

DNSC Race Responsibilities Job Description January 16 & 17, 2010

1. **Chief of Competition** – Responsible for technical conduct of the race - from seeding to course preparation and timing. To include but not be limited to: Race Secretary, Course, Stadium, Timing & Results, Competition Control, Athletes Control, Ski Patrol, Announcing. Supervise and control of the work of all competition officials except the TD and elected Race Jury Members.
2. **Assistant Chief of Competition** – Will assist the Chief of Competition with his/her duties and at any time, be capable of substituting or replacing the Chief of Competition if needed. Will be assigned tasks by the Chief of Competition as situations arise prior to and during competitions.
3. **Race Secretary** – Responsible for all secretarial work concerned with the technical aspects of the competition. Prepares all forms for the entries, start, timing, calculation, and seeding. Organizes the Team Captains' and Jury meetings. Distributes Start Lists, other important information, minutes of the Team Captains' and Jury meetings. Arranges for the earliest possible publication of the unofficial results and for the distribution of official results. Coordinates and collects all entry fees and DNSC waivers. Distributes Race bibs to teams and to individuals.
4. **Chief of Course** – Responsible for course layout, grooming, and race course marking. Involved in measurements and the production of course plans and profiles. Responsible for timely preparation and grooming of competition and warm-up courses, stadium, and marking and fencing of the courses. Responsible for Sending forerunners and post runners around the course before and in between competitions. Responsible for ensuring that competition courses are cleared after end of competition by using post skiers or snowmobile patrols.
5. **Chief of Timing and Results** -- Responsible to oversee and quality check of the timing and results product of the Timing & Results Services provider or contractor. Coordinates the work of the Starter and the Finish Order Recorders. Provides support for the Stadium Announcer in terms of results. Responsible for posting the results for the Sprints and Classic races at the race venues.
6. **Chief of Stadium** -- Responsible for all activities and setup in the stadium area including start and finish area. This includes but is not limited to fencing, and course marking in the stadium. Responsible for any banners and pop-up tent and porto poties locations. Responsible for coordinating all timing related activities with the Chief of Timing. Responsible for coordinating with the Chief of Course the course preparation and course marking within the stadium. Responsible for the coordinating with the Chief of Start to make sure race can start on time. Responsible for coordinating with the Chief of Course Marshals that spectator flow is controlled and does not interfere with the start, laps, and finish areas.
7. **Chief of Start** -- Responsible that racers start on schedule times. Responsible for Coordinating with the Chief of Timing, Chief of Course and Chief of Stadium that everything is A OK for a start. Responsible for coordinating with the Chief of Timing any and all exceptions are noted and recorded. Responsible for recording all skiers who started late and all skiers who failed to start. For skiers starting late, you do not have to record their actual start time. Responsible that late starters do not interfere with the start of other skiers.
8. **Chief of Course Marshals & Chief of Competition Control** – Determine where course marshals are needed to ensure that racers stay on the correct course and that their safety is protected while on the race course. Responsible to control the spectators so they do not interfere with ski racers. Responsible that all skiers ski the course in the correct direction and that no skiers ski backwards on the course. Will also act as Chief of Competition Control. Responsible of suitable placing of technique, video and bib controllers along the competition courses in close cooperation with the TD and Chief of Competition. Responsible for setup of all video review equipment