner only when instructed. This ensures that timing snags can be resolved and that a forerunner is immediately available.

9.3.3. Check that the correct starting procedure is being used according to ICR when the Forerunners go down, and that the start signals are accurate and consistent for each one.

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

9.3.5. Ensure a steady flow of competitors into the start gate, and that the course is clear for each competitor.

9.3.6. Deal with any competitors who arrive late at the start:-

Ensure that a late arrival does not disrupt the preparation of competitors who have arrived on time.

A competitor who is not ready to start on time may be sanctioned. 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), for example the breakdown of a lift. Failure of competitor's personal equipment or minor sickness does not constitute "force majeure".

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.

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.

In the case of fixed start intervals, the delayed competitors may start at the fixed interval after reporting the start referee, in accordance with the decision of the Start Referee.

In the case of irregular start intervals the delayed competitor will start in the normal starting order after reporting to the Start Referee, in accordance with the decision of the Start Referee.

9.3.7. 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.

9.3.8. 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.

A competitor not complying with the ICR directions covering advertising on equipment, must not be permitted to start (see annual update in the FIS Calendar).

For competitions and official training, only skis with ski brakes may be used. Competitors without ski brakes must not be allowed to start.

Crash helmets must be worn by all competitors and forerunners.

9.3.9. 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.

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

9.3.11. 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.

9.3.12. 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

9.4. Second Run

9.4.1. Repeat 9.3.1 to 9.3.12 for the second/final run.

10. Finish Referee

10.1. Pre-Race Organisation

10.1.1. Attend any pre-race Race Officials' meeting if feasible.

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. May attend Jury course inspection.

10.2.3. Check the Finish Area for compliance with ICR 615.1:-

The Finish area must be plainly visible to the approaching competitor.

The run-out must be adequate and sufficiently long and smooth, appropriate safety measures shall be used to prevent collision with the finish structures, earlier competitors or spectators.

The last gate shall be placed so that it leads the competitor to the middle third of the Finish Line.

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

The finish line is marked by two posts that are connected by a banner with the sign 'FINISH' if practical. In Downhill and Super-G races the finish must be no less than 15m wide and in Slalom and Giant Slalom no less than l0m wide.

The timing supports are placed directly behind the finish poles on the downhill side.

Both timing supports and the finish poles must be protected.

The position of the finish poles and finish line must be marked.

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

10.2.6. Take the air temperature as near as possible to the start time of the race.

10.3. First Run

10.3.1. 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.

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

10.3.3. Determine valid finishes in accordance with ICR 615.3.

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

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

10.3.6. It is likely that the Finish Referee will receive requests for provisional re-runs, so should stand in a position easily reached by the competitors. If the request appears valid, the competitor should be sent straight to the Start for a provisional re-run, and the Start Referee immediately notified that the competitor is coming. If possible request approval from the Jury.

10.3.7. 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)

10.3.8. No competitor who has crossed the finish line is eligible for a provisional re-run

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

10.4. Second Run

10.4.1. Repeat the procedures as for the first run.

10.4.2. 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. The Jury

11.1. Composition

11.1.1. The Jury comprises three people for technical disciplines (TD, Chief of Race, Referee) and four (adds Assistant Referee) for speed events. The appointment

of an Assistant Referee also for Slalom and Giant Slalom is also permitted if the TD or the Organising Committee so requests.

11.1.2. The Governing Body appoints the Technical Delegate.

11.1.3. The Organising Committee appoints the Chief of Race.

11.1.4. The Organising Committee should propose the Referee and Assistant referee in advance, where possible, from other Constituent Groups or Clubs.

11.1.5. At the Team Captains' Meeting the TD appoints: -

The Referee

The Assistant Referee

11.1.6. If a Team Captains' Meeting is not to be held the Referee and Assistant Referee should be appointed at the Jury meeting that makes the draw.

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

11.1.8. A competitor in the event cannot be a member of the Jury.

11.1.9. For all women's races, the Jury should include a woman.

11.2. Tenure

11.2.1. The Jury holds its first meeting prior to the start of official training.

11.2.2. The active duty of the Jury begins with its first meeting and ends, if no protest is submitted, at the expiration of the protest deadline, otherwise after dealing with all submitted protests.

11.3. Voting

11.3.1. The TD is Chairman of the Jury. The TD convenes and conducts the meetings.

11.3.2. All Jury members have one vote. In the case of a tie the TD has a casting vote. The Technical Delegate has the casting vote since, in the event of a difference of opinions, the interpretation of the Governing Body is given preference.

11.3.3. This is because the Governing Body has responsibility for administering the rules and is the only body accountable to Competitors, Team Managers, Officials and Race Organisers alike.

11.3.4. Each member of the Jury has the right, if immediacy is required, to make a decision that would normally require the ruling of the Jury as a whole. Such a decision is provisional and requires to be confirmed, or otherwise, by the Jury as soon as possible.

11.3.5. The TD has the right in critical cases, especially in cases regarding the health or safety of the competitors, to make a binding decision, even contrary to the decision the Jury has made. In such cases the TD must put the decision and reasons for it in writing, and bring it immediately to the attention of the office of the appropriate governing body.

11.4. Technical Duties

11.4.1. The Jury is responsible for checking the following points to ensure that the course complies with all technical and safety criteria: -

Checking the race-course and the set courses.

Checking the snow conditions on and beside the course.

Checking the preparation of the course.

Approving the use of snow compactors and other chemicals.

Checking the crowd control systems.

Checking the start, the finish area and the run-out from the finish.

Checking the first aid service.

Appointing the course setters.

Fixing the time of course setting.

Overseeing the work of the course setters.

Checking the fastening of the gate flags to prevent injury.

Opening or closing the race courses for training in consideration of the technical preparations and the prevailing weather conditions Determining the manner of the course inspection.

Inspecting of the course before the race.

Determining the number of forerunners for each run and setting the start order of the forerunners.

Debriefing the forerunners.

Changing the start order in consideration of course conditions and in extraordinary conditions.

Changing the start intervals.

Giving instructions to and obtaining information from the Gate Judges.

11.4.2. For Downhill:

Arranging an additional inspection in unusual weather conditions Shortening the official training.

Positioning of yellow zones.

Checking on the setting of gates at their optimum positions.

Changing the position and distance of the gates or adding extra gates as indicated by the experience gained in the training runs. Following such changes, the competitors must be allowed at least one more training run on the course.

11.5. Organisational Duties

11.5.1. The Jury is responsible for the following organisational duties:-

Ranking of competitors for the draw

Dividing competitors without points into groups

Granting of re-runs

Settling of problems with downhill in two runs

Cancellation of the race (prior to start of race).

- If the weather is too severe to run the race safely
- If the snow cover is too meagre on or beside the course
- If the snow surface on the course is badly or unevenly prepared
- If danger areas are insufficiently protected
- If the first aid and medical service is inadequate
- If the crowd control is insufficient

11.5.2. 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.

11.5.3. The Jury is authorised to disqualify competitors and to apply other sanctions to competitors and others in accordance with FIS ICR 628 – 631.

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

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

11.5.6. ICR 601.4.7 states that the Jury has the right to decide on all questions not clarified by the existing rules.

11.6. Disciplinary Duties

11.6.1. The Jury is responsible for the following disciplinary duties: -

Deciding on any proposal of the TD to exclude a competitor for lack of physical and technical ability

Enforcing the checks on rules concerning advertising on equipment and clothing in the competition area

Limiting quotas for officials, technicians and medical personnel for admission to the race-course

Pronouncing disqualifications

Deciding any infractions by Team Captains, trainers, Course setters, service personnel and company representatives, if they are accredited to the race

Pronouncing disciplinary measures

Deciding protests

Issuing any directives required throughout the entire event

12. Jury Procedures

12.1. Group Draw and Start Order

12.1.1. The Jury is responsible for the Group Draw and Start Order of the competitors.

12.1.2. At the Team Captains Meeting held the day prior to the race the TD will appoint a Referee and if appropriate an Assistant Referee.

12.1.3. The start order of the competitors participating in the race should be prepared at the Team Captains' Meeting. The Referee/Assistant Referee should make the draw.

12.1.4. Before the Team Captains' meeting commences, it may be necessary that the Jury meet to make decisions on any protest received against exclusion. The decisions having been made and minuted by the Race Secretary, the Race Secretary will present the Jury with a the complete list of all accepted entrants and the Jury will prepare the start order as follows.

12.1.5. In circumstances when it is impracticable to abide by these conditions the start order may be drawn in advance by the Organising Committee in consultation with the TD.

12.1.6. The current seed list shall be used for the classification of the competitors together with other admissible evidence available to the Jury. In all cases of doubt the Jury will decide. It should be noted that the FIS / BASS seed lists operate within fixed periods and that the "current seed list" is the one that contains the date of the event.

12.1.7. Their seed points determine the starting order of the competitors in all Alpine competitions.

12.1.8. A first group of the best fifteen competitors will be drawn by the Referee. In case of equality of points in the fifteenth position the group may be increased accordingly. If, in the first 15 competitors, the difference between one competitor's points and those of the following competitor, is too great the number of competitors in the first group may be reduced.

12.1.9. All remaining competitors with seed points start in order of their seed points.

12.1.10. All competitors without points will be drawn in the last group. If this group is too great the Jury must divide the competitors into smaller groups and each group is then drawn separately. The Jury shall, whenever possible, take into account the observations made during the official Downhill training and must divide fairly the competitors from several Constituent Groups/clubs between the groups without points.

12.1.11. If the draw is not done 'electronically' then a double draw is recommended i.e. the simultaneous draw of the start number and the name of the competitor.

12.1.12. The Jury has the right to change the starting order if the condition of the course warrants it.

12.1.13. In extraordinary conditions the Jury may change the starting order of a Downhill race, a Super-G or a Giant Slalom (when snowing etc.) A group of at least six competitors, nominated in advance, start before start number one. These six competitors are chosen by lot from among the last 20% of the start

list. They will start in reverse order of their start numbers. This rule is not applied when the Organiser provides at least six qualified forerunners.

12.2. Race Day

12.2.1. Other members of the Jury should accompany the Technical Delegate in the inspection of the courses, immediately after they have been set, to ensure that the courses comply with all the required technical and safety regulations. If necessary, the Referee may make changes to the course without reference to the Jury.

12.2.2. At the end of the first run the Jury will convene to consider any protests received by the Race Secretary against disqualifications, and ratification or otherwise of any provisional re-runs granted in the first run and draw up the starting order for the second run.

12.2.3. Protests should be dealt with as soon as the time for protests has elapsed (15 minutes after the posting of the Referee's Protocol). First run protests may be held over to the end of the second run.

12.2.4. If it proves to be impractical to hold a Jury meeting after the first run all competitors who have protested will require to be given a provisional run on the second course and dealt with at the Jury meeting convened after the second run when the protests and provisional re-runs for both runs must be considered.

12.2.5. The Race Secretary must take minutes of the Jury Meetings and have them signed by Technical Delegate.

12.3. Protests

12.3.1. 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.

12.3.2. The Chief of Race should ensure that a private office or space is available for Jury meetings over protests.

12.3.3. 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.

12.3.4. 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**.**

12.3.5. 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.

12.3.6. 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.

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

12.3.8. 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".

12.3.9. 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 Timing and 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

13.2. Pre-Race Organisation

13.2.1. Ensure that you have received a Acceptance 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. Enter all the details from the acceptance list, and any late entries, into the approved race program.

13.3. Race Day

13.3.1. Attend any race officials' meeting.

13.3.2. Arrange with the Chief of Timing for a position in the timing hut for yourself - and the Commentator too if appropriate - 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.

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

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

13.3.5. 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.

13.3.6. 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 Manual Hand 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.

13.3.7. 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.

13.3.8. 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 manual hand recording system is essential.

13.3.9. Arrange for the Race Secretary to copy and distribute the second run start list immediately.

13.3.10. For the second run, repeat the process for the first run.

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

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

13.4. Results

13.4.1. At the end of the final run, calculate any back-up 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, back-up 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.

13.5. Calculation of Run Times based on Manual Hand Timing

13.5.1. Use the calculation forms provided in the Race Pack or downloaded from the internet. See ICR 611.3.2.1 for the basis of calculation.

13.5.2. Carry out the calculations as indicated on the sheet. An Excel Spreadsheet for this purpose is available for download from the internet.

13.5.3. Ensure that the calculated back-up times are communicated to the Technical Delegate.

14. Chief of Time-keeping

14.1. Duties

14.1.1. This duty is undertaken by someone thoroughly familiar with the timing equipment that will be used and the communications between Start and Finish.

14.1.2. Ensure that the Manual Hand Timekeepers are well versed in the use of the hand watches and that the Recorders fully understand their duties.

14.1.3. The Chief of Time-keeping will synchronise all timing watches.

14.2. Production of Competitors' Times

14.2.1. For all competitions, an electronic timing system provided with a printer and with communication between Start and Finish must be used.

14.2.2. For FIS and British competitions two independent electronic timing systems measuring to hundredths of a second, provided with printers and with communication between Start and Finish must be used.

14.2.3. The two systems are connected to the one wand in the start gate. The posts supporting the starting gate must consist of 2 posts approximately 60cm (24") apart, projecting not more than 50cm (20") above the surface. The start wand in the starting gate must be placed in such a way that starting is impossible without it opening.

14.2.4. At the finish gate the photoelectric cells should be placed so that a competitor finishing normally will cut the beam with their legs between the ankle and knee.

14.2.5. For all other competitions, an electronic system is strongly recommended.

14.2.6. For all competitions there must be manual hand timing which records to 1/10 or 1/100 of a second. The watches which must be totally separate and independent of electronic timing and must be synchronised with the electronic timing.

14.3. Main Timing Options

14.3.1. Depending availability of a cabled electronic timing system the Chief of Timing has two options.

14.3.2. Electronic Timing - Main Time Cable To Timing Hut

The Chief of Timing will arrange for a position in the timing hut for Main Timing Assistant and the Recorder, and agree the methods to be employed. The Main Timing Assistant will normally read off the time aloud, the Recorder will repeat the time and enter it on the time card, checking the competitor's bib number against the number on the timing sheet.

If a silver print strip is being used it will give that competitor's bib number, start time, finish time and elapsed time. If there is no printout, experience has shown that it is preferable for two timing officials to read the display, independently and then both record the elapsed time.

14.3.3. Electronic Timing Gates - Main Time Using Split Time

In the absence of cabling it will be necessary to use split time.

It is the responsibility of the Chief of Timing to see that the electronic watches are synchronised correctly, approximately 15 minutes before the start of the first run.

It is necessary to have four officials, a Start Main Timer, who controls the start watch and reads out the time to a Start Main Recorder based at the Start. Similarly a Finish Main Timer who controls the finish watch and reads out the time to a Finish Main Recorder is required. The recorders enter the time in their appropriate Time Sheets in minutes, seconds and hundredths.

If the Recorders have radio or other communication with the Calculation Office they can transmit the time and the appropriate competitor's bib number as they enter time on the Recorders Sheets. If there is no telephone communication the Recorders, as well as entering the times on their Recorder Cards, will also require to enter the times on previously prepared 'runners cards' which can be dispatched to the Calculations Office at regular intervals to enable the Calculation team to produce provisional times. All times received by the Calculation Office by either of the above methods must be carefully verified on receipt of Recorders' sheets to ensure their integrity. The calculation team will enter the time on the competitor's time card, checking the competitor's bib number against the number on the card.

14.4. Hand Timing

14.4.1. The hand timing must be done by hand held timers which must be totally separate and independent of electronic timing. The timers must be synchronised with the electronic timing.

14.5. Race Day

14.5.1. The time sheets are distributed, suitably protected from the elements, to timekeeping assistants.

14.5.2. Well before the start time of the competition ensure that the electronic system including the display board, if present, is working.

14.5.3. Synchronise the hand held watches shortly before the start of the first run but allow sufficient time for the watches to arrive at the Start and Finish of the race before the due start time of the race.

14.5.4. Confirm to the Chief of Race when the timing is ready.

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 procedures for the discipline and ensure that the start signals are accurate and consistent for each competitor.

15.1.3.1 Slalom

As soon as the Starter has received the order for the next start, the Starter gives the competitor the warning 'READY' and few seconds later, the start signal "GO". The competitor must start within about 10 seconds after the signal to "GO" and must not start before this signal.

It is recommended that the Starter 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)

This helps the Starter to achieve consistency for all competitors.

15.1.3.2 Giant Slalom, Super-G, Downhill

Ten seconds before the start the Starter will tell each competitor "Ten Seconds". Five seconds before the start, the Starter shall count "5,4,3,2,1" and then give the start command "Go".

If possible, an audible signal should be used.

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

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

15.1.6. 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.

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

15.1.8. Send down each competitor on the signal from the Chief of Timing, in accordance with the rules for start procedure and start signals.

15.1.9. 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. 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. Manual Hand Timekeepers

16.1.1. The Manual Hand 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 hand time of all racers times.

16.1.2. The equipment used to record manual hand 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 manual hand 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. Manual Hand 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 back-up 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 men's & women's 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, making sure you have sufficient for the likely number of gates.

19.1.4. Ensure that there is a team of assistants. The Chief of Course will need to recruit these prior to the race. A considerable size of team is required in order that the piste can be prepared prior to the race and maintained throughout the race.

19.1.5. Ensure that the piste is prepared prior to the race and that the safety equipment has also been installed prior to the race.

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 with erection of start ramp, start hut, finish banner, timing pickets and additional safety barriers as requested.

19.2.5. Assist the Course Setter if requested.

19.3. Course Inspection

19.3.1. As soon as the Jury has approved the course, ensure that:

The positions of the poles are marked with dye if the Jury has decided marking is necessary. A different colour of dye must be used for each run if the courses are set close to each other as there is a possibility of a pole being replaced at the wrong mark.

Each gate is numbered, starting from the top of the course.

The flags if used are fastened to the poles securely and at the right height.

19.3.2. 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 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 19.2.4.

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 its proper source and report any lost or broken items.

20. Course Setter

20.1. Rights and Duties

20.1.1. The Course setter can recommend a change in the competition terrain and in the safety measures.

20.1.2. There must be a sufficient number of helpers to allow the Course Setter to concentrate on the placing of the gates.

20.1.3. The Chief of Course Equipment must supply all the necessary equipment.

20.1.4. The finishing touches to the course must be completed immediately the setting has been completed.

20.1.5. The Course Setter will make a pre-inspection of the terrain and snow cover with the TD, Chief of Race, the Referee and Chief of Course and set the course bearing in mind the standard of competitor in the race.

20.1.6. The Course Setter is responsible for setting the course.

20.1.7. A slalom course must be completely set and ready no later than 1.5 hour, and the giant slalom no less than 1 hour before the start so that if possible the competitors are not disturbed by course workers during inspection.

20.1.8. The Course Setter must take care that the difference between the winning times in each run of the slalom and giant slalom will not be too great.

20.1.9. The course setting is the task of the Course Setter alone. The Course setter must adhere to the ICR / BCR and is advised by members of the Jury, and by the technical adviser in Downhill and Super-G if present.

20.1.10. The Course Setter must attend all Team Captains' meetings at which a report is to be made about the course.

20.1.11. The Course Setter must arrive before the first Team captains' meeting.

21. Chief Gate Judge

21.1. Race Day

21.1.1. Attend Race Officials' meeting.

21.1.2. Ensure there is a sufficient pool of Gate Judges to adequately cover the course.

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

21.1.4. 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.

21.1.5. Ensure that arrangements have been made for providing Gate Judges with appropriate nourishment during the race.

21.1.6. Fix time and location for Gate Judges' meeting (if not already planned). Sufficient time must be allowed to properly brief the Gate Judges and then to place them in position prior to start of race.

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

21.1.8. 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.

21.2. Gate Judges Briefing

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

21.2.2. Ensure that all the Gate Judges are fully aware of the regulations appropriate to their task.

21.2.3. 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, men/women/U10s/U12s, which run (1^{st}, 2^{nd}, etc).

21.3. Positioning and Care Of Gate Judges

21.3.1. 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.

21.3.2. 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, but is generally above or below their gates. Remember not to position them in places where they might distract the racer.

21.3.3. Check that every gate is numbered and marked (if Jury have decided marking is to be done) and that the gate judges are clear for which gates they are responsible.

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

21.3.5. 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.

21.3.6. Move slowly down the slope during the runs:-

checking that the Gate Judges have no problems with the forms and that they have everything they need.

Assisting with fallen/broken poles, flags, etc.

Checking the course is clear.

Ensuring Gate Judges receive appropriate nourishment / refreshments.

21.4. De-briefing

21.4.1. Arrange for the gate judges to return their sheets to you immediately at the end of each run. Be sure that you understand 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.

21.4.2. 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).

21.4.3. 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.

21.4.4. 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.

21.5. Second Run

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

21.5.2. Repeat the procedures from 21.3.6 to 21.4.4 for each run.

21.5.3. At the final run de-briefing, collect all the gate judges' equipment and return it to the Race Secretary.

22. Assistant Chief Gate Judge

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

22.1.2. 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.

23. Gate Judge

23.1. Importance Of The Task

23.1.1. The Gate Judge, who must have a thorough knowledge of this section of the ICR / BCR, has a task of major importance.

23.1.2. Despite close observation of the events, a competent Gate Judge may not recognise, in an individual case, a fault committed by a competitor, or mistakenly judges a fault. For the competitor however, the objective truth is of decisive importance. When an adjacent Gate Judge, a member of the Jury or an official video controller makes a report concerning a competitor which differs from the notes of the Gate Judge in question the Jury will consider these notes in view of a possible disqualification of a competitor or in the consideration of a decision concerning a protest.

23.1.3. The decision handed down by the Gate Judge must be clear and unbiased. The Gate Judge's conduct must be calm, watchful and prudent. In case of a doubt the Gate Judge must hold to the principle "it is better that a competitor goes unpunished than unfairly punished

23.1.4. The Gate Judge must declare a fault only when convinced that a fault has been committed. In case of a protest, the Gate Judge must be able to explain clearly and definitively how the fault was committed.

23.1.5. If the Gate Judge is in doubt whether a fault has occurred or not, the most careful investigation must be made. The Gate Judge can consult the adjacent Gate Judge in order to confirm the incident. The Gate Judge can even demand via a member of the Jury that the race be interrupted, so that the tracks on the course may be examined

23.1.6. The Gate Judge's judgement cannot be allowed to be influenced by the opinion of the public. Likewise the Gate Judge must not accept the opinions of witnesses, even though they may be experienced ones.

23.1.7. In Slalom and Giant Slalom the responsibility of the Gate Judge begins with the approaching of the competitor to the first gate the Gate Judge controls and ends when the competitor has passed through the last gate under the Gate Judge's jurisdiction. In Downhill and Super-G, the Gate Judge watches the entire stretch visible both above and below.

23.2. Correct Passage

23.2.1. A gate has been passed correctly when both the competitor's feet and ski tips have passed across the gate line. If a competitor loses a ski, without committing a fault e.g. not by straddling a Slalom pole, the tip of the remaining ski and both feet must have passed through the gate line.

23.2.2. The gate line in Downhill, Super-G and Giant Slalom, where a gate consists of two pairs of poles holding flags between them, is the imaginary shortest line between the inner two poles at snow level.

23.2.3. The gate line in Slalom is the imaginary shortest line between the turning pole and the outside pole at snow level.

23.2.4. In the event that a competitor removes a pole from its vertical position before both the competitor's ski tips and both feet passed the gate line, the ski tips and feet still must pass the original gate line defined by the marking in the snow.

23.2.5. A competitor endeavouring to correct the faulty passage of a gate by climbing back must pass the gate line with both feet and ski tips.

23.2.6. In parallel Slalom, the passage is correct when both ski tips and both feet have passed outside the gate marker in the direction of the turn.

23.3. Race Day

23.3.1. 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 meeting.

23.3.2. 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.

23.3.3. Meet the Chief Gate Judge at the time and place specified during the briefing.

23.3.4. You should be prepared to be on the hill from this point onwards until the end of the first run, 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.

23.3.5. 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.

23.3.6. 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.

23.3.7. If you are in position 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.

23.3.8. 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.

23.3.9. After the first run make sure you hand in any completed control cards to the Chief Gate Judge. 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.

23.3.10. During the break between runs, 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.

23.3.11. If you have been briefed to keep the same gates for the final run, make sure you are in place at the allotted time.

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

23.3.13. Repeat 23.3.5 to 23.3.10 for the final run.

23.4. Procedural Duties

23.4.1. At the Gate Judges briefing the Gate Judges will be fully informed of their duties. Each Gate Judge will also receive a check card or control sheet.

23.4.2. Items to be completed when receiving the control sheet are: -

Name of Gate Judge

Numbers of the gates the Gate Judge is in charge of

A plan of the gates allocated to the Gate Judge

Designation of the run (1st or 2nd)

23.4.3. If a competitor does not perform a correct passage through a gate (for parallel slalom a gate marker) the Gate Judge must mark the following immediately on the check card in the boxes provided.

The bib number of the competitor

The gate number where the fault was made

The letter D

A sketch plan in the box provided of the fault committed is absolutely essential.

23.4.4. The Gate Judge must also watch that the competitor accepts no outside help (e.g. in the case of a fall) . The slightest outside help brings disqualification. A fault of this nature must be entered on the check card.

23.4.5. If a competitor's run is hindered, the competitor must immediately leave the course and report to the nearest Gate Judge. The Gate Judge must enter the circumstances of the incident on the check card. The competitor must then be directed to proceed to the finish, without skiing through the course or crossing the finish line, and to ask the Finish Referee for a re-run.

23.4.6. A competitor may, in the case of a fall, question the Gate Judge. The Gate Judge must, where possible, inform the competitor if the fault committed would lead to disqualification.

23.4.7. If the competitor should expect no disqualification the Gate Judge in a clear decisive voice must answer "Go'." since the Gate Judge has ruled the passage as correct. If the competitor may expect disqualification the answer must be "Back!"

23.4.8. Competitors are fully responsible for their own actions and, in this respect, the Gate Judge cannot be held liable.

23.5. Other Duties

23.5.1. After the necessary entries have been made on the check card, the Gate Judge must shift immediately to the supplemental duties of a Gate Judge.

23.5.2. Keep the course clear.

23.5.3. If no control personnel have been designated for the Gate Judge's section of the course, the Gate Judge must take care that all persons maintain sufficient distance from the course, so that competitors will not be hindered in any way during their run.

23.5.4. If no course maintenance team member is available, the Gate Judge must be prepared to do the following: -

Replace gate poles vertically (a leaning pole can aid or hinder a competitor)

Replace knocked out poles in their exact positions; the positions marked by the dyes if any.

Replace, if possible, torn or missing flags

Replace broken gate poles according to colour (blue or red); the broken pieces must be stored in a way that will not endanger competitors or spectators. Maintain and repair the allocated section of the course.

24. Start Marshall (Assistant Starter)

24.1. Race Day

24.1.1. Attend Race Officials meeting.

24.1.2. Assist Start Referee and Starter 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.

24.1.3. Arrange for a special area for waiting competitors and trainers.

24.1.4. Discuss the method of controlling competitors with the Start Referee and Starter.

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

24.1.6. 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.

24.1.7. 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.

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

24.1.9. Report any problems with competitors or any attempt to harass competitors to the Start Referee or any other member of the Jury.

25. Finish Marshall (Finish Controller)

25.1. Race Day

25.1.1. Attend Race Officials meeting.

25.1.2. Help to set up the finish area and the Sponsor's Banners. Check that there is a good run out and that spectators and casual skiers cannot interfere with the safety of the run out.

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

25.1.4. Ensure firmly, but politely, that competitors move quickly away from the finish and runout area.

25.1.5. Ensure that no skis or other equipment is left in the finish area and that spectators do not infringe on the finish area.

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

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

25.1.8. Assist the Finish Referee in any appropriate way.

25.1.9. The Finish Marshall has a very important duty as far as the safety and smooth running of the event is concerned. A competitor's natural instinct is to stand and relax or chat or express disappointment at the end of their run, however it is imperative that they are directed well away from the finish area to do this.

26. Chief of Medical and Rescue Services

26.1.1. The Chief of Medical and Rescue Services is responsible for organising adequate first aid and medical coverage during the official training periods and the actual competition.

26.1.2. The doctor must arrange an appropriate facility to which injured competitors may be taken and treated.

26.1.3. The Chief of Medical and Rescue Services co-ordinates plans with the team doctors before the start of official training.

26.1.4. The Chief of Medical and Rescue Services must ensure that there is telephone or radio communication available with Medical and Rescue Services assistants over the entire length of the course.

26.1.5. The Chief of Medical and Rescue Services must co-ordinate plans with the Chief of Race before the start of official training.

26.1.6. The Chief of Medical and Rescue Services must meet with the local Ski Rescue Patrol personnel before the start of official training to co-ordinate plans.

26.1.7. The doctor must be a good skier, should be ready at the start to deal with any eventuality and has to stay in contact with the jury and members of the rescue service. This task can be delegated to a team doctor.

26.1.8. If officially qualified Rescue Patrolmen are assisting, the presence of a doctor may not be deemed necessary but a local doctor must be on standby.

26.1.9. Co-ordinates plans with the team doctors before the start of official training and must ensure that there is telephone or radio communication available with Medical and Rescue Services assistants over the entire length of the course.

27. Master of Ceremonies

27.1. Pre-race organisation

27.1.1. Check with the Organising Committee the requirements for the race and arrangements for prize-giving, including:

categories of winners (age group and sex)

numbers of medals and/or certificates required

method of obtaining these

ribbons

podium

method of filling in the Certificates (if required).

room or venue on the slope

care of sponsors

who will distribute the prizes

who will announce the Prize Winners

27.1.2. If the event has perpetual trophies (cups, salvers, etc that are presented each year), make sure all last times prize-winners have been returned. If they have not been engraved or are returned dirty, make arrangements to have this rectified.

27.2. Race Day

27.2.1. Attend Race Officials' meeting.

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

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

27.2.4. 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.

27.2.5. 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.

27.2.6. Write names on any certificates to be presented.

27.2.7. If perpetual Trophies are involved, prepare a receipt on which winners can sign for their Trophy and give their address. Issue a duplicate of the receipt informing the competitor about their obligations to safeguard and insure the trophy, to have it engraved and to return it in a clean condition prior to the next competition.

27.2.8. Lay out trophies, medals, and certificates on a table in a convenient order.

27.2.9. Arrange for speakers and prize-winners to be near the podium.

27.2.10. Ensure that the following are thanked during prize-giving:-

Sponsors

Race officials

Organising body

Resort management

27.2.11. 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 women then men in each age group, then overall, with 3rd, 2nd and 1st in each group).

27.2.12. Hand prizes in the correct order to the official presenting the prizes, ensuring that any perpetual trophies are signed for.

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

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

27.2.15. See that the Podium is returned if necessary.

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

28. Document History

Edition	Date	Description of changes
2006(D)	Apr-2006	Document created from British Race Organisation Manual 1999 and Snowsport England Race Manual 2005, and published as draft for comment.
2006	15-Nov-2006	Approved by TD Forum for use in 2006/07 season onwards.
Nov 12	19-Nov-2012	Replace remaining references to SSGB with BSS.
Nov 18	04-Nov-2018	Replace BSS with GB Snowsport.
Nov 19	03-Nov-2019	Tidying up of calendar and entry wording to reflect current practice.
Nov 19	03-Nov-2019	3.13 Medical Services Requirements.
Nov 19	03-Nov-2019	608.5.1-2 tidying up language.
Nov 20	15-Nov-2020	Gender neutral amendments.

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