



## Three Rivers League Ski League

### **Standard Operating Procedures & Rules**

#### **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.

The Three Rivers Ski League ("League") is also known as the TRL.

#### **II. League Membership**

- A. Each school that has at least one team comprised of a minimum of three members of the same gender, has paid the applicable dues and fees, and has filed the appropriate forms with the League Secretary is considered a voting member team.
- B. Each school that has less than one team comprised of a minimum of three members of the same gender, has paid the applicable dues and fees, and has filed the appropriate forms with the League Secretary is considered an associate member team and does not have voting privileges.
- C. Each school must have a coach. The coach or assistant coach must be present at all sanctioned races.

#### **III. Teams**

- A. A school team shall include boys and/or girls grades 9-12.
- B. A varsity ski team will consist of at least 3 and not more than 6 team members of the same gender.
- C. A school may enter one Boys and/or Girls Varsity teams (up to 6 racers) and one Boys and/or Girls Junior Varsity team (all additional racers.)

#### **IV. Chain of Communication**

- A. Racer and parent concerns will be addressed by their respective coaches or with their team Parent Representative.
- B. Coaches' concerns will be addressed by the President of the League.
- C. League President will communicate information to the Executive Committee and to the league.

#### **V. League Dues and Penalties**

- A. Amount of dues for the League shall be established prior to the beginning of the race season. In 2019 the dues were \$60 per racer (\$45 plus \$15 bib fee), and are to be paid to the Treasurer of the League.

- B. League membership dues are payable prior to December 1st of each season. If paid after December 1, there is a \$50 penalty.
- C. A \$25 fine will be imposed for each team that does not send a representative to the league's monthly meetings.
- D. A \$50 penalty will be assessed to the team for each volunteer who does not show at an assigned race.
- E. The TRL has the right to levy a special fee per racer, if required, known as "Head Tax", and the amount will be set at any meeting prior to the end of the season.
- F. A \$100 penalty will be assessed to any team, or \$50 to any associate member individual, that has not submitted all required items as set forth in Article III, below.
- G. League penalties may only be waived for an individual student (racer) transferring into the TRL from another league within OISRA after the submission due date or a foreign exchange student that enters school after the submission due date.

#### **VI. Eligibility for Sanctioned Events**

- A. To be a member of a high school or club team, an individual student (racer) must meet all the eligibility requirements as dictated per OISRA Policies.
- B. To be recognized as an individual or a ski team and to participate in sanctioned events an individual, school or club must be registered online with OISRA by December 1st.
- C. An Individual must have paid League and OISRA dues.
- D. Submit any other information that may be required, from time to time, by TRL or OISRA by the required deadlines.
- E. An individual or team failing to submit all requirements will not compete in league races until all requirements are met and all penalties have been paid at League and OISRA levels.
- F. All teams will be required to have a written team policy that includes requirements for team membership, attendance requirements for training and races, seeding for races and requirements for earning a varsity letter.

#### **VII. 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: Odd number seeds will race in seed order; even number seeds will race in reverse seed order.
- 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. Junior Varsity 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 per gender, per school to the Varsity seeding. An alternate from the Junior Varsity team seed may be moved into the racing slot of the missing

Varsity racer, the JV seed position will remain vacant. 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.

## **VIII. Race Operation**

All TRL sanctioned races will be run in accordance with the OISRA Alpine Race Rules and 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. The Chief or Race or 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 USSA 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 gate judges, hand timers, trail crossing guards, and results board 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 Wednesday at 9 am. 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 participating Varsity 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. See OISRA Alpine Race Rules for helmet requirements.

**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. TRL 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:

**7:15** Early Load Registration (only - Race officials & Coaches setting course)

**8:00** Race Volunteer Registration (Gatekeepers & Hand Timers, etc.)

**8:15** Early Load –Lift Opens

**8:15** Host teams begin Course Set

**8:30** All Race Volunteers must be signed in (Volunteers on standby will be assigned empty positions)

**8:40** Gatekeeper Meeting (Held in the lodge, location identified at check-in)

**9:00** Chair Lift begins operation

**9:15** Racers begin course inspection (please verify with start referee that course is open)

**9:30** Hand Timers meet at the timing shed (finish line) to receive instructions and paperwork.

**9:45** Coaches meeting at the top of the course

**10:00** Estimated Start Time - First forerunners

**10:10** First Run - Girls Varsity/JV

**11:00** First Run - Boys Varsity/JV

**12:00** Second Run Course Inspection

**1:00** Second Run – Forerunners

**1:10** Second Run - Girls Varsity/JV

**2:00** Second Run - Boys Varsity/JV

**3:00** Race Conclusion - DQ Posting to follow

- 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 competitor 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. 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.
- M. Bibs will be assigned to teams at the beginning of the season. Athletes with lost or missing bibs may lease a bib with a \$20 deposit at Race Headquarters on the morning of the race. The \$20 deposit will be refunded at the end of the day if the bib is returned.
- N. Justification for Competitor Disqualification include:
1. A racer "slips" or skis though the finish line prior to the race unless instructed to do so by a race official.
  2. A racer loses a ski or leaves the race course, he/she and then re-enters the course or cross the finish line.
  3. A racer does not wear the official start number (bib) visible while skiing from the time of distribution to the time of collection, except for the start area, according to OISRA Alpine Policy Section II, Paragraph L, Sub-paragraph n.

- O. 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.
- P. 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.
- Q. Protest Procedure:
  - 1. Protest against being declared ineligible for interscholastic competition will be filed with the OISRA Executive Director 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 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.
- R. Official Results:
  - 1. With regards to OISRA Alpine Race Rules Section II, Paragraph F, Sub-paragraph 3. b, Items 4 through 6; as well as item 8; shall be recorded and archived with the Head of Timing.
  - 2. Results shall be published as soon as possible after the race has concluded. All results become final after noon on Monday following the conclusion of a Saturday race. A deadline extension may be granted by the Executive Board if there is a significant delay of posting the results.
  - 3. Only errors discovered in time posting, DNS, DNF or DSQ postings, to the posted results, are correctable after the deadline for protest has expired. This rule is in place to correct a "clerical" type error made by timing.

## **IX. 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.

## **X. 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:

Technical Delegate (Voting member of the Jury)  
Chief of Race (Voting member of the Jury)  
Referee (Voting member of the Jury)  
Assistant Referee [Course Setter] (Voting Member of the Jury)  
Chief of Course (Voting member of the Jury)  
Start Referee  
Finish Referee

Should the Jury be presented a protest by a team member of the coach on the Jury for that race, the Jury shall select another coach to hear the protest by that athlete, and subsequently be the substitute voting member for that protest. (See Section III, Paragraph H.)

## **XI. 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 <sup>st</sup>	16
2 <sup>nd</sup>	14
3 <sup>rd</sup>	12
4 <sup>th</sup>	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 I, Paragraph E, Sub-paragraph 2, Part a.
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.

## **XII. League Championship**

- 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 league points. This requirement is waived only in the case of an injury or illness and, upon the request of the Executive

Board, must have written verification stating the nature and duration of the injury or illness by a physician.

- B. The League Championship will be determined by totaling the Varsity team points earned as described in Section VI, Scoring.
- C. Team ties will be resolved by using the following formula. Individual ties will stand.
  - 1. A combination of points from the team's best placing in GS and best placing in SL from any race during the season;
  - 2. As a second tie breaker, the total combined team times from all league races during the season.
- D. 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)
- E. 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)

### **XIII. 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 or illness 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 or illness 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, Section II, Paragraph C).
- C. The League will send teams according to OISRA Alpine Policy Section II, Paragraph C. 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 Section II, Paragraph C. 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.

### **XIV. 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. A “cancel” decision by the aforementioned group must be made by 10:00pm the night immediately preceding the race in question, if the scheduled race is a regular day race.

**XV. Indemnity Insurance**

- A. All parents who register their child as an OISRA participant automatically have registered themselves as a League Volunteer. Spouses or other guardian may be registered at that time. Any other family members not submitted at the time of the athlete registration must submit a volunteer form either electronically or by paper form separately.
- B. All coaches who register online as an OISRA coach automatically have registered themselves as a League Coach and are coaching members of the Three Rivers League.
- C. Any race worker or race official who is not a parent or coach can register online with OISRA as a League Volunteer or sign a paper Volunteer Form to allow participation in a Three Rivers League event or team official practice.
- D. All registered League Volunteers are covered by the Three Rivers League liability policy for an official event or official practice.
- E. Three Rivers League insurance does not cover transportation at anytime; including to or from training, activities or races.
- F. Race volunteers may be covered by their school, school district policies or personal insurance.
- G. All Coaches and volunteers should maintain their own personal liability insurance.

**XVI. Conflict of Interest Policy**

- A. Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's (Organization) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.
- B. Definitions.
  - 1. Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
  - 2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
    - a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
    - b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
    - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Section C, 2; a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

C. Procedures.

1. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest.**
  - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. **Violations of the Conflicts of Interest Policy.**
  - a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after having the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

D. Records of Proceedings.

1. The minutes of the governing board and all committees with board delegated powers shall contain:
  - a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
  - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

E. Compensation.

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

F. Annual Statements.

1. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement in which affirms such person:
  - a. Has received a copy of the conflicts of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempts purposes.

G. Periodic Reviews.

1. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
  - a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the results of arm's length bargaining.
  - b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

H. Use of Outside Experts.

1. When conducting the periodic reviews as provide for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.