

HOST CLUB DUTIES (one week before the race)

- Get equipment tubs from Host Club of prior race or from Equipment Chair (for 1st Qualifier)
- Call Race Officials (TD & 3 ATD's) to verify that they will be officiating at the race
- Contact / receive bibs and elastics from Equipment Chair
- Contact / receive single-spaced Seed List, double-spaced Seed List, Racer Release Listing, and Alpha Listing from Scorer
- Make copies of single-spaced Seed List for Gatekeepers, Race Officials, Starters, Finishers, and Registration. (minimum of 15 copies)
- Make 3 copies of Alpha Listing (1 for registration, 1 for new racers, and 1 for racers)
- Enlarge double-spaced Seed List for Unofficial Results Board and write "UNOFFICIAL RESULTS" on the top of each page
- Drain radio batteries
- Create Race Cover Sheet
- E-mail Race Cover Sheet to all race chairs and race officials
- Make copies of Race Cover Sheet for gatekeepers, race officials, race starters, and race finishers
- Contact Co-Host club chair to discuss duties. Duties can be divided by task (co-host does registration and host does on-mountain tasks) or divided up among both clubs equally
- Contact race club members to assign volunteers for race duties (see below)
- Fill out information on top of Gatekeeping cards
- Assemble packages (see below) into zip-lock bag) for Gatekeepers, Starter, and Finisher
- Recharge radio batteries and test radios

Packages

- Clipboard with pencil with eraser and sharpener
- Single-spaced Seed List
- Race Cover Sheet
- 2 Gatekeeping cards with club(s), gates, and course written on top of card

Race Duty Volunteers

- **Registration** - 2 to 4 volunteers
- **New Racer Signup** – 1 volunteer (for 1st and 2nd Qualifier)
- **Timing Shack** – 1 volunteer for 1st course, 1 volunteer for 2nd course
- **Starters** – 2 volunteers for 1st course, 2 volunteers for 2nd course
- **Finishers** - 1 volunteer for 1st course, 1 volunteer for 2nd course
- **Unofficial Results Board** – 2 volunteers for 1st course, 2 volunteers for 2nd course
- **Discount Ticket Seller** – 1 volunteer (usually done by the mountain)

REGISTRATION

- Arrive at mountain 15 minutes before registration begin time
- Find an area to corner off for registration – usually space for 2 tables
- Tape Racer Release Listing pages to table
- Put bibs in piles of 50's behind the Racer Release Listing pages
- Place 6 (or more) pens on table for racers to sign releases
- Have bib elastics accessible to racers (end of each table)
- Have 2 to 4 attendants stand behind the tables to distribute bibs
- Give attendants a copy of Alpha List and Seed List
- Have a copy of the Alpha List and Seed List available for racers to find their bib number
- Review Registration Rules/Guidelines (below) with attendants

Registration Rules/Guidelines

- Attendants can not give a bib to a racer unless they SEE the racer sign the release next to their name
- A racer can not pick up a bib for another racer (except for parents of junior racers)
- Attendants should check the Alpha list if the racer can not find his/her name
- Attendants should instruct racers to wear bib on their chest or they will be DSQ'ed for that race
- If a racer does not sign the Racer Release, then he/she is DSQ for that race
- If a "seeded" racer misses registration, then he/she can pick up their bib & sign the Racer Release at the beginning of the racer course

NEW RACER SIGN-UP

- Find an area to corner off for the new racer sign-ups – usually space for 1 table
- Provide Attendant with New Racer form, unassigned bibs, elastics, Racer Release List for New Racers, Junior Racer Release form, Alpha List, Seed List, and pens
- Review New Racer Sign-Up procedure and Rules/Guidelines with Attendant
- Attendant ensures that racer is not already registered – check Alpha List
- Attendant writes (prints) new racer information on New Racer Sign-up form
- Attendant collects \$25.00 racing fee plus \$5.00 sign up at mountain fee (total \$30.00) – cash or check
- If a new racer is a junior racer, then parent/guardian must sign up Junior Racer Release form
- Attendant marks that racer paid \$30.00 next to racer's name on New Racer Sign-Up form
- Attendant designates the New racer to print name & sign New Racer Release
- Attendant assigns BIB number to New Racer Release and gives bib to new racer
- Attendant tells racer where race course is and when he/she will race (after what racer)

New Racer Sign-Up Rules/Guidelines

- ❖ New racer must show EICSL card or be introduced as new racer by his/her Race Chair
- ❖ New racer can not sign up at beginning of race course.
- ❖ If the racing club is paying for his/her racing fee, then racer should pay fee and discuss reimbursement with his Racing Chair.

GUEST RACER SIGN-UP

- Share the space and forms for New Racer sign-ups (this can be the same attendant)
- Review Guest Sign-Up procedure and Rules/Guidelines with Attendant
- Attendant ensures that racer is eligible to be a Guest racer – check Guest Racer Non-Eligibility List
- Attendant writes (prints) new guest information on New Racer Sign-up form
- If a guest racer is a junior racer, then parent/guardian must sign up Junior Racer Release form
- Attendant designates Guest racer to print name & signs New Racer Release
- Attendant assigns BIB number to New Racer Release and gives bib to Guest racer

Guest Racer Sign-Up Rules/Guidelines

- ❖ Guest racer can NOT be a prior racer within 2 years
- ❖ A person can only be a guest racer once per season
- ❖ There is NO fee for a Guest racer
- ❖ There are no Guest racers at the championship
- ❖ Guest racer must show EICSL card or EISCL guest card
- ❖ Guest racer can not sign up at beginning of race course.
- ❖ Guest racer must have a sponsor
- ❖ Guest racer can race at the end of the class, with sponsor, with friend, at the beginning or at the end.
- ❖ If a Guest racer subsequently signs up as a racer, then his/her time is scored for that race.

OTHER DUTIES

- Wear Host Club bib
- Locate race chair for each gatekeeping assignment and give him/her the gatekeeper package
- Locate TD and ATD's and give them a Radio, race official bib, single-space Seed List, and Race Cover Sheet
- Ask TD what channel they will use and turn on Host Chair radio & turn to that channel
- Make additional copies of single-spaced Seed List available to racers
- Give double-spaced Seed List and a pencil to the Timing Shack volunteer
- Give the enlarged double-spaced Seed list, markers and tape to the Unofficial Results Board volunteers
- Give the Finisher package and the Finisher bib to the Finisher volunteer
- Give the Starter package and the Starter bib to the Starter volunteer
- Ensure that all volunteers are in place 15 minutes before the race start time

END OF REGISTRATION/NEW RACER SIGN-UP

- Pack up all Registration stuff into the Equipment tubs
- Remove the Racer Release Listing pages from the table and stack in bib order
- Stack undistributed Bibs in bib order
- Put Racer Release Listing pages, undistributed Bibs, New Racer Registration form, New Racer Sign-up form into a tub (on the top)

- Bring this tub to the start of the race course and inform the Starter that it is there for any late registrations by seeded racers.
- Collected money by the New Racer Sign-Up attendant should be given to Host Club Chair or Co-Host Club Chair to bring to the jury meeting

END OF RACE

- Remove Unofficial Results from board and bring to Jury meeting.
- Give equipment to Host Club chair for next race or to Equipment Chair
- Bring Equipment tubs from beginning of race course to Jury meeting
- Bring other Equipment tub to Jury meeting
- Give Unofficial Results to race chair whose club is having the M&M or night party
- Attend jury meeting
- Give a big sign of relief that it is over (until next year!)