



## **2011 - 2012 NVSC MANDATORY PARENT WORK ASSIGNMENTS**

**(Please keep these two pages for reference)**

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 all racers, the club could not function and races could not be run efficiently and safely. The following is a list of work assignments for the upcoming race season. **No experience is necessary.** **WORK ASSIGNMENTS ARE**

**MANDATORY.** We will allocate work assignments according to interest (however, there are no promises you'll get what you want). You will be notified as to your assignment once registration is complete. Working in a "Season Long Assignment" capacity may preclude you from additional on-hill race day assignments. Reminder: On-hill assignments require weather appropriate dress and equipment.

**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 by 8AM during morning registration.** This will ensure that work assignments are kept. Your racer will not be able to pick up their own race bib if their parent/guardian is scheduled to work the race that day. Please plan the race morning accordingly.

### **ASSIGNMENT DESCRIPTIONS**

**(Descriptions apply to all race levels unless otherwise noted)**

**Race Day Registration**– Reports at 7:30 AM to Race Shack. Check racers off on Official Seed List and hand out bibs. Registration ends at approximately 9:00 AM

**Starter & Assistant Starter** – Reports at 8:30 AM to gatekeepers' meeting at bottom of race course. The Starter and Assistant Starter are posted at top of hill in the Start House. Communicates with the 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 up for their run. Both roles require skis.

**Chief of Course** - Reports at 8:30 AM to gatekeepers' meeting at bottom of race course. The Chief Of Course collects the Gate Keeper Cards from gatekeepers after each age group races, delivering them to the Race Chair, and assists with maintenance and safety of the racecourse. **MUST SKI, a lift ticket is provided.**

**Gatekeeper** – Reports at 8:30 AM to gatekeeper's meeting at bottom of race course. Gatekeepers are stationed along the race course on the hill, observes racers as they proceed through assigned gates, records bib number of racers who fail to pass through assigned gates on the Gate Keeper Cards, helps with gate maintenance when necessary, notifies Chief of Course of DSQ's and other issues. Each gatekeeper will do both runs on a race day. **Great first timer job and a fun way to see the race up close, dress warmly.**

**Finish Line Judge** – Reports at 8:30 AM to gatekeepers' meeting at bottom of race course. Finish Line Judges are stationed at the finish line at the end of the 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 Keepers Cards. In addition, the Finish Line Judge will officiate all racer discrepancies and calls for racer reruns.

**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. The Time Recorder announces racers times to the Time Scorer.

**Time Scorer** – Reports at 8:30 AM to the Timing Shack. The Time Scorer writes the announced racers time on official seed list, posts score sheets on outside bulletin board, and prints the top 10 racers names for the ribbon awards.

**Bib Collection** – Report at the beginning of the second run to bottom of race course with the bib crates, collect bibs from racers as they complete their second run and return the crates to the Race Shack. (Crates are picked up in race shack)

**Runner** – Reports to 8:30 AM to the Timing Shack. Post DSQ's and DNF's. Also posts times for each age group.

**Ribbons** – Reports to Race Shack end of second run, assist with putting labels on ribbons for award ceremony.

**50/50 Raffle** – Sells raffle tickets during registration and through end of each race throughout all home races.

**J6 Starter and Assistant Starter** – Reports at 8:30 AM to the J6 Finish Line. The J6 Starter and Assistant Starter are posted at top of hill starting gate. The J6 Starter communicates with J6 Radio and starts each racer on the course when cleared to do so. The J6 Assistant Starter helps the racers line up for their run. Both roles require skis

**J6 Time Recorder** - Reports at 8:30 AM to the J6 Finish Line. The J6 Time Recorder announces racers times to the Time Scorer.

**J6 Time Scorer** – Reports at 8:30 AM to the J6 Finish Line. The J6 Time Scorer writes the announced racers time on official seed list.

**J6 Radio** – Reports at 8:30AM to the J6 Finish Line and communicates with J6 starter via hand held radio.

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

**J6 Ribbon Helper/Statistician** – Reports at end of second run to the Race Shack. Assists J6 coordinator with reading and verifying race times that are then entered onto the official seed list via a laptop. Prepare ribbons for distribution.

**Practice Night - On-Hill & Lodge Assistants:**

Reports at 6PM on practice nights to the NVSC meeting place in café. The on-hill role assists the coaches with racers for bathroom breaks, warm up, or getting late comers up to their groups. This is a skiing position and a lift ticket is provided. Preference is giving to individuals who can assist for the season. One person is needed to stay in the lodge to communicate with the skiing positions (no skis needed for in-lodge position).

**Ribbon Coordinator:** (season long assignment)

Pre-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-ordered and paid for coffee, hot chocolate and donuts for home races and return containers at end of race day.

**Race Registration Coordinator and Assistant:** (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 washed if needed and sorted back into numerical order prior to next home race.

**Year End Trophy Coordinator:**

Arrange for procurement of trophies and awards at the end of the season and bring 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.

**Championship Cookout, Awards Banquet, Fun 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 raffles for the Kick-off Party, Championship or Awards Banquet?** We are always looking at ways to raise funds and keep our costs in check. Your help is appreciated.

**Race Day Etiquette**

**Questions about mandatory parent work assignments should be e-mailed to the Volunteer Coordinators Cece & Carole at: [volunteercoordinator@nvscracing.com](mailto:volunteercoordinator@nvscracing.com)**

**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 you yourself. Be sure to check the work assignment page on the club website, [www.nvscracing.com](http://www.nvscracing.com), for the latest information and work assignments. **You must e-mail any switches/replacements no later than 4PM on the prior Saturday to Cece & Carole at [volunteercoordinator@nvscracing.com](mailto:volunteercoordinator@nvscracing.com).**