Snowsport England
Alpine Ski Competitions
Race Secretary's Booklet
April 2022

ESSENTIAL INFORMATION SHEET

NOTES FOR ORGANISERS OF RACES ON BEHALF OF SNOWSPORT ENGLAND

TECHNICAL DELEGATE	The principal contact for the race especially on entry criteria, rules and the preparation of results
SE OFFICE 01509 232323 info@snowsportengland.org	The office is responsible for all registration queries and financial control
SKI SLOPE MANAGER	May arrange on request: timing equipment, safety matters, first aid and catering arrangements. Chief of Race must negotiate directly with Ski Slope.
SNOWSPORT ENGLAND SAFEGUARDING LEAD 01509 232323 welfare@snowsportengland.org.uk	All enquiries about safeguarding children, young people and adults, or concerns you have about a child, young person or adult. It is not your role to decide if abuse has occurred, but it is your role and duty to report any concerns you have appropriately.
NATIONAL SEEDER DAVID MANNS 01684 773148 / 07733 131212 seeding@gbski.com	Enquiries about seeding and the conversion of seed points.
ALPINE COMMITTEE LLOYD JENKINS 07946 508851 lloyd.jenkins@eams.uk.com	Responsible for the planning and organisation of SE races.
EQUIPMENT NORTH: DAVID EAVES d.eaves@tiscali.co.uk 07749 204360 SOUTH: DIANE SARKAR & MEGAN WHITMARSH-ALI diane.sarker@yahoo.co.uk meganwhitmarshali@gmail.com	Bibs, clipboards, hi-vis jackets & radios.
TRAINING ANDREW HJORT alpineofficials@snowsportengland.org.uk	All enquiries / requests relating to officials training.

QUICK GUIDE FOR RACE ORGANISERS

WHO DOES WHAT	GBR SERIES	CLUB NATIONALS
Entry on British Race Calendar	SE – Alpine Committee in conjunction with SSW and SSS	SE – Alpine Committee
Sponsorship	Check to see if the series has an overall sponsor	ORGANISING CLUB (Guidelines available from SE on request)
Appointment of TD	GBR TD Forum – David Manns	GBR TD Forum – David Manns
Finance/Budget	SE – Alpine Committee	Club which is organising the event
Booking of slope and payment	SE	Club which is organising the event
Entry fees payable to Entry fees should not be banked until the race has taken place.	SE Outdoor £26 + £10 for late entries. Indoor £38 + £10 for late entries	Organising Club. Maximum for Outdoor Races £26 + £10 for late entries. Maximum for Indoor Races £38 + £10 for late entries. Online entry fees collected by SE will be forwarded to the nominated person at the club after deduction of the £5 per racer on the start list and any charges for use of equipment and charges for day registrations.
Regulations, procedures, seed lists and officials control sheets and forms.	Available at www.gbski.com	Available at www.gbski.com
Payment of race costs.	£250 Float & Statement of income & expenditure available on request from SE office. Race secretaries must not overspend without prior permission from SE. After the race, send a copy of your race accounts to SE office together with any unspent float	Club
Officials:	**Voting Jury members to be registered officials.** Course setter to be SE approved (page 8/9). Referee should be approved by the Technical Delegate and must not be from the organising region.	**Voting Jury members to be registered officials.** Course Setter to be SE approved (page 8/9). Referee should be approved by the Technical Delegate and must not be from the organising club.

Safeguarding	An Event Welfare Officer who is up to date with DBS, Safeguarding and 'Time to Listen' courses must be present throughout the race and be able to respond immediately to any concerns raised.	Same as GBR Series.
Course Inspection	COR will decide prior to the event and issue a provisional programme. Jury will decide method.	Same as GBR Series.
General requests	Please try to include some non-participating racers or ex racers into your Race Organisation.	Same as GBR Series.
Timing	Race Organiser.	Race Organiser.
Electronic back-up timing machines.	Race Organiser Available from equipment officer.	Club/Slope Available from equipment officer. Charge of £10 for SE electronic back-up timing. This fee will be deducted from online entry fees.
Poles	Provided by club/slope. Poles approved by TD must be used.	Provided by club/slope. Poles approved by TD must be used.
Bibs & Radios	At least 6 reliable radios must be available for race administration (3 for Jury, plus Timing, Chief Gates, Race Sec). Available from equipment officer.	At least 6 reliable radios must be available for race administration (3 for Jury, plus Timing, Chief Gates, Race Sec). Provided Club/Slope, or hire from SE via equipment officer: Bib hire (£10) Radio hire (£10) Portable PA System hire (£10)
Computer	SkiPro computer programme must be used for all races.	SkiPro computer programme must be used for all races.
Sponsors Bibs & Banners	Available from equipment officer.	Contact Sponsor.
Officials Lunches & Refreshments	Pay from SE float.	Provide for in own budget.
St John Ambulance or equivalent qualified first aid. See BACR II article 3.13	Pay from SE float.	Provide for in own budget.
Trophies	Medals will be provided for overall and age group 1st, 2nd, 3rd 4th and 5th. Check with SSW to find out who has them for your race. Contact Robin Kellen: robin@snowsportwales.net	Organisers should provide trophies for overall and age group winners.

WHO DOES WHAT	GBR SERIES	CLUB NATIONALS
Acceptance Criteria	Preference is given to best seeded entrants should the event be over subscribed. Entries from Men and Women should be considered separately (Jury decision). A separate race for U10s and U12s will be held at all GBR events. All U10/12 entries to be accepted. Refer to SE policy on transgender participants: https://bit.ly/SEtransnonbinary	Preference is given to entrants without seed points. Next priority is given to those with higher seed points. Entries from Men and Women should be considered separately (Jury decision). A separate race for U10s and U12s will be held at all GBR events. All U10/12 entries to be accepted. Refer to SE policy on transgender participants: https://bit.ly/SEtransnonbinary
Bulletins, Start lists, Results	The templates to be used for bulletins are available on www.gbski.com/genbulletin	The templates to be used for bulletins are available from www.gbski.com/genbulletin
2nd/3rd Run	DNFs & DSQs allowed 2nd run before valid finishers, subject to Jury decision. See race bulletin for indoor races.	DNFs & DSQs allowed 3rd run, subject to Jury decision. See race bulletin for indoor races.
Dope Testing	Arranged by Sports Council without prior notification. Will require help of a Steward appointed by Race Organisation	Arranged by Sports Council without prior notification. Will require help of a Steward appointed by Race Organisation

CHIEF OF RACE

Please refer to BACR as well as Snowsport England Race Manual on www.gbski.com. Consult the Ski Slope Management at an early stage and keep them informed of progress and problems. Make contact with your Technical Delegate (TD) and Event Welfare Officers at least 6 weeks before the race; arrange Acceptance and Protest Jury meetings and appointment of Referee in consultation with them and inform them of pre-race organisation meetings, progress and problems.

The British Artificial Competition Rules (BACR) Book II is an essential reference for everyone involved in organising ski races. In it you will find a comprehensive list of official roles and their duties. The SE Race Manual contains useful information about regulations for various competitions.

Specimen bulletins, regulations and competition rules are on www.gbski.com

REGISTRATION PROCEDURE

A. Registration/renewal and acceptance into races
Everyone participating in artificial slope races should be registered with a HNGB. It is the responsibility of the race secretary to ensure that all entrants to a race are currently registered for racing. Unregistered racers may be accepted into Club National races only – see SE Race Manual Section 7.2 for the detailed regulations. There is no restriction on the number of races that an unregistered racer may enter in a race season. The results of an unregistered competitor will not be eligible for seed points. The organising club will charge a fee of £5 for an unregistered racer if they are not members of a registered club. This fee will be deducted from the amount that is paid to the clubs by SE.

B. Skiers may register at any time of year. The renewal of SE membership occurs between September and October, any renewal after 31st October will incur a penalty fee. All Home Nations then provide a list of their currently registered racers to the National Seeder before publication of each BARTS and BASS seed list.

C. The latest seed list should of course be used to determine the acceptance of racers on performance grounds. Seed lists are published on the internet at www.gbski.com. If a competitor number / name does not appear, the race secretary should contact the SE (or other Home Nation) office to check if they have indeed registered since the publication of the latest seed list.

PROCESSING OF RESULTS AND SEED LISTS

1. Within 4 days of each race taking place, it is the responsibility of the TD to send the complete results pack (all PDF documents and SkiPro files as detailed in the TD report form) to publish@gbski.com, and the SkiPro files (sometimes sent by the Chief of Calculations) to import@gbski.com. These results are then published online and added to the GBSKI database for the next seed list. A guide to publication of race documents is available at www.gbski.com/docpub.

2. All enquiries concerning calculation of seed points should be directed to the National Seeder and those concerning personal details or registration to the SE office.

EQUIPMENT

It is the responsibility of an Alpine Committee member to ensure that all necessary race equipment (boards, bibs, high visibility jackets, backup timers, etc.) from the previous GBR venue are passed on, in good condition, to the next GBR Chief of Race. These must be signed for on the appropriate document, which must be returned to the equipment officer.

Any lost or broken equipment must be reported to the equipment officers.

PLEASE NOTE: Lost or broken equipment will be charged to the region or club concerned.
You are responsible for the equipment until the Equipment officer receives the signed handover document.

COURSE SETTERS

SE recognises two course setter levels, to assist the race organiser in selecting an appropriate course setter for the event they are organising. Details of these and the Course Setter Policy are available at https://gbski.com/rules.php#CG.

Appointment of course setters for your event

It is the responsibility of the Race Organisers to select appropriate course setters from the list. Please notify your Technical Delegate. Should you have difficulty finding appropriate course setter(s) please contact SE Office or AC Chair.

SCHEDULE OF AWARDS & AGE GROUPS

GBR SERIES

1st, 2nd , 3rd , 4th, 5th In all age groups and 1st, 2nd and 3rd overall.

Club NATIONAL RACES

1st, 2nd and 3rd in all age groups and overall.

PROCEDURE FOR DOPE CONTROL

Guidelines for race secretaries, COR and TD's.

Notification:
All testing is arranged by the Sports Council and there will be no prior notification to Race Officials.

Arrival of Dope Control Officer:
On arrival the Independent Sampling Officers (ISOs) will report to the Race Office. They will carry an identity card and a letter of authority from the Sports Council.

The Race Secretary will delegate a member of the race organisation to act as a steward. The Steward's duties will be to notify the Jury of the arrival of the ISOs and of the proposed selection criteria and to notify those selected for testing at the end of their second run, escorting them if possible to the Testing Station.

The Steward will also be needed by the ISOs at the end of the run to check that all those notified have arrived and to convey the protocol to the racers and escort them if further action is required.

Selection of athletes:
The proposed way that athletes are selected for testing and the total number of athletes to be tested is decided (before the beginning of the competition) by the ISOs, in consultation with the SE Steward. The Competition Jury will be informed of the proposals before testing commences and may approve the arrangements or propose alternatives.

Refusal to take the test will be reported to Snowsport England and treated as a positive result.

Any competitor who has decided to withdraw from the race may be asked to take a test before leaving. Failure to do so will be reported to Snowsport England and treated as a positive result.

Racers should be informed of their right to take an attendant to the Testing Station with them, i.e. Parent, Coach, or other appropriate adult. It is essential that racers under 18 years of age are accompanied.

Doping station:
Competition organisers will need to provide a Doping Control station if the need arises. It must be situated near the finish area and be clearly marked outside. The station should consist of a waiting area, a working room and WCs (men and Women).

It is recommended that the Doping Control station is equipped with running water. Sealed drinks (such as mineral water, soft drinks or fruit juice) must be available in the waiting area. These drinks should contain no caffeine or alcohol.

It should be noted that, if the Doping Control unit visits a competition, the room they are allocated becomes inaccessible to race officials and staff of the facility for the remainder of the event. The room must therefore not contain anything that might be required for the duration of the competition or the prize giving.

Please note: All race results will be provisional until the results of the tests are available.

A full copy of the SE Doping Control Regulations and Procedural Guidelines can be found in the Race Manual. Officials involved in Doping Control are advised to refer to these documents before undertaking any detailed arrangements.

EVENT WELFARE OFFICER

Each event must have an Event Welfare Officer who is responsible for:

- Safeguarding children
- Safeguarding adults at risk
- Ensuring the Photography Policy is adhered to
- Ensuring all concerns raised are dealt with appropriately and reported to Snowsport England Safeguarding Lead.

The Event Welfare Officer must:

- Ensure their contact details are included in the race bulletin

- Ensure they are readily contactable on race day, either via the race office, or their number on display for participants
- Ensure an announcement is made giving details of how to contact the Event Welfare Officer
- Ensure they have reporting forms available in the event of a concern being raised
- Deal with any concerns raised appropriately, confidentially and with a child centred approach
- Know the threshold for passing on concerns to statutory agencies
- Provide a report to the Snowsport England Safeguarding Lead within 48 hours if any concerns are raised

If the Event Welfare Officer has more than one role on race day, the Event Welfare Officer role must take precedence in the event of a concern.

Relevant Experience

The Event Welfare Officer must be fully compliant with the requirements of a Snowsport England Club Welfare Officer. They will therefore have a current Snowsport England or Snowsport England approved DBS, a current general safeguarding course*, and a current Time to listen Certificate*.

** Issued within the last 3 years.*

CONTACT NUMBERS

SEEDER	**DAVID MANNS 01684 773148 / 07733 131212** **seeding@gbski.com**
EXPENSES	**SE OFFICE - 01509 232323**
MEDALS	**FOR GBR, SNOWSPORT WALES, ROBIN KELLEN** **robin@snowsportwales.net**
ONLINE ENTRY	**SE OFFICE – 01509 232323**
TRAINING OFFICER	**ANDREW HJORT alpineofficials@snowsportengland.org.uk**
GENERAL QUERIES	**SE OFFICE – 01509 232323**
SAFEGUARDING	**welfare@snowsportengland.org.uk**