



# Alpine Saskatchewan Race Secretary Reference Document

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**1.**



## Introduction

Within the Race Organizing Committee, the Race Secretary position is one of the most key. The Chief of Race or Race Chairperson is the first position created for a race, and one of their first tasks will be to assign someone as the Race Secretary to start preparations for an upcoming race.

The Race Secretary is also referred to as the Chief of Administration.

The job of Race Secretary is to provide the support for all the on-hill operations to ensure they happen smoothly, timely, and, most importantly, that the race happens with the necessary documentation to be accepted and approved by Alpine Canada. In theory, a race's results could be rejected if it is not properly conducted and the paperwork done correctly.

This reference document gives the Race Secretary a structured checklist and procedures reference to help ensure that the tasks are not missed and that the Race Secretary can be as prepared as possible to handle normal and unusual situations that arise. Ultimately, the document can help reduce the stress and confusion for the Race Secretary.

This document has been created by combining many sources of information:

- Phyllis Kennedy. Phyllis created a document that is used during an Alberta Alpine Level 1 Race Secretary training course. That document was a key resource in the creation of this document.
- The Level II Alpine Official course provides a handout that has information in the back to guide Race Secretaries in their tasks. This information was combined with the above.
- Terry Hooper. During his tenure at the 2007 Sask Alpine Sask Cup Panorama GS as Race Secretary, the specific tasks and artifacts needed from a Saskatchewan perspective were documented and merged into this document.
- Karen Hahn. Karen has been the race secretary for the Qu'Appelle Valley Ski Club for many years. She had compiled a set of notes on her experiences with SplitSecond, and forwarded those to be included in this reference document.



## 1. Race Organizing Context

The Race Secretary is part of the administrative section of the Race Organizing Committee (ROC). This person is in charge of the race office and oversees a number of staff that helps organize the race activities.

| Administration                           | Course               | Timing                           | Jury               |
|--|----------------------|----------------------------------|--------------------|
| Race Chairperson                         | Chief of Race        | Chief of Timing and Calculations | Technical Delegate |
| Chief of Administration (Race Secretary) | Chief of Course      | Chief of Timing                  | TD Candidate       |
| Race Office*                             | Chief of Gate Judges | Starter                          | Referee            |
|  | Gate Judge*          | Assistant Starter*               | Assistant Referee  |
| Event Quality                            | Course Crew          | Timer                            | Start Referee      |
| Chief of Event Quality*                  | Chief of Equipment   | Timer Recorder*                  | Finish Referee     |
| Chief of Ski Area Relations*             | Chief Steward        | Chief of Calculations            |                    |
| Chief of Media and Awards*               | Steward*             | Calculator*                      |                    |
|  |                      | Finisher Controller*             |                    |

\* These positions do not qualify for Level III experience.

The Race Secretary is responsible for preparing all race related technical documents and needs to prepare necessary supplies and forms in advance of the race. On race day, systems need to be in place for orderly and timely preparation of accurate documentation.

The Race Secretary needs to have current copies of the National Domestic Memo, the ICR and its Precisions. In the context of Sask Alpine races, other pertinent rule books (e.g. World Cup or NorAm rule books) would not normally be expected to be available. In any case, the publications contain rules that a Race Secretary must know and understand.

The Race Secretary should be provided with necessary materials, equipment and space and should be willing to devote the necessary time before, during and after the race to prepare and complete all documentation.



## 2 Preparation Checklist

Use this checklist to ensure you keep on top of the necessary tasks to prepare for an upcoming race.

### 2.1 Pre-Training/Race Days

Many races allocate a day or two prior to the race itself for training days. If there isn't training days, this list can be used as well.

| Due Date | Task Description   | Assigned To                     |
|----------|--|---------------------------------|
| Ongoing  | Attend ROC (Race Organizing Committee) meeting and take minutes.   | Race Secretary                  |
| -7 weeks | Obtain the Race Secretary race office materials. The best plan is to have a 'box' with all the materials necessary for the job. Ensure the materials are stocked up according to the recommended items listed in the future chapters.  | Race Secretary                  |
| -6 weeks | Determine volunteers for key positions in ROC:<br>Race Chairperson, Chief of Race, Race Secretary, Chief of Timing, Chief of Course, Chief of Volunteers (usually same as Race Chair), optionally the Technical Delegate. Create a contact reference.  | Race Chairperson                |
| -6 weeks | Check with the Race Chairperson or the Chief of Race on the details that you will need for the race notice. This includes: the names of the Technical Delegate and race committee personnel, the type of race, the run the race will be held on, and the date, time and place of the coaches meeting. Check with Race Chairperson or the Chief of Race for information about the lift prices and how they want to handle lift passes for the athletes (including CanWest passes), coaches, and volunteers. Decide on the deadline for entries and whose email will be used to receive entries. | Race Chairperson, Chief of Race |
| -6 weeks | Create race budget document. This will establish the fees information for the Race Notice.   | Race Chairperson                |
| -5 weeks | Obtain Technical Delegate name from PSO and invite to next ROC meeting. Provide minutes from all prior ROC meetings.   | Race Secretary                  |
| -5 weeks | Create race notice and forward to ROC and hill area for proofreading.  | Race Secretary                  |
| -4 weeks | Post final race notice to PSO web site. Request emailing notification of availability of race notice to provincial clubs. Send general notification to extra-province clubs and organizations. Forward race notice to hill operations coordinator.   | Race Secretary, Sask Alpine     |
| -4 weeks | Obtain un-engraved medals and ribbons from PSO.  | Race Chairperson                |
| -4 weeks | Arrange for engraving of medals (stickies on back of ribbons).   | Race Chairperson                |
| -4 weeks | Obtain current copies of gate judge cards from PSO. Ensure enough copies are available (estimate: 100 per day)   | Race Secretary                  |



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| <b>Due Date</b> | <b>Task Description</b>  | <b>Assigned To</b>          |
|-----------------|--|-----------------------------|
| -4 weeks        | Book rooms for training and race days; race office, team captains' meetings, etc. Ensure hill arrangements are in place for photocopier, Internet connection, power outlets, tables, chairs, paper for copying.                                    | Race Chairperson            |
| -4 weeks        | Create schedule for race week and race days. Forward to hill staff for their information.  | Race Secretary              |
| -4 weeks        | Determine availability and setup of results boards   | Race Chairperson            |
| -4 weeks        | Confirm race codex numbers are available from <a href="http://www.acapoints.ca">www.acapoints.ca</a> web site. Contact PSO to request creation if not available.   | Race Secretary, Sask Alpine |
| -3 weeks        | Forward race entry contacts for volunteers and empty volunteer position list to Race Chairperson.  | Race Secretary              |
| -2 weeks        | Pick up prepared medals and ribbons.   | Race Chairperson            |
| -2 weeks        | Obtain and file latest copy of FIS I.C.R (International Competition Rules) – available from the PSO (i.e. the 'little blue book').   | Race Secretary              |
| -2 weeks        | Obtain latest I.C.R. Precisions and apply changes to I.C.R.  | Race Secretary              |
| -2 weeks        | Obtain any special rules and regulations document for PSO.   | Race Secretary              |
| -2 weeks        | Obtain a blank copy of the FIS, National Race, and other documents and file in folders for hardcopy reference. Refer to later chapters.  | Race Secretary              |
| -2 week         | Confirm availability of rooms, copiers, copy paper, Internet connections (race office and maybe timing shack), printers (primary and backup), race office and timing computers (primary and backup). Confirm power feed to race office and timing. | Race Chairperson            |
| -2 week         | Ensure Sask Alpine trailer inventory is complete. Ensure there are plans to transport the trailer to race. Determine who will review inventory and provide deposit cheque when the trailer is received.  | Race Secretary              |
| -2 weeks        | Contact any clubs that were expected to submit entries but have not been received (as a courtesy).   | Race Secretary              |
| -2 weeks        | Confirm licensing for Race Secretary and Timing software is up-to-date.  | Race Secretary              |
| -1 week         | Obtain most recent version of Race Secretary software. Review for any pertinent updates. Confirm consistent version with Timing.   | Race Secretary              |
| -1 week         | Enter racers into Race Secretary Software and cross-check with Alpine Canada points database list.   | Race Secretary              |
| -1 week         | Collect list of race entries from software and send out verification replies as confirmation of entries. Include list of 'trouble' entries that did not match ACA points database list.  | Race Secretary              |



| Due Date | Task Description  | Assigned To      |
|----------|---|------------------|
| -1 week  | Confirm volunteers with Race Chairperson for Race Office: <ul style="list-style-type: none"> <li>• Assistant Race Secretary</li> <li>• Document copying and distribution</li> <li>• Bib collector/sorter/distributor</li> <li>• Medals/ribbons preparers</li> <li>• Volunteer coordinator (lunches, lift tickets)</li> <li>• Race Entry Fees Administrator</li> </ul> | Race Chairperson |
| -1 week  | Completed volunteer position list sent to Race Secretary.   | Race Chairperson |
| -6 days  | Forward volunteer assignments, race schedule, training schedule, setup schedule, information about costs and cheques to club contacts, hill, and ROC.   | Race Secretary   |
| -2 days  | Reload national points from <a href="http://www.acapoints.ca">www.acapoints.ca</a> into Race Secretary software. Depending on race date, this may have to be delayed until the Wednesday before race date to get most up-to-date points data.   | Race Secretary   |
| -2 days  | Verify Race Secretary software is using current F values and Penalty Calculations as defined on the <a href="http://www.acapoints.ca">www.acapoints.ca</a> web site. Verify seed list of 15 or 30 entries and enter in software (as determined by Chief of Race). Enter codex into race software.   | Race Secretary   |
| -1 day   | Set up race office with Assistant Race Secretary.   | Race Secretary   |
| -1 day   | Print athlete and coach list for hill ticket office to verify for lift ticket discounts. Deliver to hill ticket office for next day.  | Race Secretary   |

## 2.2 Captains' Meetings

Captains' meetings will be held prior to training days and the race days (discussed in more detail below).

| Due Date                                 | Task Description  | Assigned To    |
|--|---|----------------|
| Prior to Team Captains'/Coaches' Meeting | Prepare for Team Captains'/Coaches' meetings: <ul style="list-style-type: none"> <li>• Review Team Captains'/Coaches' meeting agenda with Chief of Race and Technical Delegate.</li> <li>• Create attendee packages (agenda, FIS program, weather report) and make copies (two for each club)</li> <li>• Print FIS attendee sheets</li> </ul> | Race Secretary |
| Team Captains'/Coaches' Meeting          | Ensure everyone completes attendee sheets. Take minutes, attach to agenda, and file.  | Race Secretary |
| Team Captains'/Coaches' Meeting          | Hand out bib bags to each club – <b>only if payment has been received for race.</b>   | Race Secretary |





## 2.3 Training Days

For races that have one or more training days, the following checklist provides the minimal tasks needed for those days. Encourage Chief of Race to have the first Team Captains’/Coaches’ meeting during the morning of the first day, and all subsequent meetings at late afternoon of the day before the next race day. This will relieve the timing and tasks that may otherwise have to be done the next morning – which causes less stress for everyone involved in the race.

| Due Date          | Task Description  | Assigned To    |
|-------------------|---|----------------|
| Captains’ Meeting | See “Captains’ Meeting” section above.  |                |
| Every Day         | Collect race fee payments. Have a complete list of all clubs, the registrations, the total amount due, cashbox, and receipts. | Race Secretary |
| Beginning of Day  | Have all radios signed out.   | Race Secretary |
| End of Day        | Have all radios signed in. Ensure all are being charged.  | Race Secretary |

## 2.4 Pre-Race Day Preparations

| Due Date | Task Description   |
|----------|--|
| -1 day   | Prepare on-hill packs (see Appendix Hill Packs)  |
| -1 day   | Prepare Chief of Gates package <ul style="list-style-type: none"> <li>• Collect gate judge clipboards</li> <li>• Attach pencils and gate judge cards to clipboards</li> </ul>  |
| -1 day   | Send Race Secretary software race list to Timing for software loading test. NOTE: Work out a file naming scheme with timing. Having different file names for the exchanges of data between the race secretary and timing helps to know which files contain which data, and ensures there’s copies of the files prior to being modified at each stage. A typical method would be: <ul style="list-style-type: none"> <li>• First run from Race Secretary to timing: month-day-run1-start.xml</li> <li>• First run results from timing to Race Secretary: month-day-run1-results.xml</li> <li>• Second run from Race Secretary to timing: month-day-run2-start.xml</li> <li>• Second run results from timing to Race Secretary: month-day-run2-results.xml</li> <li>• If there are separate files for age grouping based on codex, add an age group identifier into file name (e.g. E2-K1, K2-SR).</li> <li>• If the files are separate for gender, add gender identifier into file name.</li> </ul> |

## 2.5 Race Day – Before First Run

As a reference, here’s a typical race secretary timeline for a race day.

| Due Date  | Task Description   |
|-----------|--|
| 6:45 a.m. | Race office opens. Computers, printers, and copiers turned on. Get radios ready for signout. Post volunteer listings. Prepare to hand out hill packs and personnel bags. |
| 7:00 a.m. | Race office opens to receive payments.   |



| <b>Due Date</b> | <b>Task Description</b>  |
|-----------------|--|
| 8:00 a.m.       | Attend captain's meeting with bibs, agenda, and notepad (assumes start lists have been prepared and packaged in advance).  |
| 9:00 a.m.       | Ensure all hill packs and personnel bags have been picked up.  |
| 9:30 a.m.       | Take note of number of gates and turns, weather conditions, course setters, referee, forerunners, and start/finish volunteer position names to be entered later. |
| 11:30 a.m.      | Get timing files. Retrieve Referee's Report. Wait for protest period.  |
| 12:00           | Produce first run results and have them verified. Create second run start lists, copy, and distribute.   |
| 1:00 p.m.       | Take note of number of gates and turns, course setters, referee, forerunners, and start/finish volunteer position names to be entered later.                     |
| 3:00 p.m.       | Get timing files. Retrieve Referee's Report. Wait for protest period.  |
| 3:00 p.m.       | Resort collected bibs and prepare for next race day's club bib package.  |
| 3:30 p.m.       | Produce all reports and have them verified. Create awards batch.   |
| 4:30 p.m.       | File all documents for race day. Backup race files and take offsite.   |
| 5:00 p.m.       | Ensure all radios are returned and in charging bays.   |

Some races will have the following done in the morning of each race. This adds stress to the beginning of the day. It's recommended that the Chief of Race be encouraged to let the following happen the day before each race to lessen the amount of work that has to take place on race mornings. This will relieve the timing and tasks that may otherwise have to be done the next morning – which causes less stress for everyone involved in the race.

| <b>Task Description</b>  |
|--|
| Create Start list <ul style="list-style-type: none"> <li>• Run off first run start list for each gender.</li> <li>• Compare list of competitors with points list to check for errors. Verify that first 15 or 30 racers (or whatever number is agreed to earlier) are in random order, and the remainder are in ascending order by national points.</li> <li>• Get Chief of Race and TD to approve.</li> </ul>     |
| Create club bib bags. <ul style="list-style-type: none"> <li>• Create bib list for sorting bibs by club. Prepare bibs in bags for each club.</li> <li>• Copies of start list Team bib package: one for every five racers. File original start list in Race Secretary folder.</li> <li>• If possible, hand out the bib bags at captain's meeting held prior to race (confirm with TD and Chief of Race).</li> </ul> |

Because there often is last-minute changes to the start list (e.g. last minute request for racer insertions), it's recommended that the next part is left until the morning of the race so copies aren't thrown out and copies made again.

| <b>Task Description</b>   |
|---|
| Have all radios signed out.   |
| Check that photocopier is ready and loaded with paper.  |
| If necessary, update race list and run off first run start list for each gender. Get Chief of Race and TD to approve. |



| <b>Task Description</b>  |
|--|
| <p>Create copies of start list. The list of contents in the hill packs and bags is in the appendix, but here's a quick list of the number of start list copies that will be needed.</p> <ul style="list-style-type: none"> <li>• Timing package: five (timing, finish controller, results board transcribers)</li> <li>• Start Referee package: five (Start Referee, Starter Assistant, Hand Timer/Recorders).</li> <li>• Finish Referee package: three (Finish Referee, hand timer/recorders)</li> <li>• Chief of Gates package: one for every gate judge plus five</li> <li>• Chief of Race, TD, plus one.</li> <li>• Additional copies: one for every five racers (for spectators)</li> <li>• If there are changes from previous day, make additional coach copies (one for every five racers)</li> </ul> <p>File original in Race Secretary folder and one copy in TD package.</p> |
| <p>Have the results board sheets drawn up. Consider using different coloured markers for different days.</p>   |
| <p>Forward first run start list timing software files for women and men to Timing.</p>   |

## 2.6 Race Day – After First Run/Before Second Run

Once the race has begun things will settle down. The next event is the completion of the race's first run where the Timing crew can forward the file back to the Race Secretary to begin compiling results to prepare for the second run start list. The following tasks can be done for each file returned (e.g. Women then Men may be separately provided).

| <b>Task Description</b>   |
|---|
| <p>Receive first run timing results file from Timing. Load and check that it appears valid.</p>   |
| <p>Receive Referee Report.</p> <ul style="list-style-type: none"> <li>• Verify the Referee Report DNS and DNF bibs against timing file.</li> <li>• Ensure the required Referee Report protest period has expired, then enter the racer DSQ information (includes DSQ gate number).</li> </ul>   |
| <p>Create first run results reports.</p> <ul style="list-style-type: none"> <li>• Create first run result sheet and racer list by national points (male and female as last received from Alpine Canada).</li> <li>• Create first run results by ranking.</li> </ul>   |
| <p>Set aside documentation for TD and Chief of Race to review:</p> <ul style="list-style-type: none"> <li>• Racer list by national points.</li> <li>• First run results (male and female).</li> <li>• Referee Reports for first runs.</li> <li>• Gate Judge cards for first runs.</li> </ul>  |
| <p>Create start list for day's second run (male and female). Verify the following:</p> <ul style="list-style-type: none"> <li>• Start list is in start number order</li> <li>• The 15 or 30 racers (or other number as previously agreed to) are listed in reverse order of first run result time, then in ascending order afterwards.</li> </ul> |
| <p>Once the TD approves first run results and documentation, have TD approve second run start lists.</p>  |



| <b>Task Description</b>   |
|---|
| The list of contents in the hill packs and bags is in the appendix, but here's a quick list of the number of second run start list copies that will be needed. <ul style="list-style-type: none"> <li>• Timing package: five (timing, finish controller, results board transcribers).</li> <li>• Start Referee package: five (Start Referee, Starter Assistant, Hand Timer/Recorders) plus One copy for each team coach for hill reference at coach's corner.</li> <li>• Finish Referee package: three (Finish Referee, hand timer/recorders)</li> <li>• Chief of Gates package: one for every gate judge plus five.</li> <li>• Chief of Race, TD, plus one.</li> <li>• Hill Lodge package: send spectator copies into lodge in front of race. Note that more of these will be needed because the bibs are not in number order for this run (say, fifty copies).</li> </ul> |
| File original in Race Secretary folder and one copy in TD package.  |
| Designate someone to organize the day's end medals into their categories in preparation for second run results.   |
| Be proactive and create start list for the next race day's first run (male and female).   |

## 2.7 Race Day – After Second Run

This is the calm before the storm. Get a good jump on getting results compiled for any files you can get early from Timing and the Referee.

| <b>Task Description</b>   |
|---|
| Receive second run timing results file from Timing. Load and check that it appears valid.   |
| Receive Referee Report.   |
| Receive Referee Report. <ul style="list-style-type: none"> <li>• Verify the Referee Report DNS and DNF bibs against timing file.</li> <li>• Ensure the required Referee Report protest period has expired, then enter the racer DSQ information (includes DSQ gate number).</li> </ul>  |
| Create a racer list by national points (as last received from Alpine Canada).   |
| Create second run result sheet. This result is not official until the TD signs off.   |
| Set aside documentation for TD to review: <ul style="list-style-type: none"> <li>• Racer list by national points (male and female).</li> <li>• Second run results (male and female).</li> <li>• Referee Reports for second runs.</li> <li>• Gate Judge cards for second runs.</li> </ul>  |
| Once the TD approves second run results and documentation, <ul style="list-style-type: none"> <li>• Have TD approve next race day's first run start lists.</li> <li>• Create a report by age category/gender for medals. One set will be needed for all participants and another for just Saskatchewan participants. Overall male and female will also be needed. Package with medals and deliver to announcers.</li> </ul> |
| Verify with bib collectors that all bibs have been returned. Note any missing and contact responsible club. Sort bibs and package for each club based on next day's start list.   |
| Have all radios signed in. Ensure all are being charged.  |



## 2.8 Post-event

After the race event has concluded, there are many tasks left to be done to wrap up the race duties.

| <b>Due Date</b> | <b>Task Description</b>   | <b>Assigned To</b>          | <b>Completed</b> |
|-----------------|---|-----------------------------|------------------|
| +0 days         | Pass along official results to Sask Alpine media person for publication.  | Race Secretary              |                  |
| +0 days         | Distribute hardcopy results to clubs at awards – one copy per club. Note that they can also be told the results will be posted on the Sask Alpine web site later in the week. | Race Secretary              |                  |
| +1 days         | Upload official results to acapoints.ca web site.   | Race Secretary              |                  |
| +2 days         | Create thank you letters for Chief of Race and Race Chairperson to distribute to hill, clubs, and volunteers.   | Race Secretary              |                  |
| +2 days         | Distribute electronic results to clubs and Sask Alpine for posting on web site.   | Race Secretary              |                  |
| +2 days         | Create an electronic copy of all data files and organize all documentation created. Forward package to Sask Alpine for archiving.   | Race Secretary, Sask Alpine |                  |



### 3 Documentation Reference

The following are the forms to be printed and available in the race office. These forms are available on the Alpine Canada web site at [www.alpinecanada.org/officials](http://www.alpinecanada.org/officials).

#### 3.1 FIS Forms:

- Report of the Technical Delegate (required)
- Report of the Referee (required)
- Team Captains Meeting (it is the second page of the FIS form – ‘Programme’) (required)
- Team Captains Meeting Attendance (required)
- Technical Delegate Expense Account (optional in Sask Alpine)
- Additional Report of the Technical Delegate
- Jury Minutes – Decisions on Protest
- Jury Minutes – Without Protest
- Protest
- Agenda for Team Captains Meeting
- Notification of Injury

#### 3.2 Alpine Canada Forms:

- National Timing Technical Report
- Technical Delegate Candidate Programme Race Evaluation
- Technical Delegate Candidate Race Report
- Gate Judge Cards (plan for 80 per race day)

#### 3.3 Results Board

Some clubs have white boards at the finish, in which case the results board volunteer will have to write the start list up before the race.

Using the start list write up the results board sheets 1 for men and 1 for women for each day that you have start lists for. The date, gender and discipline is written at the top of all the sheets.

When done roll up each day separately (men and women together) and put an elastic band around them. Mark on the outside of the roll what day (Saturday or Sunday).

Place the applicable day inside the finish or bib backpack.

Below is a sample of a results board sheet.

| Gender: Women |       | Date: January 5, 2011 |                     | Discipline: Slalom  |       |
|---------------|-------|-----------------------|---------------------|---------------------|-------|
| Bib#          | Club  | Name                  | 1 <sup>st</sup> Run | 2 <sup>nd</sup> Run | Total |
| 1             | PASKA | Kennedy, Adam         |                     |                     |       |
| 2             |       |                       |                     |                     |       |



### **3.4 Race Entry Fee Administration**

Consider the following points for collecting race entry fees.

- Try and assign 1 person to take all the race entry fees.
- In advance, create a Race Reconciliation form (either the .doc or .xls). Enter each club and the number of racers entered. Extend the amount for each club to the total column then total that column. May have separate fees for training versus race days.
- Write a receipt for all the money/cheques you receive, even if they do not want a receipt. This will make reconciling easier. Mark on receipt method of payment (cash, cheque, visa, etc.)
- Reconcile the payment with the registration sheets for the club's athlete's names.
- Make an announcement at the Team Captains meeting of clubs which still owe money. Bibs are withheld until payment is received.

Note: All athletes entered must be registered with Alpine Canada or Sask Alpine (for divisional cards) in order to race. If an entry is not listed on the current ACA Points List, confirm with Sask Alpine that they are registered. If an athlete is not registered, he/she is not permitted to race.

#### **Refunds**

This is totally up to the discretion of the ROC. Rule of thumb is that if the athlete is pulled after the draw, they must pay. If you are unsure, refer them to the Chief of Race or Race Chairperson.

### **3.5 Technical Delegate's Work Folder**

The Technical Delegate will need the following items (for both men and women and 1st and 2nd run) in his folder in order to determine the official results:

- List of competitors by Points
- All the gate cards
- All the referee reports
- The timing tapes
- A copy of the 1st run start list
- A working copy of the official results
- A working copy of the penalty calculation
- An original copy of the official results
- An original copy of the penalty calculation.
- Timing Technical form if required.

Note: for the working copy of the penalty calculation and official results, I write on them with a highlighter – 'Working Copy'. For the original copy of the penalty calculation and official results I put a small post-it not on the front with 'original for signature'



## 4 Stocking and Setting Up the Race Office

Note: This is not something you want to be doing the day of the race. If at all possible, set up the day or night before the race.

### 4.1 Race Office Supplies

This list is a suggestion only as each Club's needs vary. Of course, the one thing you don't have is what you will be asked for.

|  |  |
|--|--|
| Calculator   | Carbon paper (box)   |
| Clip Boards (5)  | Computer Paper (1 box for a 2 day race)                                  |
| Correction Fluid white   | Correction tape (Avery)  |
| Dictionary - English   | Draw beads - 1 set for double draw                                       |
| draw board   | draw cards   |
| elastic bands (1 box each - 1/6 x 10 for bibs and regular)   | envelopes - 10 x 13 for results and timing info,                         |
| erasers - regular  | exacto knives - 1 small and 1 large                                      |
| extension cords - 1 large and 1 small  | file box for race files  |
| file folders   | first aid kit (small) - bottle of Tylenol, band-aids, bottle/wine opener |
| garbage bags - small plastic bags for hill packages or invest in club backpacks, large plastic bags for bib collecting (they also make great rain-coats if needed) | gate cards (250) from Sask Alpine  |
| glue sticks (2)  | highlighters   |
| hole punch - 3 hole  | I.C.R. book  |
| kleenex (1 box)  | labels (mailing and file folder)   |
| markers - dry erasable (6 black and 6 red), permanent (4 black, 4 red, 4 blue)   | pads of paper - 8 1/2 x 11 lined (2), 5 x 8 unlined (2)                  |
| paper clips - jumbo size (1 box), regular size (3 boxes)   | paper towels (2 rolls)   |
| pens - 10 black, 5 red, (ball point and fine felt)   | pencils - 10 long for timing and 50 short for gate judges                |
| pencil sharpener - 3 hand held for timing and 1 mechanical for office  | plastic - 1 roll for results board if snowing                            |
| plastic containers (3-4 for holding pens, pencils and markers)   | post-its 2 large and lots of medium/small                                |
| power bar (2)  | receipt book   |
| results board sheets   | rubber fingers (4)   |
| stapler and staples  | tape - scotch and duct lots  |
| watch or clock   | zip-lock baggies   |

### 4.2 Race Office Setup

There are four main areas of 'action' in the Race Office:

#### Computer/Printer Area:

- This is where all the race-related computer activity takes place. ie: entering times, doing start lists, and creating results.





Photocopier Area:

- Where all the required photocopying is done.

Bibs/Radio & General Distribution Area:

- Responsible for handing out bibs and hill packs.
- Receiving race entry fees and writing their receipts.
- Ensuring radios are signed out and in.
- Maintaining an area for the distribution of start lists, results lists, etc for both general public and officials.

Administrative Area:

- Responsible for the collating and distributing of all paperwork.

Note: It is important to have a quiet space for the TD and Chief of Race to do their paperwork. Try and set aside table space and chairs for them.

The level of activity at these areas change all day long.

- The Bibs/Radio area receives the most business first thing in the morning; but slows down after the race starts. Their next action is after the race when the bibs and radios are returned.
- The computer area is relatively quiet (unless there are last minute changes) in the morning, until the first run is finished when things get hectic until the second run starts. Things pick up again after the second run is finished.
- The photocopy area is related to the computer area with the busy times being after the first run (running off start lists for the second run, etc.) and after the second run (running off race results).
- The administrative area relies on the computer and photocopy area to produce their work – so their busy times are again related to how and when the computer and photocopy areas get busy.

The Race Office can be staffed with a minimum of 2 experienced people with no difficulty; however it would be wise to have 2 or 3 more people for training purposes. Also extra people to help with the photocopying and collating at the end of the day on Sunday is always a plus.

**Original Paperwork – How to Control**

- The originals of your official paperwork are to be kept separate from all other paperwork. The implication for the race if they are lost is severe. At the best, you have to try and get them all signed again and at worst, the race will be thrown out and not counted. A couple of tips on handling originals:
  - Mark any original as ‘Master’ on the back of the page so it is marked but won’t be photocopied.
  - Tear up any masters that are no longer valid. Keep a recycle bucket handy – it will get well used!

Note: Make it a rule that no one touches your originals without your consent. I keep mine somewhere out of sight.



Alpine Saskatchewan  
Race Secretary Reference

## 5. Sample Sask Alpine Race Notice

### 5.1 Sample Race Notice



NATIONAL RACE NOTICE  
SASKTEL SASK CUP FINAL RACE  
Slalom  
January 7&8, 2012



**LOCATION:** Table Mountain Regional Park, Saskatchewan (North Battleford)

**DATES & EVENTS:**

|                          |                 |
|--------------------------|-----------------|
| Saturday January 7, 2012 | Slalom Race Day |
| Sunday January 8, 2012   | Slalom Race Day |
| Slalom on Waypyoose      |                 |

**SANCTION:** ACA/Alpine Saskatchewan. (TD – Brent Waldo)

**HOSTED BY:** Saskatchewan Alpine

**ELIGIBILITY:**

Seniors, Para-athletes, J2, J1, K2, K1, E2– FIS, Master  
National, or Divisional or Recreational Cards  
Male and Female.

**ENTRIES:**

Submit on Sask Cup Series entry form spreadsheet available from the Sask Alpine web site at [www.saskalpine.com](http://www.saskalpine.com) under Resource Library –Sask Alpine Documents-near the bottom of the page.

Complete all information for club, coordinators, coaches, racers and volunteers - with expected attendance for training and race dates.

Email completed entry spreadsheet to the Race Secretary (Diane Jones at: [maplehurst@littleloon.ca](mailto:maplehurst@littleloon.ca)), so that it is received **no later than 4 p.m. on Tuesday December 27, 2011 by the Race Secretary.**

Competitor lists will be distributed to all clubs by e-mail on Monday January 2, 2012.

All corrections, scratches, protests, etc. must be received by **noon on Tuesday, January 3, 2012.**

**ENTRY FEE:**

\$22.50 per athlete/race day.

\$100.00 refundable bib deposit required (by separate cheque).

Cheques must be payable to the Sask Alpine and presented at race weekend registration.

**RACE DAY REGISTRATION:** Saturday, January 7, 2012 @ 8:45 am in the Table Mountain Lodge.

**BIB PICK UP:**

Time: 8:30 am, Saturday and Sunday

Location: Table Mountain Ski Lodge



Alpine Saskatchewan  
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**Course Inspection:** 9:30 a.m. daily      **RACE START:** 10:15 daily

**Results and Awards:**

Saturday – Within an hour (or as soon as possible thereafter) of race completion in front of the finish shack.

Sunday - Within an hour (or as soon as possible thereafter) of race completion in front of the finish shack.

**CAPTAIN'S MEETINGS:**

Friday, January 6, 4:00 pm (old lodge upstairs)

Saturday January 7, 4:00 pm (old lodge upstairs)

**VOLUNTEERS:**

**Each club must provide:**

**a minimum of 2 volunteers to assist during the one day of setup on Friday January 6, 2012**

**one volunteer for every 1.5 racers entered for each day.**

**Day volunteers must have:**

a minimum Level 1 Officials Certification and  
must have completed and submitted CSA/Discipline membership forms to their PSO.

Names, qualifications (Official Level) and work preferences are to be submitted to the Race Secretary (Diane Jones- [maplehurst@littleloon.ca](mailto:maplehurst@littleloon.ca)) with race registration. All efforts will be made to accommodate volunteers, however it may not always be possible to accommodate work preferences. It is greatly appreciated that as many volunteers as is possible assist with the race.

**LIFT TICKETS:** will be purchased from Table Mountain Winter Park and will be available at the race registration table-please list who requires lift tickets on the registration entry form  
Standard Table Mountain Lift ticket pricing can be found at  
<http://www.tablemountainregionpark.com/>

**TRAINING:**

General training arrangements have been made with the Hill management on Friday, January 6, 2012 on the Waypyoose. Training start time will be 11:00 am unless otherwise stated there will be some timing set up in the afternoon at the finish line. However the Clubs are responsible for making arrangements with each other. This training is **NOT** sanctioned by ACA/Alpine Saskatchewan, or the organizing committee.

**ACCOMODATIONS:** A block of 20 rooms has been reserved at the Gold Eagle Lodge under Sask Alpine until noon December 20, 2011. Room rates are: Double Queen-\$129.00 Single King-139.00 Executive King Suite-\$159.00 Family Suite-\$179.00 (based on single/double occupancy)

**Updates:** Visit Alpine website      <http://www.saskalpine.com>

**RACE CONTACTS:**

**Race Chair:** Michelle Rezanoff 306-222-6084 [drez@sasktel.net](mailto:drez@sasktel.net)

**Chief of Race:** Galen Loy H- 306-937-7734 C-306-441-0474 [nut.house@sasktel.net](mailto:nut.house@sasktel.net)

**Race Secretary:** Diane Jones H- 306-246-4214 C-306-441-3654 [maplehurst@littleloon.ca](mailto:maplehurst@littleloon.ca)



## 5.2 Sample Race Registration Sheet

This sheet is normally created and submitted by clubs in Excel to make it easier to combine and manipulate the complete registration list.

### Sask Cup Alpine Race Series

|                              |  |                    |                 |
|------------------------------|--|--------------------|-----------------|
| <b>Event Name:</b>           | Sask Cup Series Table Mountain Race                            | <b>Event Date:</b> | January 7, 2012 |
| <b>Club Name:</b>            | Replace with the name of the submitting club (e.g. South East) |                    |                 |
| <b>Club Mailing Address:</b> | Replace with postal address of club.                           |                    |                 |

### Coordinator/Coach Contact Information

| Surname | First Name | Position    | Home Number | Cell Number | Email Address |
|---------|------------|-------------|-------------|-------------|---------------|
|         |            | Coordinator |             |             |               |
|         |            | Coordinator |             |             |               |
|         |            | Coach       |             |             |               |
|         |            | Coach       |             |             |               |

### Volunteers (refer to required volunteer to racer ratio posted in race notice)

| Surname | First Name | Official Certification Level | Desired Position(s) |
|---------|------------|------------------------------|---------------------|
|         |            | e.g. none, 1, 2, 3           |                     |

### RACER ENTRIES

| Surname | First Name | FIS/National# | Sex (M/F) | Year Of Birth | E2, K1, K2, J1, J2 | Attend Training Day (Y/N) | Attend Race Day 1 (Y/N) | Lift Ticket Needed (Y/N) | Attend Race Day 2 (Y/N) | Lift Ticket Needed (Y/N) |
|---------|------------|---------------|-----------|---------------|--------------------|---------------------------|-------------------------|--------------------------|-------------------------|--------------------------|
|         |            |               |           |               |                    |                           |                         |                          |                         |                          |



## 6. Example Race Schedule

The Chief of Race is responsible for setting the times. It should just have to be typed up, filed, and copies posted.

### SCHEDULE JUNIOR PROVINCIAL CUP January 02 & 03, 2005

|       |  |
|-------|--|
| 07:00 | Race Office Opens  |
| 08:00 | Team Captains Meeting (Where)                                |
| 08:30 | Volunteer Check In (Where)                                   |
| 08:45 | Lifts Open/Jury Inspection                                   |
| 09:00 | Course Inspection by Racers                                  |
| 09:30 | Course Closed for Inspection                                 |
| 09:45 | Gatekeepers in Position                                      |
| 09:55 | First Forerunner on Course                                   |
| 10:01 | First Racer on Course (Women)<br>followed immediately by Men |
| LUNCH |  |
| 11:45 | Jury Inspection  |
| 12:00 | Course Inspection by Racers                                  |
| 12:30 | Course Closed for Inspection                                 |
| 12:45 | Gatekeepers in Place   |
| 12:55 | First Forerunner on Course                                   |
| 13:01 | First Racer on Course (Women)<br>followed immediately by Men |

---

### Saturday & Sunday

**NOTE:** All racers will be at the top of the race course immediately following the race each day to assist with tear down. IT IS THE RESPONSIBILITY OF THE COACHES TO ENSURE THAT THIS HAPPENS!!!

Presentations: (After expiry of the protest period/jury meetings) In the flag area at the front of the Daylodge by the Olympic Cauldron.



## 7. Hill Packs

Below is the handout list of what is in each of the above packs:

### 7.1 Chief of Gates Pack

| Position       | 1 <sup>st</sup> Run Inventory  | 2 <sup>nd</sup> Run Inventory   |
|----------------|--|---|
| Chief of Gates | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Gate judge apron</li> <li>• 10 extra gate judge cards, 10 extra pencils</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |
| Gatekeepers    | <ul style="list-style-type: none"> <li>• Gate judge aprons</li> <li>• Clipboard – containing:               <ul style="list-style-type: none"> <li>• 1 Start List 1<sup>st</sup> run (at discretion of ROC)</li> <li>• Two pencils</li> <li>• 12 gate judge cards; 2 for each codex (usually male/female, two age categories, two runs)</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |

### 7.2 Start Pack

| Position          | 1 <sup>st</sup> Run Inventory   | 2 <sup>nd</sup> Run Inventory   |
|-------------------|---|---|
| Start Referee     | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Forerunner bibs</li> <li>• 1 gate judge card per gender times codexes</li> <li>• 2<sup>nd</sup> run fastest female and male bibs</li> </ul> | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |
| Starter           | <ul style="list-style-type: none"> <li>• 1 Start List 1<sup>st</sup> run</li> <li>• Replacement bibs (men &amp; ladies)</li> <li>• 2 clear plastic page holders with elastics (to hang up start lists)</li> </ul>               | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |
| Assistant Starter | <ul style="list-style-type: none"> <li>• 1 Start List 1<sup>st</sup> run</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |

### 7.3 Finish Pack

| Position       | 1 <sup>st</sup> Run Inventory  | 2 <sup>nd</sup> Run Inventory   |
|----------------|--|---|
| Finish Referee | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Re-run slips</li> <li>• 1 gate judge card per gender times codexes</li> <li>• 4 referee reports (with carbons unless a photocopier is handy) (1<sup>st</sup> &amp; 2<sup>nd</sup> run each ladies and men for 2 run races))</li> </ul> | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |

### 7.4 Timing Pack

| Position   | 1 <sup>st</sup> Run Inventory   | 2 <sup>nd</sup> Run Inventory   |
|------------|---|---|
| Timing Hut | <ul style="list-style-type: none"> <li>• 3 Start lists 1<sup>st</sup> run</li> <li>• Yellow Gate Keeping Cards</li> <li>• Hand to Electronic timing forms</li> <li>• Protest forms (optional)</li> <li>• Paper and carbons (optional)</li> <li>• 2 pads of paper(optional)</li> </ul> | <ul style="list-style-type: none"> <li>• 3 Start list 2<sup>nd</sup> run</li> </ul> |



|                    |   |   |
|--------------------|---|---|
|                    | <ul style="list-style-type: none"> <li>• 4 pencils and sharpener(optional)</li> <li>• elastic bands (optional)</li> <li>• brown envelopes(optional)</li> <li>• Checklist of documents to return             <ul style="list-style-type: none"> <li>○ Timing Technical Report forms (optional – may be electronic)</li> <li>○ Hand time recorder sheets</li> <li>○ Electronic Timing printer output</li> </ul> </li> </ul> |   |
| Hand Timers Top    | <ul style="list-style-type: none"> <li>• 1 Start list 1st run</li> <li>• 4 hand timing sheets (1st and 2nd run for both men and women (slalom), multiplied by codexes)</li> <li>• 1 clipboard with pencils</li> <li>• 2 synchronized stopwatches (may be in timing pack)</li> <li>• 2 transparencies to protect paper on clipboards (optional)</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |
| Hand Timers Bottom | <ul style="list-style-type: none"> <li>• 1 Start List 1st run</li> <li>• 4 hand timing sheets (1st and 2nd run for both men and women (slalom), multiplied by codexes)</li> <li>• 1 clipboard with pencils</li> <li>• 2 synchronized stopwatches (may be in timing pack)</li> <li>• 2 transparencies to protect paper on clipboards (optional)</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |
| Results Board      | <ul style="list-style-type: none"> <li>• 1 Start list 1st run</li> <li>• Result board Sheets</li> <li>• Means to attach Sheets to board (e.g. duct tape or large stapler)</li> <li>• large markers</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |

### 7.5 Personnel Baggies

|  |   |   |
|--|---|---|
| T.D.   | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Re-run slips</li> <li>• gate cards and pencils</li> </ul>               | <ul style="list-style-type: none"> <li>• 1 Start list 2<sup>nd</sup> run</li> </ul> |
| Referee  | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Re-run slips</li> <li>• gate cards and pencils</li> </ul>               | <ul style="list-style-type: none"> <li>• 1 Start list 2nd run</li> </ul>            |
| Assistant Referee<br>(Speed Events only<br>(Super G & Downhill)) | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Re-run slips</li> <li>• gate cards and pencils</li> </ul>               | <ul style="list-style-type: none"> <li>• 1 Start list 2nd run</li> </ul>            |
| Chief of Race  | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• Re-run slips</li> <li>• gate cards and pencils</li> </ul>               | <ul style="list-style-type: none"> <li>• 1 Start list 2nd run</li> </ul>            |
| Chief of Course  | <ul style="list-style-type: none"> <li>• 1 Start list 1<sup>st</sup> run</li> <li>• re-run slips</li> </ul>   | <ul style="list-style-type: none"> <li>• 1 Start list 2nd run</li> </ul>            |
| Bib person   | <ul style="list-style-type: none"> <li>• 1 start list 1<sup>st</sup> run</li> <li>• large garbage bag</li> <li>• elastic bands</li> <li>• pencil</li> </ul> | <ul style="list-style-type: none"> <li>• 1 Start list 2nd run</li> </ul>            |



Alpine Saskatchewan  
Race Secretary Reference

Hint: Some clubs put a luggage address tag on each pack with a list of what is to be in the pack.





## 8. Split Second Race Secretary Guide

This section of the document provides instructions for the Race Secretary role for using SplitSecond to create the background data for a race and maintain the competitor information. There are instructions on using SplitSecond for generating the common reports used throughout a race event, as well as instructions on interacting with the timer personnel when they are using SplitSecond to capture the race run timing from an electronic timing device.

### 8.1 SplitSecond Administrative Mode Licensing Requirements

SplitSecond will work for both capturing electronic timing as well as generating the administrative reports later. Note that the licensing dongle is not needed for the administrative mode – only for the electronic timing capture mode.

### 8.2 Preparation

Need to Download ACA points.

1. Go to [www.acapoints.ca](http://www.acapoints.ca) – Click on Points/Profiles
2. Gender – Female
3. Division - All
4. Category - choose “All Racers” – you must choose all racers so you get the EL athletes
5. Division, Club, Coach – leave as “All”
6. Ensure “Dump Points to File” is checked off.
7. Click - “Prepare Request”
8. Save file. NOTE: To make them visible to SplitSecond, they need to be saved into the Documents\Split Second\National FIS\Points Lists directory.

Repeat steps 2-7 again – this time select “Male” Gender

You will now have two files that look like this -(i.e. NAT2011\_1108M.TXT) “M” for male and the other file will be (i.e. NAT2011\_558F.TXT “F” for female.

NOTE - Every Wednesday national points are uploaded so remember to rerun acapoints prior to the race so you have the most up-to-date acapoints.

### Race Codex

Go back to the main page on the acapoints website.

- click on “Codex/Results”. Look up the race dates (March 11, 12 and 13), there will be codes for the males and females, which is also split into categories of K1 athletes and K2 and up athletes.

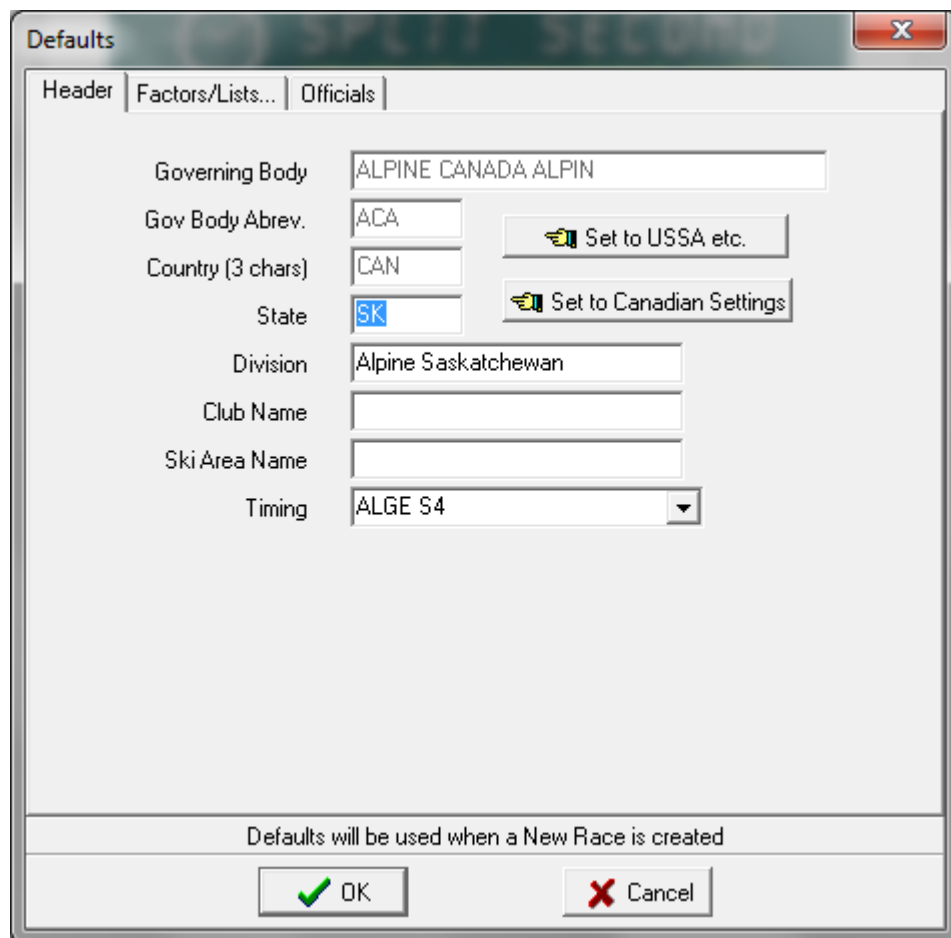
For Example for March 11 only you will have:

- NAT.11.5185 2011 – codex for big females (K2 and up)
- NAT.11.0185 2011 – codex for big males (K2 and up)
- NAT.11.5184 2011 – codex for little females (K1)
- NAT.11.0184 2011 – codex for little males (K1)



### 8.3 First Time – Defaults

The first time SplitSecond is run on a computer there will be some defaults that will need to be assigned. In the “Header” tab of the dialog, click the “Set to Canadian Settings” button to initialize it for Canada. The rest of the Header tab’s fields can be initialized as shown in the screen shot below.



The “Factors/Lists” tab can also be initialized based on the numbers provided from the [acapoints.ca](http://acapoints.ca) web site. For Sask Cup races, only each discipline’s F Factor and Max Seed Points ACA values are relevant. Note that these numbers can change from season to season, so at the start of every season these defaults should be revisited and revised if necessary.

### 8.4 Race File Breakdown

Normally the races will be formed into files that represent races with distinct codex numbers. Often this will be based on age category (i.e. K1 vs. K2/J1/J2). Note that SplitSecond offers gender changing within the single file – so male and female competitors are normally entered as one file. Switching between male and female gender lists and data entry for a race file is done through the menu command File > Change Sex or by keyboard shortcut key combination Ctrl-S.

Work out a file naming scheme with timing for the transfer of files. Having different file names for the exchanges of data between the race secretary and timing helps to know which files



contain which data, and ensures there are copies of the files prior to being modified at each stage. A typical method would be:

- First run from Race Secretary to timing: month-day-run1-start.xml
- First run results from timing to Race Secretary: month-day-run1-results.xml
- Second run from Race Secretary to timing: month-day-run2-start.xml
- Second run results from timing to Race Secretary: month-day-run2-results.xml
- If there are separate files for age grouping based on codex, add an age group identifier into file name (e.g. E2-K1, K2-SR).
- If the files are separate for gender, add gender identifier into file name.

Open up Split Second, when you open up the software it will show you what version you are running. Check this against timing's version to ensure consistency.

- Click on menu item File
- Select – New Race

### 8.5 Setting Race Information

Choose the “Header” tab. On the right side, ensure the Governing Body, Gov Body Abrev., and Country fields are displaying the Canadian settings (otherwise, click the “Set to Canadian Settings”) button.

#### Tab – Header

The screenshot shows the 'Header' tab in the Nat/FIS Scoring Software 5.18. The interface includes a menu bar (File, Edit, Activities, Timing (Demo Mode), Help) and a toolbar (Competitors, Header, Factors / Lists..., Officials..., Run Data, Intervals / Speed Traps, Live Timing). The main form contains the following fields and options:

- Race Name:** Text input field.
- Sport:** Radio buttons for Alpine (selected), Snowboard, Cross Country, Masters Alpine.
- Race Type:** Radio buttons for Downhill, Slalom (selected), Giant Slalom, Super-G, 2 Run Downhill, 1 Run Giant Slalom, 1 Run Slalom.
- Governing Body:** Text field containing 'ALPINE CANADA ALPIN'.
- Gov Body Abrev.:** Text field containing 'ACA'.
- Country (3 chars):** Text field containing 'CAN'.
- State or Province:** Dropdown menu.
- Division:** Dropdown menu.
- Club Name:** Text field containing 'Battleford'.
- Ski Area Name:** Text field containing 'Table Mountain'.
- Timing Equip.:** Text field containing 'Alge S4'.
- Race Level:** Dropdown menu containing 'ACA'.
- Race Date:** Text field containing '2/21/2006'.
- # in Top Seed:** Text field containing '15'.
- # to Reverse 2nd Run:** Text field containing '15'.
- Race Fee:** Text field containing 'none'.
- ACA Code:** Text field.
- ACA Penalty to Apply:** Text field containing 'none'.
- Course Name:** Text input field.
- Start Elevation:** Text input field with 'Meters' label.
- Finish Elevation:** Text input field with 'Meters' label.
- Vertical Drop:** Text input field with 'Meters' label.
- Homologation Nr.:** Text input field.
- Line at Bottom of Reports:** Text input field.

Buttons for 'Set to US Settings' and 'Set to Canadian Settings' are visible next to the Country field. A 'Hide Non-Canadians' button and a 'CAN' button are also present.

#### Change/Fill In

- Race Name



## Alpine Saskatchewan Race Secretary Reference

- Discipline – Alpine
- Event – Slalom
- Race Level – ACA
- Race Date – enter in day one of race
- Division
- Club Name
- Ski Area Name
- Timing (Alge S4) – double check with timing to see if this is what they are using
- Race Date
- # in top seed = 15 (usually) check with Chief of Race
- # to reverse 2<sup>nd</sup> run = 15 (usually) check with Chief of Race
- Race Fee (optional) – enter amount you will be collecting at the hill.
- ACA Code – This is the codex in the format NAT11.0186
- Course – enter the name of the race run here
- Enter Start and Finish Elevation amounts.
- Don't enter a Homologate Number for Sask Alpine races.

The “ACA Code” is the codex number for this age category and gender (see bottom status bar to note gender – “File > Change Sex” or Ctrl-S will allow switching to the other gender). Course Name, Start Elevation, Finish Elevation should all be entered. “Line at Bottom of Reports” provides a space to enter any special messages (e.g. Thanks to all volunteers!).

### ***8.6 Downloading and Importing the Alpine Canada Points***

#### **Tab - Factor/Lists**



The screenshot shows the 'Factors / Lists...' tab in the Nat/FIS Scoring Software. It contains several input fields and dropdown menus for configuring scoring parameters.

|              | F Factors |     | Max Seed Points for Penalty Calc. |     |
|--------------|-----------|-----|-----------------------------------|-----|
|              | ACA       | FIS | ACA                               | FIS |
| Downhill     | 1320      | 310 | 820                               | 310 |
| Slalom       | 600       | 145 | 500                               | 145 |
| Giant Slalom | 870       | 200 | 530                               | 200 |
| Super-G      | 1050      | 250 | 660                               | 250 |

Category Adder:

|                 |   |
|-----------------|---|
| Nor Am Level    | 2 |
| National Champs | 4 |
| Other FIS       | 5 |

Correction Value (Z): 0.00

Officials: none (used throughout)

Alpine Points List:

|     | ACA            | FIS |
|-----|----------------|-----|
| Men | Nat2006_610A.1 |     |

Buttons: ? CAN, Load Points Lists

note:  
- select the list from the drop-down  
If not there:  
- take option to "Load Points Lists"  
- then select from drop-down

Footer: Hold mouse button down to select multiple competitors | Alpine, Slalom, Men - 35 Comps | Monday, February 20, 2006 11:51:05 pm

The “? CAN” button can be selected which will pop up a dialog explaining that the file needs to be downloaded from the [acapoints.ca](http://acapoints.ca) web site, and that this file **MUST** be saved into the “\My Documents\SplitSecond\Alpine and Snowboard\Points List” directory on the computer. You should then be able to select the downloaded file in the ACA dropdown list below this button. A dialog might appear stating that these points need to be loaded into the competitor entries with a specific command (see instructions following).

- ACA - click on the drop down arrow and locate the two files you downloaded earlier from the [acapoints](http://acapoints.ca) site (males and female) athletes. Click you just downloaded mentioned above in these procedures. (i.e. NAT2011\_1108M.TXT). Note the “M” is for Male and the other codex will have an “F” – for female.
- **Double check that the F Factor and Max Seed Points have the correct values – as provided on the [acapoints.ca](http://acapoints.ca) site (check both male and female entries).**
- Use the Tab Key to move from field to field.
- Ctrl S - to switch from Female to Male

## 8.7 Updating Competitor List

Select the “Competitors” tab to see all competitors.



## Alpine Saskatchewan Race Secretary Reference

| Bib | St # | ACA/FIS# | Name             | YOB  | Team | Club     | Class | Pts.   | Time 1 | Time 2 | Combined | Race Pts |
|-----|------|----------|------------------|------|------|----------|-------|--------|--------|--------|----------|----------|
| 35  | 35   | 61033    | JONES, Nathan    | 1991 | CAN  | BATTL K2 |       | 374.44 | DNS    | DNS    |          |          |
| 34  | 34   | 61629    | HAIID, Robert    | 1992 | CAN  | REGIN K2 |       | 743.57 | DNS    | DNS    |          |          |
| 33  | 33   | 62025    | BOBERG, Nicholas | 1999 | CAN  | WYBITH   |       | 519.65 | DNS    | DNS    |          |          |

To save time, you can use a competitor list from a previous race so that you start out with information mostly entered for the current race. Clear out any old data (i.e. Bib Number, Start Number, Run Times) using the “Assign Menu” button on the right side of the toolbar and selecting the corresponding data element name and the “Clear” option. Individual competitors can then be removed or new ones added.

You can remove any competitors that are not in the race by clicking on the competitor line in the table and choosing the “Delete” button on the toolbar below the menu.

Add competitors by choosing the “Insert” button on the toolbar below the menu. This will bring up the Competitor Insert / Edit window (below) with the entry cursor in the “Name” field.

Competitor Insert / Edit

Bib Number

Start Number

ACA Number

Name (LAST, First)

Year of Birth (yyyy)

Team/Area/Nation

Club/Quota

Class (eg J-1)

Amount Paid

Notes

1st Run Result

2nd Run Result

Snow Seed

ACA Points

Downhill

Slalom

Giant Slalom

Super-G

[PgUp] [PgDn]

If the Alpine Canada points list has already been imported (see above), the downloaded and imported points list can be used to enter new competitor details into the race. Entering a competitor’s last name should bring up a list of matching competitors based on the imported points list – and choosing an entry on the list will populate all the rest of the fields on this window. If multiple new entries are needed the “Insert Next” button can be selected, otherwise click “OK”.



# Alpine Saskatchewan Race Secretary Reference

| Downhill | Stalom | Giant Stalom | SuperG |
|----------|--------|--------------|--------|
| 999.00   | 264.70 | 269.82       | 999.00 |

Although the latest downloaded and imported Alpine Canada points list can be applied at any time (see download/import instructions above), the points do not get applied until specifically requested with the “Assign Menu” toolbar button “Reload Points from Points List” option. Doing this will update all competitor points. Any competitors with non-matching Alpine Canada point entries will be highlighted with a message at this time.

**NOTE** – if you get an athlete racing that does not show up on acapoint an email must be sent to the club notifying them that they need to contact the Sask Alpine office to get athlete registered ASAP. Athlete must be registered with Alpine Canada before they can race!

## 8.8 Officials

Once you know who is doing what role for the race enter them into the system (For Example – TD, Chief of Race, Timing, etc.)

Tab – Run Data

Once you know when the morning and afternoon races are enter times.

## 8.9 Generating the Competitor Lists

When the registration deadline passes, and once the competitors are entered, a list of the competitors will be needed to send out to the clubs many days before race day for verification.

Create this report by first sorting the list by club with the “Sort” toolbar button and selecting “Club/Quota”. After this, choose the “Report” toolbar button, “Competitor List”, and “Current Order” options. A couple of dialogs will be presented; choose “Club/Year” on the first and “No” to amount paid on the next dialog.

| Bib | St # | ACA/FIS# | Name          | YOB  | Team | Club     | Class | Pts.   | Time 1 | Time 2 | Combined | Race Pts |
|-----|------|----------|---------------|------|------|----------|-------|--------|--------|--------|----------|----------|
| 35  | 35   | 61033    | JONES, Nathan | 1991 | CAN  | BATTL K2 |       | 374.44 | DNS    | DNS    |          |          |
| 34  | 34   | 61629    | HAID, Robert  | 1992 | CAN  | REGIN K2 |       | 743.57 | DNS    | DNS    |          |          |



The presented competitor list report can now be printed, saved to a file (to attach in an email), or copied to another file or email body by highlighting the text with a mouse drag (or Ctrl-A to select all text at once), using Ctrl-C to copy the highlighted text, and Ctrl-V to paste the copied text.

Once this step is done, the competitor lists may need to be revised for scratches and missed competitor entries. All of the above instructions would still apply.

### Assigning Start Number and Bib Number

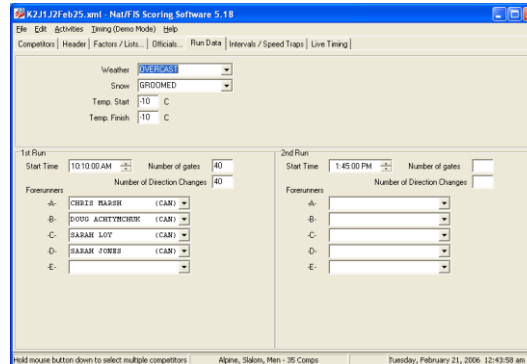
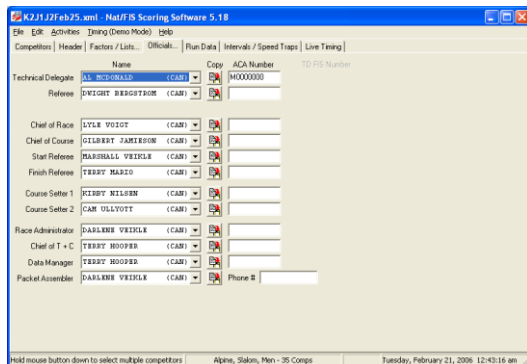
- Other options
- Auto assign bibs
- Yes

**NOTE** – E2 and K1’s start at bib 30 usually – depends on # of athletes racing.

### Generating Lists for Bib Bags

- Reports
- Competitors List
- Team Order
- Click on “include club/year results”

As race day occurs, the remaining information on the “Header” tab should be reviewed and completed. On race day itself, the “Officials” and “Run Data” tab data fields needs to be completed. Note (as always) that this data needs to be completed for both genders in the race file. The “Officials” tab offers a convenience feature button for each field to copy the data from the other gender view’s fields.



Once all this data has been entered, the file is now ready to be used by the timing personnel. The next section discusses how to pass the data to the timing personnel, and then work with the results after the timing personnel have finished the race run.

## 8.10 Race Day Reports

### Printing Morning (First) Start List – this can be done prior to race day.

1. Yes to Club/Quota

### After First Run Completes





## Alpine Saskatchewan Race Secretary Reference

- Need to run to get timing file with race times.
- Once you get the file from timing save the file as follows:
  1. File
  2. Open
  3. Find the file that states something like K1 morning or am run
  4. File
  5. Open
  6. Save As
  7. Make sure the file name has the word “RESULTS” in the file

NOTE – at the end of each race the referee will bring you the referee’s report that will have all the DNF, DNS and DSQ’S. Ensure you input all DSQ’s etc. before running second run start list.

### **To Print Afternoon (Second Run) Start List**

- Save as - to where you have the memory stick for timing.
- Sort > Bibbo on 1<sup>st</sup>
- Other Options > Start Numbers > Reassign from 1
- Then Print

Include DNF’s and DSQ’s when you print off the start list

### **Generating Awards Report**

- Reports
- Other
- Results by Class
- With Just Times

NOTE: Some classes will appear separate even though they should be combined (e.g. KA and K1 classes are the same for awards, but will be separate on this report). Ensure they are combined prior to awards assignment.

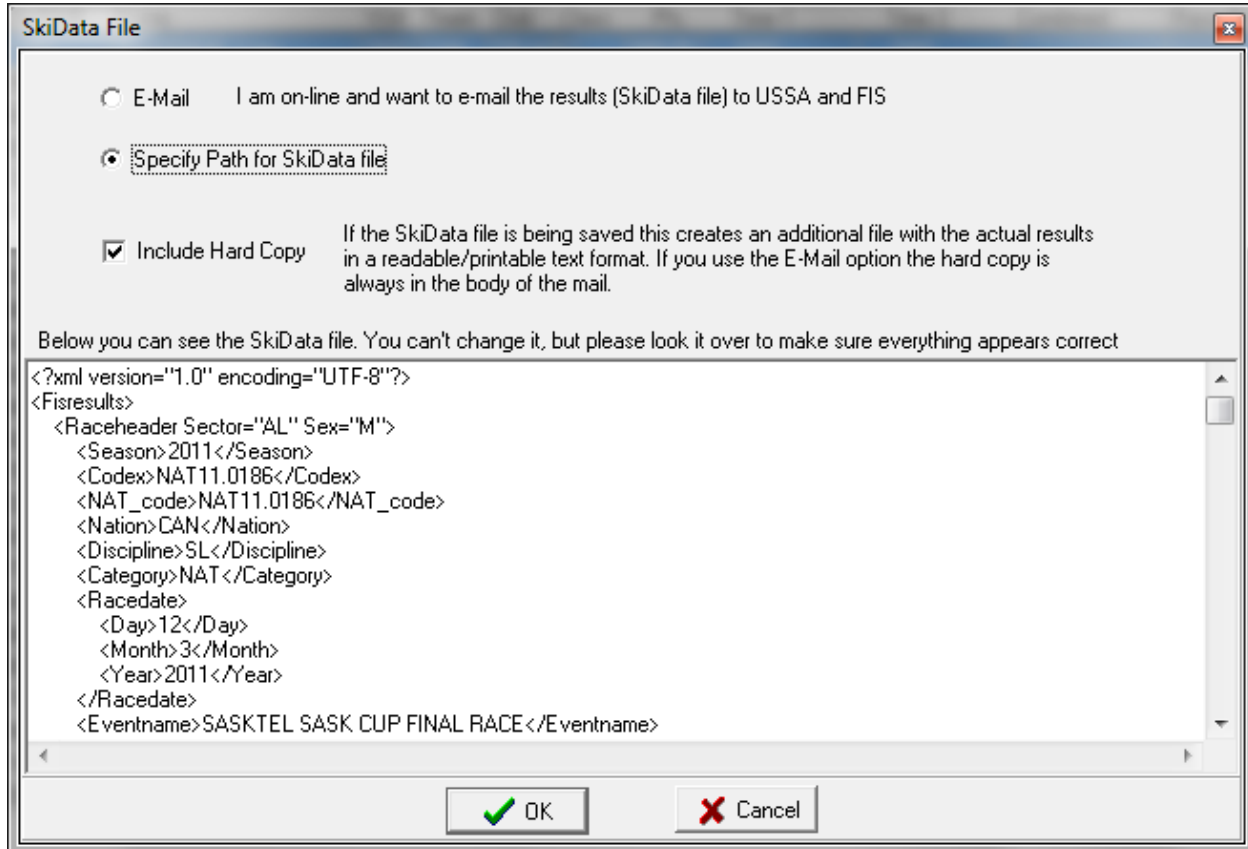
### **Generating Official Reports at the end of each Race Day for the TD to review and sign off on:**

- Hide athletes that are not official. That is, E2s, divisional card holders (e.g. KA, KB, JA, etc).
- Reports/Race Results
- Click on Official
- Include - Club/Year on the results.

### **8.11 Post-Race Day: Uploading Results to Alpine Canada**

After a race is complete, the results should be uploaded to Alpine Canada so each racer’s result can be included in the points calculation. The deadline each week for inclusion is Tuesday evening. Note that racer classes ineligible for points calculations should be removed from the race results list prior to the results generation, penalty calculation, and the sending of the ski data files. For example, EL and KA classes should be removed from the race results.

- Select menu item Activities > Send Ski Data Files



- Select “Specify Path for SkiData file”
- Choose directory (usually in My Document\SplitSecond\National FIS\SkiData Files). Note that the default filename will be based on the codex for the gender and race. Note also that this file may already be there as a result of a prior official results report request with penalty points.
- In an Internet browser, visit the [acapoints.ca](http://acapoints.ca) web site, and navigate to the “Codex/Results > Race Upload” page.
- Enter your name, email, phone number. Select the codex related to the file about to be uploaded. Browse to the directory where the file was saved (see above) and select the file.
- Select the Upload button.
- If errors are displayed, correct the originating race information and redo the above steps. Errors may occur for a variety of reasons – there is an editing feature built into the upload process for obvious mistakes.
- If the race results are displayed, scan briefly for correctness. If acceptable, submit the race results.
- The race results will be used during the next weekly points calculation period (usually Tuesday night of each week).

## 8.12 Split Second - Live Timing

Split Second Live Timing is an excellent tool for allowing friends and relatives of racers to see what is happening on the hill in real time. In fact, people “watching” the race on the internet will know the results of the race before the people who are actually there!



## Alpine Saskatchewan Race Secretary Reference

It is an extremely simple to use interface that requires nothing more than a basic dial-up connection to the internet from your race timing computer. All you need to have is a Split Second Software License to use this feature.

To use the Live Timing feature:

1. Get your computer online. Dial up or broadband both work fine and you won't see much difference between the two because the amount of data being sent is very small. Be sure you have your Split Second "Dongle" connected to the computer or you cannot use this feature.
2. Once you have your race open using either National/FIS or Ski Club software on your timing computer, go to the Live Timing tab near the top of the Window. It is right next to Intermediates/Speed Traps.
3. If you have done a good job entering all the important data in the Header Tab, most of the fields on this page will be filled in for you. Look for items that need to be filled in and enter this information. Remember, Men and Women are separate races and need to be registered with Split Second Live Timing separately.
4. A new feature allows you to insert Ski Area, Race Club or race logos that will be seen when the races are viewed on the Live Timing web site. To use this feature, follow the instructions you will see when you click on the ? next to Load logos from Live Timing.
  - a. Go to [www.live-timing.com](http://www.live-timing.com) Click on the View Races button on the bottom.
  - b. Near the top right, click on tools for resorts. Then click on To upload and/or view logos Click Here.
  - c. Here you will see all the logos which have been uploaded by resorts/race organizers across the country. To upload yours, follow the simple directions. You only need to do this one time.
  - d. Note: Your logo must be exactly 200 pixels wide by 40 pixels high. If you are off by even 1 pixel. It will not be accepted. If you are not familiar with Graphics programs, you might need some help from someone who has the proper software to create a logo this size.
  - e. Once you have loaded your logo's on Live-Timing, you may go back to the National/FIS software and upload your logos. Simply click on the drop down arrow and look for the logo you have uploaded and select it. Once you have chosen a Location Logo and a Race logo, (they can be the same) click on Load Logo's from Live Timing.
5. Enter a User Name and a Password. It must be at least 4 characters and must be a combination of letters and numbers. No other Characters. You do not need to enter a user name and password, but it is a good idea to do so.
6. Click Register Race. The race can now be seen as a registered race by going to [www.live-timing.com](http://www.live-timing.com) and clicking on View Races at the bottom of the home page.
7. On the next screen that will come up after registering, you will see a few options. Here you will first need to click on Upload All Competitors. This sends the complete list of racers to the web site.
8. That's pretty much it. Once you go to the timing screen the software will automatically start sending result data to the web site every time it receives timing impulses. There is nothing you need to do once timing is underway.
9. After a run is over, it is a good idea to do two things. Enter a message telling people when the 2nd run will start, (or that a race is completed) and after you have made corrections to the results for items like DSQ's, click on Upload All Competitors again. This will update the web site so people will know about DSQ's.



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10. You can also attach the actual result sheet which you print out. 1.Once you click on Reports – Race Results (or any report that you have available) and you see the actual report in the window, Click on Attach to Live Timing. This is a great way for everyone to see the real results sheet. It is also a great way to save paper and avoid having to make lots of copies for everyone after a race.
11. HINT: Be very careful when you use Live Timing when timing a race. Any false finishes and related times will be immediately sent out on the internet. Be quite confident in your abilities to time a race without mistakes. Remember, Live Timing is available for people to see on their iphones and other devices. You can be sure that people on the side of the hill are watching. If you have to correct a time due to a false finish or other issue, be sure to click on Upload All Competitors in the Live Timing tab right away to correct the issue.



## 9. Bachleda Format Races

### 9.1 General Description

Adapted from notes originally Prepared by G. Delaney. – February 6, 2007

#### Overview

In a Bachleda-format race each competitor has 4 runs. The first two runs are on the same course and the second two runs are on a new course. A competitor's time is calculated by taking the best time from runs one or two and adding it to the best time from runs three or four. This format and maximizes the athlete's engagement in racing activities. It is best suited for a smaller field and course.

#### Bib Assignment and Race Order

Bib assignment should be done on the basis of slalom ACA National Points with the competitor with the lowest points being assigned Bib 1, the second lowest point skier Bib 2 and so on. For skiers with the same points, randomly assign the bibs. Male and female fields start separately in each run. Start order for the second and subsequent runs follows the order laid out in the chart below. This model assumes a field of 100 racers but can be adapted to any size field.

|            |            |             |             |
|------------|------------|-------------|-------------|
| Course 1   | Course 1   | Course 2    | Course 2    |
| Run 1      | Run 2      | Run 3       | Run 4       |
| Bib #1 to  | Bib #51 to | Bib #100 to | Bib #50 to  |
| Bib #50    | Bib #100   | Bib #51     | Bib #1      |
| Bib #51 to | Bib #1 to  | Bib #50 to  | Bib #100 to |
| Bib #100   | Bib #50    | Bib #1      | Bib #51     |

#### Did Not Start and Reruns

Provisional reruns will not be granted for missing assigned race position. Provisional reruns will be granted for other standard race situations caused by course conditions, etc. Athletes must be ready and present at the Start Officials request and call. Racers not present at the start will forfeit their run (i.e. if racer #20 misses run #1, they would be considered a Did Not Start (DNS) for run #1 and would not be inserted into any of run #1 start order. If racer #20 subsequently misses run #2, they would also be considered a DNS for run #2. In this case, the 'best time' for run #1 and #2 would be a DNS – which means the race results for that day would be a DNS.

In the case of a granted provisional rerun, the rerun will follow at the end of each run sequence. This is because the race sequence is complex and insertion at the end of the run sequence will lessen the disturbance of the sequence order of the run.

Regardless of the above, if an athlete fails to finish or gets disqualified from both the 1st and 2nd runs, he/she will be encouraged and permitted to partake in a 3rd and 4th run. This is to give our young athletes a more positive experience.



## Results

Individual results are determined by adding the athlete's best time from course #1 (i.e. either run #1 or run #2) to that from course #2 (either run #3 or run #4). To rank an athlete must complete at least one run in each course. Calculations and results submitted to Alpine Canada will be based on these individual results.

With regards to combinations of DSQ, DNF, or DNS, if (as an example) a racer has a DSQ on run #1 and run #2, the 'best time' for course #1 would be a DSQ. In the case of a DSQ and a DNS/DNF in run #1 and #2, the results for the racer for course #1 will be a DSQ.

### **9.2 Timing and Race Results Implications**

The upside of this format is that the athletes get four opportunities for a run during a day. The downside is the volunteers will likely be on the hill longer than usual for the size of the race based on the number of participants, the timing crew will have a more complex set of results to keep track of, and the race secretary will have four runs to sort through rather than two – which will have to be manually sorted out because the software does not support this type of race event.

With this in mind, the decision about holding a Bachleda-format race must be done in consultation with the timing and race secretary roles weeks in advance of the race to ensure they are comfortable with handling the format's increased complexity and time commitment.

Consider having the results from each run exported into a spreadsheet, and the results from each run calculated into a format that can be re-imported into the race calculation and results software. This increases the amount of expertise required since someone has to be proficient enough in spreadsheet manipulation to handle the imports, combining, calculations, and exports. It will also require expertise with the race software to know how to export the collected results after each run, and then import them once the external spreadsheet calculation is complete.

The benefit with all of this will be that, once the results are imported correctly into the software, the race results can be run off normally and the upload can be done electronically from the software. Note that the spreadsheet showing the calculated 1<sup>st</sup> and 2<sup>nd</sup> run results will also need to be produced so that coaches and managers have an opportunity to review these results to ensure there are no mistakes to be protested.