

2007 - 2008



WATERVILLE VALLEY BBTS

Black and Blue Trail Smashers

Worker Credit Handbook

Presented by the Competition Support Committee

WATERVILLE VALLEY BLACK AND BLUE TRAIL SMASHERS

Worker Credit Handbook

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Volunteering for BBTS

There is no better way to support our young athletes than to take an active role in volunteering at competitions. By supporting BBTS, you help make it a strong and unified organization.

At BBTS, we're all in this together, and we are here for one reason: Our children. (Or maybe for two reasons: enthusiasm for skiing, and our children.) Standing on the mountain on a frigid day can seem like a sacrifice, but we do it for the love of the sport and the love of our families. So dress warmly, shove some toe-warmers in your boots, and enjoy spending time with your friends. If you manage to sign up for the right races, you can even get to see your children compete, while at the same time fulfilling your worker credits.

To properly staff an event can require up to 50 people. That may seem like a lot and, quite frankly, it is. The scope of responsibilities required to ensure a safe, fair, and fun event for our athletes is wide, and covers diverse areas such as race organization, gate judging, electronic and manual timing, officiating, and course maintenance. Some responsibilities require licensing by the USSA and years of experience. Some roles are learned by observing, and there are many important positions that don't require any specialized skills. ALL positions require enthusiasm and your commitment to do the best job you can for our athletes.

Take a moment to learn about these activities, and talk with other members about how you can get involved. You'll learn there are many different ways you can contribute to running our events, and have opportunities to see competitions from many different perspectives. Whether it's Alpine, Freestyle, or Snowboard, volunteers help make it happen.

We welcome any questions, suggestions, compliments, and even complaints. Our goal is to make the volunteering experience as pleasant as possible. Working the competitions should be an opportunity to meet other members and learn more about the events that our children enjoy so much. To that end, the CSC is actively exploring a number of opportunities , including:

- Après competition celebration for all competition workers after each competition.
- Exploring options to increase volunteerism and reduce the number of members who choose to buy out their worker credits.
- Trying to increase the number of volunteers in an effort to see if there are opportunities to reduce the number of worker credits required for next year.

- Making your day on the mountain a pleasurable experience, even on those bone chilling days.



WVBBTS: Our vision is to be the best snowsports training and competition organization in the US by fielding the most successful competitors at local, regional and national team levels and by giving young athletes the strong values and rich experience that will guide them in their adult lives.

About this Handbook

This book was written for new and existing BBTS members, to provide an overview of the BBTS worker credit system, and to help explain what's involved in volunteering. Our hope is that together we can make volunteering a fun and rewarding experience for everyone.

About BBTS

The BBTS Ski Club is a weekend snowsports training program for Alpine racers, Freestyle skiers and Snowboarder ages 5–18, with Alpine Masters racers ages 18+. The BBTS Ski Club operates each weekend from late November through the last weekend of March along with Christmas vacation week and Massachusetts or New Hampshire February school vacation week.

*BBTS was named
USSA 2006
Club of the Year.*

The BBTS Ski Club is operated by Waterville Valley Black and Blue Trail Smashers Ski Educational Foundation (WVBBTS), a non-profit educational foundation. WVBBTS sets itself apart from other snowsports academies and ski and snowboard clubs because it operates not only [Waterville Valley Academy](#), a five-month full-time snowsports and academic academy, but also the BBTS Ski Club.

BBTS Ski Club athletes receive coaching from some of the finest snowsports coaches in the country.

Alpine Program

The Waterville Valley BBTS Alpine training program offers athletes the opportunity to train at multiple levels, including the Mitey Mites weekend development program, the JI through JIV weekend competition program, and the full-time Waterville Valley Academy program.

The Alpine coaching staff brings Olympic and World Cup participation and training experience, as well as expertise at the highest levels of training and certification. The Alpine program is

widely recognized for its superb coaching staff, who consistently produce racers with the ability to excel from the JV local competition level to the JI/II NOR AM FIS level:

- Athletes in the JIV and JV program (ages 9 – 12) compete in a number of open USSA events as well as in the northern division Buddy Werner League, the State Finals, State Championships, and ultimately the Whistler Cup.
- JIII athletes (ages 13-14) compete primarily in USSA races, aspiring to compete in the Eastern Finals, the Junior Olympics, and ultimately the Whistler Cup.
- JI and JII athletes (ages 15+) may qualify for internationally sanctioned FIS competitions based on their ability and level of USSA points. Top athletes aspire to compete at the U.S. National Championships (JII) and the U.S. Alpine National Championships (JI).

For all athletes, regardless of whether they are winning races or bringing up the rear, the coaches nurture a lifelong passion for the sport, with a focus on personal responsibility, perseverance, and resilience. Many parents, and even some grandparents of racers currently enrolled in the program, have stories to tell about how they trained at BBTS as children, not that long ago.

Freestyle Program

The Freestyle program focuses on developing strong skiers and skilled competitors in mogul skiing, aerials, big air, half-pipe, and slope-style. The Waterville Valley Freestyle team competes on all levels of USSA and FIS, from junior divisional through FIS Nor-Am. The program is nationally recognized as one of the finest in the country.

In 1999 and 2004, BBTS was awarded USSA Freestyle Program of the Year.

In 2006, the Freestyle Program Director, Nick Preston, received the USSA Russell Wilder Award, which recognizes outstanding efforts in focusing the interests of American youth on the sports of skiing or snowboarding.

The outstanding success of our program depends, in part, on the hard work that the athletes' families perform. The hours of standing on the hill—chopping snow, filling ruts, throwing down branches—all contribute to the athletes' safety and ability to push themselves to their limits, and excel at what they do.

Snowboard and GROMS

The BBTS Snowboard Club was named the USSA 2006 Snowboard Club of the Year.

The Snowboard Program offers young riders outstanding opportunities to train in half-pipe, slopestyle, racing, and boardercross. In its eighth year of operation, the WVBBTS Snowboard training program has produced many pro-level athletes who are training and competing at the highest levels of snowboarding both nationally and

internationally. The GROMS Program is a pre-competition snowboard development program designed for boys and girls ages 5 through 9. To fulfill your credits, you can sign up for Freestyle and/or Alpine events as well as snowboard-related events (if available).

Mitey Mites

The Mitey Mites program is a pre-competition Alpine and Freestyle development program designed for boys and girls ages 5 through 9. The program offers an opportunity for children to explore the various skiing disciplines, preparing participants to enter the competitive program of their choice. Mitey Mite parents can sign up for Alpine or Freestyle events.

Waterville Valley Academy

Waterville Valley Academy is a five month snowsports and academic academy for 6th-12th graders who are pursuing the highest level of performance in alpine racing, freestyle skiing, and snowboarding in parallel with their academic studies. Academy families can sign up for Alpine, Freestyle, and/or Snowboard events.

Worker Credit Requirements

Worker credit requirements are listed below. Your support is vital and makes it possible for BBTS to continue to offer your athletes the best training and home competitions possible.

- Alpine families are required to earn 6 worker credits per family, each season.
- Freestyle families are required to earn 6 worker credits per family, each season.
- Snowboard families are required to earn 4 worker credits per family, each season.
- Mitey Mite families and GROMS families are required to earn 1 worker credit per family, each season.
- Families with children enrolled in the Academy for three months or more are required to earn 2 worker credits per family, each season.
- Families with children enrolled in multiple programs must earn the larger number of credits. For example, if you have two children in Alpine, one in Freestyle, one at Mitey Mites, and one at the Academy, you must earn a total of 6 credits. In this situation, we would also encourage you to attend T-Bars on a regular basis.
- To fulfill worker credits, families can sign up for any event (Alpine or Freestyle), regardless of which program their athletes attend.
- Other ways to earn worker credits include working at fundraisers and various BBTS functions that take place throughout the season. Also, there may be opportunities to help update the Web site, prepare needed documents, perform accounting duties, and similar tasks. Eight hours of off-snow volunteerism equates to one work credit (equivalent to a day on the hill volunteering at a competition). For more information, or if you have special areas of expertise, please see Sharon Schmidt.

Most jobs earn you one worker credit. For example, if you act as Gate Judge on race day, you have fulfilled one credit. Jobs that earn more than one credit are noted in the job descriptions.

Signing Up

At the beginning of each season, a Ski and Snowboard Ball is held at the Waterville Valley Conference Center. At that event, Worker Credit Volunteer sign-up sheets are made available for the first time. If you are unable to sign up that evening, the sign up sheets will be posted in the Competition Center for the rest of the season. We are currently working on an online sign-up procedure and hope to have it operational after the Ball.

It is the responsibility of members to sign up for events. If you sign up for an event and are unable to work it for some reason, it is important to remove your name from the sign-up sheet at least 2 weeks prior to the event, and let the Race Secretary know about the change. Otherwise, it is your responsibility to find a replacement for any position for which you have signed up. If you do not find a replacement, you will be charged a worker credit fee.

Your children train hard all winter, often in less than ideal conditions. They do notice and appreciate your support on competition days. Your volunteer efforts support our coaches and help our children achieve their best.

Orientation

Each season, BBTS offers the following hour-long sessions:

- Volunteering Made Easy at Alpine Competitions
- Volunteering Made Easy at Freestyle Competitions

These sessions explain how the worker credit system works and provides an opportunity for you to ask questions about what is involved. They also give new members a chance to meet other parents and to learn more about BBTS. Please plan on attending one of these orientations to learn more about the volunteer opportunities and responsibilities.

USSA Membership

The Competition Support Committee encourages all interested BBTS members to obtain a USSA Alpine Official's license, especially if you aspire to some of the more advanced volunteer positions. The license is primarily for insurance coverage. To get an Alpine Official's license, all you need to do is submit a \$40 fee to USSA. Jobs that require USSA licensing are listed in the job descriptions in this handbook. Certification courses are offered yearly by [NHARA](#). As an added incentive, you are awarded one worker credit for taking one of the NHARA courses on timing, Chief of Race, or Chief of Course, and successfully passing the test.

Buy-Out

BBTS provides the option to buy-out your worker credits, at a cost of \$200 per credit if done early, or \$300 per credit if done after the specified date. See the separate Worker Credit Agreement for specifics. This option is offered as a way for families with scheduling conflicts or other unusual circumstances to contribute to BBTS. Although some members may need to take advantage of the buy-out option, the Committee asks that you consider avoiding it if possible, as it has historically resulted in some events being short-staffed. While the money contributed to

the program is appreciated, and it is understood that sometimes you may be unable to fulfill your worker credits any other way, we would encourage you to try to sign up for volunteer positions whenever possible.

What to Do on Race Day

No matter which job you sign up for, there are a few things that you have to do every time: Show up at the Competition Center on time, sign in when you get there, and sign out at the end of the day. The Worker Credit Sign-up sheet is usually located near where the bibs are being handed out—ask anyone and they’ll be glad to help.

Also, for most of the jobs, it makes sense to have a Start Order sheet, which lists all of the racers, including their bib numbers. You can usually find a stack of them hanging on the wall outside of the office, in the Competition Center. For all of the jobs, plan on staying the entire day. Any exceptions to this are stated in the job descriptions.

KEY POINTS
Sign in.
Grab Start Order sheets.
Stay all day.
Sign out.
It’s better to be thirsty.

Note that most of the jobs do not have easy access to bathroom facilities. This may seem obvious if you have a mountain-side job, such as Gate Judge, but it’s worth noting that the Timing Building (where the Alpine Announcer, Scoreboard, and Timing Room jobs take place) does not have a bathroom. Only those who are working in the Competition Center can count on facilities when they need them.

Be sure to dress warmly for all outside jobs, even on the days when the sun is shining and the temperature seems relatively warm. Snow, or even rain, is always possible. If you’re not on skis or a board, consider wearing YakTrax or even snowshoes. Wear sunscreen. Tuck a few pieces of candy in your pockets, some tissues, and some hand warmers.

If you are working on the mountain, whether as a Gate Judge, Course Worker, Chopper, or some other position, always keep an eye uphill for upcoming competitors, and stay alert—If you hear someone yell “Course!” it means “Get out of the way, quick!”

To decide what jobs to sign up for and to understand what needs to be done on competition day, take a look at the descriptions in the following chapters.

For information about BBTS in general, be sure check the BBTS Website, at <http://wvbbts.org>.

Alpine Event Job Descriptions

The number of required worker credits for Alpine families depends on which program(s) your children attend. For details, see *Worker Credit Requirements* on page 6. To fulfill your credits, you can sign up for Alpine and/or Freestyle events.

Each Alpine volunteer position is described below.

Technical Delegate

Note: You cannot sign up for this position. It is described in this Guide for informational purposes only.

The Technical Delegate, Chairperson for the Competition Jury, is responsible for making sure that all USSA rules are being followed and that the event runs smoothly. This is a highly skilled position, requiring years of experience and Technical Delegate Certification. We're very fortunate to have one of the best Technical Delegates in the country also serving as our head J-IV coach, Mr. Fred Turton.

Chief of Race

Special Qualifications Required:

- USSA license
- Strong management skills
- Solid skiing skills

The Chief of Race has the following duties:

- Directs all preparation for the competition and supervises the technical area.
- Serves on the competition jury throughout the event
- Coordinates event with Race Secretary
- Coordinates getting all race fencing and other equipment to the race course.
- Coordinates with Chief of Course and Chief Gate Judge to contact all workers the Monday before the race.

- Helps distribute awards at the end of the race.
- Arrives at the Competition Center by 6:50 a.m. on race day.

Credits Earned: 2 per race

Chief of Race in-Training

Special Qualifications Required, including USSA license.

This position allows the volunteer to shadow the Chief of Race, to learn the role by observing. Responsibilities will be wide, and will prepare the individual to eventually take on Chief of Race responsibilities.

Chief of Course

Special Qualifications Required:

- USSA license
- Strong management skills
- Familiarity with how terrain and snow conditions can impact a race
- Solid skiing skills

The Chief of Course has the following duties:

- Directs preparation of the course for the Race Coordinator, working with the Chief of Race and Chief Gate Judge.
- Is responsible for overseeing all initial and ongoing maintenance of the course.
- Manages and places volunteer teams on the hill before and during the race.
- Ensures that your crew has the tools needed to do the job.
- Calls all course workers the Monday before the event, to confirm that there will be enough workers.
- Must arrive at the Competition Center by 6:50 a.m. on race day.

Credits Earned: 2 per race

Chief of Course in-Training

Same Qualifications as Chief of Course.

This position allows the volunteer to shadow the Chief of Course, to learn the role by observing.

Course Workers

Special Qualifications Required:

- You have solid skiing skills and can help slip the course.

- It is preferable, but not required, that you know how to screw in gates, replace broken gates, put up safety fencing, and keep the course clear of loose snow. An experienced member can teach you these skills, if you ask in advance of the race. If you are not comfortable with these procedures, you can help carry tools and perform other tasks that don't require special training.

Course workers typically set up safety fencing, help install assigned gates, replace gates that become damaged, and maintain the course to provide a consistent skiing surface for all athletes. The heavy lifting and hard work is very much appreciated by our racers. This position requires strong skiing skills, as you'll be on the hill all day, and you will help break down the course and store supplies after the race is completed.

Course Workers must be in the Competition Center by 7:00 a.m.. Sign in and pick up the necessary tools, drills, keys, etc. There is a special lift load at 7:30 a.m. for workers and course setters. While you are working, be careful not interfere with the racers. It is easy to lose focus on the race when you are trying to replace a broken gate or smooth out a bumpy patch of snow.

Timing and Calculations

To qualify for a job in the Timing Room, you need the following qualifications:

- You are USSA licensed.
- You have attended the NHARA Timing Clinic, which is always held in late Fall.
- You are computer-literate and comfortable working with electronic equipment and working with numbers.
- You have a solid knowledge of race rules.

The Timing clinic, which is required for all of the timing jobs, is always held in late Fall. If you are interested in a timing position, be sure to express interest well in advance, so you can be informed of the date, time, and location of the clinic. Please ask if you would like to arrange a visit to the timing room to observe. Note that all of the timing positions require quiet concentration, with (unfortunately) no social chit-chat.

Chief of Timing

Special Qualifications Required

The Chief of Timing is responsible for assigning individuals to staff the Start and Finish Timing positions, as well as overseeing all calculations and the accuracy of timing.

Primary Timer

The Primary Timer operates the primary timing computer and a PC with race software and communicates with the Starter to ensure a safe and efficient flow to the race. Ideally, the Primary Timer will be familiar with or have performed most of the positions required for running the race; especially the positions of Starter, Start and Finish Referee, Gate Judge, and Course Maintenance. Additionally, the Primary Timer should be able to multi-task and remain calm and focused while dealing with unexpected issues and problems. Computer literacy is a must.

Primary Timer in-Training

This position watches and assists the Primary Timer during a race. The Timer-in-Training completes the Finish Time Report for the Race Administrator.

Backup Timer

The Backup Timer operates the secondary timing computer and assists the Primary Timer in resolving any problems that may arise during the race, such as locating a missing racer (DNF) to confirm what is happening. The Backup Timer prepares the Referees Report during each run.

Hand Timer (Start, Finish)

The Start and Finish Hand Timers are responsible for manual time-keeping at the start and finish. Recorded hand times also serve as a backup to electronic systems, and will become the official record if the electronic systems fail. Needless to say, it's important to be accurate and legible.

Hand Timers should arrive at the Competition Center at 8:00 a.m. and sign in. Ask for the Chief of Timing, who will explain how to use the hand watch, how to record the racers' times, what to do with your sheets, and when to return to your position for the second run. After each run, turn your recording sheets and stop watches in to the Chief of Timing, who is located upstairs in the Timing Building.

If you are at the Start, you need to be on skis. For the Finish, you may walk to the event, which is usually located at the bottom of the T-Bar.

Wear a glove on your dominant hand rather than a mitten!!

Starter

The Starter is responsible for the flow of racers out of the start gate. The Starter signals each racer when to leave the start gate to begin their run. It is strongly recommended that you work as a Start Roundup several times before signing on as a Starter. Also, you should be aware that there are different calls for SL and GS.

Arrive at the Competition Center by 8:00 a.m., grab some Start Order sheets, and take the lift up. Plan to be at the starting gate at least 40 minutes before the start of the race. Observe the start platform to be sure it is level and smooth, so a racer can stand there in a relaxed position. Also check the ramp to see that it is smooth and packed. If it is not, then side-slip it with your skis. Be sure that there is a place for racers to put their poles in front of the wand. Keep your headset on, as the Head Timer will want to talk with you to do a wand check and a synchro time on the timing machines.

The forerunners go out in the five-minute period before the racers (at say, 9:25 a.m. for a 9:30 race). Give the names of the forerunners to the Timer, so they can be announced. Be sure to dress warmly, as the position does not require much movement.

Start Roundup

The Start Roundup (Assistant Starter) organizes the racers in the sequence appearing on the Start Order Sheets, and prepares each racer for the Starter. A spirit of command and good cheer is required. Cattle herding experience is helpful.

Sign in at the Competition Center by 8:00 a.m. Pick up the Start Order Sheets and be at the starting gate area at least 30 minutes before the race begins. You will need to call forerunners and racers by name, in order, and keep them moving so they will be ready when the Starter calls for the next racer. This can be a fun challenge with some of the younger racers, who are typically rolling around in the snow.

Referee

Note: You cannot sign up for this position. It is described in this Guide for informational purposes only.

The Referee is appointed in advance by NHARA, and is selected by the Technical Delegate on race day. The Referee is always a coach from another mountain, and is a member of the Competition Jury. Responsibilities include inspecting and possibly changing the course after it is set; and receiving reports of rule infractions and gate faults after the first and second runs.

Referee (Start and Finish)

Special Qualifications Required:

- USSA officials license required
- Strong knowledge of race rules. A clinic is recommended ahead of time or, at a minimum, a thorough reading of the USSA Alpine Competition Rules.

Start and Finish Referees are Jury Advisors, who report to the Chief of Timing. Sign in at the Competition Center by 7:30 a.m. Report to the Race Room and talk with the Chief of Timing for any late instructions.

For the Start Referee, there is a knapsack with extra bibs, a clipboard with the Start Referee Forms, and a radio. Check the knapsack to ensure that you have everything you need. Especially be sure that you have a radio before going out. Pick up Start Orders and Race Information sheets for that day, and proceed to the start.

For the Finish Referee, there is a radio and a clipboard with a Referee Form where you mark everyone that crosses the finish line, in order. After each run, give your completed forms to the Chief of Timing, upstairs in the Timing Building. The Finish Referee is also responsible for asking each forerunner about the condition of the course and relaying this information to the Chief of Race and Technical Delegate.

Lunch Maker

The Lunch Maker has the unique opportunity to be the most appreciated person on race day. Your job is to prepare healthy bag lunches ahead of time for volunteers whose positions do not

allow time for a long lunch break, such as Course Workers, officials, and timing booth staff. These workers need to remain on the hill for most of the day, they burn a lot of calories, and have limited time for a lunch break. The Lunch Maker is responsible for getting the budgeted amount of cash from the Race Secretary prior to race day, buying groceries and water, assembling lunches, and delivering them to the Competition Center on race day. If you are unable to get the money ahead of time, be sure to stay within budget and retain a receipt so you can be reimbursed.

A typical lunch might include several types of sandwiches (turkey, ham and cheese), chips, an apple, and a cookie. Be sure to include beverages, napkins, and brown bags.

Chief of Registration

This job takes place in the Competition Center, where you will oversee the handout of competitor bibs prior to race start, as well as the collection of bibs at the end of the day. The Chief of Registration often manages other volunteers to help distribute bibs prior to the start of the race.

Plan to arrive at the Competition Center at 7:15 a.m. to set up tables, boxes of bibs, clipboards, and ticket wires. Be sure to sign in for the day, and bring your own lunch. You need to stay in the Competition Center throughout the race, because some racers may need to return bibs early. At the end of the race, you will accept returned bibs.

- Giving out bibs: Each racer must present a USSA card. Place the card in the appropriate envelope and hand the racer a bib. If the racer needs a ticket, also give out a ticket and wire. Put a check mark next to the racer's name on the Start Order Sheet.
- Returning bibs: Place each returned bib into the appropriate envelope and return the contents of the envelope (USSA card) to the racer. Cross the racer's name off of the Start Order sheet. This is important, because it helps identify missing bibs at the end of the day.

The day before the race, please take a minute to talk to the Race Secretary, who can provide advice about how to make the day run smoothly and alert you to any possible issues.

Scoreboard

The person who does the Scoreboard is responsible for posting bib numbers, names, and finish times on the scoreboards inside the Timing Building. For this job, report to Competition Center by 7:15 a.m., and sign in. You will help the Chief of Registration hand out bibs until about 8:30 or 9:00 a.m. At that point, it's time to start your real job:

1. Ask the Race Secretary in the Competition Center for the package of Dri-Erase pens and sponges. Also grab some paper towels. Rinse out the sponges in the Competition Center bathroom sink.
2. Grab a copy of the Start Orders (there are usually separate sheets for Men and Women).
3. Head over to the Timing Building, at the foot of the T-Bar lift.

4. Wipe down the boards, which are located inside on the first floor. Then record each racer's name and bib number on the board, as listed on the Start Order Sheets. Use one board for Men's times and one for Women's. Be sure to write down the **bib** order, not the start order.
5. Once the race starts, listen to the announcer and write down the times for each racer after each run.

You will record the times on the board for all competitors, first and second run. If a racer Does Not Finish, record DNF in place of a time. If a racer Does Not Show, record DNS. For the second run, you will record the run time plus a combined time. Be ready!!

Announcer

The Announcer is the voice of race day. You'll announce who is in the gate, on course, and crossing the finish line, along with the finish time for each racer. You'll also make announcements about course safety and special instructions, if required.

Report to the Competition Center by 7:15 a.m. and sign in. You will be helping with registration until 9:00 a.m. Then you may leave and walk or ski up to Timing Building at the foot of the T-Bar. Be sure to bring a Start Order sheet with you. Go upstairs, and at the top of the stairs you will see a cubicle, with a headset (put it on) and a microphone. There will be timing officials in the adjacent office who will feed you information. You will be announcing instructions from the head timer such as "Clear the course," "The course is now closed," and the times of each racer. Typically, you announce who is in the gate, who is on course, who finishes, and the finish time. When you announce who is in the gate, mention which mountain they are from, as indicated by the 3-letter code next to the racer's name (BBTS, FSS, Ford Sayre, FSC, Franconia Ski Club, etc.). There should be a sheet on the wall that lists the names and abbreviations. They are also listed in the NHARA handbook. Here's an example of what might typically be said:

Racer 23, John Doe, from Gunstock, is now in the gate.

Racer 23, John Doe, is now on course.

Time for Racer 23 is one minute, 59 seconds. (or, sadly, "Racer 23 is DNF.")

When you leave, please clean up your area so it will be nicely organized for the next Announcer.

Chief Gate Judge

Special Qualifications Required:

- You have been a Gate Judge many, many times.
- You know the rules of racing, and are knowledgeable of topics in the Gatekeeper Video, which is shown to all Gate Judges at 8:30 a.m. on race day, in the Competition Center.

The Chief Gate Judge organizes and supervises the work of the Gate Judges, and works closely with the Race Referee. Duties include training, distributing and collecting control cards for both runs, and placing Gate Judges in position on the hill no later than 15 minutes before the race starts. The Chief Gate Judge should sign in at the Competition Center by 8:00 a.m.

Gate Judge

Also called Gatekeeper, this is one of the most important positions on the hill, and one of the easiest to learn. It provides a great introduction to Alpine racing; plus you get to see your kids ski. Gate Judges are responsible for closely observing each racer and documenting incorrect gate passage for an assigned series of gates.

Check in at the Competition Center by 8:00 a.m. and sign in. Ask for the Chief of Gate Judges, who will explain what to do and how to mark your cards. You will be given a board, several cards, some stubby pencils, and a snazzy blue apron. A training video is shown at 8:30 a.m. in the Competition Center. All first-time Gate Judges must watch the video, which clearly explains what constitutes correct and incorrect gate passage.

Around 8:30 or so, you and the other Gate Judges will ride the lift to your assigned gates. Each Gate Judge is responsible for watching from one to four gates (with two or three being typical). After the first run is complete, you will give your cards to the Chief of Gate Judges, at the bottom of the hill. He or she will let you know whether you need to stick around or whether you are free to go get lunch. Typically, you have about an hour to eat before you need to be back in position for the second run. At the end of the second run, again turn your cards in to the Chief of Gate Judges, who will tell you whether or not you can go.

Note: As a judge, you are responsible for determining whether each racer passes the gate line correctly. If you record a fault, you must remain at the finish area until the Jury releases you, in case someone protests your decision.

A word of advice: Dress warmly!!! You will be standing in one spot for the duration of each run, and it can get very cold, even on a sunny and seemingly warm day.

Note that even non-skiers can do this job—however, you should tell the Chief of Gate Judges upon arrival that you are not skiing, to ensure that you are assigned a gate at the bottom of the hill. If you are a non-skier, you might consider wearing snowshoes. Gate Judges sometimes need to run across the hill to retrieve a ski, so you must be able to move without slipping and sliding.

Alpine Event Quick Reference Chart

	USSA License	Outside	Includes Lunch	Best for non-skier	Credits	Notes
Jobs Anyone Can Do (training provided for most positions)						
Chief of Registration	N	N	N	Y	1	In Comp Center
Timer (Primary, Backup)	Y	Y	Y	Y	1	Mountain
Hand Timers (Start, Finish)	N	Y	Y	Y	1	Mountain
Gate Judge	N	Y	N	N	1	Mountain
Course Worker	N	Y	Y	N	1	Tools; strong skiing skills
Starter	N	Y	N	N	1	Mountain
Start Roundup	N	Y	N	N	1	Mountain - Mother Hen
Announcer	N	N	Y	Y	1	In Timing Building
Scoreboard	N	N	N	Y	1	In Timing Building
Lunch Maker	N	N	N	Y	1	Grocery store ahead of time
Timing Room	Y	N	N	Y	1	Computer skills
Jobs Requiring Special Qualifications						
Chief of Race	Y	Y	Y	N	2	Mountain
Chief of Course	Y	Y	Y	N	2	Mountain
Chief Gate Judge	N	Y	Y	N	1	Mountain
Chief of Timing	Y	N	Y	N	1	In Timing Building
Chief of Race in Training	Y	Y	Y	N	1	Mountain
Referee (Start, Finish)	Y	Y	Y	N	1	Mountain

Freestyle Event Job Descriptions

The number of required worker credits for Freestyle families depends on which program(s) your children attend. For details, see *Worker Credit Requirements* on page 6. To fulfill your credits, you can sign up for Alpine and/or Freestyle events.

Each Freestyle volunteer position is described below.

Chief of Competition

The Chief of Competition is a job that requires some training and counts for two worker credits. You must have a valid USSA card to sign up for this position. The Chief of Competition is responsible for organizing and coordinating on-hill work for the event, working closely with the Chairperson, mountain staff, and Chief of Course. The responsibilities are outlined below:

- Prior to the event, make phonecalls to volunteers who signed up for the event, letting them know where the event will take place and what time they should report for duty. You should have a copy of the sign-up sheets with you so you know who to expect that day.
- A week before the event, check the equipment to make sure that the supplies you need are there. Purchase anything that is needed and submit the receipts to the Race Secretary for reimbursement. Make sure the scoreboard is charged, and check the timer for functionality as well as fresh batteries. Check with Nick to make sure the radios for the event will be on site and charged.
- Two baskets should be delivered to the Competition Center the night before the event.
- Arrive early on the morning of the event, usually around 6:00 a.m.
- Pick up a radio for Ski Patrol at the mountain office. Check the radio with Ski Patrol before practice starts, to make sure it works.
- One of your first tasks on the morning of the event is to oversee the loading of the baskets. The first basket should contain all of the items needed to erect the staging. The second basket can carry additional items that you won't need immediately, such as speakers, fencing, lunches, heaters, and chairs.

- When you arrive at the venue, assess the site for the safe placement of the staging, making sure there is room for the outriggers and tie-downs. On mogul sites, the staging should be placed on the center line of the course and three sections high so judges can see the entire course. For air sites, the judges need to see both landings and takeoffs. Erect the staging, then get the sound system working so you can communicate with other people and make announcements to the competitors. It is critical to have a Starter or Assistant Starter early, to keep things orderly. On mogul days the course will be pre-wired, but you will need to communicate with the Starter to test the electronic timing system.
- After you get the staging erected, sound working, and timing checked, you should make sure that the judges have supplies ready and an assistant is on the staging before the start of the meet. For mogul events, set up three chairs at the finish line for the Hand Timers. Place the chairs far enough back to avoid injuries from skiers that may wander off course. Make sure that you speak with the Chief of Course to ensure all safety issues such as fencing and crossing trails have been addressed.
- Throughout the day, be sure that Jump Sweeps and Starters get breaks to warm up whenever possible. Try to relieve anyone that may be getting fatigued or just cold. Make sure water is available and lunch is ready when needed.
- Make sure that any changes made to the course do not adversely affect any competitors nor give others an advantage. Safety is the key. In-runs may need to be cleared from falling snow to keep speeds consistent.
- In case of injuries, use the radio to inform Ski Patrol that they are needed at the site. Never give details of any injuries over the radio.

Jump Sweep

There are two Jump Sweeps in a mogul event. Each Jump Sweep is positioned outside of the course, just off the jumps. Jump Sweeps are responsible for maintaining the integrity of the in-run by making sure that there are no ruts or chunks in front of the jumps, using a shovel to add snow and to smooth the in-run. The Jump Sweeps also keep the landing areas clear of any debris and fill ruts as needed. When lighting conditions are poor, the Jump Sweeps are responsible for spreading pine boughs to increase depth perception, so competitors can spot the landing. Jump Sweeps should wait until the competitor is well past the jump before walking out on the course and should be mindful of the next competitor coming. NEVER help a competitor gather equipment or put on skis, as this will result in a disqualification.

For this position, “less is more.” It is not essential to come on course before each competitor. Perform maintenance only as needed to keep competitors safe.

The Chief of Competition will send relief as needed to warm up and take a break. This can be a cold job, so layering is essential to stay warm.

Starter

The Starter is responsible for the orderly practice session before the event, making sure that all competitors get a reasonable number of practice runs. The Starter depends on the Assistant Starter to line the competitors up in their run order so that starts are timely. The Starter has a radio, and the Head Judge will give the starter radio protocol prior to the start of the event. The Starter is also responsible for inserting competitors into the proper run order. This can be a cold job, and layering is essential to stay warm. Whenever possible, the Chief of Competition will try to give the Starter a break to warm up.

Runner

There are usually two or three Runners for an event. The main responsibility of each Runner is to deliver scores to the location where they are being tabulated. Other duties may include running items such as lunches or anything that may have been left at the Competition Center. Depending on where the event is located, you may need to be a strong skier, as it can be challenging to get to the venue on steep terrain while transporting heavy items.

Setup and Breakdown

There are usually four or five Setup and Breakdown people, who are responsible for loading and unloading the basket, erecting staging, positioning speakers, running wire, and chopping landing areas. This is a physical job and you need to arrive early. Layering will keep you from overheating while working. Spare gloves are recommended, as is a helmet, because a knock on the head by equipment is common. This is a good job if you want to watch the event in its entirety because once the event starts your job is done until the event is over. Setup and Breakdown personnel transport before the lifts open and are escorted by ski patrol to the venue. You **must** be on time for this loading or you will not be able to reach the site once the group has left. Please be ready with your skis and anything you are taking with you.

Head Scorer

This job requires training and is an indoor job. The scorer is responsible for the data entry portion of the event, using software supplied by Eastfree.

The night before the event, the sign-ups are checked and listed with the pay information. On the morning of the event, the Scorer works with Registration, gathering information to assign bibs and create run orders.

Once the event starts, Runners take scores to the scoring areas for input into the system. Usually after the first run, the unofficial results are released, and the Scorer sends a new run order to the hill for the second run.

After the second run, scores are entered into the system and results are calculated and verified by the judges. After the results are final, the Scorer works with Registration to ready the medals and ribbons for the awards ceremony.

Hand Timers

There are three Hand Timers for a mogul event. Timers are positioned at the finish line and are used in mogul competitions in the event that the electronic timing fails. Be sure to dress in layers, as you can get very cold while sitting for long periods of time. Some Timers take sleeping bags or blankets with them. Each Timer uses a stopwatch and carries a radio, in order to be ready to start timing on the Starter's cue. Record each competitor's time on a run sheet. The times will be added together and averaged in the event of electronic failure. The Chief of Competition will try to provide warming breaks when possible.

Knoll Master / Chopper

The Knoll Master helps with the initial chop in the morning and then is in charge of the jumps in an aerial event, holding jumpers in place until the landing area is clear of skiers and equipment. The Knoll Master crosses his arms in an X to hold athletes and makes an O to send them. In an aerial event, there is only one Knoll Master. In a slopestyle event, there may be as many as three, depending on how the course is set up. Great care and attention is required because the safety of the athletes is at risk if this job isn't performed properly. This is a great job because you get to see all of the action up close and you control the flow of competitors.

Knoll Worker / Chopper

The Knoll Worker / Chopper puts the initial chop on the landing area and helps put out pine boughs for the landing area. Choppers must stay close to the site, because it is frequently necessary to re-chop the landing area and knoll as it gets hard. Layer up and remove clothes while chopping, so you don't overheat. It is not uncommon to get tennis elbow if you are too aggressive. Pace and temperature control are key.

Judge's Assistant

The Judge's Assistant helps the judges who are seated on top of the staging to keep the paperwork organized. Duties include sharpening pencils, stapling score sheets, and sending the completed sheets to the Runners. This job has the best view of the event because you can see the takeoff and landing areas. The staging is generally enclosed and partially heated, but this is still a cold job on bitter days. Electric blankets are usually provided. It is best to wear warm boots because climbing staging with ski boots on can be challenging.

Lunch

This is an indoor job, which needs to be completed the night before the event. Prior to the event, speak with the Chief of Competition to find out how many lunches and waters are needed. Special orders such as vegetarian lunches may be requested. We are planning to compile a list of suggested lunch menus soon, to help make shopping easier. Most people purchase the water and supplies at BJ's or WalMart. When you go shopping, be sure to stay within budget. Keep the receipt and turn it in to the Race Secretary on event day, so you will be reimbursed.

On the day of the event, bring the lunches and water early enough to be put in the basket. The basket leaves for the venue at approximately 7:00 a.m.

Announcer

The announcer uses the public address system for announcing the competitor's name and home mountain prior to the start of each run. The Chief of Competition will ask the announcer to make announcements about start times, delays, and general announcements pertaining to the event or safety issues. Dress in layers, as this job can be cold due to the lack of movement.

Assistant Announcer

The Assistant Announcer takes over for the Announcer when needed and keeps paperwork in order for the Announcer.

Timer

For mogul events, there is one Timer. The Timer is responsible for the operation of the electronic timing and recording of times on the time sheet. This is a critical job and requires precision. Dress in layers, as this can be a cold job due to the lack of movement.

Freestyle Event Quick Reference Chart

	USSA License	Outside	Includes Lunch	Best for non-skier	# Credits	Notes
Chief of Competition	Y	Y	Y	N	2	Requires special qualification
Jump Sweep	N	Y	Y	N	1	Mountain
Starter	N	Y	Y	N	1	Mountain
Runner	N	Y	Y	N	1	Mountain; strong skiing skills
Setup/Breakdown	N	Y	Y	N	1	Tools; strong skiing skills
Head Scorer	Y	N	Y	Y	1	Special training; computer literate
Hand Timers	N	Y	Y	N	1	Mountain
Knoll Master/Chopper	N	Y	Y	N	1	Mountain; physically demanding
Knoll Worker/Chopper	N	Y	Y	N	1	Mountain; physically demanding
Judge's Assistant	N	Y	Y	N	1	Mountain
Lunch Maker	N	N	--	Y	1	Grocery store ahead of time
Announcer	N	Y	Y	Y	1	Mountain
Assistant Announcer	N	Y	Y	N	1	Mountain
Timer	N	Y	Y	N	1	Mountain

The Competition Support Committee

The commitment shown by BBTS coaches, athletes, and families is an important part of BBTS history, and continues to be the foundation of our program.

The reputation maintained by BBTS for producing the best-run events in New Hampshire Alpine and Freestyle competitions is an important part of our legacy, but still has to be earned at each competition we host. We've been able to achieve this through dedication, and the ability to join together to accept a challenge. We see our athletes and coaches accept the challenge of training hard during each session on the hill, and their dedication is obvious. On race day, teams of volunteers also join to accept the challenge of organizing, preparing, and running a safe and fun event for our children, visiting athletes, and families we host.

About the CSC

The Competition Support Committee (CSC) is a group of volunteers from each discipline (Alpine, Freestyle, and Snowboard), whose purpose is to serve as the point of contact for information about the WVBBS worker credit policy. The CSC coordinates worker credit assignments and ensures that each family fulfills its commitment, while striving to making the act of volunteering a fun and rewarding experience.

The members of the Competition Support Committee are listed below:

Position	Name	Contact Info
Chairperson & Alpine Representative	Tom Ennis	tennis@wvbbts.org thomas.ennis@verizon.net
Alpine Representative	TBD	
Freestyle Representative	Jim Beauregard	diachief@msn.com
Freestyle Representative	Tad Dziemian	tadandjojo@comcast.net
Snowboard Representative	Lore Chapman	Lchapman@nhs-healthlink.org
Snowboard Representative	TBD	

Worker Credit Policy Agreement: 2007-2008 Season

INTRODUCTION

Waterville Valley Black and Blue Trail Smashers Ski Educational Foundation (“WVBBTS/SEF”), a 501(c)(3) non-profit organization, owns and operates Waterville Valley Academy and the BBTS Ski Club. When we enroll our children in Waterville Valley Academy for three months or longer or we enroll our children in the BBTS Ski Club we make two commitments—a financial one to pay our Academy tuition and fees or Club fees, as applicable, and an equally important one to donate our time towards competition events hosted by WVBBTS/SEF. There really is no better way to support your child and WVBBTS/SEF simultaneously than to help with these competition events. There is a camaraderie and sense of community that comes with this whether you are helping your own child or those of Academy parents and club members. Any of us who enroll in the Masters Program also make this same type of two part commitment—financial and to our fellow competitors.

The event sign-up sheets will be available at the Ski and Snowboard Ball on Saturday, December 1. Sign up procedures and locations after the Ski and Snowboard Ball TBA.

You are encouraged to take a leadership role and learn to become a Chief of Race, Chief of Course, or Start/Finish Referee. The first 2 positions are simply learned by observing and being mentored. Alternatively, for becoming a Start/Finish Referee there is a specific training clinic that will be offered. Please contact us at wvbbts@wvbbts.org for further details. All three of these positions require a USSA Alpine Official card that is simply applied for at ussa.org. Remember—there are many ways to fulfill this commitment either on snow or inside and behind the scenes. Parents with only Mitey Mites or GROMS in the program will have a requirement to work **one** competition during the season.

Please read the Worker Credit Policy set forth below. Although the policy provides that you will be charged if worker credit requirements are not met, it is not at all our intention for parents to rely on that option. Why is that? We believe the answer is two-fold. First—this is really a parent participation program (not a worker program) and our young athletes will feel this support from each of you both on snow and off. Second—it will become impossible for WVBBTS/SEF to support competitions at our home mountain without the support of each of you.

WVBBTS/SEF has maintained the finest reputation throughout the years for organizing the best competitions in New England because of the commitment of its Academy parents and BBTS Club members in producing these events. Let us all take an active role in upholding that legacy for our children.

If you have any questions on the above please e-mail us at wvbbts@wvbbts.org. Thank you.

WVBBTS/SEF Race Worker Credit Policy/Agreement 2007- 2008

- + Who Must Work – All members of the weekend BBTS program who have children that are enrolled in Mitey Mites, GROMS and JV through JI alpine, freestyle and snowboard programs. A widow or widower is required to work ½ of the worker credit requirements.
- + Worker Credit Requirements – Six (6) per family for families with alpine/freestyle JV through JI athletes; four (4) per family for families with snowboard athletes and one (1) per family for families with Mitey Mites/ GROMS athletes only (GROMS being the pre-JV Snowboard development program). Each event worked is equal to one race credit (*unless otherwise provided in the Worker Credit Handbook*). Event work includes gate keeping, timing, course maintenance, scoring, registration, etc. Families with children enrolled in multiple programs must earn the larger number of credits.
- + WVA Worker Credit Requirements – For students who attend the Academy for three (3) months or longer, there is a worker credit requirement of two (2) races per family.
- + Masters Program – If you are in the Masters Program and we are hosting a Masters Race you must supply someone to work the race for you. If you are not racing then you are required to work the race.
- + Sign Up –At the Ski and Snowboard Ball on Saturday, December 1. There will be no sign up available before this event. Sign up procedures and locations after the Ski and Snowboard Ball TBA.
- + What If You Choose Not to Work – Although not encouraged, families may elect not to work and pay \$200 per worker credit requirement at the time of the annual application submission (in the case of WVA families, election must be made at the time of submission of the WVA Enrollment Contract and payment must be made on or before November 1, 2007). For instance, an alpine/freestyle family that chooses to work only 4 of their 6 required worker credits would pay \$400 for the unfulfilled obligations. Not fulfilling the race worker obligation, and not paying the fee in advance, will result in an additional fee of \$100 per race.
- + What If You Sign Up and Don't Show – After a member or Academy parent signs up for an event, he or she may change event(s) two weeks prior to the event. Within two (2) weeks, it is the member's or Academy parent's responsibility to find a substitute. If he or she cannot find a substitute or does not work the event, they will be assessed a charge of \$300 per event at the end of the ski season which will be due net 30 from date of invoice. If this amount is not received prior to the start of the 2008/2009 ski season then the member will not be allowed to join the Club until payment is received.
- + Worker Credit Handbook – By execution of this Race Worker Credit Policy/Agreement the undersigned agree that they have read the enclosed Worker Credit Handbook.

Signature of Mother or Legal Guardian or Master Racer

Signature of Father or Legal Guardian

Printed Name

Printed Name

Date

Date