

Directly following is a list of non-official course worker jobs at Metro races, with brief descriptions. In parenthesis is the number of positions per course (we usually run two courses). In some cases, this number depends on the location and type of race (GS or SL), and a range is given.

All of these jobs can be performed by non-skiers, unless otherwise indicated, although being able to ski to the job location is often helpful. In remote venues, it is sometime necessary to ski to the race course.

Gatekeeper (12-18, including rovers): Gatekeepers, also known as gate judges, are responsible for monitoring the correct passage of each racer through a set of gates on the course, assigned to them by the chief gatekeeper. They also perform rudimentary maintenance along their section, such as replacing poles knocked askew by racers. They may need to be available at a post-race jury meeting if involved in a racer disqualification. All gatekeepers are expected to attend a pre-race training session, usually scheduled for 8:30am.

One or more roving gatekeepers will be named by the chief gatekeeper on race morning. The rovers circulate through the course and substitute for any gatekeepers needing relief during the race. A rover should have prior gatekeeping experience and will be able to answer questions that other gatekeepers might have. This is a skiing job.

Crossing Guard (0-2): Crossing guards monitor the entrances of any trails that cross the race course to ensure that the course is always clear for oncoming racers. Utmost attention to the race is required to make sure the general public is allowed to cross the course only when safe to do so. Crossing guards should attend the pre-race gatekeepers meeting at 8:30am, unless otherwise instructed.

Hand timers (4): Responsible for capturing a stop watch time stamp for each racer, providing manual backup to the electronic timing system. Two hand timers each are stationed at the start and finish lines. Must be able to stand in one spot all day long without losing focus, and be able to write down numbers in cold weather. Hand timers should attend a pre-race timing meeting, usually held at 8:20am. Afterwards, report to the start or finish referee at the start/finish areas one half hour prior to race time.

Time Recorder or time poster (1): Writes down elapsed times of racers, as they occur on the electronic display board, onto the unofficial results sheet posted at the finish area. The time recorder should report to the finish referee at the finish area one half hour prior to race time.

Bib Collector (1): Collects bibs from racers as they finish their last run of the day. The bib collector should report to the finish referee at the finish area 15 minutes prior to the start of the last run.

Time Runner (0-1): Transports hand timer sheets from the start and finish lines to the results crew throughout the race, at their direction. Also delivers electronic paper tapes from the finish. This is a skiing job. The time runner should attend the pre-race timing meeting, usually at 8:20am, to meet the timing crew. Afterwards, he/she reports to the results personnel in the lodge for instructions, prior to the start of the race.

Course Maintenance Worker (3-6): Maintenance workers help with setup of start/finish areas, setting fences, etc, as directed by course officials. During the race, they assist with course grooming and gate replacement. After the race, they help as needed with course teardown, assisting officials and the responsible school teams. Maintenance workers should be confident skiers and ready for a hard days work if snow and weather conditions are bad. They should be able to work most, if not all of the races, in order to develop skill on the job, and should be able to get to the race by 7:30am to attend the pre-race officials meeting.

Hardwire Setter (1-2, for both courses together): Provides the wire connection for our electronic timing, either by patching into existing hill wiring or running temporary wire alongside the course. Hardwire setters must have good electrical debugging skills in case things go wrong, and be able to work under pressure. After establishing the hardwire connection before the race, he/she usually assists with course maintenance, but the primary job is to be on radio-call to fix any electronic timing equipment problems that might occur. Those doing this job need to be available to work most, if not all of the races.

Electronic timers (2): Electronic timers are responsible for setting up and running the electronic timing equipment for the course, including the electric eye at the finish line, the timing display board and the timing computer. They need to understand principles of time-of-day timing and all of the associated FIS timing rules. They should also comprehend the methods by which hand times are used to substitute for missing electronic times. Lastly, they must have good debugging skills in case things go wrong, and be able to work under pressure. Electronic timers should be available to work most, if not all races. The electronic timers hold a pre-race timing meeting, inside the lodge, usually at 8:20am.

Midway Spotter (0-1): The midway spotter is positioned roughly midway down the course to announce the passing of each racer over the radio, the purpose being to clear the starting of the next racer. The midway spotter must be willing to work in one spot all day long and maintain good focus on the race. It is desired for the midway spotter to attend the pre-race officials meeting at 7:30am, in order to meet race officials. Otherwise, he/she should report to the technical delegate or referee at least one half hour prior to race time.

Assistant Starter (1): Works under the direction of the start referee to organize racers at the start area for their upcoming starts. He/she would also be expected to help with setup and teardown of start area equipment. The assistant starter should report to the start referee at the start area at least one half hour prior to race time.

Directly following is a list of the official's positions on the course. Descriptions for these jobs are not given here, as they can be found in the Metro Ski League rulebook. Officials need to be to the race venue by 7:30am to attend a pre-race officials meeting. Some of the officials are members of the race jury, and must be available to stay for a possible post-race jury meeting. Most of these volunteers make a several year commitment to develop expertise in their job.

Technical Delegate (1)

Referee (1)

Finish Referee (1)

Start Referee (1)

Chief Gatekeeper (1)

Chief of Race (1)

Chief of Course (1)

For each race on Saturday, there is a lot of preparation done during the preseason and in between races to get ready for it, all done by volunteers. Many of these tasks are administrative in nature, and can be performed by parents who are non-skiers, or unable to make it to the mountain on race day.

Volunteer Worker Coordinator: This person organizes and schedules the “non-official” race day course workers, typically numbering from 50-70 people between the two courses. Prior to the start of the season, the coordinator collects potential volunteer names, drawing primarily from the pool of racer parents, and establishes their weekly availability to work, along with any course job preferences. During the season, by Thursday prior to each race, the coordinator draws from the volunteer pool to fill out a worker assignment chart for each course. A weekly worker list is transmitted back to the schools via the parent reps, to remind workers that need to be at the race and let them know what job they will be doing. Sometimes, not all potential volunteers are needed, and these people should also be notified ahead of the race, again via the parent reps. Throughout the season, the worker coordinator tries to balance the work load appropriately among member schools, and also attempts to develop expertise in certain job positions that require it (e.g. hand timing, midway spotter, and course maintenance).

Although the worker coordination work happens in between races, it is helpful for the coordinator to be in the lodge on race days to troubleshoot problems during worker check-in.

Officials Coordinator: This person heads up the volunteers who work as race day officials, including facilitating the special training required for each official position. During the season, the coordinator schedules the officials who will be working each race day weekend.

Lead Electronic Timer: This person maintains the start & finish timing bags, which include the electronic timing box (Tag Heuer CP520), the finish beam and start wand, as well as the stopwatches used for backup manual hand timing. He/she trains other electronic timers and schedules them for each race. On race day, he/she conducts a pre-race timing meeting, trains the hand timers on their duties and starts/synchronizes all of the timing equipment. After the race, the electronic timer works with the Results person, as needed, to ensure that the official race results are accurate.

Lead Course Maintenance Worker: This person maintains and keeps track of the gear used for course maintenance. This gear is kept in backpacks and includes drills, auger bits, gate tools and wedge mallets. On race day, the lead maintenance worker trains new volunteers on good course maintenance techniques and monitors the work of others.

Preseason Registration: All teams and individual racers, coaches and volunteer workers have to be registered with the Metro League and OISRA. This usually happens in the October to November timeframe prior to the race season. Many informational and liability release forms are involved in this process. Someone, usually the league secretary, heads a small team of people to organize all of the forms, collect them and check them for mistakes once they are turned in. This is strictly an administrative task and is a good way for non-skiing parents to volunteer their help to the league.

Race Orders and Results: During preseason, the race order coordinator works with the registration team to generate an excel league database that organizes information on all racers, coaches and volunteers workers who are part of the league. During the season, the racer portion of this database is imported into a program that generates racer orders and race results. Taking

input from each team coach, a racer order is produced by Thursday of each week. This information is used to pre-sort the bib numbers for the race and to assign start positions. All of the work described so far is done off-mountain.

On race day, a results coordinator collects timing information from the courses as they are produced throughout the day, and generates finish results from them. This person may or may not be the same person that prepares the race database during the week. After the race, he/she posts race results on the league website, including updated team standings. At the end of the season, team and individual eligibility for State is calculated.

Start/Finish Officials Bags: A person is needed to prepare the bags used by the start and finish officials for each race. These bags contain the paperwork and small gear needed to properly track the racers during the race, such as race orders, timing sheets, dye, pencils, etc.

Bib Sorting: After each race, the bibs that have been collected need to be washed. Bib numbers are reviewed and any missing numbers need to be reported to the Race Order Coordinator. Prior to the next race, usually Friday, the numbered bibs need to be pre-sorted by team, based on the weekly race order. They need to be brought to the mountain early on race morning to be distributed to the coaches. Except for getting the bibs to and from the race venue, this job is an off-mountain one.

Gate Maintenance & Prep: All of the race course gear needs to be maintained and stored. This includes gates, tents, fencing, buckets, equipment bags, shovels, rakes, etc. Prior to each race, this equipment is prepped for transport to the mountain, with a checklist to keep track of it all. Between races, broken equipment must be repaired and missing pieces must be replaced.

Radios: Metro owns an inventory of Motorola two-way radios, used for official and worker communication on race days. Between races, radios are repaired as needed and batteries are recharged. A radio assignment sheet is prepared prior to each race to keep track of them. The maintenance and prep portion of this job is off-mountain, but someone needs to be on-site during the race to distribute and keep track of the radios.

Hardwire: In between races, the timing hardwire and related supporting equipment need to be stored and repaired as needed. Usually this would be done by the same person who makes sure hardwire-based timing is in place on race day.

Race Day Check-in: On race day, officials and other volunteer workers get checked-in before the race and issued necessary items to do their job (lift passes, radios, lunch bags, vests, buckets, whatever). Some of this check-in is usually done by the chief gatekeepers, but other check-in help is often needed. When the race is over, one or more persons needs to be ready in the lodge to collect gear from all the workers as they come in. This is an inside-the-lodge job and can be done by a non-skiing volunteer.

Awards Coordinator: A person is needed to coordinate the design and purchase of trophies given out at the post-league awards event.