

THREE RIVERS LEAGUE INTERSCHOLASTIC SKI RACING ASSOCIATION

STANDARD OPERATING PROCEDURES

I. Introduction

Coaches and officials will subscribe to the point of view that if a doubt exists, it is better that an infraction goes unpunished than to have the infraction be wrongfully punished. We must keep in mind that each racer is responsible to the racer's coach and not to another. If a racer feels that an unfair request has been made, the proper recourse is to have their coach settle the issue.

II. Race Entry

- A. Race orders will be emailed or called to the Race Secretary no later than 9:00am Friday morning prior to the Saturday race. Coaches will list the members of the team in the order in which they are to race by seed order.
- B. Teams whose coach fails to provide this information by 9:00am Friday morning prior to the race will race in the running order of the previous week's race, or if it's the first race of the season, teams will race in alphabetical order. There will be no exceptions.
- C. Race entries will be seeded according to draw as follows: #1 member of the #1 team, #1 member of the #2 team, #1 member of the #3 team, etc., followed by the #2 member of each team in reverse order, then the #3 member of each team in order of the draw.
- D. Race seeds for all races will be determined prior to the beginning of the racing season by the members of the league. The current order is a continuous rotation from year to year with provision for new teams to be added at the end of the list. Varsity II racers will use the same draw as Varsity.
- E. Substitutions are to be made with the Race Administrator's approval prior to the start of the race as follows:
 - 1. Only one substitution can be made in both girls and boys Varsity. One alternate from the Varsity II team may be moved into the racing slot of a missing Varsity racer. Substitutions in the race order must be made by 9:00am on race day.
 - 2. If a Varsity racer who raced the first run is unable to race in the second run, then the alternate may be substituted as above, unless there is no alternate, then the position will remain vacant. This substitution must be made by the closing of the second run course inspection.

III. Race Operation

All TRLISRA sanctioned races will be run in accordance with the following additional rules and regulations.

- A. Races are staffed by the volunteer effort of the parents and coaches.
1. The staffing of officials (TD, Referees and electronic timing and results personnel) will come from a pool of specifically trained volunteers.
 - a) A designated Race Administrator will schedule adequate personnel to staff all League races.
 - b) The League will offer training prior to the first race, to acquaint new official candidates with the requirements of the job.
 - c) In place of the above training, persons may attend PNSA officials training.
 - d) It is mandatory that any person acting in the capacity of TD or Referee will have attended one of the training sessions above. It is encouraged that returning officials will attend annual training as a refresher.
 2. The staffing of volunteers to act as gatekeepers, hand timers, trail crossing guards, runners and bib collectors will be organized by a designated host school in coordination with the Race Administrator.
 - a) The host school designation will be rotated through the roster of full teams by declaration of the membership at the beginning of the season.
 - b) Each school will provide a Parent Representative who will be responsible for parent volunteer coordination.
 - c) The host school Parent Representative will be provided with an SOP for the coordination of this volunteer effort.
 - d) The Parent Representative will provide the Race Administrator with a list of volunteer gatekeepers, timers and other volunteers as necessary no later than Tuesday at 6:00pm. This will give the Race Administrator an opportunity to help find additional volunteers, if necessary.
 - e) The Parent Rep shall direct any new gatekeepers to the League website to view training information.
 3. Worker staffing levels for individual schools will be determined as early in the pre-season as possible and a hosting schedule will be published and distributed to all team representatives soon after definitive enrollment numbers are known.
 4. On race day the host team must provide two coaches for course setting, otherwise one coach per school is required.

- B. If terminated due to inclement weather or other technical difficulties, a race will be considered as official if all Varsity I racers complete one run.
- C. The kind of course set shall be either a slalom or giant slalom, set as close to OISRA rules and standards as possible with respect to the slope available for use. If at all possible, races should be two runs. The course setter will pre-run the course.
- D. Helmets are required for all league training and races. OISRA Alpine Race Rules (II,A,6) stipulate that helmets must conform to FIS6, which reads in part "Only helmets are permitted whose shell and padding cover the head and ears."
CAUTION: The protective qualities of all safety helmets are affected by age, use and fit. Some older helmets and other helmets that have been damaged either in a racing fall or some other impact may no longer provide sufficient protection even if there are not visible indications of damage. TRLISRA neither specifies nor makes any warranties as to the fitness or use of any particular helmet nor assumes any responsibility or duties to any competitor by requiring the use of the helmet.
- E. Race orders will be available for pick-up at the Official area no later than 8:15am on the day of the race. Weather and hill conditions permitting the following time schedule is to be followed:
- 6:30am Set race course
 - 8:00am Set up race headquarters
 - 8:15am Teams may pick up bibs and sign in race changes.
 - 8:30am All race workers should be signed in by now.
 - Gatekeepers meet with head gatekeeper in race headquarters
 - Hand timers meet with Chief of Timing and Calculations in race headquarters
 - Recorders and calculators meet for instructions
 - 9:00am Course is open for inspection unless otherwise stated by the TD.
 - 9:00am All race order changes must be submitted by now
 - 9:30 or 10:00 First run inspection closes.
 - 9:45 or 10:15 Coaches meeting at top of course
 - 9:50 or 10:20 First forerunner starts
 - VARSAITY RACE STARTS immediately thereafter
- F. The start of the race is defined as the moment the Start Referee calls for the first racer.
- G. The finish of the race is defined as the moment the final racer crosses the finish line and the Finish Referee declares the course closed.
- H. A Coaches' meeting will be held prior to each race at the top of the course. The Coach or Assistant Coach from each team will attend. If neither of these is available, a racer representative from that team will attend. The first course

setter is automatically the Assistant Referee. If that coach is unable or unwilling to be Assistant Referee, then the coaches will elect a representative and an alternate representative to sit on the race jury and carry out the duties of the Assistant Referee. In cases where the coaches' representative lodges a protest, he/she will step down from the jury panel for that portion of the meeting. Notification of the following will be announced:

1. The time and place of required course preparation for second run.
 2. Problems from previous races.
 3. Current course location and conditions.
 4. Pre-race course inspection procedures for second run.
 5. On-going course maintenance requirements and whether racers should slip the course.
 6. If race is GS, the length of second run course inspection may be reduced to 45 minutes at the discretion of the Chief of Race.
- I. All racers will start in the order of the start sheet. Racers who reach the start after their order will be allowed to run on a "time and condition" basis at the end of their classification, unless the starter deems the delay was unavoidable, in which case the starter may rule to start the racer at the end of the current seed.
- J. Alternate Start – In cases where interference is a problem or the timing system is not working, the following start rule will be used: The Race Officials Committee will make the decision to change the start and have it announced to all racers as early as possible. If the determination is made that the start rule be changed, then the 5-count system may be used. When the course is ready for a competitor, the Starter will announce the competitor with any phrase that is commonly used in ski racing and shall include the competitor's bib number and "...10 seconds..." at which time the racer prepares to start "...5, 4, 3, 2, 1, Go, 1, 2, 3, 4, 5." The racer is allowed to start between five seconds before "Go" and five seconds after "Go." *A competitor who does not start within the specified time will be disqualified.* When the Starter sees a boot break the plane of the start gate, the Starter will announce "racer on course" over the communication system.
- K. The start area is to be kept clear of all individuals. Only the Starter, Start Referee, hand timers, racer, and coach are to be allowed in the starting gate area.
- L. It is desirable to have a system for clearing the racers through the course before starting another racer. This may also serve as notification to the recording team of the bib number of the approaching racer.
- M. Identification of coaches and race officials is desirable so that competitors and coaches know who is making a request.

- N. In the event of a re-run, after the racer or coach has contacted the Start Referee, all re-runs can be made within ten starts of when the racer is ready to race at the start area.
- O. Bibs will be assigned to teams at the beginning of the season. Teams that fail to return bibs at the end of the season will be charged \$30 per lost bib. Bibs will be assigned to each racer for the season, regardless of whether the racer skis varsity or jv. If the bib is forgotten on race day, get a replacement for that day.
- P. Preliminary disqualifications will be posted or announced at the bottom of the race course as soon as possible after each run of the race. The official disqualification list will be posted as soon as possible after the race at the bottom of the course. The official race results will be posted at the race headquarters and/or online.
- Q. Gatekeepers who have disqualifications will remain at the ski area and be available to the Race Jury until after the Jury meeting.
- R. If a coach has made a legitimate correction or request and failed to obtain cooperation, he/she should report the occurrence in writing to the race jury.
- S. Protest Procedure:
1. Protest against being declared ineligible for interscholastic competition will be filed with the league representative prior to the end of the last league race.
 2. Protest against the course or its condition will be filed with the Referee before the forerunners start.
 3. Protest against the condition of the course after the start of the race will be filed with the Start Referee verbally. The Start Referee will halt the race and contact the Referee. The jury will immediately address the protest.
 4. Protest against another competitor or against an official during the race will be filed with the jury within 15 minutes of the last competitor crossing the finish line of the run just completed.
 5. Protest against time keeping will be filed with the jury within 15 minutes of the posting of unofficial times or posting of DQs, whichever is later.
 6. Protest against disqualification will be filed with the race jury within 15 minutes of the posting of the disqualification list for the last run of the race. Protests must be submitted in writing by the coach. Protests should be substantiated in detail and any evidence supporting the protest should be submitted. Videotape and digital pictures, if available, will be allowed.
 7. Official protests will be for Varsity 1 races only. There is a \$20 fee for filing a protest. The \$20 fee will be returned if the protest is upheld or kept by TRL if the protest is not upheld.

IV. Injury

If a racer is taken down the hill in a sled, or loses consciousness, the racer automatically has to be cleared by a medical doctor, in writing, before they may return to training or racing.

V. Jury

A Jury meeting will take place no later than 30 minutes after the last racer crosses the finish line. At least one voting member of the jury must be coach of a participating team. The race jury will consist of no less than 5, or more than 8, individuals.

- *Chief of Race
- *Chief of Course
- *Technical Delegate
- *Referee
- *Assistant Referee
- Start Referee
- Finish Referee
- Chief Gatekeeper

**has voting status*

VI. Scoring

A. Team:

1. The team time will be the sum of the best three individual times in the first run, plus the sum of the best three individual times in the second run.
2. If a team does not have three qualified times, the team will have no team score.
3. Team points should be awarded according to the following scale:

Sample for 8 teams

Place	Points
1 st	16
2 nd	14
3 rd	12
4 th	10

4. If two or more teams have the same time, they shall be given the same place on the official results. Therefore, if two are tied for first place, there will be no second place winner but the next place listed will be third place.

B. Individual:

1. Leagues shall use the scoring system identified in the OISRA's Alpine Race Rules, Section 1, Paragraph E, Part 2a.

2. If two or more competitors have the same time, they shall be given the same place on the official results. Therefore, if two are tied for first place, there will be no second place winner but the next place listed will be third place.

VII. League Championship

- A. The League Championship will be determined by totaling the Varsity team points earned as described in item V, Scoring.
- B. Team ties will be resolved by using results from the last race. Individual ties will stand.
- C. Individual Awards
 1. Varsity Combined GS/SL (T-Shirts, Top Guns Club) Girls (10) Boys (10)
 2. Varsity GS (medals) Girls (10) Boys (10)
 3. Varsity Slalom (medals) Girls (10) Boys (10)
 4. JV GS (medals) Girls (3) Boys (3)
 5. JV SL (medals) Girls (3) Boys (3)
- D. Team Awards
 1. Top 3 Girls Teams, combined GS/SL (trophy; medals for 6 team members)
 2. Top 3 Boys Teams, combined GS/SL (trophy; medals for 6 team members)
 3. Top combined Team, girls & boys from same school (trophy; medals for 12 team members)

VIII. State Qualification

- A. A racer must have started in at least 50%, rounded up to the next whole number, of all league races his/her school entered, in order to qualify for the State Championships. This can be while racing in any classification. This requirement may be waived by the League Executive Committee only in case of injury and only if the following criteria are met:
 1. Written request must be submitted by Monday following the last League race.
 2. Written verification stating nature and duration of injury by a physician.
 3. Written release by a physician to participate.
- B. The league will review the request and forward their recommendation to the OISRA commissioner (see OISRA Alpine Policies, IIC).
- C. The League will send teams according to OISRA Alpine Policy IIC. Team ties will be resolved by using results from the last race of the discipline.
- D. The League will send individuals according to OISRA Alpine Policy IIC. Individual State Qualifiers will be the highest point scorers of each discipline

that are not members of a qualifying Team. Individual ties will be resolved by using results of the last race of that discipline.

- E. The host league may send one additional team in each classification (Boys Varsity and Girls Varsity) to the State Championship Race.

IX. Race Cancellation

In the event that weather conditions are forecast to be so bad that cancellation before driving to the ski area seems prudent, the league President, Vice President and the Chief Of Race may make the cancellation decision. A race would be cancelled if 2 of the 3 agree that the race should be cancelled.

X. Transportation Rule

Transportation to races will be by bus or private transportation provided that such transportation is driven by a coach or an adult over the age of 21. Students will not be allowed to transport other students to races. No racer may drive to or from a Three Rivers League ski race or a team snow training session. Parental permissions and insurance information for racers being transported in private vehicles must meet with each school's requirement. This rule would not apply to a racer driving themselves or providing rides to school or to the bus. Racers who violate this transportation rule shall be disqualified from league competition for 4 consecutive races, including the immediate race and the state race meet (as one race) if appropriate, and to be carried forward to the next season when applicable.

XI. Indemnity Insurance

- A. Race workers filling the position of gatekeeper, hand timers, trail crossing guards, runner, and bib collectors are generally considered incidental volunteers that are covered by their team or school insurance.
- B. Race officials filling the positions of TD, Referees, Head Gate Keepers, course maintenance, and electronic timing and results personal are generally considered to be of a more full-time volunteer status. These individuals need to be covered by their own personal liability policies, school district policies or be members of a Boy Scout Venture Crew.
- C. Race officials who act in the above capacities, that are not affiliated with a team by nature of being a team member parent, may join a Boy Scouts of America Venture Crew affiliated with a school in the league or provide proof of indemnity insurance through their homeowners or other insurance policy.