Three Rivers Ski League League Job Description

RACE ADMINISTRATOR

This individual is generally responsible for organization, staffing and facilitating a race. Specifically the duties include: receiving or creating the start order, assigning bib numbers to competitors, handing out team bibs to coaches, assigning officials and issuing officials bibs. In addition to staffing the race the Race Administrator obtains lift tickets and vouchers for all race workers and coaches and accounts to the race area for the disposition of tickets and vouchers. Following the race the Race Administrator is responsible for the accurate and timely creation and distribution of race results. The race Administrator shall keep and maintain a file which includes a master list of available officials and course workers, job descriptions, host team worker tasking, race day duty rosters, rule books, DQ forms, Protest forms race and other misc. necessary paper work. At the Race Administrators discretion, some of these duties can be delegated. This position is not a member of the jury.

Pre season tasks:

1. Compile an available officials roster:
   - Name
   - Working position
   - Phone number
   - Email address
   - Available work dates
   - Officials child's:
     a. Gender
     b. School
     c. Grade
     d. Varsity of JV

2. Calculate and assign host team worker numbers.
3. Coordinate race venue selection.
4. Establish point of contacts for each Race Area.
5. Delegate duties.

During season weekly tasks:

1. Monday:
   - Verify with Host teams parent Rep that volunteers worker list staffed.
   - Call and confirm Officials are available to work. Make changes as necessary.

2. **Tuesday:**
   - **Verify with Host teams parent Rep that volunteers worker list staffed.**
   - **Call and confirm Officials are available to work. Make changes as necessary.**
3. **Wednesday:**
   - **Complete Officials list**
   - **Complete Gatekeepers/course workers list.**
   - **Contact Ski Area contact and confirm race/ticket/voucher information.**
   - **Provide TD with Officials list.**
4. **Thursday:**
   - **Receive and confirm the start order.**
   - **Make any necessary changes to the race workers rosters**
5. **Friday:**
   - **Make 15 copies of each race duty roster**
   - **Make sure race orders are printed**
   - **Make sure Bibs a sorted.**
   - **Confirm with host team that race workers are all set**
   - **Make any last changes for race staffing.**
6. **Saturday:**
   - **Arrive at the Race area by 7:00am and set up registration area.**
   - **Get race worker tickets, vouchers and account forms from ski area POC**
   - **Issue to the Officials: Bibs, Radios and work packets.**
   - **Issue Stop watches, clip boards and time recording sheets to hand timers.**
   - **Give instructions to all workers as to meeting times and locations. For specific jobs (i.e. Hand timers, results runners, trail crossing guards….)**
   - **At the end of the race:**
     a. **Convene a jury if necessary. Inform all jury members including gatekeepers as to time and location.**
     b. **Check in all race equipment and issue comp vouchers.**
     c. **Verify with timing and calculations the completions and accuracy of the race results.**
     d. **Insure the TD signs the Race and jury results. File Copies of each.**
     e. **Return to the Race area POC ticket and voucher documents as required.**
     f. **Verify that the race results are posted to including the Web site.**