PVIAC SKIING

DUTIES OF RACE ADMINISTRATOR / CHIEF OF RACE

1. Act as liaison to Berkshire East concerning any problems during race/race day (course inspection/deterioration, closed trails, lifts, racers' behavior, weather conditions, timing problems, etc).

2. Check that all teams have arrived and entered running orders.

3. Establish final running order for timers, starters, and assistant starters.

4. Notify any racer who may need a provisional run.

5. Collect all protests and call meeting of race jury.

6. Serve on race jury and notify statistician of results.

7. Organize Junior Varsity running order.

8. Enforce all rules under which our conference competes (PVIAC Bi-Laws, MIAA rules)

9. Inform statistician of any changes in times/places.

10. Organize teams starting order for season.

11. Assist coaches/teams with problems before, during, after race (lost gate keeping cards, late arrivals, substitutions, coaching assignments, lost bibs, provisionals, posted times, etc.)

12. Assist in resolving problems/questions of fans.

13. Make and post copies of racers' times as they become available.

14. Remain at Berkshire East until final results are checked with statistician.

15. Collect and file all materials for each race. (Timing tapes, gate keeping cards, protests, etc)

16. Act as liaison to AD from chair school.

17. Preparing Gate Cards

18. Assign Coaches their duties for the race – Duty List for Coaches

    a. Gate Keeping

    b. Gate Keeping Cards

    c. Starters and Head Gate Keeping Cards