

Host Team Instructions

We thank you so much for helping to gather volunteers for the next League race. It is critical that you get your list of volunteers to the Race Administrator as soon as possible. We need to send those volunteers training materials and they need time to receive and review this information prior to leaving for the mountain.

- ✓ With rare exception, all racers will be run on the same course due to limited hill space at both Ski Bowl and Meadows. We will notify you ahead of time if this is a dual race course which will require more volunteers than normal.
- ✓ Fill in all of your Volunteers information including a cell phone number. In addition the Volunteer should indicate if he or she is a Skier or Walker. Note; some courses will not allow Walkers.
- ✓ Be sure to coordinate with your co co-host team for additional volunteers and their information.
- ✓ At least one of the hand timers (and recorder) must be a skier since they need to be at the starting line. A recorder is not always needed; often the hand timer can perform both duties. Notify the Race Admin if this is the case.
- ✓ The Parent Representative and team contact info is on the TRL's website under Contacts tab and once on that page look for the Adult Roster.
- ✓ The volunteer worksheet needs to be emailed to the Race Administrator by Wednesday morning! No exceptions! Time is needed to review, send materials to the volunteers and forward to Meadows or Ski Bowl for a Friday morning deadline.
- ✓ It is vital that you instruct your volunteers to review their job duties. Instructions will be email to them and can also be found at the TRL website under the Documents tab and once at that page look under the heading Manuals – Job Descriptions. It is **imperative** that you have your volunteer gatekeepers watch the short video titled [USSA Gate Keeper Training Video](#).

Note:

It is important that anyone volunteering for Course Maintenance understand that it is a physically demanding job and a long day on their skis. Often times we see Course Crew "bail" so please make sure that they are up for the job and committed to being there all day.