

# Chief of Course Check List

## The Chief of Course Must:

- Saturday morning, confirm that the two starters and the recorder on the work sheet are present (for the weekend) and know their duties.
- Ensure that the starters have a clipboard with the start sheets at the top of the hill at least 15 minutes before the race is scheduled to start.
- Ensure that the gatekeeper bibs and pencils are at the top of the hill at least 15 minutes before the race is scheduled to start.
- Be familiar with rules and procedures for running a race.
- Be at the top of the hill 15 minutes before the race starts to organize other workers.
- Instruct gatekeepers in how to do their jobs. Be sure they:
  1. have pencils and know to **write down** every DQ.
  2. know the signals for DQ, stop race, continue.
  3. know the importance of passing signals to the officials in the timing shack. Make sure they are aware of lines of sight.
- Confirm with the starters the time of start. Both the Chief of Course and the Starter must understand the “15 minute rule” and the “20 minute inspection rule.”
- Check the positioning of the gatekeepers on the hill once the race starts. Make sure that DQ signals are passed down, and that an experienced gatekeeper is located within view of the timing shack officials.
- Ski in the race arena during the race to confirm that the race is running properly, and fix problems as they occur.
- Stop the race for maintenance (slipping) if the course deteriorates. Slipping must be done between classes, and is usually done between runs 1 and 2.
- Collect work cards at the completion of the race and compare names with those on the work assignment sheets. Persons who sign up to gatekeep and don't show are subject to DQ in their next race.

## **Some Rules**

### **6.4. Chief of Course**

The Chief Of Course is assigned one course and is responsible for:

1. supervising the workers assigned to that specific race;
2. taking clipboards and floppy disks to the shacks at the top and bottom of the course at least 15 minutes before the race starts;
3. taking worker bibs (gate judge, etc.) to the top of the course at least 15 minutes before the race starts;
4. assigning positions to gate judges, and instructing them on their duties if necessary (gate judges near the bottom of the hill are instructed to signal delays of course to the workers in the timing shack);
5. turning in clipboards and floppy disks to the Director of Results and classification (or his designate) immediately after the race is finished;
6. collecting work cards from all other course workers at the end of the race, and turning them in with the clipboards and floppy disks;
7. collecting bibs from all course workers at the end of the race;
8. determining whether course maintenance (i.e. side slipping) is necessary during the running of the race;
9. reviewing check cards from the gate judges for consistency and completeness for indicated racer disqualification;
10. supervising the removal of poles from the hill if the race is the last one of the day; and
11. being available to attend the jury meeting if so requested.

### **6.10. Race Host Clubs / Worker Assignment**

6.10.1 Clubs will be asked to manage individual races during each race weekend. The MACC Director of Race will assign the designated clubs prior to each race weekend. The designated club will make the following work assignments:

1. Chief of Course,
2. Recorder,
3. Chief Starter, and
4. Assistant Starter.

The names for the above must be provided to the MACC Director of Race prior to race day to enable the preparation of Racer Worker Assignment sign up sheets. The balance of workers will sign up during race registration.