



2010 - 2011 NVSC MANDATORY PARENT WORK ASSIGNMENT DESCRIPTIONS

Except for the coaching, Nashoba Valley Ski Club is run entirely by parents/guardians and other family members. Without the help of the families of each racer, the club could not function and races cannot be run efficiently and safely. The following is a list of work assignment responsibilities for the upcoming race season. **No experience is necessary.** **WORK ASSIGNMENTS ARE MANDATORY.** Once registration is complete, we will allocate work assignments according to interest (no promises you'll get what you want). You will be notified as to your assignment when the schedule is complete. If working as certain Coordinator or Assistant positions, it may preclude you from additional race day assignments. Reminder: On-hill assignments require weather appropriate dress.

Please note that parents scheduled to work at a given home race will need to pick up their racer's bib at the Express Registration/Assignment Check-in table in the Race Shack during morning registration to ensure that work assignments are kept. The racer will not be able to pick up their own race bib if the parent/guardian is scheduled to work the race that day so please plan the race morning accordingly.

ASSIGNMENT DESCRIPTIONS

(Please keep the two pages of descriptions for reference)

Registration– Report at 7:30 AM to Race Shack. Checking racers off on Official Seed List and handing out bibs. Registration ends at approximately 9:00 AM

Starter & Assistant Starter – Reports at 8:30 AM to gatekeepers' meeting at bottom of racecourse. The starter is posted at top of hill in the Start House. Communicates with announcer at bottom of hill via headset and starts racer on the course when cleared to do so. The assistant starter helps the racers line for their run.

Gatekeeper – Reports at 8:30 AM to gatekeeper's meeting at bottom of racecourse. Stationed along the racecourse on hill, observes racers as they proceed through assigned gates, records bib number of racers who fail to pass through assigned gates on the Gate Judge Card, help with gate maintenance when necessary, notify Chief of Course of DSQ's and other problems. Each gate keeper will do both runs on a race day. Great first timer job and a fun way to see the race up close, dress warmly.

Gatekeeper/Finish Line Judge – Reports at 8:30 AM to gatekeepers' meeting at bottom of racecourse. Stationed on the hill at the end of racecourse, observes racers as they proceed through the last two gates and the finish line, records bib number of racer who fails to pass through assigned gates or finish line on the Gate Judge Card. In addition, the Finish Line Judge officiates all racer discrepancies and calls for racer reruns.

Chief of Course - Reports at 8:30 AM to gatekeepers' meeting at bottom of racecourse. The collection of Gate Keeper Cards from gatekeepers after each age group races, delivering them to the Race Chair, and maintenance and safety of the racecourse. Must ski, lift ticket provided.

Assistant Statistician – Reports at 8:30 AM to the timing shack. Fluent in Visual Basic for Macros.

Time Recorder – Reports at 8:30 AM to the timing shack. Records time of each racer on official seed list as race coordinator announces them.

Scorers – Reports at timing shack at the bottom of the racecourse. Records times of the racers and posts score sheets on outside bulletin board. Printing the top ten placers names for each age group on ribbons.

Bib Collection – Report at the end of the second run to bottom of racecourse. Collect bibs from racers as they complete their second run.

Runner – Reports to 8:30 AM to the timing shack. Post DSQ's and DNF's. Also post times after each age group.

50/50 Raffle – Reports to Race Shack at 7:30 AM. Setup table and sell raffle tickets during registration and through end of first race at each home race.

Timer (J6 Only) – Reports at 8:30 AM to the Under Eight Finish Line. Assists with timing individual Under Eight Racers.

Radio (J6 Only) – Communicate with starter via hand held radio

Recorder J6 Only) – Reports at 8:30 AM to the Under Eight Finish Line. Record the race times of the Under Eight Racers on Under Eight Official Seed List.

Announcer (J6 Only) – Reports at 8:30 AM to the Under Eight Finish Line. Communicates with Starter at top of hill, via hand-held, and announces racer on the course and finish times.

Practice night On Hill Assistants:

We need 2 people to assist the coaches with bringing in racers for bathroom breaks, to warm up or get late comers up to there group. Skiing position, lift tickets provided. One additional person is needed to stay in the lodge to communicate with the skiing positions.

Additional Volunteer Opportunities

Ribbon Coordinator: (season long assignment)

Sort ribbons for each home race by age group at beginning of the season and oversee race day distribution.

Race Day Snack Coordinator: (season long assignment)

Pick up pre-order and paid for coffee, hot chocolate and donuts and set up tables at home races.

Race Registration Coordinator: (season long assignment)

Prepare for and oversee distribution of bibs to racers on race morning, and collection of bibs at the end of the race day.

Distribute racer seed lists for use by starters and timing personnel. Bibs must be sorted back into numerical order prior to next home race.

Trophy Coordinator:

Arranging for procurement of trophies and awards at the end of the season and bringing them to the awards banquet.

Board of Directors 2011/2012:

If you are interested in helping our organization, please let us know. We need your help.

Professional Support:

Provide legal and/or tax support with NVSC corporation paperwork

Fundraising:

We welcome any ideas and assistance you may provide

Ambassador:

Would you be willing to meet up with a new family on a practice night or race day?

Championship BBQ, End of Season Awards Banquet, Parent/Child Race:

We need volunteers to help with set up, clean up, shopping and grilling. It goes quick when we have lots of volunteers.

Do you have special skills? Let us know! We would like to put your talents to use. **Do you have sporting tickets, own a business in the area or would like to donate to give-a-ways or raffle items for the Kick-off Party, Championship or Awards Banquet?** Let us know. We are always looking at ways to raise funds and keep our costs in check. Your help is appreciated.

Questions about work assignment commitment sign-up please e-mail the Volunteer Coordinators Cece & Carole at: volunteercoordinator@nvscracing.com

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Please Note: If for some reason you cannot make the race you signed up for, you are responsible for finding a replacement. In consideration to all, especially the racers, it is important that your replacement be as committed and able to do the job as yourself.

Be sure to check the work assignment page on the club website, www.nvscracing.com, for the latest information and work assignments. **You must email any switches/replacements to volunteercoordinator@nvscracing.com by the Saturday before the race.**